

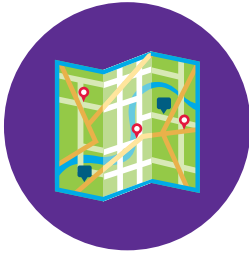


Cadette Workbook for Earning Your Silver Award



Silver Award at a Glance

7 Steps to the Silver Award



Prerequisite:

Complete a Cadette Leadership Award or Journey, if you haven't already earned the Bronze Award.



Step 1:

Identify issues that you're passionate about and how they affect your community.



Step 2:

Build your team. Work with a team of up to three other Cadettes or on your own. Either way, plan to partner with the community.



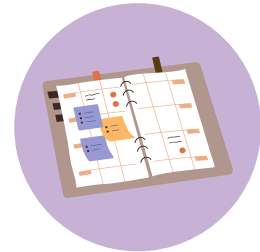
Step 3:

Explore your community to learn more about issues that interest you. This can be your neighborhood, your school, Girl Scouts, your place of worship, or another community of interest.



Step 4:

Choose your Silver Award project based on your passions and what you've learned by exploring your community and talking to others.



Step 5:

Make a plan and submit your Project Proposal (to your Troop Leader) to carry out your Silver Award Take Action Project.



Step 6:

Put your plan in motion. You and your team will each spend a minimum of 50 hours to earn the award. Planning time counts too! Use the Time Log to track your time.



Step 7:

Spread the word and submit your final report. Inspire others! You can give a presentation to another Girl Scout troop, your local Girl Scout community, or to students at school. Turn in your final report to your council before September 30 after completing 8th grade.



Then...

Celebrate! GSGLA hosts a ceremony annually in May. Check with your leader for more details. (You may also choose to host your own celebration as well).

Table of Contents

<u>Silver Award at a Glance</u>	2
<u>How to Use This Workbook</u>	4
<u>Key Elements of the Silver Award Project</u>	5
<u>Take Action vs Community Service</u>	5
<u>Project Requirements</u>	6
<u>Prerequisites</u>	7
<u>Step 1: Identify issues</u>	8
<u>Step 2: Build your team</u>	10
<u>Step 3: Explore your community</u>	12
<u>Step 4: Choose your Silver Award project</u>	14
<u>Step 5: Make a plan and submit your Project Proposal</u>	16
<u>Step 6: Put your plan in motion</u>	20
<u>Step 7: Spread the word and submit your Final Report</u>	22
<u>Now it's your turn - template pages</u>	24
<u>Girl Scout Silver Award™ Checklist</u>	24
<u>Silver Award Take Action Project Sample</u>	26
<u>Take Action Project Decision Bracket</u>	27
<u>Mind Mapping Diagram</u>	29
<u>Pros/Cons Diagram</u>	30
<u>Budget Worksheet</u>	31
<u>To-Do List</u>	32
<u>Time Log</u>	33
<u>GSGLA Resources</u>	34

How to Use This Workbook

This workbook is designed to lead you through the 7 Steps to the Silver Award. Use the sample Silver Award Take Action project in the template pages to follow all the examples provided throughout this workbook.

If you need more detailed explanations, review available resources with your leader or adult volunteer. *The Adult Guide for Earning the Silver Award* goes into more detail; the [Volunteer Toolkit](#) has Silver Award meeting plans; the [Girl Scout Activity Zone](#) has helpful videos and self-guided activities to help you explore the key requirements of the Silver Award. For more information, go to the [GSGLA Silver Award page](#), and [GS Events](#) for the optional training dates.

Excited to earn your Silver Award? Check these off first.

- ☐ You're a registered Girl Scout Cadette (in grades 6–8).
- ☐ You've earned the Bronze Award, a Cadette Leadership Award, or a Cadette Journey.
- ☐ You will be able to finish your project and submit paperwork by September 30 after 8th grade is completed.
- ☐ You're excited to plan a **Take Action** project with the required elements by: practicing **leadership**, addressing a real **root cause** of a community issue you care about, and creating a plan to make your project **sustainable**.

What do Silver Award Girl Scouts say?

“Do what you love while helping others!”

“Definitely do it. We learned a lot!”

“Be realistic.”

“We enjoyed giving back to our community!”

“Plan, and plan more.”

“Time management is the hardest.”

“Just start! Don't put it off because you're looking for the perfect project.”

“Ask for help!”

Key Elements of the Silver Award Project



The Silver Award Take Action project may be different than other projects you've done as a Girl Scout.

If you earned a Bronze Award, some of the steps will be familiar. If you didn't earn a Bronze Award—that's OK! Any Girl Scout Cadette can rock a Silver Award Take Action project.

Take Action vs. Community Service

Before you begin, it's helpful to understand the difference between a Take Action project and a Community Service project. Here's the difference:

Take Action	Community Service
A long-term project with sustainable and ongoing influence that addresses an issue's root cause	A short-term effort that helps something or someone fulfill an immediate need
Done WITH the community	Done FOR the community
Creating a unique initiative to address an issue's root cause	Joining an existing effort to solve an issue
Creating and leading your own team of volunteers	Joining an existing team , usually as a volunteer
Setting the goals and leading a team to achieve them	Working toward a goal that's set by others

Often, a community service project idea can be developed into a Take Action project. For example, you may want to collect items for a crowded pet shelter. That's a service project, of course. But if you partner with the shelter to understand the root causes of overcrowded shelters and come up with a solution, like workshops to educate others about spaying and neutering pets, that's a Take Action project.

Project Requirements

Take Action projects have five elements: the Girl Scout Gold Award requires all five; the Girl Scout Silver Award requires three (GSGLA recommends all 5); and the Girl Scout Bronze Award requires two.



	Leadership	Root Cause	Sustainable	Measurable	National and/or Global Link
Bronze Juniors	Required element	Required element	Introduction of new concept/recommended		
Silver Cadettes	Required element	Required element	Required element	Introduction of new concept/recommended	Introduction of new concept/recommended
Gold Seniors/Ambassadors	Required element	Required element	Required element	Required element	Required element

Required element Introduction of new concept/recommended



To earn the Silver Award, you need to:

- Show leadership.
- Research and address a root cause of an issue in your community.
- Create a plan to make the project sustainable.
- **Recommended:** Make your project measurable.
- **Recommended:** Make a national and/or global link.

These are the key elements. If they are new to you—no worries! We'll identify how to fulfill each of these requirements in this workbook. You'll be a Silver Award Take Action project expert in no time.



Prerequisites

Before getting started, make sure you complete a Cadette Leadership Award or Journey, if you haven't already earned the Bronze Award.

In your Silver Award Project Proposal, you will be asked to provide the name of the award completed and the completion date.

In addition, you will be asked to reflect on these questions:

- What did you do?
- What did you learn?
- What will you do better, or differently, next time?

This reflection will help you have a successful Silver Award project.

For what Journeys are available go to the [GSUSA Shop page](#) for the list.





Step 1: Identify issues.



How to start? Begin with your passions! What makes you excited? What do you love to do? What have you always longed to know more about?

Then, look to your community. What are the challenges? Who could use some help? Is there a way to bring your passions to the community to make the world a better place?

There are no wrong answers—no pressure. In this step, you're simply exploring, jotting down what comes to mind.

Check out the sample Silver Award Take Action project in the template pages to follow all the examples provided throughout this workbook.

Use the chart on the next page to help you find the issues that interest *you*.



Tip: Once you begin this step, start tracking your time so you don't get stuck trying to recreate it at the end. Each Cadette should spend a minimum of 50 hours working on the Silver Award. Track your time using the Time Log found in the template section, a spreadsheet, or a piece of paper—just don't lose it.



What issues are you passionate about?



Why are these issues important to you?



How do the issues affect your community?

Environment

*Trees are essential for so many animals.
I see a lot of trees being cut down to
make room for new buildings.*

*There is less space for the birds and
their nests.*

Education

*I want to be a teacher and I enjoy
working with kids.*

*All children should be able to learn and
have fun while doing it. More tools are
needed to assist teachers in keeping
learning fun.*

Match your talents and skills with the issues you identified and the people you want to help using the Take Action Brainstorming Decision Bracket, which can be found in the template pages.



Step 2: Build your team.

To meet the Silver Award **Leadership** requirement, you'll need to build a team. You've got options:

- **Small team model:** Work with a team of up to three other Cadettes. Your team can be made up of Girl Scouts from the same troop, other troops, or individually registered Girl Scouts. Each Girl Scout must play an active role in choosing, planning, developing, and completing the team's project, and must have their own role and responsibilities in the project.
- **Solo model:** You can create and implement a project on your own. Recruiting and engaging your peers and/or adult volunteers from your network and around your community will be necessary to complete specific tasks.



Teamwork makes the dream work.

Since each Cadette will spend 50 hours on this project, focus on an issue you are really interested in. Don't just pick an issue your friend is doing because you want to work with them.

- Respect your teammates and their different points of view.
- Decide on team rules—use the Girl Scout Law as your guide.
- Contribute your share.
- Have a conflict? Resolve it quickly by talking things out.

No matter which option you choose:

- Plan to partner *with* community members to learn about your issue, discover the root cause(s), make a plan, and take action. Community members might be teachers or school administrators, neighbors, business owners, religious group leaders, or staff at a local community center working on the issue you are interested in. They should be experts in the issue you're working on.
- Show active leadership by involving others in your efforts and directing them to help you meet the goals of your project. Keep track of who helps you and how so you can thank them upon completion and list them in your Final Report.
- You should have the support of at least one **registered, background-checked adult Girl Scout volunteer (usually your troop leader)** who is responsible for safety and Silver Award procedures.
- Try it: Having a **project advisor** is not required but can be very helpful. Lots of people are happy to play a part in helping a Girl Scout make the world a better place.
- The Final Report will ask you to identify and reflect on your individual leadership role, responsibilities, and experience.



A project advisor is an adult who is an expert that has some level of knowledge, skills, or access to resources that can help with your project.

While parents/legal guardians and troop leaders can be project advisors, try to expand outside your familiar circles and grow your network!

If you've chosen a group for your team, hold your first meeting.

Explore how you can collaborate. Play a game or two to get the ball rolling—you might try “spider web!” First, form a circle. Then, toss a ball of yarn or string to each other. The person receiving the yarn tells the group a characteristic about themselves before tossing the yarn to the next person. The yarn should be held tightly and above the ground at all times. Use this activity to discuss how the members all depend on each other. If a single person pulls the yarn, it affects everyone in the group; if one person's yarn is cut, the whole web is broken. Have fun!

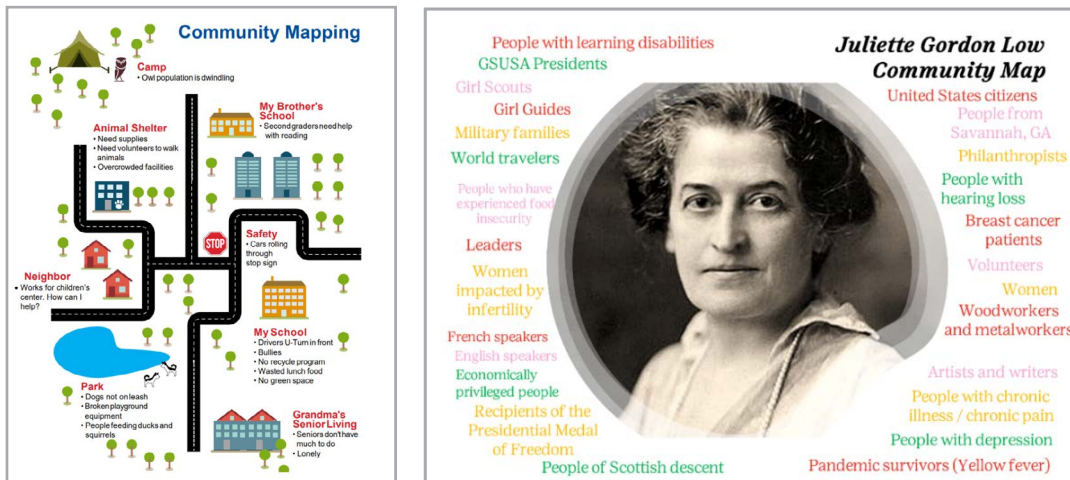
For more team-building activities, ask your adult volunteer, advisor, or another trusted adult to check out the *Volunteer Toolkit* Silver Award Meeting Plans.



Step 3: Explore your community.

1. Draw a community map to keep track of what you see and your ideas for change.

As you explore, remember that a community can be a physical place on a map or a group of people.



2. List the names and contact info of those you meet in your community who might be able to help you with your project.

Community experts are important because they can offer their knowledge or advise you on how to take action on the issue(s) you are thinking about addressing through your project.

Name and Contact Info	Organization	How might they help?
Teacher, neighbor	Neighborhood preschool	Ideas on how to engage preschool students in learning
Carpenter, local store owner	Local hardware store	Ideas for the materials to use for the hands-on shoe-tying tool

3. **Learn what others know** of your issue.

Chat with the people you know to learn about your issue in the community. It’s another way of finding a project idea that might interest you.

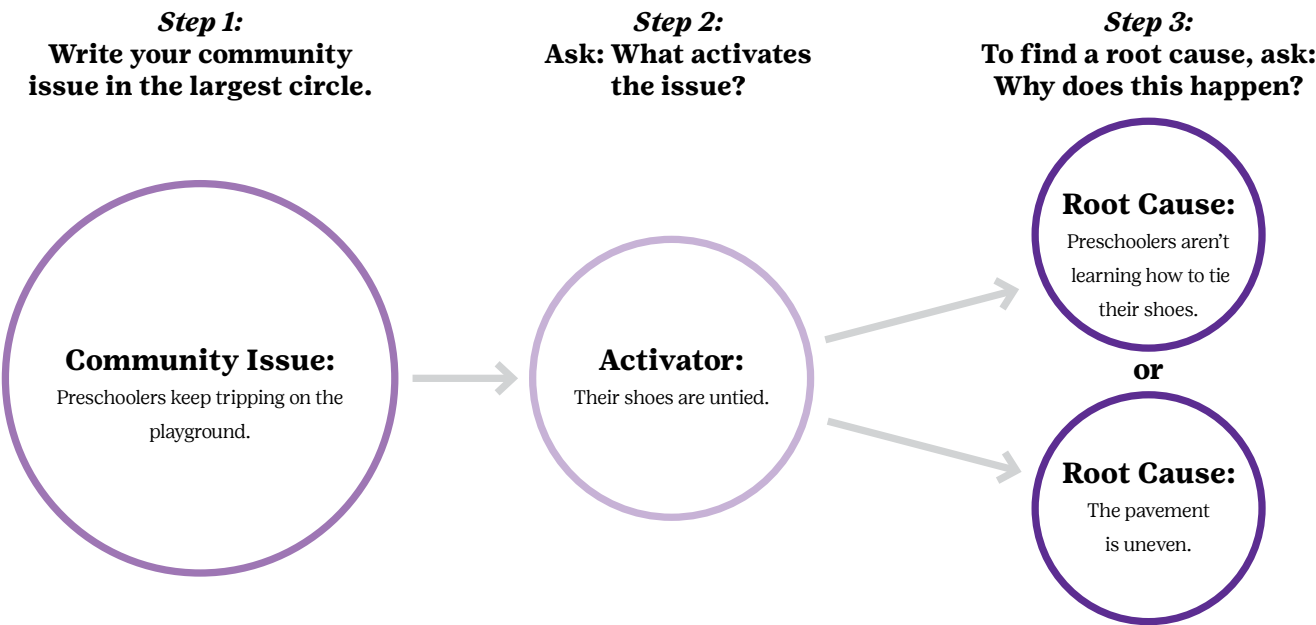
Who I Talked to	Issue(s) They Suggested	What Causes the Issue	What Worked in the Past	What Didn’t Work
Teachers	Students tripping	Shoelaces untied	Learning the skills at home	School nurse teaching students
School nurse	Students needing more support to learn how to properly tie their shoes	Students not getting enough practice	Presentation on how to tie shoes	Students forgot how to tie shoes after the presentation because there was no practice involved
Parents	No time to teach shoe tying	Busy schedules	Shoes without laces	Can’t always wear shoes without laces

4. **Research root causes** by asking what causes an issue and why, then ask why this happens again.

Understanding the **root causes** of your issue is an important part of a Take Action project. By looking at the root causes of an issue, you figure out why the issue is happening in the first place and then you can create a solution to stop it from happening again.

Uncovering root causes may seem hard but it can be surprisingly easy. Brainstorm with your team, use colorful sticky notes to track your ideas, or create your own mind map diagram like the one shown here. Keep asking “Why?” and you may find that there is more than one root cause!

Use the **blank mind mapping diagram** in the template pages to find the root cause of your project’s issue.





Step 4: Choose your Silver Award project.

You've thought about your interests and passions. You've explored your community. You've talked to others, and you've researched to understand root causes of one or more issues. The moment you've been waiting for has arrived: it's time to choose a project!



Make it official by writing it down:

The issue my project will address is...

I care about education and I like working with children. I learned that lots of preschoolers are tripping on the school playground because they are not properly tying their shoes. The school nurse has seen an increase of injuries and is concerned someone will hurt themselves badly.

It matters because...

Injuries at school take away from children's fun and learning time. It's important that all children are safe and able to play. Mastering a task like shoe tying will help preschoolers be more independent and confident.

My target audience (who is going to benefit) is...

Preschoolers and school staff.

A root cause of my issue is...

Preschoolers are not learning how to tie their shoes. Maybe they are being taught, but they aren't remembering it. It is clear they need more practice in learning to tie their shoes.

My team's project idea plans to address the root cause by...

Developing a workshop to teach preschoolers to tie their shoes, with a hands-on tool to help them practice. The hands-on tool will stay at the school so the students can practice whenever they want.

Still not sure about your project? Try these to help you make a decision:



Review the info you've collected. Check out your issues chart, your community map, and the ideas you gathered from talking to others. If you're working with a team, sort the information you've gathered together and rank your ideas.



What matters to you most? Or, where could you or your team make the most positive change? Make a list of pros and cons you are considering. Use the Pros and Cons Chart in the template pages.



Feeling overwhelmed? Some issues are complicated and have a lot of pieces. It might help to narrow your focus. Can you break the issue down and take action on one part? Contact your local council if you need help.





Step 5: Make a plan and submit your Project Proposal.

By now, you have chosen a Silver Award Take Action project and are ready to make a plan to get it done.

Planning ahead helps your Silver Award Take Action project go smoothly. Answer the questions below, then review the Silver Award checklist in the template pages at the end of this workbook to decide if your plan is complete or if more planning is needed.

Your plan is just that: a plan. If it changes over time, that's OK!

When ready, submit the project proposal to your leader for review, feedback, and approval. It does NOT get submitted to GSGLA.

Question	Example	Your Answer
How will your unique talents and leadership skills be used in this project?	<i>Gloria loves to build things, so she will lead the details of the hands-on tool.</i> <i>Ava likes research, so she will lead the gathering of information on fine motor and developmental skills for preschoolers for the workshop materials.</i> <i>Zuri prefers organizing and public speaking, so she will lead the scheduling and operational details for the actual workshop events.</i>	

Question	Example	Your Answer
What community experts will you work with?	<i>Gloria will meet with a teacher and the owner of the local hardware store.</i> <i>Ava will meet with preschooler parents and teachers.</i> <i>Zuri will meet with the preschool administrators.</i>	
How will you create a plan to make your project sustainable?* Three possibilities are: 1. Create a permanent solution that can be used after the project is complete. 2. Educate and inspire others in the community or within Girl Scouts to be part of the change. 3. Advocate to change a rule, regulation, or law and encourage others to join.	<i>The team chooses Option 2: They will present workshops to students at the preschool and provide the workshop outline and permanent tool to the school who will continue to teach shoe tying.</i>	
Proposed Start Date	<i>Fall of 7th Grade</i>	
Proposed End Date	<i>Fall of 8th Grade</i>	
Is the time frame realistic? (Y/N)	<i>Yes</i>	

* Your project is sustainable if the impact lasts, even after the project is over. Putting a plan into place to sustain your project is required; however, how the project is actually sustained is often outside Girl Scouts' influence or control. See **The Adult Guide for Earning the Silver Award** for specific examples.



Silver Award projects sometimes require money or non-monetary donations of goods. If you think your project will require this, then please estimate supplies/donations needed and potential costs. For GSGLA Money Earning Guidelines, **see additional resources** at the end.



Example Budget Worksheet:

Supplies Needed	Estimate How Much They Will Cost
<i>Pressed wood</i>	<i>\$25</i>
<i>Yarn</i>	<i>\$10</i>
<i>Nails</i>	<i>\$8</i>
<i>Copies of workshop outline</i>	<i>\$5</i>

Estimated Budget Worksheet:

Supplies Needed	Estimate How Much They Will Cost

Take Action projects often focus on education and advocacy. These generally don't cost very much. If your Silver Award Take Action project has a budget that seems unrealistic, re-evaluate. Is the project truly a Take Action project?

For the Silver Award Final Report, use the Budget Worksheet in the template pages to list the items you received (including troop funds, money earned, donations, etc.), the cost of supplies purchased, and to identify who and where they are from.

You CAN
DO it!

Making your project measurable and making a national and/or global link is recommended. Why take these steps? They will make your project stronger and help you prepare for the Girl Scout Gold Award.

Can you make your project **measurable**?

As you work on your project, try to set one goal that will help you measure your project's success. Think about what you can count to show the impact you've made on your community issue.

Possibilities include:

- the number of people the project helped.
- the number of people who got involved.
- a number that shows the change in a community's need (survey before and after).

Write down your goal in your Project Proposal.



Can you make a **national and/or global link**?

Your project has a national and/or global link when you can identify how other people and places address your issue.

You can:

- Investigate how people in other communities or other parts of the world address your issue.
- Ask: What kinds of programs do they have in place? How can you learn from these? Can you incorporate what you learn about other communities into your project?

Share what you learn in your Project Proposal.



Submit your Silver Award Project Proposal (Troop Leader ONLY)

When you're ready, make it official:

Paste your answers into the **Silver Award Project Proposal** and submit to your troop leader for review—they'll make sure you are on the right track!



Tip: The Silver Project Proposal is a helpful tool that can be submitted to your TROOP LEADER before you begin working on the project. If you are working in a group, fill it out together!



Step 6: Put your plan in motion.

Ready to take action? It's time to put your plan in motion.

Make a list of things you need to do as shown in the chart below. If you're working in a team, decide what tasks each member will do. Then, decide when each item on the list needs to be completed.



Silver Award Take Action Project: To-Do List

Example	Task	How? Supplies needed?	Date task needs to be completed
Gloria	Develop the hands-on tool.	Discuss ideas with the carpenter and preschool teacher.	March 7
	Get supplies for the hands-on tool.	Donation from the hardware store: pressed wood, nails, and yarn.	April 8
Ava	Learn about fine motor skills and developmental stages of preschoolers.	Talk with a preschool teacher or other professional who works with preschoolers.	March 1
	Find fun ways to teach preschoolers to tie their shoes.	Review and sign the online internet safety pledge with my troop leader, then research online.	March 21
Zuri	Schedule shoe-tying workshops.	Discuss possible dates with preschool administrators, then check with the team for their availability.	March 4
	Promote the workshops to preschooler families.	Create flyers advertising the workshops.	April 2
Ava and Gloria; Zuri review/edit	Create a step-by-step guide for using the tool to leave with the school.	Create on a computer and print out several copies.	May 10
Ava, Gloria, Zuri	Host the workshop.	Bring the tool and guide.	May 20

You and each of your team members must keep track of your own time spent on the project. See the start of Gloria's Time Log in the example below:

Date	Task	Time Spent	Running Total
3/7	Meet with the carpenter.	1 hour	1 hour
4/8	Get supplies.	1 hour	2 hours
4/20	Build sample hands-on tool.	4 hours	6 hours
5/1	Practice how to instruct.	2 hours	8 hours
5/10	Test with the preschool teacher.	2 hours	10 hours
6/1	Build more hands-on tools to leave with the school after the workshop.	8 hours	18 hours

You've seen Gloria's example above. **Use the blank To-Do List and blank Time Log** in the template pages to track your own work.



As you work on your project, take photos or videos to document the work you do. You can use these in Step 7: Spread the Word and share them in your Silver Award Final Report.



Be sure to wear your Girl Scout uniform, if you have one, when taking action in your community; people may be more eager to help you when they know that you are a Girl Scout!





Step 7: Spread the word and submit your Final Report.

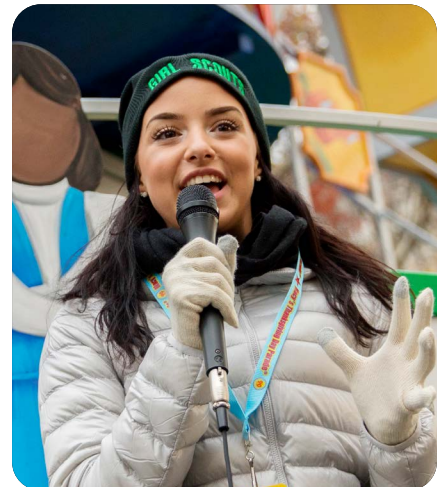
Spread the word by sharing the story of your project.

Why? Because when you share your project, you inspire others—and you bring attention to the important issue you were addressing. Telling your story is one of the best ways to celebrate all that you have accomplished!

There are lots of possibilities. You can give a presentation to another Girl Scout troop, your local Girl Scout community, or to students at school. Create a visual display for a local library or community center. Submit an article to the local news or your school website. How will you spread the word?

Submit your GSGLA Final Report

***Note: Each Girl Scout must submit their own Final Report with time log and budget sheet.**



Congratulations! You've completed your Silver Award Take Action project.

Get started on your Final Report by reflecting on your experience.

- ☐ Describe in detail what you did for your leadership role.
- ☐ In completing this project, what did you discover about yourself?
- ☐ What skills did you gain, and how will these skills help you in the future?
- ☐ What part of your project would you change if you could start over, and why?

Each Girl Scout will submit a Final Report about your project to GSGLA.

The report will contain individual sections for you to share your role and reflect. Once your Final Report is approved by your leader and reviewed by GSGLA, it's official: You're a Silver Award Girl Scout!

Keep a copy of your final report for your own records and submit before September 30 after completing 8th grade. (Submission deadline for the annual ceremony is March 1st.)

What if you didn't meet all of your goals?

The Silver Award is a leadership award. The most important outcomes are the ones you gain for yourself: improved confidence, better organization, stronger teamwork, and more. It's less about the perfect final product and more about what you discover along the way!



Now, it's your turn!

Use the following template pages to plan your project.

Girl Scout Silver Award Checklist

Check items off your list once you have completed them. When you've checked off all the items from each section and received approval from your troop leader or council, you're ready for the next section!

Prerequisite

- ☐ I am a registered Girl Scout Cadette (in grades 6–8).
- ☐ I have finished the Bronze Award, a Cadette Leadership Award, or a Cadette Journey.
- ☐ I know that I need to finish my project and submit paperwork by Sept 30th after 8th grade is completed.
- ☐ I know the Silver Award **Take Action** project's required elements are 1. Practicing **leadership**; 2. Addressing a **root cause** of a community issue I care about; and 3. Creating a plan to make my project **sustainable**.
- ☐ I have completed Silver Award training from my council. (Optional, but highly recommended)
- ☐ I have reviewed the *Cadette Workbook for Earning Your Silver Award*.
- ☐ I am excited to get started!

Project Proposal (submitted to Troop Leader)

- ☐ I developed a title for my project.
- ☐ I provided information about myself (solo model) or myself and up to three other Cadettes (small team model) and additional adult resources.
- ☐ I provided the name of the completed award prerequisite (the Bronze Award, a Cadette Leadership Award, or a Cadette Journey) and completion date.
- ☐ I answered the prerequisite reflection questions to remember the lessons I learned from my experience.
- ☐ I decided my project's expected start date and expected completion date.
- ☐ I researched an issue I am passionate about and identified at least one **root cause** that is based on a need in my community.
- ☐ I have identified my target audience (who is going to benefit).
- ☐ I have identified and engaged experts and others in my community who might be able to help with my project or have knowledge of how my project issue affects my community.
- ☐ I have described my plan to address my issue's root cause and make my project **sustainable** by using one of these three methods:
 - ☐ Create a permanent solution that can be used after the project is complete.
 - ☐ Educate and inspire others in the community or within Girl Scouts to be part of the change.
 - ☐ Advocate to change a rule, regulation, or law and encourage others to join.
- ☐ I have worked with my team (if applicable) to identify all team members' **leadership** roles, which are all different and will each take a minimum of 50 hours of work EACH.
- ☐ I have reviewed my plan and confirm my project is Take Action and not Community Service.
- ☐ I have listed potential supplies needed and estimated costs.
- ☐ I am aware of my local council's requirements for any of my project's donations, money-earning activities, or the use of troop funds. I am aware that each individual team member should spend 50 hours on the project and maintain a Time Log.
- ☐ I've identified how I would try to make my project measurable by making a goal to measure the project's success.
- ☐ I've identified how I would try to make a national and/or global link.
- ☐ I have worked with my team (if applicable) to complete all fields on this form, including all questions, lines, and signatures.
- ☐ I have worked with my team (if applicable) to develop and submit one Project Proposal to my Troop Leader.

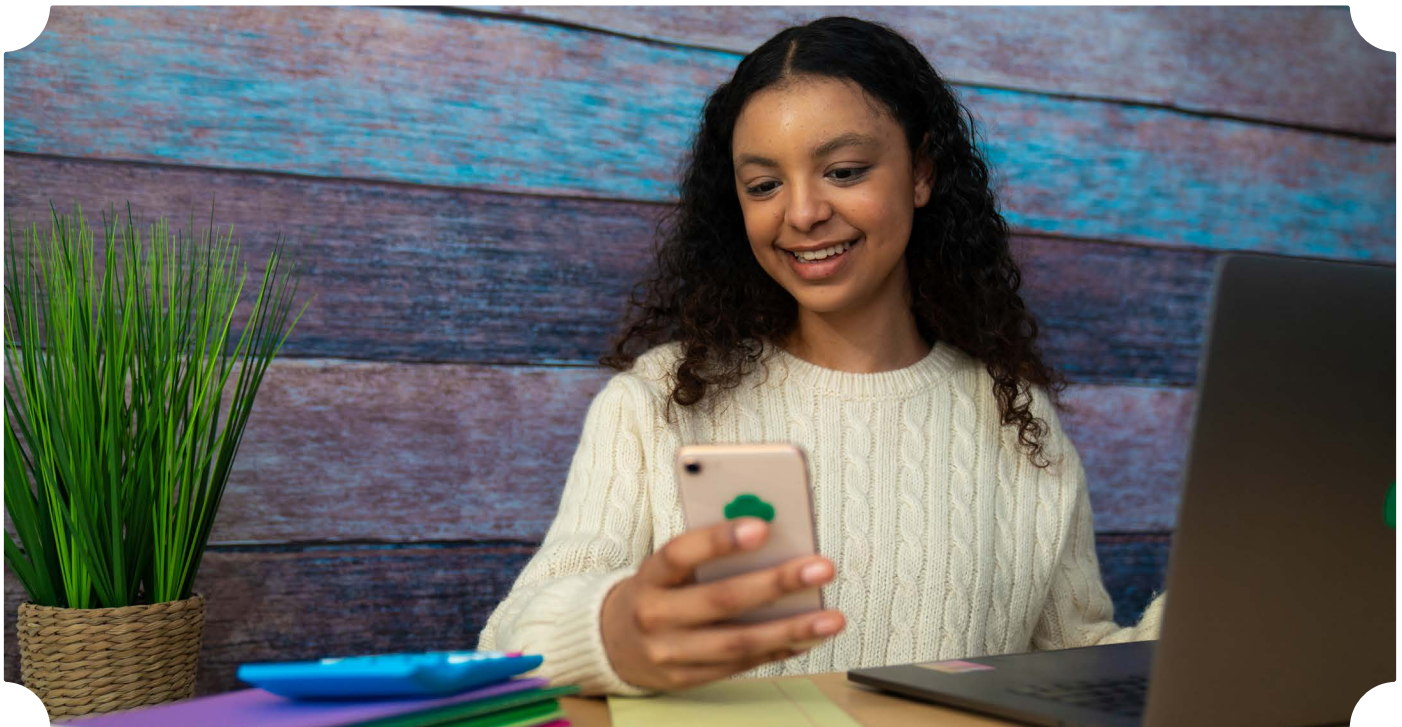
Girl Scout Silver Award Checklist

Check items off your list once you have completed them. When you've checked off all the items from each section and received approval from your troop leader or council, you're ready for the next section!

Final Report

- ☐ I have shared my project results—including what I did, how my project went, and what my team (if applicable) and I accomplished.
- ☐ I have submitted a Budget Worksheet,* which has a record of the funds raised (donations, money earned, and troop funds) and spent, including how they were spent.
- ☐ I have identified how I let others know about my project and the impact it had.
- ☐ I have provided copies of photos, videos, or other evidence that documents what was accomplished (optional).
- ☐ I have submitted a Time Log* of my hours. Each Cadette should spend a minimum of 50 hours working towards the Silver Award.
- ☐ I have included my reflection on this experience and how it has prepared me to pursue the Gold Award.
- ☐ I have completed all fields on the GSGLA Final Report eform, including all questions, lines, and signatures.
- ☐ I have submitted the Final Report by March 1st for the annual GSGLA Ceremony OR no later than September 30 after finishing 8th grade.

*Other formats are acceptable for Time Log and Budget Worksheet





SAMPLE: **Silver Award Take Action Project** ***Shoe-Tying Success***

Ava, Zuri, and Gloria were excited to earn their Girl Scout Silver Award. They agreed to be extra observant at school and in their neighborhood to discover potential issues that could be the focus of their Take Action project.

*They came together as a team to share ideas, and they chose several ideas to explore. Their leader helped them connect with community members who could help them learn more. One of their observations was that lots of younger students don't tie their shoes. They researched to find the **root cause**: the students were not learning how to tie their shoes because they needed more hands-on practice.*

*They showed **leadership** by partnering with a preschool, and by each individual Girl Scout handling different aspects of the project. Ava took the lead on research, Zuri scheduled calls with experts to learn more, and Gloria worked with a small team of volunteers to create a hands-on tool to help students practice tying their shoes. Together, they developed workshops that they led at the preschool to put their program into action. Ava doesn't feel comfortable speaking publicly, so she helped set up and took attendance while Zuri and Gloria presented to students and teachers.*

*They felt proud when the preschoolers gained the skill and confidence to tie their shoes. And they made their project **sustainable** by teaching preschoolers to tie their shoes, and by sharing their workshop outline and hands-on tool with the preschool, which will continue to encourage the students to practice. They made a lasting impact!*

*Their troop leader explained the concepts of **measurable** and **national and/or global link**. They knew these weren't required for the Silver Award, but they made a goal to teach at least 50 students to tie their shoes. They decided to keep track of attendance at their presentations, just to practice for the Gold Award. They also discussed how their project links to a national and/or global issue because the increased demands on parents' time leads to a higher demand for more hands-on life skills programs at school.*

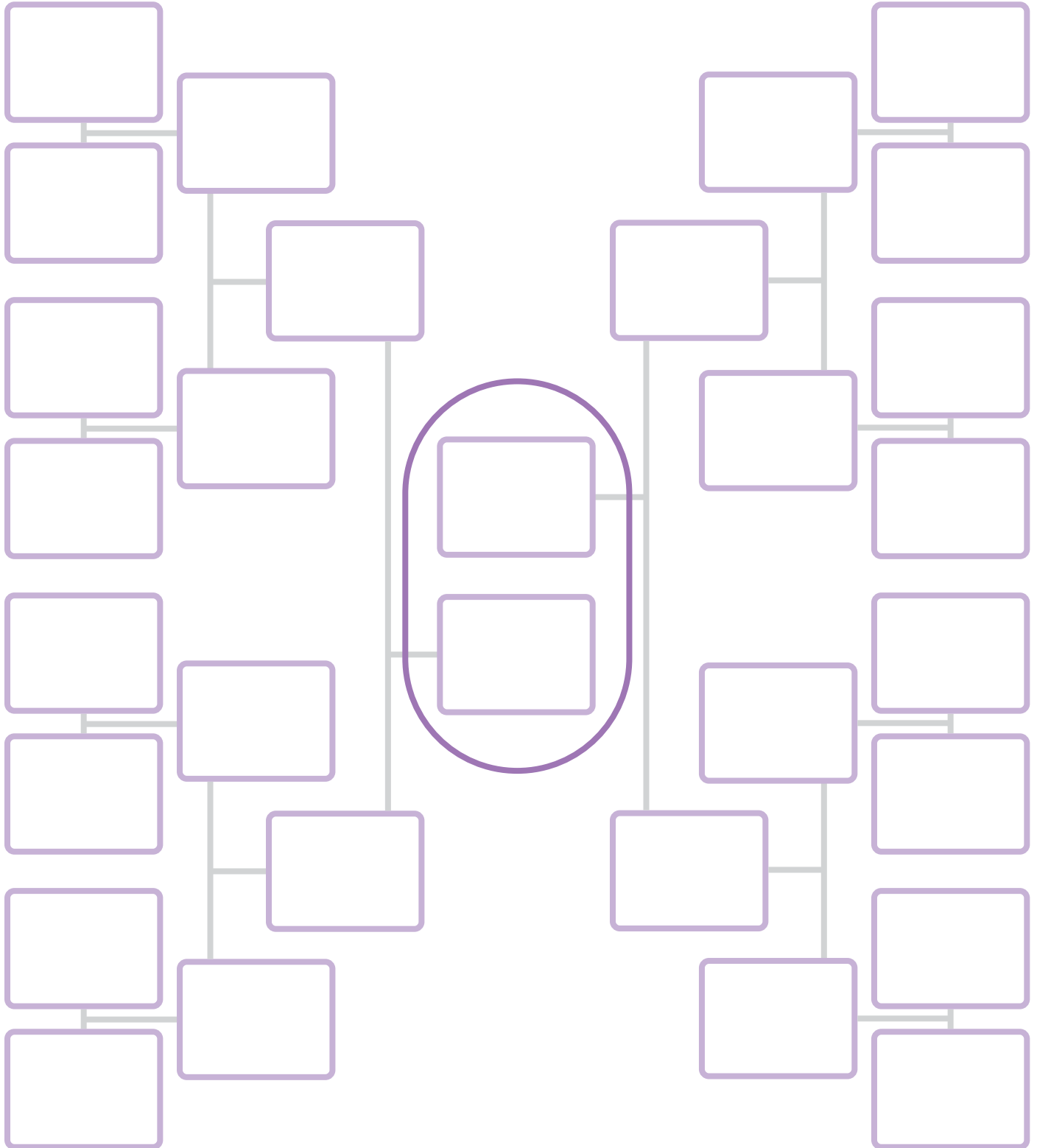


Take Action Project Decision Bracket

What are your talents and skills?
What did you do for fun?

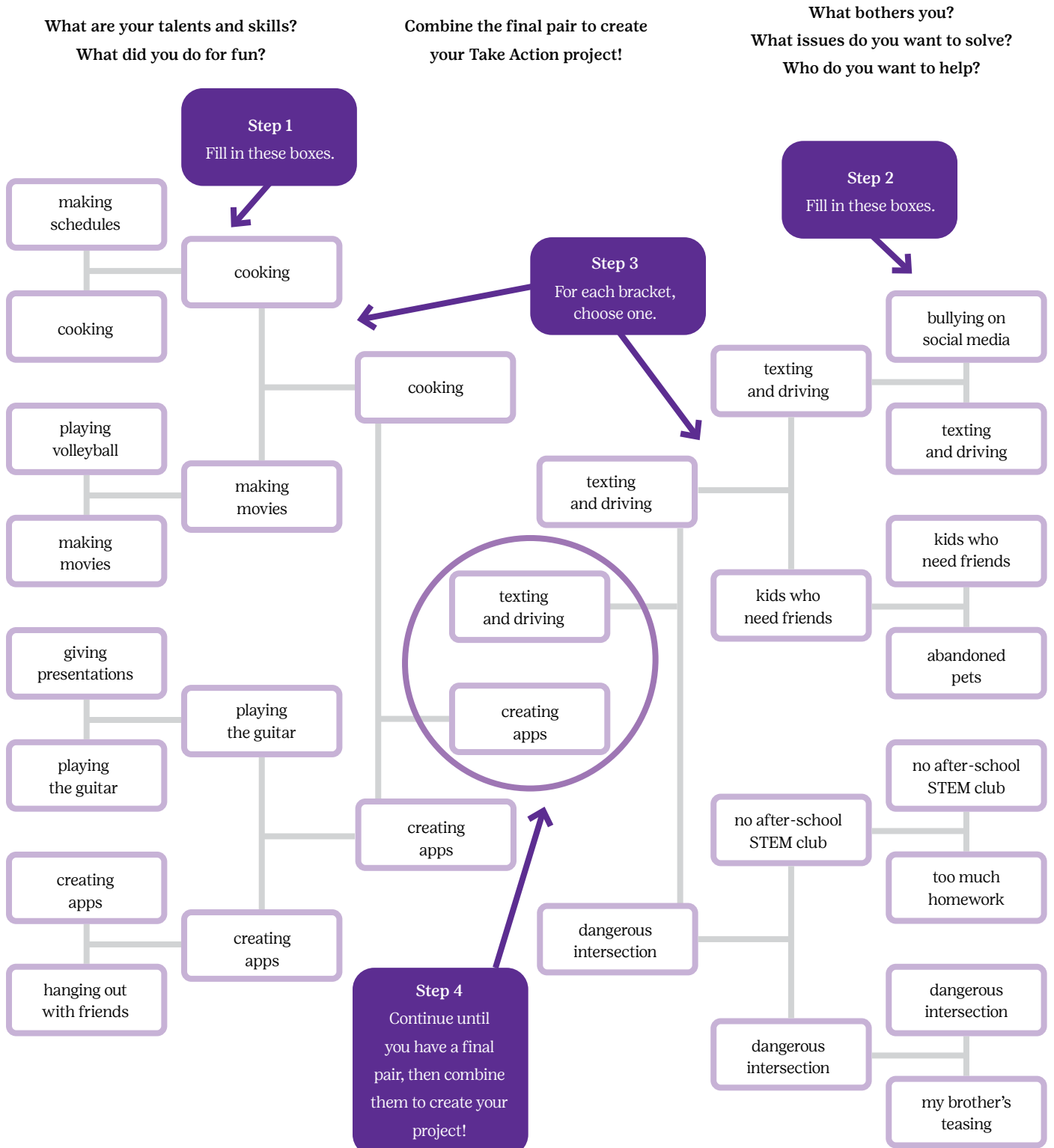
Combine the final pair to create
your Take Action project!

What bothers you?
What issues do you want to solve?
Who do you want to help?



Take Action Project Decision Bracket

In this example, your Take Action project might be to create an app that locks your phone before you drive, then sends a unique code to someone who's not in the car. You can't use your phone until the person with the code unlocks it.



Mind Mapping Diagram

**Step 1:
Write your
community issue.**

(Place the answer in the inner circle.)

**Step 2:
Ask: “What activates
the issue?”
Then, explore further.**

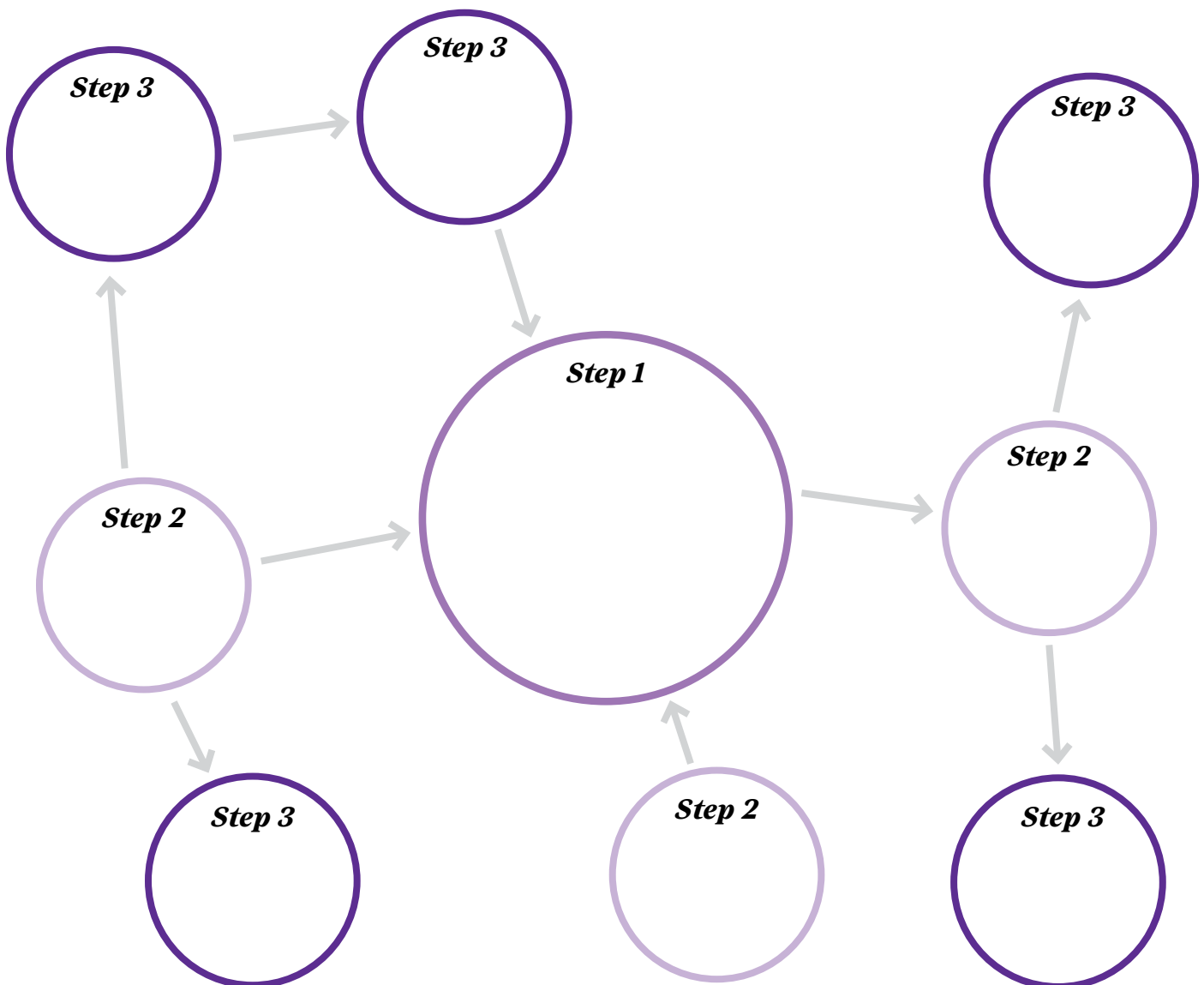
(Place answers in circles just
outside the community issue.)

**Step 3:
To find the root cause,
ask: “Why does this
happen?”**

(Place answers in outer circles.)

Try it!

Write your community issue in the center circle. Ask yourself: What activates the issue? Write your answers in the circles closest to the center circle (add more if you need to). Then, explore further. Ask: “Why does this happen?” Place these answers in the smaller outer circles, like in our example on page 13. Add as many of these circles as you like. These are your root causes. Select one or two root causes and you have the foundation of a strong Silver Award Take Action project!



Pros/Cons Diagram

Try it! If you're still unsure about a project idea, list the pros and cons of the ideas you're considering. Make a copy of this page for each idea you want to explore.

Project Idea

Pros	Cons

Budget Worksheet

Funds/Donations (+)

What is the item? [Money Earning/Troop Funds/Donations (In-kind or monetary)]	Who is it from?	Total Value

Expenses (-)

What is the item? (Purchased Supplies)	Where is it from?	Total Value

Balance

\$0

(This is a sample. Other spreadsheet formats are also acceptable.)

To-Do List

Task	Who will do it?	How? Supplies needed?	Date task needs to be completed

Time Log

You must submit this log with your Girl Scout Silver Award Final Report. Only list time spent after you complete your prerequisite. Each Cadette should spend a minimum of 50 hours working toward the Silver Award.

(This is a sample. Other spreadsheet formats are also acceptable.)

Date	Task	Time Spent	Running Total

Total Hours for Girl Scout Silver Award Project

GSGLA Additional Information and Resources

- Benefits of Earning the Silver Award
- Adult Roles
- GSGLA Money Earning Information
- Hour Specifics (What Can and Can't Count)
- Final Report Deadlines & Info
- Silver Award FAQ's
- Resource Links
- Leader Tips
- Project Proposal Example (To Troop Leader Only)
- Final Report Example

Who To Contact At GSGLA

Southeast Region (Arcadia, Upland)
**North & Southwest Region (Santa Clarita,
Canoga Park, Inglewood, Long Beach)**

Julie Gonzalez
626-677-2331
jgonzalez@girlscoutsla.org



Benefits of Earning A Silver Award

- The Girl Scout Silver Award is recognized as the second highest award in Girl Scouting. It is a national award with national standards, awarded by your council on behalf of Girl Scouts of the USA.
- You are recognized as a future community leader if you have earned the Girl Scout Silver Award as an individual or as part of a group.
- Although you don't have to do the Girl Scout Silver Award before going for the Girl Scout Gold Award, completing the Girl Scout Silver Award will help develop your skills and abilities that will allow you to successfully earn the Girl Scout Gold Award.
- You'll find yourself supported by the community in many ways while on your quest for leadership. Being a Girl Scout will open many doors.
- Having your family members pitch in to help with your project can be fun! It can be a positive time spent working together.
- Believe it or not, younger girls will look up to you when you earn this award. Are you prepared to help mentor someone?
- Learning to work closely with a group to accomplish your goal for the community can be a lesson in cooperation, leadership, and compromise. Teamwork is a skill that goes beyond the sports field.
- Working on a Girl Scout Silver Award is a safe way to build your leadership skills while acting on a community issue you really care about.
- You will build skills and expand your knowledge. Who knows what you can accomplish before you set the goal and go for it!
- You will create change in the world around you.
- Working on the project with friends can be a lot of fun!



Adult Roles in the Silver Award

Troop Leader



This is the GIRL'S project but the Troop Leader may need to act as a project manager.

The girl should:

- Come up with the idea herself (or as a group)
- Do as much of the communicating (with Council, community) as possible
- Take all actions to implement the project

The Troop Leader should:

- Review project ideas at the beginning based on Take Action criteria (use tool on page 5)
- Not create roadblocks
- Devote meeting time to the Silver Award
- Help with time management (but do not be a task master)

If you do have multiple groups working on different projects in your troop, it is recommended that you bring in parents or other troop volunteers. Consider having one parent or troop volunteer be the main adult point-of-contact for each group.

Troop Leaders are also responsible for approving the project and attesting to this approval via their signature on the Final Report. Troop Leaders should not approve a project that does not meet the standards of a Take Action Project.

Parent/Guardian

The Girl Scout Silver Award is the highest award in Girl Scouting that a Cadette can earn. It represents a girl's commitment to herself and to her community, as she focuses on leadership, career exploration, personal challenges and completing a project that will benefit her community. It takes many hours of preparation, planning and work to accomplish the goals a girl has set for herself.

Parents/guardians play a significant role in supporting a girl's path to the Girl Scout Silver Award. As a parent you may be called upon to be coach, mentor, cheerleader, sounding board and chauffeur.

As a parent, you are not expected to be a taskmaster — this is the girl's project. However, you can assist a girl by:

- Reading through the materials provided to girls regarding these awards so that you feel comfortable offering support.

- Encouraging and supporting her, but not pressuring her. “Going for the Silver” is something that a girl has to want to do herself.
- Helping her choose a topic that will become the basis for her project if she asks for ideas. Remember, however, that the topic is based on her passions, not yours.
- Aiding her in accessing a network of adults who can lend insight, provide contacts, and point to resources. You may work with someone who has just the skill set your daughter needs in an advisor, or someone who belongs to a service club that your daughter and her advisor can approach for financial assistance.
- Supporting a girl in following any Girl Scout safety or money earning guidelines during her path to the Girl Scout Silver Award. This is important to assure the safety of your daughter and the integrity of the Girl Scout program.
- Allowing your Girl Scout to stumble and learn the lessons that come with the Girl Scout Silver Award project. She will have a Girl Scout Silver Award project advisor, an adult who has been trained to assist her in partnership.
- Realizing that your Girl Scout is capable, competent and worthy of respect as she assumes more responsibilities within her community. Provide her with positive and constructive support on this journey.
- Attending the Silver Award Ceremony and joining in the celebration as your Girl Scout is honored for her accomplishments.

Project Advisor

A Project Advisor is someone who has specific knowledge or experience about the issue you are addressing in your project. For example, if you are doing a project to benefit a homeless shelter, your project advisor might be the person who runs the shelter; or if you are doing a literacy project, the project advisor might be a librarian. It is recommended that you find a Project Advisor, but it is not a requirement.



Silver Award Leader/Mentor Tips & Guidance

Thank you for taking on the very important role of Silver Award Leader/Mentor. You are tasked with being an impartial sounding board for Cadette Girl Scouts pursuing the second highest award in our organization. Your role is to be a support, source of advice, and project manager. The project belongs to the girls, but they will likely need your assistance in keeping them on track – remember this is the girls' project, so you'll want to poke them, not push them. Instead of telling the girls exactly what they should be doing, instead help guide the conversation by asking insightful questions that will allow the girls to reach the solution/recommendation/idea on their own.

When working with girls to help develop a good idea into a great Take Action project, please use the below matrix both at the beginning of her project and before you approve her Final Report to ensure her project meets Take Action criteria:

What's the WHY (root cause)	Who is involved (leading a team)	Measurability (numbers)	Sustainability (lasting effect)	50 hours (each girl)
What is the root cause of the issue that the project is addressing? Why is addressing it important?	Who will you be working with? Who is your community partner?	What can you count in your project? e.g. how many bags, workshops, attendees?	How will you ensure that your project continues to have an impact after you turn in your Final Report?	How will each girl get her own accumulation 50 hours of leadership experience?

When working with girls endeavoring for the Silver Award, please remember:

- ◆ Silver Award projects need to be small teams of no more than 4 so that each girl gets a quality 50 hour leadership experience. Solo projects are OK.
- ◆ This is more than a collection project.
- ◆ Each girl must complete and submit her own **Final Report** submissions via eForm found on the GSGLA website. Remember **three attachments** need to be uploaded with each Final Report:
 - Time log (each girl has her own time log and accumulation of 50 hours)
 - Budget (one per project)
 - Original hand-written signatures

Money Earning

As a Cadette Girl Scout seeking support for your Silver Award project, the ability to pursue donations (either monetary or in-kind) is an important consideration. Work with your Troop Leader and other adult advisors to determine specifically what is required to meet the needs of your project.

The easiest way to earn money for your Silver Award?

Participate in the cookie and fall product programs!

Decide AS A TROOP to use product sale money for Silver Award projects – this should be the girls' decision, not the Troop Leader's.

Troop Additional Money Earning Activities



If you choose to participate in Additional Money Earning Activities, 50% of the girls in your troop must earn the participation patch in BOTH the Fall Product & Cookie Program, and send at least 18 emails through the programs systems, most recent to the date you plan to hold the money earning activity.

Under GSGLA policies, an “Additional Money Earning Activity” is an event or activity for which you are charging a fee and the purpose of which you specifically advertise as earning money for your Girl Scout Silver Award. This definition includes:

- Events that involve four or more troops,
- “profit-making” money-earning events/activities (>\$250 profit),
- “break-even” money-earning events/activities (<\$250 profit).

In summary, if you are representing yourself as a Girl Scout in your money earning activity, you must follow the GSGLA Special Events and Money Earning (SEME) policies laid out in the [SEME MAnnual](#). Refer to the SEME manual as well for the process and forms to request approval for an Additional Money Earning Activity.

The SEME process can be quite time consuming so make sure you plan ahead. In addition, work with your Troop Leader/Mentor and Staff Liaison to determine exactly what is required to meet the needs of your project. If you are feeling stressed about money, go back to your budget and see what you can do differently to meet your goals.

The following list details some Additional Money Earning Activity ideas. Remember, if you advertise these events as supporting a Girl Scout, you must follow the SEME policies.

Provide childcare at school events, during the holiday season, or at community events. (Don't forget to have an adult trained in first aid present.)

Recycle aluminum cans and plastic water/sports drink bottles.

Offer activities and face painting at community events or during the holiday shopping season.

Wrap gift packages during the holidays. Check with malls and larger stores.
Provide classroom or birthday party games and cupcakes on order. Busy moms will appreciate not spending the time cooking or going to the store.
Walk and care for pets.
Babysit.
Perform yard work.
Be creative! Make jewelry, creating cards, do calligraphy, etc.

You may also hold a Restaurant Night to help fund your Silver Award project, but prior to the event, you must submit a **Special Events and Money Earning (SEME) E-Form**.

or to update a money earning policy please refer to **Volunteer Essentials** and the **SEME Manual**.

Donations

Besides Additional Money Earning Activities and product sales, you may obtain funds and goods (known as “in-kind”) to support your Silver Award project through individual and business donations. There are a number of important GSGLA regulations that affect such donations (detailed in the table below).



Donation Type	Regulation
Monetary donations AND Tax deductible	Checks must be made payable to Girl Scouts of Greater Los Angeles Troop # _____ and deposited into your troop account. For donations needing a tax receipt please make checks payable to GSGLA and complete the Donation to Troop/Group eForm (linked below). The check should be sent to: 423 N La Brea Ave, Inglewood, CA 90302. Expect a 4-6 week turnaround before funds are returned. Note: There is a max of \$1000 per individual donor, per Girl Scout year. Anything over that amount is kept by GSGLA. Click here for the Donation to Troop/Group eForm.
In-kind donations	Girls may solicit in-kind donations from friends, family, organizations, and local businesses in support of their project. (Note: There is no longer a need to submit a form for approval from GSGLA.)

For more information regarding tax deductible gifts or the in-kind donation processes please email giving@girlscoutsla.org.

Soliciting Donations.



Girls may not directly solicit monetary or in-kind donations. As the Girl Scout, you describe your project to others, write letters, create a presentation, and compose emails in order to receive your request. An adult must make the actual ask.

Prohibited Money Earning Activities

As a Girl Scout, you are prohibited from engaging in the following money earning activities:

Raising money for another organization. You cannot have a bake sale, performance, or other activity and give the proceeds to another organization. You cannot ask for pledges to benefit another cause or hold a benefit to raise money.

Money-earning projects where you are potentially doing an activity that someone else normally is hired to do. You cannot take a job away from people, including store workers, maintenance staff, gardeners, cleaners, or other service providers.

“Cheap labor” disguised as a money-earning project. You are being taken advantage of and potentially taking away the job of someone who should be paid more money. That’s why there are child labor and minimum wage laws.

Projects where the Girl Scout organization might be perceived as endorsing a product, political viewpoint, or cause. This includes product sales (such as Creative Memories), being paid to pass out flyers for a candidate or freebies at a business, with the exception of restaurant nights.

Projects where the money goes to an individual rather than to the troop.

Selling anything on the Internet.

“Crowd-funding” opportunities such as Kickstarter, Go Fund Me, or Indie GoGo



Money Earning FAQ

Can you use your own money on your Silver Award project?

Yes, within reason. You may also receive help from your family and friends. However, part of the Silver Award process is working with others to earn money. Earning a Silver Award is not meant to be a hardship on a family or individual, nor is it meant to provide those who have access to personal financial resources with an edge. When designing your project, it is important to think creatively about how you can make a difference with little or no money.

What if my project costs more than the money I can potentially earn?

It is better to succeed with a smaller project that is within your budget. Be realistic about what you can and cannot do. Work with your Troop Leader and community partner to develop a reasonable budget. If your resources are not sufficient, then you need to rethink your project. Planning is the key.

Can I use social media to solicit donations for my Silver Award project?

No. You may use Facebook, Twitter, and other platforms to raise awareness and obtain general support for your project but conversations about donations need to be done in a direct manner, i.e. by phone, by email, in person.

Can I charge for a Girl Scout event to earn money?

If you are conducting an event as a Girl Scout and plan to charge a fee, you must follow the GSGLA Special Events and Money Earning policies as detailed in the [SEME Manual](#).

Work with your Troop Leader or Program Specialist to ensure that you are following these policies. Provisions should also be made for those who cannot afford the fees to your event. In addition, you must be clear in your advertisements and materials that this is a money-earning event for your Silver Award.

I know you can't raise money for other organizations, but can I do it on my own?

As an individual, you can volunteer for other organizations and raise money on their behalf; however, any funds raised cannot be put towards your Silver Award project nor can the count the hours toward your Silver Award hours. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are volunteering for another organization.

Can I donate goods to another organization?

Yes, you may donate goods to another organization in lieu of money. However, this should not be the only part of your project because it then becomes a collection project, which is not permitted.

Hours

The Silver Award is a minimum 50-hour project. It is incredibly important that you keep track of your hours as you work on your project – you do not want to reach the end and have to remember everything you did.

Methods for Keeping Track of Hours. Below are several methods that have worked for other girls, but the most important thing is to choose a method that is most convenient and easy for you.

- Notebook (paper and pen)

- Time tracking apps, such as Hours (iOS) or Timesheet (Android)

- Excel spreadsheet

- Google Sheets – most recommended as it allows you to easily sum up your hours and have access to yourtimelogatall times throughtheGoogleDrivesmart phone app

What You Cannot Count for Hours. The following do not count toward your 50 hours:

- Travel time

- Time spent preparing your Final Report

- Time spent on Additional Money Earning activities (fundraising) that exceeds 15% of your total hours

- Time spent volunteering at an existing event or organization

- Volunteers' time (e.g. you may not count the hours of people helping you with your project toward your hours)



Silver Award Final Report

The **Silver Award Final Report** is an eForm and must be completed and submitted online.

The eForm is savable for up to 3 months by clicking “→” at the bottom of the page. However, it is recommended, for ease of use, that you create a word processing version of the answers to the essay questions so that you do not lose any data when completing the eForm.

Each girl (regardless of individual or group project format) must complete and submit her own Silver Award Final Report eForm. In order to attend the Silver Award Ceremony or purchase the Silver Award pin, girls must submit their Final Report eforms.

A complete Final Report includes the eForm as well as **three attachments** to the eForm:

- Signature Page
- Detailed Time Log (totaling at least 50 hours)
- Detailed Budget (money spent, donations, etc.)

Prior to starting on the eForm, it is strongly recommended that you have complete versions of the attachments scanned and ready to be attached. You may also submit high quality photos of the attachments as long as they are of a size and resolution that will make them easily readable.

Also, a great idea would be to pre type out your responses to the questions of the Final Report in a Word Doc. That way if there are any technical issues with the Final Report form you have everything easily accessible.

Silver Award Ceremony

GSGLA Silver Award Ceremonies generally take place in May. GSGLA gifts all participating Silver awardees their Silver Award pin, letter from the CEO, and Certificate of Achievement.

General Silver Award FAQs

What grade must a girl be in before beginning to work on her Silver Award project?

The girl must be in the 6th grade to begin working on the prerequisites. She has until September 30th after her 8th grade year to complete the process. Work cannot continue past that point into her 9th grade year.

Does Council need to approve my proposed Silver Award project?

No, you only need approval from your Troop Leader for your project to start. A good tool to use is the new Project Proposal form.

Who provides FINAL approval of my Silver Award project?

The Troop Leader. If you are a Juliette, your parent/guardian approves your project. GSGLA will review for completion and accuracy.

My troop is bridging from Junior Girl Scouts in the spring, can we begin work on Silver Award activities?

You may begin work on your Silver Award requirements beginning on October 1st after completing 5th grade.

What are the Silver Award prerequisites?

There are a few options for kicking off a Silver Award:

- Already earned the Bronze Award? That counts- the Bronze Award now leads to the Silver Award.
- Complete one of the New Leadership Awards- and check the prerequisite box.
- Complete one Journey to meet the prerequisite. Any completed Journey will count, even after Journey's are retired on October 1, 2026.

Can a group of Girl Scouts work on their Silver Award together?

Yes, it is important, however, that each girl has an individual leadership role and each girl logs her own hours. No more than four Girl Scouts per group.

If I have done similar activities in pursuit of other Girl Scout awards, can these activities count toward the Girl Scout Silver Award?

Activities done prior to working on the Silver Award or as activities counting towards other leadership awards DO NOT count toward the number of hours for the Silver Award.

Do I need to follow any specific safety rules?

Yes, you should be aware of the safety guidelines that are in the Safety Checkpoints as well as any health and safety guidelines from GSGLA, city, county, or state.

I am finished with my Silver Award project and have completed the GSGLA online Silver Award Final Report eForm, what do I do with it?

After you've submitted the Final Report Eform to your council staff liaison we recommend printing a copy of your completed online Silver Award Final Report for you and your Troop Leader/advisor as a record of your completion.

What is the final deadline for completing the Silver Award Project?

You must have completed your project and have submitted your online Silver Award Final Report eForm by September 30th following your 8th grade year, or before bridging to Senior Girl Scouts, whichever comes first.

What is the difference between a Troop Leader and a Project Advisor in the Girl Scout Silver Award process? Do we need both?

A Troop Leader's (or group leader's) role in the Silver Award process is to review projects based on Take Action standards, help girls with time management, and provide general support. A Project Advisor is someone who has specific knowledge or experience about the issue you are addressing in your project. For example, if you are doing a project to benefit a homeless shelter, your project advisor might be the person who runs the shelter; or if you are doing a literacy project, the project advisor might be a librarian. It is recommended that you find a Project Advisor, but it is not a requirement.

Who oversees and approves my project if I am not in a troop or group?

As an individually registered Girl Scout you can complete all of the activities on your own with the supervision and guidance of a parent/guardian. Your parent/guardian approves your project.

Do I need to complete the Girl Scout Silver Award before I work on the Girl Scout Gold Award?

You do not need to earn the Girl Scout Silver Award to begin the Girl Scout Gold Award. The Gold Award pre-requisites are either a Silver Award and one Senior/Ambassador Journey or two Senior/Ambassador Journeys. Therefore, earning a Silver Award means that you only have to do one Journey and can get started on your Gold Award sooner in your Senior Girl Scout years (note that you cannot submit a Gold Award proposal until after April 1 of your 9th grade year).



Silver Award Resources

Here are some quick and useful links to the main things that will be needed to complete the Silver Award process.

Silver Award Final Report

- Desktop and mobile friendly
- Save and continue is automatic after advancing to the next page, with return to original link on same browser
- Girl Scout, Parent, Leader and GSGLA all get copies of the submission.

Silver Award Final Report Attachments

SEME Manual

- SEME Start Eform

Safety Activity Checkpoints

Sample Silver Award Project Proposal (To Troop Leader ONLY)

Sample Silver Award Final Report



Girl Scout Silver Award Project Proposal Instructions

The Girl Scout Silver Award™, the highest award a Girl Scout Cadette can earn, gives you the chance to do big things and make your community better in the process.

This Project Proposal is to be used by you (and/or your team)—a registered Girl Scout Cadette in grades 6 to 8—with assistance from your adult Girl Scout volunteer supervisor, troop/group leader, and project advisor (optional) to gain approval for your Silver Award project idea **BEFORE** continuing your project. Submit this form to your Troop Leader for review and feedback. It is NOT submitted to GSGLA.

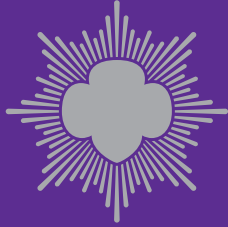
This form will help you think through the details of your project, helping make sure you have a plan in place that will set you up for success early on. Let's get started!

How to complete this form:

1. Familiarize yourself with Silver Award guidelines: review the *Cadette Workbook for Earning Your Silver Award* and complete the optional council training.
2. Read the Silver Award Project Proposal questions ahead of time and think about your answers. If you are working in a group, fill it out together! You can work with a team of up to three other Cadettes or on your own. One form should be completed per project.
3. Complete and submit the Silver Award Project Proposal to your Troop Leader (NOT GSGLA).

A few friendly reminders:

- Finish your Silver Award Take Action™ project and Final Report by September 30 of the year you or your oldest team members complete 8th grade. (Or by the GSGLA annual ceremony deadline of March 1st)
- Take photos and/or video to document your project along the way—you'll have an opportunity to share them in your Final Report and for the annual ceremony!
- The Final Report will require updating and reflecting on your approved Project Proposal. Keep a copy of this Project Proposal so you can answer the questions more easily.
- When the Silver Award project winds down, the outcome may not be exactly as planned. That's OK! Girl Scouts earn the Silver Award as long as award requirements have been met. What Girl Scouts learn in the process about themselves and the world around them is what's most valuable. Look at any unexpected twist as a learning opportunity.
- If your project ends up significantly changing from your current Project Proposal, please contact your Troop Leader who approved your proposal to let them know and they will advise you on next steps.



Girl Scout Silver Award Project Proposal

Council _____

Team members: Confirm the full names of each Girl Scout on the project. Please include troop number, current grade, email, and mailing address. (See *Cadette Workbook for Earning Your Silver Award*, Step 2.)

Full Name	Troop Number	Current Grade	Email and Mailing Address	Training (when/how)

List additional adult resources:

	Responsibilities	Name	Email	Phone Number
Troop/Group Leader*	Managing guidelines for any project donations, money-earning activities, or use of troop funds and approvals, where relevant			
Adult Girl Scout Volunteer Supervisor*	Silver Award project team supervision, including managing safety and Silver Award procedures			
Project Advisor (optional)	An adult who has some level of knowledge, skills, expertise, or access to resources that can help with your project			

*Volunteers in these roles must be registered and background checked.

Prerequisite: Provide the award title, completion date, and reflection for each team member

Team Member Name _____

Prerequisite Award Title	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

Team Member Name _____

Prerequisite Award Title	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

Team Member Name _____

Prerequisite Award Title	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

Team Member Name _____

Prerequisite Award Title	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

Tell us about your project plan:

Project Title _____

Proposed
Start Date _____

Proposed
Completion Date _____

1. The issue the project will address is... (Please include a 3–4 sentence description. See the *Cadette Workbook for Earning Your Silver Award*, Step 4.)

2. It matters because... (Please include a 3–4 sentence description. See the *Cadette Workbook for Earning Your Silver Award*, Step 4.)

3. My target audience (who is going to benefit) is... (Please include a 1–2 sentence description. See the *Cadette Workbook for Earning Your Silver Award*, Step 4.)

4. **Community members who I contacted or partnered with** to research my issue and find the root cause (See *Cadette Workbook for Earning Your Silver Award*, Step 3.):

Name	Organization	How might they help?

5. A **root cause** of my issue is... (Please include a 3–4 sentence description. See the *Cadette Workbook for Earning Your Silver Award*, Steps 3 and 4.)

6. My team's project idea is... (Please include a 3–4 sentence description of your project, including the desired result and how it addresses the root cause of your issue. See the *Cadette Workbook for Earning Your Silver Award*, Step 4.)

Tip: Check out the “Take Action vs. Community Service” section of the *Cadette Workbook for Earning Your Silver Award* to make sure your project is truly Take Action.

7. How will you create a plan to make your project **sustainable**? (Check the boxes that apply. See the *Cadette Workbook for Earning Your Silver Award*, Step 5.)

- Create a permanent solution that can be used after the project is complete.
- Educate and inspire others in the community or within Girl Scouts to be part of the change.
- Advocate to change a rule, regulation, or a law and encourage others to join.

Specifically, my team will plan to make the project sustainable by... (Please include a 3–4 sentence description.)

8. Please provide a description of your team’s **leadership**. (See the *Cadette Workbook for Earning Your Silver Award*, Steps 2 and 5.)

Name	Leadership Roles	Responsibilities

9. Silver Award projects sometimes require money or nonmonetary donations of goods. If your project requires this, then please estimate supplies/donations needed and potential costs. A budget worksheet with actual supplies and costs will be required with the Final Report. (See the *Cadette Workbook for Earning Your Silver Award*, Step 5 and the template pages.)

Note: Please be sure to refer to GSGLA's money earning and donation guidelines.

Supplies/Donations	Cost (even if \$0)

10. Check **Yes** to indicate you are aware that each individual team member should spend a minimum of 50 hours working on their Silver Award project and will maintain a time log. (See the *Cadette Workbook for Earning Your Silver Award*, Step 6 and the template pages.)

11. Try it: Describe how you will try to make your project measurable by sharing the goal your team set to measure your project's success... (See the *Cadette Workbook for Earning Your Silver Award*, Step 5.)

12. Try it: Describe how you will try to make a national and/or global link... (See the *Cadette Workbook for Earning Your Silver Award*, Step 5.)

Signature Page

We*—the Girl Scout Cadette(s), parent/caregiver, and troop/group leader—agree and understand that the Silver Award Project:

- Cannot be just a collection or donation drive. Donations may be part of a larger Silver Award project.
- Cannot be a fundraiser for another organization, program, or individual.
- Is not simply volunteering time for another organization in an already existing project.
- Cannot be done by multiple teams. Only one team (1–4 Girl Scouts) may collaborate on each Silver Award project.
- Is a Take Action project, not a community service project—even if the community service project is very large and takes a lot of time and hard work.

I, Girl Scout Cadette, have read and understand all the requirements and guidelines specific to the Girl Scout Silver Award as outlined by the *Cadette Workbook for Earning Your Silver Award* and GSGLA specific requirements. I am aware of all deadlines for the Girl Scout Silver Award. Should any major plans change, I will contact my Troop Leader who approved my proposal.

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

I, the parent/caregiver, recognize it is the Cadette’s responsibility to fulfill the requirements for the Girl Scout Silver Award including all deadlines. I understand that they must uphold guidelines specific to their project as outlined by the *Adult Guide for Earning the Silver Award* and the *Cadette Workbook for Earning Your Silver Award*, and GSGLA specific requirements.

Signature _____ Date _____

I, the Girl Scout troop/group leader, have reviewed the above Girl Scout Silver Award Project Proposal. I am aware of the requirements and guidelines outlined by the *Adult Guide for Earning the Silver Award* and the *Cadette Workbook for Earning Your Silver Award*, as well as GSGLA specific requirements and believe this project aligns with those requirements.

Signature _____ Date _____

*Adults may cover multiple roles in the Silver Award process.

Sample Silver Award Final Report

Silver Award Final Report 2025-2026

This final report form must be received by GSGLA by: March 1st to participate in the annual ceremony OR September 30th after you complete 8th grade.

Submissions received after March 1st will be eligible to participate in the following year's ceremony.

Each Girl Scout- whether completing a solo or group project- must individually complete and submit their own Silver Award Final Report eForm.

This form has a hidden save-and-continue option. To ensure it works, you must move to the next page, which should save the information entered on previous pages. To re-access your saved data, use the same link you originally accessed and the same device (computer, tablet, phone, etc.). However, in case the feature does not work, we strongly recommend typing your responses in a separate Word document first, so they can be easily copied and pasted into the eForm.

Please note: This form will save your responses for ONLY 3 months before being deleted. incomplete submissions will not be saved. It is highly recommended to save your responses outside of this form.

I have completed the following:

- ☐ Attended GSGLA Silver Award Workshop (optional)
- ☐ One Cadette Journey
- ☐ Decided to do a Solo or Team (4 or less Girl Scouts) Project
- ☐ Minimum of 50 hours on Silver Award Project
- ☐ Detailed Time Log
- ☐ Budget (1 per project)
- ☐ Work on Silver Award before September 30th after finishing 8th grade

Girl Scout First Name

Girl Scout Last Name

Girl Scout Home Address

Street Address

City

Zip Code

Girl Scout Email Address

Parent/Caregiver Email Address

Name of School

Age

Grade

☒ 6th

☐ 7th

☐ 8th

Number of Years in Girl Scouts

Troop Number

Troop Leader Name

Troop Leader Phone Number

Troop Leader Email Address

Which GSGLA Region are you in?

☐ North (Canoga Park, Santa Clarita)

☐ Southeast (Arcadia, Upland)

☒ Southwest (Inglewood, Long Beach)

Service Unit (select one)

▼

Silver Award Summary of Completed Prerequisites

Prerequisites:

One Cadette Journey

One Cadette Leadership Award

Or a Bronze Award

Prerequisite Award Completed (select one)

☐ Cadette Journey, which one?

☐ Leadership Award, which one?

☐ Bronze Award

Date Completed

Briefly describe your Prerequisite Award. (Journey, Leadership Award, or Bronze Award)



0% 100%



Silver Award Project Summary

Type of Project (select one)

☐ Solo

☐ Small Group (4 or less Girl Scouts)

Silver Award Project Completion Date

Title of Silver Award Project

Total Hours Spent (must match submitted time log)



0% 100%



Tell us about your Silver Award project team. List the names of individuals (other Girl Scouts, leaders, other adults) and community organizations that worked with you on your project.

A large, empty rectangular text box with a light gray background and a thin black border. A small, dark gray triangular icon is located in the bottom right corner of the box.

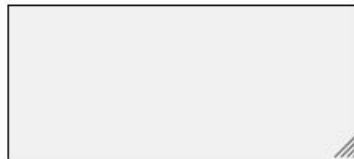
The issue the project addressed was... (Please include a 3-4 sentence description.)

A large, empty rectangular text box with a light gray background and a thin black border. A small, dark gray triangular icon is located in the bottom right corner of the box.

It mattered because... (Please include a 3-4 sentence description.)

A large, empty rectangular text box with a light gray background and a thin black border. A small, dark gray triangular icon is located in the bottom right corner of the box.

The target audience (who your project benefited) was... (Please include a 1-2 sentence description.)

A large, empty rectangular text box with a light gray background and a thin black border. A small, dark gray triangular icon is located in the bottom right corner of the box.

0%  100%



The ROOT CAUSE of the issue was... (Please include a 3-4 sentence description.)

The project idea was... (Please include a 3-4 sentence description of your project, including the result and how it addressed the root cause of your issue.)

The project is SUSTAINABLE because... (Check the boxes that apply.)

- ☐ Created a permanent solution that can be used after the project is complete.
- ☐ Educated and inspired others in the community or within Girl Scouts to be a part of the change.
- ☐ Advocated to change a rule, regulation, or a law and encouraged others to join.

Here is how it was done... (Please include a 3-4 sentence description.)

Please provide a description of your (and/or your team's) LEADERSHIP.

Describe how the project was MEASURABLE by sharing the goal you set and if it was achieved.

Describe how it had a NATIONAL and/or GLOBAL LINK.

How did you (and/or your team) let others know about your project and the impact it had? (Please include a 3-4 sentence description.)



Please provide any photos, fliers, etc. of your project to help hare the big picture of what you accomplished.

Drop files or click here to upload

Links to webpages, videos, etc. can be included here. (Enter n/a if you don't have any to provide.)



0%100%

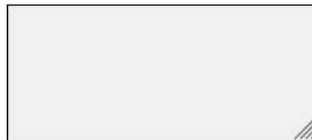
Describe in detail what your specific leadership role was. (Please include a 3-4 sentence response.)



In completing this project, what did you discover about yourself? (Please include a 3-4 sentence response.)



What skills did you gain and how will these skills help you in the future? (Please include a 3-4 sentence response.)



What part of your project would you change if you could start over, and why? (Please include a 3-4 sentence response.)



0%100%

Final Report Attachments

Please be sure to use the new attachments: <https://www.girlscoutsla.org/content/dam/girlscoutsla-redesign/documents/highest-awards/Silver%20Award%20Final%20Report%20Attachments%2023%2024.pdf>
(You will need to copy and paste the link.)

Silver Award Project Time Log (Please be sure it is clear and easy to read)

Drop files or click here to upload

Silver Award Project Budget Sheet

Drop files or click here to upload

Leader & Girl Scout Signature Page

Drop files or click here to upload

I verify that all of the above information in this Silver Award Final Report submission is correct and accurate.

☐ I'm not a robot


reCAPTCHA
Privacy - Terms

Thank you for completing the Silver Award Final Report Form. A copy of your submission will be emailed to the Girl Scout's email address, as well as her parent/caregiver, and troop leader after submission. Please be sure to save a copy for your records. You will receive an email from a Girl Experience Specialist within 1 month of submission. A formal acknowledgment and verification of your achievement in earning the Silver Award will be sent to you. If there are any questions about the submission, they will let you know. If you have any questions in the meantime please email highestawardsgsla@girlscoutsla.org.