

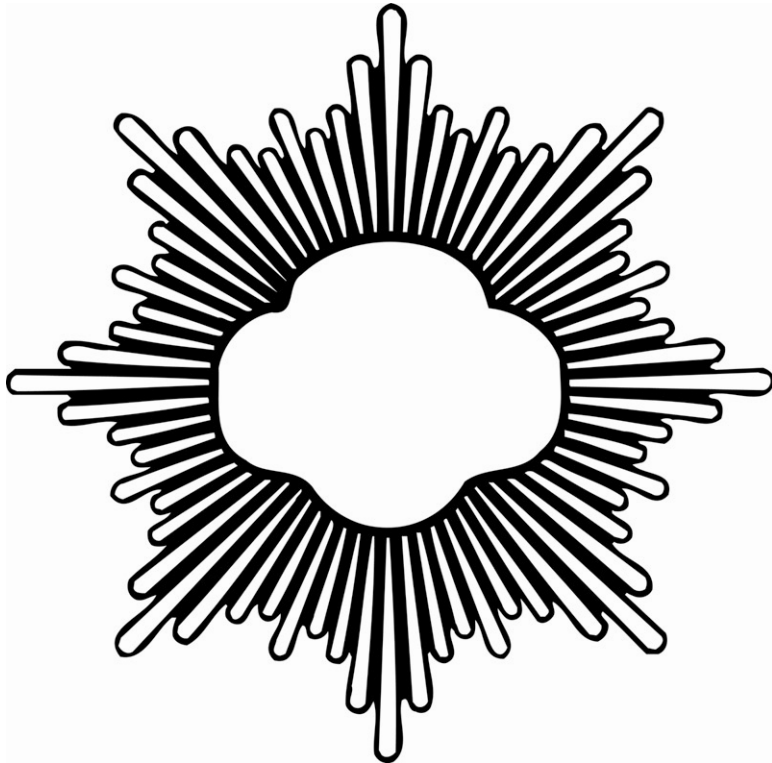
*2007 Edition



Girl Scouts.

Going for the Gold is a workbook for Senior Girl Scouts. It contains the forms, suggestions, and checklists for girls as they start to develop their Gold Award project, gain approval of the project and complete the project. This publication is available to download from the council website at www.girlscoutssdi.org. Going for the Gold is Revised every 1-3 years as program changes warrant, with updates published in intervening years as needed.

Going for the Gold



Thank you to Girl Scout Council of the Nation's Capital
Girl Scouts of Buckeye Trails Council
San Diego-Imperial Council Gold Award Committee
for their valuable contributions to this resource.

Girl Scouts, San Diego-Imperial Council

GOING FOR THE GOLD – A SURVIVAL GUIDE

TABLE OF CONTENTS

	<i>Page</i>
Congratulations on Deciding To Go For the Gold	3
Introduction	4
Benefits of Earning the Girl Scout Gold Award	4
Resources	5
GSUSA & GSUSA Publications	5
Gold Award Training	5
General Overview and Timeframe	5
Pathways to the Girl Scout Gold Award	6
Overview of Pathway for Earning the Girl Scout Gold Award	7
The Project	8
Forms, Forms and More Forms	8
Choosing A Project	9
Characteristics of a Successful Project	9
From Good to Great: Successful Girl Scout Gold Award Projects	10
Not All That Glitters is Gold: Projects That Don't Quite Measure Up	11
Less Than Glittering Projects to Glittering Gold Projects	12
What is the Difference Between a Service, Leadership & Gold Award Project	13
Group Gold Award Projects	14
Money Matters	15
Safety Matters	17
Writing Your Proposal	18
Approval Process	20
Carrying Out Your Project	21
Your Final Report	22
Review By Council & Receiving Your Award	22
Celebrating Your Accomplishment	23
Scholarships and Other Special Honors	23
Holding Your Own Girl Scout Gold Award Ceremony	24
The Role of Girl Scout Gold Award Advisors	25
Just For Parents	26
<i>Going For the Gold Log – Leadership in Action</i>	27
<i>Going For the Gold Log – Exploring Careers</i>	28
<i>Going For the Gold Log – Challenge</i>	29
Excerpt from Financial Guidelines	30
Gold Project Proposal Checklist	31
Girl Scout Gold Award Project Proposal	33
Gold Award Project Hours Log	37
Notification of Change	39
Final Report Checklist	41
Girl Scout Gold Award Final Report	43

CONGRATULATIONS ON DECIDING TO GO FOR THE GOLD!

In deciding to earn this award, you are making a commitment to yourself, your community, your world and your future. Earning the Girl Scout Gold Award will require hard work and the willingness to take on significant responsibilities. It will involve choices, decision-making and the ability to follow a plan you have set for yourself. You will have the opportunity to use your leadership and organizational skills to create a project that has a lasting benefit to your community,

There are **several steps** to this process. The pre-requisites will help you develop skills, practice leadership, explore career possibilities, and discover both personal interests and community needs. You will bring these together in the development and implementation of your Gold Award Project.

Your journey may not be easy. In fact, you will probably encounter some setbacks along the way. This is natural, especially considering the scope of what you are undertaking. However, remember that **learning to overcome the challenges** that come your way is one of life's most valuable lessons.

This booklet is designed to help guide you on your journey. It provides the rules and procedures that are applied in Girl Scouts, San Diego-Imperial Council. The booklet also includes guidance from the Gold Award Committee and Girl Scouts, San Diego-Imperial Council staff based on their collective experience in working with Gold Award projects. There are some **sample projects** and ideas offered to illustrate specific points. Keep in mind, however, that the sentence of the paragraph that describes a project provides only a glimpse of what the actual project entails. You can use the samples to get you started, but your project should be just that – YOURS. It should reflect YOUR interests, YOUR passions, and YOUR vision for creating a better world.

The booklet is laid out in a logical fashion taking you through the steps and questions, as they are likely to arise while you go for the Gold. However, it is a good idea to **skim through the booklet** now to get an idea of what is here, in case you encounter a question in a different order from how the book is laid out. Also **look for FAQs** (frequently asked questions) throughout the booklet.

The project itself requires 65 hours to complete, but you are allowed to count up to 15 hours from the Girl Scout Gold 4 B's Challenge where you are laying the groundwork for your project. Some steps require you to use Focus books. On the surface these may seem easier than Interest Project (IP) awards, but this can be quite involved. Yes, you can breeze through some Focus books (just as you can breeze through an IP if you want to), but doing so really works against you. The activities in both Focus books and IPs are designed to give you skills that you will use in your project. As in many aspects of life, you are "on your honor" to put forth your best effort to get the greatest gain.

While this book is written for you (girls 14-18) the adults who are supporting you should also refer to it. As you work on the Girl Scout Gold Award, you have several adults guiding, coaching, mentoring, and generally cheering you on – your family, your troop advisor, your project advisor and the Girl Scouts, San Diego-Imperial Council Gold Award Committee and supporting staff. **Pages 25 and 26 are especially for your advisors and your family.** Be sure to share these with them if they do not have a copy of the booklet of their own.

So, now onto the information to get you "*Going for the Gold*"!

INTRODUCTION

The Girl Scout Gold Award is the highest honor that can be achieved by a Girl Scout ages 14-18. This award is presented for outstanding accomplishments in the areas of leadership, community service, career planning and personal development.

Girl Scouts, San Diego-Imperial Council is proud of the numerous girls from our area who have joined girls nationwide to earn the Girl Scout Gold Award. Girls who complete the rigorous journey to earn this award become community leaders by improving lives and making their mark on their community.

A girl must be a registered Girl Scout and have met specific requirements by completing activities in areas of interest and by putting the Girl Scout Law into practice. The final step in earning the Girl Scout Gold Award is the Gold Award project, an extension and compilation of all that the girl has learned in Girl Scouting. This project, created by the girl herself, requires 50 hours **or more** of work that often extends over one to two years.

BENEFITS OF EARNING THE GIRL SCOUT GOLD AWARD

- ◆ The Girl Scout Gold Award is the highest girl award in Girl Scouting. It is a national award with national standards.
- ◆ A young woman who has earned the Girl Scout Gold Award has become a community leader. Her accomplishments reflect leadership and character that set her apart from the crowd.
- ◆ More than 100 colleges and universities recognize the achievements and leadership abilities of Gold Award Girl Scouts and offer scholarships to these girls.
- ◆ Gold Award Girl Scouts are eligible to apply for scholarships from organizations such as the Elks Foundation to help provide funds to attend the college of her choice.
- ◆ All branches of the United States military offer Gold Award Girl Scouts an opportunity to enter the military at the higher pay-scale rank of E-2 – the equivalent of having 30 college credits.
- ◆ Each year a select number of Gold Award recipients who have made extraordinary achievements in the design and implementation of Girl Scout Gold Award projects are recognized as national Girl Scout Gold Award Young Women of Distinction.
- ◆ Governments and non-profit organizations and state and local officials often acknowledge the achievements of Gold Award Girl Scouts. The community benefits because the process creates assets for the community and the future.

RESOURCES

GSUSA and Girl Scouts, San Diego-Imperial Council Publications

This booklet provides you much of the information you will need as you work toward your Girl Scout Gold Award, but it will not be your only resource. Details about the pre-requisites and steps can be found in one of the following GSUSA publications, both of which are available from the Girl Scouts, San Diego-Imperial Council stores.

- ◆ *Girl Scout Gold Award Go for It!* insert to the *Basics Binder*
- ◆ *Going for the Gold* booklet

Other GSUSA resources

- ◆ *Interest Projects for Girls 11-17* (or for *Cadettes/Seniors* if you have an older copy)
- ◆ Focus Books
- ◆ *Safety-Wise* – borrow from your troop leader/advisor for safety rules and regulations
- ◆ www.gsusa.org or www.studio2b.org

Also remember to check out these Girl Scouts, San Diego-Imperial Council resources

- ◆ *Girl Scout University (GSU) Course Catalog*
- ◆ www.girlscoutssdi.org

GOLD AWARD TRAININGS

Gold Award Trainings are designed to help you as you begin *Going for the Gold*. Current and past members of the Gold Award Committee conduct these trainings and can walk you through the process, help with some ideas based on your particular interests and answer your questions. Trainings are held throughout the year and throughout the council. **You are not required to attend Gold Award training, but it is highly recommended** to help you create a more successful project. Watch *the GSU Course Catalog* or check the Girl Scouts, San Diego-Imperial Council website for training information. Parents and advisors are welcome and encouraged to attend training with their girls.

GENERAL OVERVIEW & TIMEFRAME

WHAT YOU NEED TO DO	WHEN
Read this booklet and other resources	Early and often!
Attend a Gold Award Workshop (Recommended, but not required)	Anytime, but it is recommended you do this as soon as you consider <i>Going for the Gold</i>
Complete the pre-requisites (Steps 1-4)	Must be 14-18 or in Grade 9-12 and not working on Cadette/Silver Award recognitions
Find a Project Advisor	As soon as you identify your project area
Complete the Project Proposal form (pages 31-34) and submit to Girl Scout, San Diego-Imperial Council Gold Award Committee <i>** (Proposals submitted in April will be reviewed in May due to review of Final Reports for the current year's award ceremony.)</i>	<ul style="list-style-type: none"> ◆ Allow 8-10 weeks for review and revision prior to your anticipated project start date. ◆ Due 1st day of the month for review that month ◆ Under new requirements you must be 15 or 10th grade to begin your actual project
Wait for Council approval of your Project	◆ Notification mailed the 3rd week of the month
Revise/resubmit if required	◆ Due 1 st day of the month for review that month
Begin your project	◆ When you have written approval from the GSSDI Gold Award Committee
Keep track of your hours	◆ Allow time to complete each portion of the project.
Complete project and submit final paperwork	<ul style="list-style-type: none"> ◆ By April 1 to be included in the council ceremony ◆ By Sept 30 of year you graduate from high school or the year you turn 18. (Age 21 for young women who are developmentally delayed.) ◆ Consider completing by fall of Senior year to include on college applications and so it will not interfere with Senior year activities
*NOTE - Submitting your final paperwork when you complete your project -	

PATHWAYS TO THE GIRL SCOUT GOLD AWARD

In 2004, GSUSA updated the requirements for earning the Girl Scout Gold Award. All girls working toward earning their Girl Scout Gold Award are required to follow the updated steps located in the “Girl Scout Gold Award GO FOR IT” insert to the Basics Binder.

The current steps developed by GSUSA are designed to do the following:

- ◆ Put more emphasis and value on the project rather than on the pre-requisites.
- ◆ Have a more streamlined approach to all the steps leading up to the actual project.
- ◆ Include parts of the pre-requisites in the total number of hours
- ◆ Help girls learn skill sets throughout the process of *Going for the Gold*.
- ◆ Enhance the value of the projects in the community.
- ◆ There are several choices of recognitions girls can receive for completing each step. Please see the council store or website at www.girlscoutssdi.org for a complete listing of recognitions.

Girl Scout Gold Award GO FOR IT!

Can be purchased from any of the council stores or from the council website by going to www.girlscoutssdi.org and click on shop.

The “GO FOR IT” insert can also be borrowed from the council resource centers. Check out a copy and get started today!



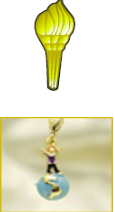



Q. I am new to Girl Scouts and did not earn the Girl Scout Silver Award. Can I still go for the Gold?

A. The Silver Award is NOT a pre-requisite for the Gold Award, nor do you have to have been in Girl Scouts for a certain length of time. If you meet the age/grade requirements, you can start working on your Gold Award as you soon as you become a member of Girl Scouts.

Q. Can I start working on the requirements the summer after 8th grade, or do I have to wait until the fall?

A. As long as you are not still working on Cadette/Silver requirements you can start right away. We don't want you to lose enthusiasm and momentum over the summer but work must be completed by September 30, the end of the membership year!

OVERVIEW OF PATHWAY FOR EARNING THE GIRL SCOUT GOLD AWARD

Eligibility	Any registered Girl Scout in (or entering) 9 th grade and above or ages 14-17
Resources	“Go For It” insert to Basics Binder: www.girlscouts.org <i>Going for the Gold, Interest Projects for girls 11-17</i>
Recognitions	IP awards, Focus Book charms, and a continuation of the traditional pins
Scope	The project MUST address an issue outside of Girl Scouting
Requirements	Step 1 must be completed first. Steps 2-4 may be completed in any order or worked on simultaneously, but must be completed before going on to Steps 5-7
	<p>Step 1: Build a Framework</p> <ul style="list-style-type: none"> ▪ Read “Go for It” Girl Scout Gold Award Basics Binder insert ▪ Meet with advisor and develop timeline for steps 2-5 ▪ Sign an agreement with your advisor
	<p>Step 2: Earn the Girl Scout Leadership Award, to focus on living specific aspects of the Girl Scout Promise and Law and then putting leadership into action.</p> <ul style="list-style-type: none"> ▪ Set the Spark: Earn three Interest Project Awards that relate to specific sets of values from the Girl Scout Law. ▪ Do it Yourself! Choose a Focus Book and set goals to complete activities and earn the charm (or IP*) <p>Take Action: spend 30 hours in a leadership role. Fast Track: apply hours you are pursuing for PA, LIT, CIT</p> <ul style="list-style-type: none"> ▪ Evaluate your experience
	<p>Step 3: Earn the Girl Scout Gold Career Award</p> <p>Do one or a combination of the following for a total of 40 hours</p> <ul style="list-style-type: none"> ▪ Career-shadow one or more people ▪ Work as an apprentice or intern ▪ Visit colleges or trade schools ▪ Organize a career fair ▪ Publish a newsletter or create a Web page about careers <p>FAST TRACK: If you currently have a paying job or have started your own business and have put 40 hours into it, you can use this experience in place of the above step.</p> <ul style="list-style-type: none"> ▪ Reflection: What types of jobs do you like and dislike?
	<p>Step 4: Earn the Girl Scout 4 B’s Challenge, which focuses on the four program goals as written for teens and how activities relate to the Girl Scout Law. The challenge helps lead a girl to a relevant Girl Scout Gold Award project by helping her discover her strengths and interests and the needs and resources in the community. <i>Up to 15 hours spent on earning the 4B Challenge may be applied to the Gold Award project hours.</i></p> <ul style="list-style-type: none"> ▪ Become: Yourself – Decide on skills you need to improve using SMART goals: <ul style="list-style-type: none"> ❖ Specifically, what will you do? ❖ How will you Measure your goal? ❖ Is your goal Achievable? ❖ Is your goal Realistic? ❖ What is your Timeframe to reach your goal? ▪ Belong: Your Community – Learn about your community ▪ Believe: A Vision for Change <ul style="list-style-type: none"> ❖ What are the needs of your community and why? ❖ What project can be done to address these needs? ❖ Where do I fit into addressing these causes? ❖ What will be the long-term effects of the project? ▪ Build: Your Network (Read pages 18-19 in the Focus Book <i>Write Now</i> on building persuasive skills.) <ul style="list-style-type: none"> ❖ Who in the community is involved with your issue? ❖ Which people have the power to help solve this issue? ❖ Who supports young people and community service? ❖ Who are the community leaders or officials? ❖ How can you gain the support of the people?
	<p>Step 5: Plan a Gold Award Project that requires at least 65 hours of work (counting up to 15 hours from Challenge). You must be 15 or going into 10th grade to begin STEPS 5-7. Submit project proposal to Gold Award Committee.</p> <p>Step 6: Take Action – begin project when approved by committee.</p> <p>Step 7: Think about it – evaluation and complete your Final Project Report</p>

* IP's may be substituted for a charm when completing a Focus Book if desired.

THE PROJECT

Forms, Forms and More Forms

You may not be ready to write your project proposal yet, but this might still be a good time to take a look at the forms so you know what information you should be gathering and tracking. When you flip to the back of the booklet you may feel a bit overwhelmed by the number of forms. Relax.

There are only two forms that you absolutely need:

- ◆ The Girl Scouts, San Diego-Imperial Council **PROJECT PROPOSAL** form and
- ◆ The Girl Scouts, San Diego-Imperial Council **FINAL REPORT FORM** (you must also include a time log, so we have included one to use)

Beginning January 1, 2007, you must use the new (2007) Girl Scouts, San Diego-Imperial Council, Inc. version of the Initial Project Proposal form and the Final Report form. These forms are slightly different from the forms available on the GSUSA website. Using the Girl Scouts, San Diego-Imperial Council form ensures that you are responding to the questions specifically required by Girl Scouts, San Diego-Imperial Council. The Girl Scouts, San Diego-Imperial Council forms are available on the Girl Scouts, San Diego-Imperial Council website at www.girlscoutssdi.org in a MS Word document format you can complete on your computer.

The other forms:

1. Worksheets

These will help you track what you are doing and the skills you are learning. You do **not** have to turn these into Girl Scouts, San Diego-Imperial Council – in fact; we really do not want to see them. They are tools for you to use. You may want to use them to help keep you on task. You can also refer to them when you fill out your Project Proposal form.

Leadership in Action – to track hours for you Leadership Award
Exploring Careers – to track the activities for your Career Award
Challenge – to log what you did for the 4B's Challenge

Q. What if I did some of the requirements before I decided to work on the Girl Scout Gold Award? Can I still count these activities and hours?

A. When you decide to go for the Gold, the activities you do to prepare you should be designed specifically to help you reach your goal. If you try to take a short cut by saying, "I've already done that" and check off the requirement, you are short-changing yourself by not doing everything you can to lead to a successful Gold Award project. You might be able to "get away with it" but that is not what the Gold is all about. However, if you started an IP or even completed a Focus Book before you decided to work on the Gold Award, and now decide that topic would be helpful for your project, you can go back choose a new set of goals or new activities so you essentially do the IP or Focus Book over. Obviously you would not get a second patch or charm, but you would benefit from the learning experience and could now apply the award hours to your Gold Award.

Q. Can I use the forms available at www.studio2b.org?

A. Beginning January 1, 2007, you must use the new forms in this book or available at that time at www.girlscoutssdi.org. We used the GSUSA forms as the basis for the Girl Scouts, San Diego-Imperial Council forms, but the San Diego-Imperial Council Gold Award Committee looks at some very specific qualities in a project that were not directly addressed in the GSUSA form. Not only do we want to be sure you have a chance to provide all of the information they will be looking for, it is important the information be easily located by the committee members who often have several proposals to review at each meeting. If they can always expect the leadership hours to be addressed in part C, they will look for it there and are more likely to see what you are doing than if they have to hunt for the information.

CHOOSING A PROJECT

The hardest part of any job, including the Girl Scout Gold Award project, is getting started. You may already have an idea of what you want to do. If not, spend a little time thinking about the topics shown below. (If you followed Path B for the Girl Scout 4Bs Challenge, these should sound familiar.)

- ◆ What are some of your talents, abilities and interests? What skills did you learn while doing the prerequisites?
- ◆ You will be working on this project for several months, so you should choose something that you will stay excited about. If you pick a project related to something you are interested in, it may help you develop even greater skills in that area and perhaps lead you to future opportunities.
- ◆ What are some of the resources in your community? Does your community have parks, community centers, libraries, playgrounds, etc. that benefit the entire community? What about places like senior centers, shelters for the homeless or animal shelters that provide services to specialized segments of the community? What are some of the groups within the community? Consider the schools and organizations that help those who live in your community. What are some of the things those groups do?
- ◆ What are some of the needs of your community? Pay attention to local news in your community to find out about some of the problems that need to be addressed. Talk to your advisor and to people in your community for ideas. While the actual project should be your idea, they may be able to suggest a problem that needs to be addressed. Do you have an idea about how to help solve one of these problems?
- ◆ Now see where all of these things match up. Is there a need in your community that matches an interest or skill that you have? Are there groups or individuals who share an interest in that area who could help you once you have developed a plan or who could benefit from your project?

Your Gold Award Project must be more than a service project. One of the key components of your project must be a demonstration of **leadership**. It should involve girl planning, and decision making, and focus on addressing a real need in your community, reaching beyond the Girl Scout community. Your project does not have to be a totally new idea, but it must have your individual mark on it that distinguishes it from other similar projects. It is possible to work on a project with others, but each girl needs to play an individual role and have a portion of the project that is clearly her own and stands alone.

CHARACTERISTICS OF A SUCCESSFUL PROJECT

- ❖ **Vision:** You look at your community, see a need and try to meet that need.
- ❖ **Connection:** Your project should connect you and your team of volunteers with those who are being served.
- ❖ **Passion:** Your project is something that should come from your heart. It is the difference between doing a project just to get it done and doing something that is important to you.
- ❖ **Longevity:** The impact of Gold Award projects should be ongoing, whether you create something that will last or train others to continue the work.

FROM GOOD TO GREAT: Successful Girl Scout Gold Award Projects

A Girl Scout Gold Award project is different from a good community service project. It should involve girl planning, leadership and decision making and focus on addressing a real need in your community. When you provide service, you are often doing an activity that others have planned. Leadership means you are doing the planning, directing, delegating, assigning, motivating, and making decisions and arrangements to ensure the success of the project.

The following examples, taken from the GSUSA Girl Scout Gold Award Council Guide Girl Scout of the USA, 2004, show good service projects that have been expanded into great Girl Scout Gold Projects.

Good Service Project	Great Girl Scout Gold Project
Volunteering many hours at a park picking up litter.	Reseeding an area with native vegetation and ridding the area of non-native vegetation. Creating an interpretive guide on what the area was like 50 years ago, and why it is important to preserve native species
Working at the local library doing children's story hours	Creating a reading program for a migrant work camp in the summer. Doing a book drive concentrating on bilingual books to ensure that each child receives a book. Matching young children with volunteer tutors from the high school Spanish club creates an ongoing service project.
Volunteering to collect games and food at the mall for a teen center.	Creating a health access booklet for teens in the community; culminating with a teen health fair with various organizations presenting their services. Admission is canned goods for the teen center.
Acting in a play to commemorate the 100 th anniversary of a community.	Researching and writing a script for a cemetery tour focusing on the founders of the community. Casting parts, creating costumes and arranging for a series of evening cemetery tours to kick off the celebration of the founding of the community.
Planting flowers in a park during a community service day.	Working with the city parks department to start a public gardening project in your community. Providing food to a food bank from the garden. Using a greenhouse at a school so children can start plants each year to go into the garden and do so with the help of retired members of the community as mentors.

Q. My project was the same as one that was done in my service unit last year. Why was that one accepted and mine turned down?

A. It is rare for two projects to be exactly the same – remember each project is supposed to have a girl's unique mark on it. Also project summaries are just that- summaries. When we write or talk about a project we often highlight only a small portion of the project. We might say, "A girl cleaned a park," but do not give details. What she really did was research and plant native bushes after removing not-native species, develop an interpretive trail and install signs, and create a book about the park. Also remember that the members of the Gold Award Committee must rely on what you write. Your project might be fabulous and clear in your head, but it might not be so clear on paper.

NOT ALL THAT GLITTERS IS GOLD – Projects That Don't Measure Up

No one likes that sinking feeling – you know the one where you sense things are not working out as you had hoped. That's the feeling members of the Gold Award Committee get when they start to read a project proposal that just does not measure up to the standards of a Gold Award project. Their greatest joy is to read about great projects that they know will be successful and a source of pride for the girl, the community and Girl Scouts everywhere. The following four categories are ones that give the committee members that sinking feeling. Fortunately there is hope for rescue!

Collection Projects are those with the primary focus of collecting items (food, eyeglasses, clothing, etc.) to be donated to another organization. These may be great service projects, **but** generally cannot stand alone as a Girl Scout Gold Award project. To move a project of this type to the caliber of a Gold Award project, the focus must shift from the collection to another component that showcases your creativity, leadership and innovation and allows you to interact with the people you hope to serve. The collection of items can be a part of the project, but not the project itself. For instance, you could develop a reading program for a homeless shelter and, as part of the project, ask for donations of books.

Canned Projects or projects that are established programs where the structure, groundwork and much of the actual work has already been done for you. Projects such as blood drives and service unit encampments, making items where you have to follow a prescribed structure, or putting together the *annual* clean up day for your community are examples of “canned” projects. These projects must be expanded to include your individual mark. If your school has an established SADD chapter but needs someone to lead it this year, you would not be creating something new. However, if you will create a new chapter for your school, make all of the arrangements to organize it, get permission for meetings, recruit members and also develop a campaign for safe graduation parties you could be creating something of lasting value to your school that has your individual mark.

Group Projects or partner projects are possible, but pose several challenges. Some important considerations include:

- ◆ Do you share the same passion for the topic?
- ◆ Do you share the same level of commitment?
- ◆ How can each girl's interests and skills be utilized?
- ◆ Is the project broad enough to allow each girl to earn the required hours? (You can count only YOUR hours and you cannot duplicate tasks.)
- ◆ Will each girl have a part of the project that is distinctly hers and will that part be sufficient to stand on its own as a Gold Award project?
- ◆ What will happen to the project if one girl does not complete her portion?
- ◆ **Each girl must submit her own project proposal in her own words.**

Projects That Don't Quite Work Out

Sometimes a project sounds good on paper, gets approved, but then just does not work out as planned. Take heart – that happens to everyone at least once! The key is to learn from what went wrong and move on from there. In some cases, it will not affect the completion of your Gold Award. If you go through all of the preparations but few people show up at your event, you probably still have enough hours to complete your project. Just remember to evaluate what went astray so you can learn from the experience. In rare cases, a project may just seem to fall apart. Do not despair. Contact the Program Specialist or your assigned mentor from the Gold Award Committee to brainstorm ways to rescue your project. You may need to submit a revised proposal, but still be able to save what you have already done.

LESS THAN GLITTERING PROJECTS TO GLITTERING GOLD PROJECTS

The following ideas show how a project idea that does not meet the standards for a Gold Award Project or one that is in trouble might be restructured to accomplish your objective and still qualify as a Gold Award project.

Less than Glittering Projects	Glittering Gold Projects
<p>You plan a clothing drive to collect items for victims of a recent natural disaster. (<i>A classic collection service project.</i>)</p>	<p>You make arrangements with your church to turn an empty storage closet into a clothes closet for those in need in your community. You recruit volunteers to help you put up shelves in the closet. You put up fliers that the closet will accept donations of clean, good condition clothes every week before services and you recruit volunteers to work at the closet every weekend distributing the clothes to those in need.</p>
<p>You plan to make teddy bears for an organization to donate to needy children. The group requires you to follow their pattern and directions exactly, use fabric they suggest, and tie a red ribbon around each bear. They even tell you the best way to set up your production line, and send you fliers to use to recruit volunteers. (<i>A “canned” project</i>)</p>	<p>You contact the local rescue squad and learn they would like stuffed teddy bears to give to children in rescue situation. You design a pattern, select fabric, make arrangements to use sewing machines at the local senior center and enlist the off duty fire personnel and seniors at the center to help sew the bears. Each bear is unique and carries a message of love and hope written by the volunteer.</p>
<p>You and a friend plan to revitalize a local park. To get volunteers you each design a flier to distribute in your own neighborhood. You work together on landscape plans of the big cleanup day you all work on projects together. (<i>A group project with no individual mark.</i>)</p>	<p>You and your friend plan to revitalize a local park. You divide responsibility for advertising the event: you both develop a flier, one of you records a short promo for the local cable station, the other speaks at a community meeting and one makes phone calls to invite key people. You each have a specific focus area. One will redesign and refurbish the trails to make them accessible. One will supervise the repainting of the picnic shelter and tables. One will research and plant native plants and one will develop nature activities for children to do while using the park. Your project proposal indicates this is a group project, but you each write only about your own portion of it.</p>
<p>Your project is to hold a birthday party bash at the homeless shelter. You and your volunteers have taken clowning lessons so you can entertain the children. You have arranged for volunteers to make birthday cakes and you have collected and wrapped gifts and made decorations. The week before the event, the shelter abruptly closes due to mismanagement and lack of funding. It seems your project is about to come crashing down.</p>	<p>Take a deep breath. You have already put in most of your hours and shown leadership, planning and other required elements of a great project. You just need to figure out a way that this planning does not go to waste. Brainstorm with your supporting adults on other sites: have the residents been relocated? What about a pediatric wing at the hospital. Perhaps you could shift focus to a nursing home. The presents might not work, but everyone loves a party, even the elderly!</p>

WHAT IS THE DIFFERENCE BETWEEN A SERVICE PROJECT, LEADERSHIP PROJECT AND GOLD AWARD PROJECT?

SERVICE PROJECT

Service is giving your time to assist others with an already planned task.

- ◆ There is already an existing program or structure in place. You are simply putting in hours to help with implementation. **Examples:** assisting a younger troop with a troop activity; helping a nursing home with implementing programs; painting a house; helping with day camp.

Leadership is using your skills to guide or direct a task.

- ◆ Leadership is creating a new program that you plan, manage, direct and implement, putting you in the role of decision making. **Examples:** Designing a new youth group event at church and leading it; managing, and training a committee of volunteers to educate underserved communities and execute your project; or designing an event/workshop to teach something you are passionate about to youth in your community.

GOLD AWARD PROJECT

Using your skills to identify a need in the community and then creating a solution by researching, planning, coordinating and implementing that solution.

Here is a checklist to determine if your idea could be a valid Gold Award Project:

- My idea is a new or original idea/solution that will help to fulfill a need in the community.
- My project will take at least 65 hours to complete and includes a leadership role beyond family members.
- If working in a group, I have a very integral part of the project that I will be working on by myself. I have separate responsibilities from the other group member.
- If working in a group, my part of the project will fulfill the 65 hour time requirement and includes sufficient leadership.

SERVICE

Passive Role – where you follow through or something is already in place. Major decisions have been made and you're following someone else's directions.

Help
Write
Collect
Care
Assist
Maintain
Support
Give

Work
Invite
Accompany
Volunteer
Repair
Make
Contribute
Supplement

Visit
Escort
Donate
Share
Adapt
Aid
Clean
Comfort

LEADERSHIP

Puts you in the Role of Decision Making

Direct
Manage
Research
Build
Problem Solve
Nurture
Represent
Provide

Facilitate
Motivate
Produce
Delegate
Clarify
Confront
Assign
Implement

Guide
Explore
Create
Initiate
Mediate
Network
Design
Train

GROUP GOLD AWARD PROJECTS

You can choose to work with other Girl Scouts; however caution should be used, because group projects can become very complex. The group project must be large enough in scope that each member of the team can bring significant leadership to the project. The project must also be able to be divided into distinct parts with each girl having separate duties that allow her to learn and grow. Each member of the group must have significant responsibility and be able to define her unique contribution. A way to check for this is to ask, "If this girl does not do her part, will the project be complete?" If the answer is no, then it may not qualify as a group project.



Each girl must work a minimum of 65 hours on the project. It is important that you develop your skills and interests and apply them to the project, as well as contributing the same amount of work as everyone else on the team. **You must each write (in your own words) and submit a separate proposal and final report. Since each individual must describe her specific roles/responsibilities and be able to demonstrate her leadership role, each proposal will be uniquely hers. Timelines must detail each girl's 65 hours; therefore, they should also be unique for each individual.**

Most projects should involve no more than two girls. Remember that projects are chosen by the girls based upon their skills and interests and a need they identify in their community.

Golden Rule of Group Projects: Equal Time with Equal Responsibility

About Group Projects:

- ◆ Consider what would happen if one girl could not finish her part of the project.
- ◆ Each girl must have equal time and equal responsibility.
- ◆ Each girl must be responsible for a major part of the project. **It can not be that, you'll all just work together.**
- ◆ Each girl must demonstrate leadership and keep individual records of what she did for the project.
- ◆ Each girl must complete her own project proposal that describes her responsibility.
- ◆ Each girl must also submit a final report (*use the form located on the council website at www.girlscoutssdi.org/forms/gold*) which includes a detailed report of her individual part of the whole group project along with your detailed timeline.

MONEY MATTER \$

One of the big challenges facing every girl *Going for the Gold* is how to fund a project. On the one hand, you are asked to meet a need in your community; on the other hand, you have some major constraints outlined in *Safety-Wise*. Take heart - others have figured it out and you will too.

Let's start by getting some of the "don'ts" out of the way. Then we can look at things you can do.

- ◆ **As a girl member of Girl Scouts you cannot ask for money.** You also cannot ask for materials or services (technically called gifts-in-kind) either. Asking for money or goods is considered fundraising by the IRS and Girl Scout policy, and only adults can do the actual asking. (*Asking for money is different from your troop doing an activity to earn money.*)

The good news is that adults can ask for money and goods, so you need to work with an adult partner such as your troop advisor or your project advisor if you need materials or funds. You can describe your project to others, write a letter or create a PowerPoint presentation, but an adult has to do the actual "ask" and sign any documents. Be sure Girl Scouts, San Diego-Imperial Council knows and approves of any such requests, so you do not conflict with broader fundraising efforts being done by the council. *You must list all proposed request on your project proposal, including what you will ask for, projected value and specifically who or what organizations will be asked.*

- ◆ **You cannot raise money for another organization when you are representing Girl Scouts.** This means your Gold Award project cannot be designed to raise money for another group. However, if your goal is to support an organization by providing them with items they need, you might be able to approach it from another angle.

So what can you do?

The first and most important thing to do is to create a realistic budget for your project. While you want to think big as you develop a vision for change, you must also be realistic. Consider everything you will need to complete your project. Don't forget to include costs such as copying of fliers. Get an estimate of how much everything will cost.

Now consider possible sources for the funds to cover your budget:

- ◆ Funds you may have available to you in your troop account. Some troops make these funds available to girls working on Gold Award projects. See ideas on the following page.
- ◆ Check to see if your Service Unit or Cluster provides funds to help girls with projects.
- ◆ If your project will benefit a specific organization or group, they may offer to support the project. (The offer needs to come from them, however, not you asking them.)
- ◆ You may decide to use your own money from a job or your family may offer to cover some of the costs. However, *a Gold Award project should not be a financial burden on you or your family.* Coming up with creative ways to plan your project and earn the money is all part of the fun and responsibility of planning a Gold Award.

You cannot charge a fee – your project is offering a service to the community. Charging a fee may also limit the ability of some people to participate. However, you may ask participants to help cover the cost of specific items as long as you do not charge more than the items actually cost you. For instance, if you are holding a community fair as part of your project, you could ask participants to pay the actual cost for refreshments. If children will be doing crafts or getting their face painted, you could charge a nominal fee to cover the cost of materials for those activities. You could also ask people to bring an item – “please bring a bag of chips or bottle of soda for the refreshment table” or a small bottle of glue, glitter or paint for the craft table.” The project ceases to be a service project if you charge a fee above the cost. *All money coming in and going out (other than your personal money) must go through a Girl Scout account and be documented with receipts.*

You can also work with your troop to help fund your Gold Award project. Your troop can hold an approved troop money-earning event to raise money for troop activities. (Individual girls cannot earn money directly to benefit themselves.) The girls in your troop can make decisions as a group on how to spend the money earned and may allocate the money to support Gold Award projects for girls within the troop. Remember, all girls in the troop must be part of the decision-making process. This is a good way for girls in a troop to support one another's Gold Award projects. (The time you spend raising money through these activities cannot count toward your project hours.) ***You must include a letter with your initial Gold Award Proposal signed by each troop member approving your use of troop funds for your project.***

Ideas for troop money-earning activities:

All money-earning activities must be approved by the service team or volunteer support coordinator

- ◆ Plan ahead so your troop can think BIG during Girl Scout cookie selling time. Look for creative places to hold booth sales – but get permission from your local cookie booth coordinator first.
- ◆ Provide group childcare during a holiday season or community events
- ◆ Put on a gigantic community yard sale. Enlist friends and neighbors to donate goods to sell and items for a great bake sale.
- ◆ Learn clowning activities and face painting and offer to put on events for large gatherings.
- ◆ Wrap gift packages at holiday fairs
- ◆ Provide birthday parties for groups
- ◆ Offer Brownie Try-It events or Junior Badge days for your Service Unit or create simple “badge in a bag” supplies for new troops
- ◆ Offer personalized letters from the holiday elf or other character

Activities to avoid

- ◆ Money-earning projects where you are performing an activity that someone normally gets paid to do– in other words where you are taking a job away from someone. However, if this activity has been previously defined clearly in your community as an activity offered to nonprofit groups, you can undertake these activities with council approval.
- ◆ “Cheap labor” projects disguised as money-earning activities. This may sound like a good idea, but you are actually being taken advantage of and you are taking away the job of someone who would be paid more than you. This is part of the reason there are child labor and minimum wage laws.
- ◆ Any activity where it might appear that your council or Girl Scouts of the USA is endorsing a product or political point of view or cause. Activities of this nature include passing out political fliers or handing out freebees for the opening of a business.
- ◆ Money-earning projects where the money goes to individuals rather than to your group. In your capacity as a Girl Scout you cannot be employed or paid individually. If your troop is doing an activity for money, such as working at the concession stand at an event (where this service is clearly and traditionally set aside for non-profit organizations) all money must go to the troop treasury.

All Girl Scout money must be in the Girl Scout troop/group account, not held by individuals. Juliettes should contact the Gold Award Committee liaison Program Specialist to discuss options.

SAFETY MATTERS

One of the most important roles of a leader is to do everything possible to ensure the health and safety of those around them. As you plan your Girl Scout Gold Award project, it is important for you to consider potential health and safety risks to you, your volunteers and participants and put into place measures to minimize those risks. *Safety-Wise* is a GSUSA publication that outlines basic Girl Scout program standards and specific activity checkpoints that apply to all Girl Scout activities to help ensure a sound program experience for all participants. Your troop advisor has a copy of *Safety-Wise*, so make arrangements to borrow it.

Many of the Program Standards have been addressed in sections in Money Matters and descriptions of appropriate Girl Scout Gold Award projects. Therefore this section concentrates on the guidelines, standards and checkpoints that focus primarily on the actual well-being of you and your participants. You should set aside time now to skim through the book to be familiar with those issues that might apply to your project.

You do not need to read *Safety-Wise* cover to cover, but you do need to become familiar with it so you can easily locate those sections that will apply to your project. You can skim through the chapter and section headings to find those sections that are most applicable.

Chapter 1 describes the **safety net** provided for girls in Girl Scouting.

Chapter 2 is on group **leadership**, and provides tips on being a successful leader.

Chapter 3 is on group **planning and budgeting**.

Chapter 4 is on **basic safety guidelines** that are fundamental to the prudent planning and smooth implementation of most Girl Scout functions. This is an important chapter to read as it will help make you more aware of basic safety considerations. It also contains information on the presence of **first aiders** at certain types of Girl Scout activities.

Chapter 5 is on **trip planning and travel** so it probably will not apply unless your project involves a trip or you are providing transportation to volunteers or participants as part of your project.

Chapter 6 contains “**Girl Scout Program Standards**” that describe the essential components of a quality Girl Scout experience. Each of the 35 standards is important, but most will not apply to your particular project so skim through the standard heading to select those that apply. Standards 10, 13, 14 and 22 refer to **parental permission, adult supervision and site safety** and will apply to most projects so pay particular attention to them.

Chapter 7 introduces **activity checkpoints** which are the minimum requirements for common Girl Scout activities. This chapter gives more detail on the basic guidelines and program standards.

Chapters 8, 9 and 10 provide information on **camping, land sports** (such as bicycling, horseback riding and skiing) and **water activities**, respectively.

Chapter 11 provides information on **other activities** such as arts and crafts, computers, large group gatherings, playgrounds and science activities.

Don't overlook the appendix where you will find a checklist of things to consider in selecting a **site**. An important part of safety is following the Girl Scout motto: **Be Prepared**. If you have any questions about safety in planning or carrying out your project be sure to discuss them with your troop or project advisor, a member of the Gold Award Committee or Program Specialist liaison.

WRITING YOUR PROPOSAL

Now that you have come up with your idea and looked at money and safety issues you can start putting your idea on paper. This is one of the most important parts of your project. Do not rush it. The Gold Award Committee will base their decision on what you write here. They cannot read your mind. You must clearly tell them about your vision and how you expect to put this vision into action. It may take you four or five hours to get all of your ideas on paper. When you think you are done, have someone who knows nothing about your project read your proposal. This is a good way to check if you have clearly said what you want.

Beginning January 1, 2007 all proposals must use the new Girl Scouts, San Diego-Imperial Council Girl Scout Gold Award Project Proposal. Be sure the form is dated October 2006 or later. The form is on pages 31-34 of this booklet and is also available at www.girlscoutssdi.org. If you have access to a computer with MS Word, you may download the document and fill out the forms on the computer where the form will expand as you type. You may also print a copy or use the one in the book and type or handwrite neatly using black ink so everything will show up when we copy the form. Once you have completed the form you may mail or fax the original form to the council. If you are faxing, please remember to mail in the page with original signatures within 7 days to be added to your faxed proposal. In answering the questions you may write in paragraph form or use bullets where appropriate. For instance, you could say, "I will demonstrate leadership by recruiting my friends to volunteer, teaching them how to do the activities, and assigning stations at the event." Optionally you could write "I will demonstrate leadership by doing the following:

- ◆ recruiting my friends to volunteer
- ◆ teaching them how to do the activities
- ◆ assigning stations at the event

Many of the questions on the form are self-explanatory. The major questions are outlined below with an explanation (**bold**) and/or examples (*italics*). (Remember, sample is just a summary.)

1. Describe the issue your project will address, what you hope to achieve, and who will benefit. If your project culminates in an event, tell what it is and estimate the number of participants: If your project will benefit a specific organization or group, attach a letter of endorsement from them.

This is your project summary. Be brief, but clear what you will do.

I will create a garden for the community library, planting native plants and then hold gardening workshops for preschoolers.

Attaching a letter from the organization shows they have agreed to the project.

2. Discuss your reasons for selecting this project. **This is where you explain your vision.**

Explain the need you saw in the community and what you hope to accomplish. You might include statistics or statements from community leaders about a problem.

I volunteer at the library preschool reading hour and when I recently read a book to the children about a little boy who loved to garden with his grandmother and I told them about how I used to do the same thing, the children loved the idea of a garden. Most of them live in apartment buildings so do not have a garden. The library is new and has not done much landscaping yet so there is room for a garden and it would help beautify the library.

3. If your project is an event, workshop, program, etc., that has been done before by someone else, how will you modify it to make it your own?

What steps will you take to make create and new approach to this project? Now that you have an idea for your project, be specific in the details to reflect you and your abilities.

4. How will your project benefit or involve the community beyond Girl Scouting?

This part of your project will enable you to broaden your perspective and showcase your project outside of Girl Scouting.

5. Quantify your goals, give numbers (how many volunteers will you have? What is your goal for the number of participants?)

You will have specific names for some of the people, but you may not know who all of your volunteers will be so you can tell who you will be recruiting. It might be your Girl Scout troop; friends or classmates from your school. Remember that many students need service hours for other clubs or service learning and would be very willing to help.

6. Outline your strengths, talents, and skills that will be put into action. **This is the time to highlight what you are good at and what you like to do best.**

I like the out of doors and nature; I have done the "Plant Life" IP and have learned about the benefit of native plants. I also love to work with small children and hope to be a teacher

b. How will you use LEADERSHIP skills (recruiting, directing, teaching, organizing, etc.)

Tell what skill you will use and how you will use them. I will use my leadership skills by:

- ◆ *Recruiting friends and training them in planting techniques*
- ◆ *Assign volunteers to specific jobs for planting days*
- ◆ *Plan workshop activities to teach to preschoolers.*

7. How will you use LEADERSHIP skills (recruiting, directing, teaching, organizing, etc.)

This is the heart of your project. Be specific and estimate how much time each step will take and what supplies you will need. Show what you will be doing and how. Be sure to add up the hours and show the total.

1. *I will create a flier which I will distribute at school to recruit volunteers to help with the planting and the garden workshops. (3 hours – need computer and paper)*
 2. *I will talk to the staff at the plant nursery to get planting tips and then I will train volunteers in planting techniques. (5 hours – snacks for training)*
 3. *Research and purchase native plants (7 hours – computer & library, then nursery)*
- **Be sure to list all steps. This sample is just part of the project plan.**
4. *Plan activities for gardening workshops (4 hours –small pots, seeds, potting soil)*

If you use the chart instead, part of it might look like this:

Action Steps <i>(attach separate sheet if needed)</i>	Estimated Hours	Facilities/equipment needed
<i>Example: Create flier to recruit volunteers</i>	<i>2 hours</i>	<i>Computer, printer, paper</i>

8. Indicate methods and /or tools you will use to evaluate the effectiveness of your project.

Part of your planning should include a way to know if your project was successful. This will depend on the type of project. Possible methods of evaluation might include:

- ◆ **Number of people who came (to event designed to bring community together)**
- ◆ **Before and after pictures (for beautification project)**
- ◆ **Feedback from participants (written evaluation is one method)**

In example given: *I will use before and after pictures of the garden area.*

9. Describe any additional details about the content or results of your Project that you think the Committee should know. **Describe here any special circumstances or considerations you want the committee to know as they are reviewing your project.**

10. Estimate project expenses and how you plan to meet these costs. Provide as much detail as you know at this time. You must list donations of money or materials you anticipate, including the estimated value and the organization. If you later decide to ask for a donation that is not listed here you must contact the Program Specialist for approval. Remember that an adult must do the actual "ask" for all donations. **Include the cost of all items you will buy for your project, such as paper for fliers, food, or craft supplies. Also include the cost of items you will give to your volunteers or participants such as a t-shirt. If you hope to have items donated include the value of them and include an alternate plan if they are not donated. Do not include the cost of durable items you already own. If money will come from your Troop account, tell how much is available to you. Provide a letter from the troop agreeing to your using troop funds for your project and be sure all troop members have signed it.**

See the chart on the next page for excerpts form the sample.

Proposals may be mailed; hand delivered, e-mailed as an attachment or faxed, but must be received at the Balboa Girl Scout Council office by 5:00 PM on or before the first day of the month to be considered at the Gold Award Committee meeting that month (*proposals submitted in April will be reviewed at the May meeting*). Proposals received after that time will be reviewed the following month. If your proposal is faxed or e-mailed, the original of page 1 must be received within 5 business days.

APPROVAL PROCESS

Do not start your project until you have received approval from the gold award committee.

Projects are reviewed by the Gold Award Committee, adult volunteers who are committed to encouraging girls and ensuring that the standards of the award are maintained. **Members of the Gold Award Committee are always willing to talk to a girl about her project.**

The deadline for project submission (and resubmission) is 5:00 PM on the 1st day of each month (*proposals received in April will be reviewed at the May committee meeting*). Proposals received at the Girl Scouts, San Diego-Imperial Council Balboa office after this deadline will be reviewed the following month. This deadline ensures fairness to all girls and shows respect for the time given by volunteers and staff to ensure that each submission is given time for a thorough review.

Committee members are provided a copy of each project proposal prior to the monthly committee meeting. This allows members time to review each proposal before arriving at the meeting. Review is based on the standards outlined in the preceding pages. Committee members meet on the 2nd Tuesday of the month to discuss proposals, with final decisions based on a majority vote of the members present or submitting a review. Committee actions include the following:

Approve – The project meets all expectations and **may be started upon receipt of a letter of approval via mail, e-mail or verbal approval from the Gold Award Committee.**

Approve with condition – Similar to the above, but the committee has included a comment or reminder to ensure a successful project. Project **may be started upon receipt of letter unless additional information has been requested.** Project may be started upon receipt of requested information.

Approved as amended – The Notification of Change form has been received (*discontinue work on project until approval of change has been received*) and reviewed by the Gold Award Committee. Project may be resumed upon receipt of Notification of Change approval.

Response requested – The project is seen as a potentially good project, but is missing a key element or information. The project itself may need to be revised or expanded, or the written proposal may need to more clearly describe the plan. The letter from the committee will state what is missing and the action that needs to be taken. When the revision is complete, the proposal **must go back to the committee** following the deadline above.

Meeting Requested – As written, the project does not meet the standards of a Girl Scout Gold Award. It may not meet certain *Safety-Wise* standards, not be sufficient in scope to meet the leadership, vision or other criteria of a Gold Award project, or the committee may question the project's benefit to the community. Joint or group projects that are written identically or do not show individual components will be given this designation. Projects submitted have potential, but must be more thoroughly developed to address the areas of concern raised by the committee. Committee members should be consulted for suggestions on how to further develop this project. Projects **may be resubmitted** following the deadline for submission stated above.

Not a Project as Written – Project does not qualify as a Gold Award Project or is counter to *Safety-Wise* standards. Projects are rarely denied outright: most projects can be adjusted to meet standards. To accomplish this, girls will be asked to meet with the Gold Award Committee.

You may start your project once you have received written notification of approval; approval via e-mail or verbal approval from a Gold Award Mentor.

Letters are mailed by the Tuesday following the committee meeting. We know you are anxious to learn the status of your Gold Award proposal. However, in fairness to others, please do not call to check on the status of your project as these calls slow down the process of getting all letters out. ***If you have not received a letter by the 3rd Friday of the month you may call*** the Program Specialist at (619) 610-0739 or the Sr. Program Assistant at (619) 610-0723.

CARRYING OUT YOUR PROJECT

Once you have received written approval you may begin work on your project. Remember that your project is a major undertaking and should not be rushed. Rushing your project may create undue stress for you and lead to a project that does not reflect the best you have to offer. Two of the more important things to consider are to be flexible and give others involved in your project more time than you expect is needed. Like you, they have busy lives. Unlike you, they have not been thinking about this project for weeks or months. People and considerations should include:

- ◆ If your project will take place on a certain day and you have not set the date yet, be flexible if you can. The site you have chosen may not be available on your preferred date. Also talk to your project advisor, troop advisor and potential volunteers to make sure your proposed date does not conflict with a major event. You want as many people as possible to participate.
- ◆ Recruit a few more volunteers than you think you will need. This is *your* project and you have put it on *your* calendar and *you* will be there no matter what. Your family and advisors have probably also committed to keep that date clear. The reality is that some of your volunteers may end up canceling out for a variety of reasons, so it is good to have more than you may actually need. One good way to be sure they are committed to your project is to involve them early. If they help you in the planning stages, they are more likely to take a greater interest in the project than if they are just expected to show up on a certain date to help out. Don't be afraid to call them to remind them and confirm they will be participating.
- ◆ If your project is one where you hope to have several people come together, such as a community event allow time to advertise and advertise in as many ways and places as you can.
- ◆ If you hope to get donations, work with an adult to ask early. Many businesses must refer all requests to a corporate office which can take time.

If you see a problem developing, brainstorm ways to address it. Part of the responsibility of being a leader is making decisions on how to handle the unexpected. Don't be afraid to consult with your project advisor or a member of the Gold Award Committee. They are all here to support you.

Learn from other girls:

The following comments on what girls would do differently were taken from Final Project Reports:

- ◆ "I would publicize more and earlier, send out reminders and get firmer commitments."
- ◆ "I would schedule a rain date or backup plan for my outdoor event."
- ◆ "I should have planned the details better."
- ◆ "Clearly delegate with project partner who does what. ... I ended up taking up the slack."
- ◆ "Plan, plan, plan! Do not take it personally when volunteers back out. Have plenty of backups."
- ◆ "Plan activities so all ages and abilities can participate."

You will be busy getting your project done, but be sure you take time to enjoy it as well. Enjoy the praise that comes your way as you are doing your project. You deserve it! When someone compliments what you are doing, enjoy the compliment and say, "Thank you."

Q. How much time do I have to finish my project?

A. Once your project has been approved; you can spend as much time completing it as you want to, keeping the following in mind. Many girls try to complete their project before or very early in their senior year so it can be included on college applications. Your senior year will also get very busy so you might want to have this out of the way if possible. You **must** complete your project, including submission of the final report, by September 30th of the year you graduate from high school or the year you turn 18. To be recognized at the Girl Scouts, San Diego-Imperial Council Gold Award Ceremony in May, your final report must be turned in by April 1. If your project is completed after that date, you will be invited to the ceremony the following year. Girls who are developmentally delayed have until they turn 21 to complete the project.

YOUR FINAL REPORT

Congratulations! You have finished your Gold Award project. You have put considerable time and energy into the project and you are probably ready to set it aside. However, you are not quite done yet. You must still evaluate your project and then complete the Girl Scout Gold Award Final Project Report. The evaluation step is very important because it gives you a chance to consider what worked and what did not go quite as planned. While you will never do another Girl Scout Gold Award project, the lessons you learn here can be invaluable as you go on to do other projects in Girl Scouting, at school, and later on in your career.

One of the questions asked on your Initial Project Proposal was how you would evaluate the success of your project, so you may have already started this process. If you held an event and used a written evaluation, now is the time to read the comments. Hopefully most of them will be very positive. However, do not be upset if there are some negative comments as well. Often these are included as constructive criticism to help you plan better the next time. Every project, whether it is your first one or the fiftieth one done by a seasoned professional has room for improvement. You may also get some negative comments from someone who is simply never happy. What is important is to look at the overall sense of the majority of the evaluations. Learn from the few negative comments, but don't take them personally.

If your project will use before and after pictures, be sure to take them right away. In some projects you might be looking for long-term changes which you may not be able to document right away. Record the immediate effect of your project and then go back later to record later changes.

The actual Final Report form should be pretty easy to fill out because most of the questions are ones you projected on your initial plan. You are now reporting on what actually took place. Hopefully you kept a detailed log of what you did so it should be just a matter of summarizing this. That does not mean you should rush through this process, however. You want your final report to reflect the quality of your project. Just as your initial plan gave details of what you wanted to do, your final report should give someone who did not participate in your project a clear picture of what you did. Speaking of pictures, include them in your report. They will help show off your project.

Your final report must include the following:

- ◆ A letter of evaluation from the group that your Gold Award project benefited
- ◆ A detailed Time Log of hours spent on the project (**including** the Log from your Initial Project Proposal for your Challenge)
- ◆ Photos, brochures, journals or other items that were a part of your project

REVIEW BY COUNCIL AND RECEIVING YOUR AWARD

Your Final Gold Award Project Report will be reviewed at the next Gold Award Committee meeting after receipt. If you have included all of the required elements and followed your plan, your project will be approved and you will receive a letter stating that you have earned the Girl Scout Gold Award.

Q. Will my project be returned to me?

A. Some girls want their project, pictures, etc. returned. Others have made duplicates of everything so do not need the submitted copy returned. If you want your project returned, you must indicate this on your Final Report Form, or notify the Program Specialist within one year of your final submission. Projects are kept for one year.

CELEBRATING YOUR ACCOMPLISHMENT

As a Gold Award recipient, you will be invited to celebrate with the other recipients in San Diego-Imperial Council at the annual Girl Scout Gold Award Ceremony held each spring. The date for the current year's celebration will be included in your congratulations letter indicating approval of your Final Report from the Gold Award Committee.

Council Gold Award Ceremony is the official Girl Scouts, San Diego-Imperial Council celebration that recognizes our newest Gold Award Girl Scouts. The event is held each year in June to recognize those girls who earned their award during the 12 months from April to April. Every Gold Award Girl Scout who turned in her completed Final Report by 5:00 PM on April 1st and was approved is recognized at this event. The date, location and exact format of the event varies from year to year so pay close attention to the date, time and location on the invitation you receive.

Other honors for Gold Award Girl Scouts

Young Women of Distinction is the designation given by GSUSA to the top ten Gold Award Girl Scouts in the country each year. Each council is entitled to submit three projects for consideration. Once a year the Girl Scouts, San Diego-Imperial Council Gold Award Committee reviews all of the projects submitted during the specified time and selects projects to forward to GSUSA. Young Women of Distinction are normally recognized at a ceremony held in Washington, DC or at the GSUSA Nation Conference.

Upon completion of the Girl Scout Gold Award, a girl becomes a member of the **Gold Award Alliance**, a sisterhood of all past recipients of the Girl Scout Gold Award or prior similar awards. As a Gold Award Girl Scout you are also eligible to become a member of the **Gold Award Committee**. Contact the Program Specialist for details.

SCHOLARSHIPS AND OTHER SPECIAL HONORS

Many colleges, universities and other organizations recognize the special character and leadership qualities exemplified by Gold Award Girl Scouts. Specific information on scholarships is described yearly on the GSUSA website. You are also encouraged to talk with your school guidance counselor or admissions counselors at the college of your choice.

HOLDING YOUR OWN GIRL SCOUT GOLD AWARD CEREMONY

In addition to the Council's recognition event, you are encouraged to plan your own Gold Award Ceremony. One big advantage of holding your own ceremony is you design it around the people and places that are important to you. At the Girl Scouts, San Diego-Imperial Council Gold Award Ceremony you will be sharing the stage with other Gold Award recipients. At your own event, you will be the star!

You can share your success at any level: Troop, Service Unit or cluster. It can also be a community event, perhaps at the site of your Gold Award project if applicable. The ceremony can be just for you, you can join with a few other girls, or the presentation can be part of a larger ceremony. The following tips and suggestions will help you plan a ceremony. Enlist the aid of your troop advisor, members of your troop, or other people in your Service Unit or Cluster. Also, check the USA website (www.girlscouts.org) for updated ideas on Gold Award ceremonies.

- ◆ You may think about your ceremony while you are working on your project, but most planning should happen after you finish your project and final paperwork. The ceremony can take place any time after you have received your letter of congratulations for the completion of your project.
- ◆ Find a place to hold your ceremony that will be inexpensive or better yet free to use. Check your house of worship, community center, or school. Ask about using a Girl Scout camp or other property, or space at the organization that your project benefited.
- ◆ Your guest list might include any of the following: your family, friends, people who helped you with your project, representatives from the organization your project served, other Girl Scouts, community leaders, Gold Award Committee members, and Girl Scout Council representatives.
- ◆ Invite someone from your Service Unit or Cluster to lead the ceremony or make the presentation. Ask someone to give a short presentation about such things as: your years as a Girl Scout, your Gold Award project, and/or other recognitions you have received. You may want to do part of this yourself – it can be serious or light-hearted.
- ◆ Invite troops and groups in your area to serve as the Color Guard; lead Pledge of Allegiance or the Girl Scout Promise; sing songs or take part in other parts of the ceremony. Having younger girls at the ceremony might help inspire them earn the Gold Award themselves. If you want, ask your faith leader to do an invocation after the flag ceremony.
- ◆ Highlight your project using a PowerPoint presentation, slides, pictures, music or display for your guests to enjoy and to highlight the work you have done. If your project was a workshop, consider offering a mini version. If your project included an area improvement (e.g., clearing a hiking trail, planting a garden), include a tour of the area and time to enjoy the new amenities.
- ◆ Ask someone special to you to pin on your Gold Award.
- ◆ Ask someone to take pictures!
- ◆ Thank those who helped you with your Gold Award. If you wish, present a small gift to your advisor, your Gold Award project advisor, your parents (Parent Pin), or others.
- ◆ Provide light refreshments at the end of the ceremony for your guests. This allows time for them to mingle and look through any displays that you have created for the occasion and to congratulate you. Ask Girl Scout troops to help out by bringing cookies and drinks. The event does not have to be fancy. The important thing is to celebrate your achievement with your friends and Girl Scout sisters.

THE ROLE OF GIRL SCOUT GOLD AWARD ADVISORS

	Your Girl Scout Advisor	Your Project Advisor
Overall Role	Trained adult who can provide guidance on Girl Scout policy and procedures, assist with Girl Scout resources, forms, deadlines, etc.	An adult with expertise in the area covered by the project or associated with organization project will benefit.
Building the Framework	<ul style="list-style-type: none"> • Take Gold Award training • Support and encouragement • Share Girl Scouts, San Diego-Imperial Council/GSUSA information • Direct girl to Gold Award workshop • Review resources with girl • Help girl create a timeline • Advise on safety and budget 	<ul style="list-style-type: none"> • This person may not be on board at this step. If so, she/he can follow Advisor Role listed on left or begin to consult on girl's project idea
Leadership Award	<ul style="list-style-type: none"> • Advise on setting goals for Interest Projects and Focus Book • Advise on leadership opportunities • Approve activities and sign off • Provide way to celebrate award 	<ul style="list-style-type: none"> • See above
Career Award	<ul style="list-style-type: none"> • Advise on career opportunities • Approve activities and sign off • Provide way to celebrate award 	<ul style="list-style-type: none"> • See above
Challenge Award	<ul style="list-style-type: none"> • Support and guide as needed but empower girl to take responsibility • Help girl identify project advisor • Define role to project advisor • Sign off on completion • Provide way to celebrate award 	If on board at this time: <ul style="list-style-type: none"> • Advise on project timeline • Assist with vision statement • Work with Troop/group advisor • Follow Troop advisor guidelines
Gold Award Project	<ul style="list-style-type: none"> • Support and encourage but allow girl to take responsibility • Help girl obtain Girl Scouts, San Diego-Imperial Council permission to raise money or ask for donations • Provide guidance on <i>Safety-Wise</i> • Provide guidance on deadlines • Sign off on project when done 	<ul style="list-style-type: none"> • Sign agreement with girl • Establish schedule for meeting • Coach girl in project planning, implementation and record keeping • Advise on budget and safety • Make "the ask" for solicitation of money or materials • Sign off on project when done
Celebrate	<ul style="list-style-type: none"> • Assist girl in planning Gold Award presentation ceremony • Assist in providing notifying media 	<ul style="list-style-type: none"> • Attend Gold Award presentation ceremony

Q. Can my troop advisor also be my project advisor?

A. This is possible, but if so, you are encouraged to consult with other adults in the community who have expertise in the project area to provide exposure to and an opportunity to work with a variety of adults.

Q. Can a parent serve as my project advisor?

A. See the response to the above question, as the same applies to this one. Also, remember that this is YOUR project, not that of your advisor. You will be spending considerable time working on this project. The support of your family is important, but it is also nice to have the opportunity to work with other adults.

JUST FOR PARENTS

The Girl Scout Gold Award is the highest award in Girl Scouting that girls 14-18 can earn. It represents a girl's commitment to herself and her community, as she focuses on leadership, career exploration, personal challenges and completing a lasting 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 and guardians play a significant role in supporting a girl's path to the Girl Scout Gold Award. You may be called upon to be a coach, mentor, cheerleader, sounding board, volunteer and chauffeur. You are not expected to be a taskmaster nor should you do her work for her. **This is HER project.** Things like figuring out how to call or talk to adults about her project when she is in school or is uncomfortable making the first move will help her to grow giving her valuable tools to use in her future. Please encourage your daughter to make all communications regarding her project herself and celebrate her accomplishments with her. She will learn and get the greatest benefit from this project when she does things for herself. Even her mistakes will provide her with wonderful learning experiences.

There are ways you can help her:

- ◆ Read through the materials provided to her regarding the Girl Scout Gold Award so you feel comfortable offering support.
- ◆ Help her choose a topic that will become the basis for her project, but do so only if she asks for ideas. Remember, the topic and project should reflect **HER** passions, not yours.
- ◆ Encourage and support her, but do not pressure her. "*Going for the Gold*" is something she has to want to do herself.
- ◆ Recognize that your daughter is capable, competent and worthy of respect as she assumes greater citizenship and responsibility. Provide her positive and constructive support on this journey.
- ◆ Aid her in accessing a network of adults who can lend insight, provide contacts, and point to resources. However, once you have pointed her in the right direction, allow her to make the contact herself.
- ◆ Practice good parenting when it comes to making sure she gets enough rest, eats well and is supported by the family in her endeavor. At times her project may overwhelm her, but help her put it into perspective.
- ◆ Work with her troop advisor on safety and money concerns to ensure that she is following Girl Scout guidelines on these issues. These are important to ensure the safety of your daughter and the integrity of the Girl Scout program.
- ◆ Allow your daughter to stumble and learn the lessons that come with doing a project like this. She will get the greatest benefit from her experience and gain lifelong skills.
- ◆ Continue to provide support and encouragement. Remind her to seek help from her troop advisor, her project advisor or the Gold Award Committee Mentor when she needs it, but remember **she is the one who should ask for the help**. This is part of the learning process.
- ◆ Help with her project as asked or cheer from the sidelines as appropriate.
- ◆ Join in the celebration as she is honored for her accomplishment! Be proud of her and let it show!

GOING FOR THE GOLD LOG

Exploring Careers

Record activities you did to earn the career award. This log is **your** record. It does not need to be included with your Gold Award Project Proposal.

Date	Provide brief description of your career activity	Hours spent	Adult initials

Evaluate your career experiences with your advisor or another adult, considering the following:

- Did you explore enough careers to know the type of job you would want?
- Right now, do you think you would like a job where you are in an office or not?
- Right now do you think you would like a job where you work more with things or people?
- Describe your dream job?

GOING FOR THE GOLD LOG

4Bs Challenge

Record activities you did to earn the Girl Scout 4Bs Challenge. This log is your record. It does not need to be included with your Gold Award Project Proposal

Section	Provide a brief description of what you did	Hours	Adult initials
Become: Yourself- set SMART goals			
Belong: Your Community - discover your community resources			
Believe: A Vision for Change - Needs in the Community and How I Can Make a change			
	My vision statement:		
Build: Your Network of people to help make your vision a reality			
Have these steps led you to a Gold Award Project idea?		Hours related to your Gold Award Project idea	

Excerpt from Financial Guidelines

Troop/Group money-earning

All fundraising methods employed by Girl Scout troops/groups must be in keeping with the principles for which the organization stands (national policy, *Leader's Digest 2001*).

“Group money earning” refers to activities following a planned budget and carried out by girls and adults, in partnership, to earn money for the group treasury. “Council-sponsored product sale activities” are council-wide sales of authorized products, such as Girl Scout cookies or nuts, in which groups participate. The funds are for Girl Scout activities and are not to be retained by individuals as their property.

Girl Scout Council Reference Guide, 2001

Troop's/Group's dues, along with money earned during the council-sponsored cookie and fall nut sale, should provide most of the money necessary for the troop's/group's program. Troops/Groups may be given approval from the service unit team or volunteer support coordinator for an additional money-earning project when it is necessary to support-planned program appropriate to the ages and experience of the girls.

1. Cadette and Senior Girl Scout troops/groups may participate in three money-earning projects in addition to the cookie sale per membership year (e.g., Girl Scout fall product sale, recycling).
2. Troops/groups must have written approval from the service unit team prior to beginning any money-earning projects.
3. Additional approval must also be obtained from the volunteer support coordinator if a money-earning project is expected to net more than \$250 or if it is not included among the following pre-approved activities:
 - Recycling cans, paper, plastic, or glass bottles
 - Putting on a play, show, etc.
 - Homemade bake sales/craft sales
 - Cleaning yards
 - Used book sales
 - Skating party
 - Yard sales
 - Putting on an event (e.g., Badge workshop, Songfest, Bridging workshop)

The following activities are not permitted:

- Door-to-door sales (except the council cookie sale or fall product sale)
- Any kind of gambling or games of chance such as raffles
- Commercial *parties* of any kind (e.g., direct sales parties of kitchenware, jewelry, etc.)
- Direct solicitation for money
- Commercial product sales except Girl Scout cookie and fall product sales (e.g., candy bars or pizzas)
- Money-earning activities on the Internet

Troop/group money-earning projects may be scheduled throughout the year, except during the Council Cookie Sale – (From start of pre-orders through final delivery of cookies. Check with the service unit or the council yearly for dates.)

Troop/Group Donations Receiving

Although funds may not be solicited by troops/groups, occasionally a local business or community organization may wish to donate money to a particular troop/group. Donations are limited to \$249.99 per donor per membership year. The troop/group thanks the local donor with an acknowledgement of all gifts below \$250. Sponsorships in the form of a cash gift of \$250 or more are to be sent to the council, who will acknowledge it as a tax-deductible donation and then provide a check of \$249.99 to the troop/group. All monies in excess of \$249.99 will remain at the council to be utilized for the benefit of all girls within Girl Scouts, San Diego-Imperial Council, Inc. To insure the donation is directed according to the donor's wishes, the donor needs to identify the troop/group number at the time the funds come into council.

Fundraising for other organizations

Girl Scout troops/groups (or individuals representing themselves as Girl Scouts) cannot solicit or be involved in fundraising projects for other organizations. *Safety-Wise* states that “Girl Scouts in their Girl Scout capacities may not solicit money for other organizations. Girl members may support other organizations only through service projects” (e.g., handing out water to marathon runners, running a baby sitting area for the PTA/school carnival). The service unit team, who may consult the council membership staff if necessary, will determine the appropriateness of such an activity/organization.

Gold Project Proposal Checklist

Use this quick checklist as you complete your Gold Award Proposal to be sure you have included everything before sending it in to the council office for review by the Gold Award Committee.

Prerequisites:

- _____ Application on the current Girl Scouts, San Diego-Imperial Council form found at www.girlscoutssdi.org/forms/gold
- _____ Neat and legible (preferably typed or printed in black ink)
- _____ Appropriate signatures
 - ___ Gold Award Candidate
 - ___ Leader/Advisor
 - ___ Project Advisor (content expert working with you)
- _____ Leadership Award
 - ___ 3 Interest Projects & 1 Focus Book completed – described what you did for each
 - ___ Leadership in Action
- _____ Career Award – 40 hours – described what you did and what you learned earning this award
- _____ 4Bs Challenge – #_____ hours toward project

Project:

- _____ Project clearly described and easily understood by others as written
- _____ Need for project in the community
- _____ Unique project – not been done before
- _____ Group Projects – applicants have clearly identified separate responsibilities and set individual goals
- _____ Numbers given for people involved (Goals)
 - #_____ volunteers
 - #_____ participants
 - #_____ sessions/workshops (if applicable)
- _____ has included the proposed quantity when creating a product, i.e. website/booklet/pamphlet (number of hits to website or number of published items)
- _____ Leadership has been covered (not an “I” project)
 - _____ involving others in planning and implementation
 - _____ have clearly defined action steps
 - _____ probability of at least 65 hours when completed
- _____ Evaluations – clearly identifies format and who from
 - _____ receiving organization - if applicable
 - _____ participants
 - _____ project advisor
 - _____ volunteers
- _____ Estimated budget included
- _____ Have all ten (10) proposal questions been completely and clearly addressed



Girl Scout Gold Award Project Proposal

Girl Scouts, San Diego-Imperial Council

For Council Use
Rec'd _____
Approved _____
Advisor _____
Letters _____

This form is also available at www.girlscoutssdi.org. Form may be completed as an MSWord doc. and sent as an e-mail attachment to rdelacruz@girlscoutssdi.org, faxed to (619) 298-2031 or mailed to the address below. If using e-mail or fax, original of page 1 (with original signatures) must be submitted within 5 business days. Retain a copy for yourself and your project advisor. Mail project proposals to **Girl Scouts, San Diego-Imperial Council, Attn: Gold Award, 1231 Upas Street, San Diego, CA 92103.**

Submit this form at least eight - ten weeks before the intended start date of your Gold Award project. Submission deadline is 5:00 p.m. on the first day of the month to be reviewed that month. Projects received after the deadline will be reviewed the following month. (Approval process may take 8-10 weeks)

Projects are reviewed on the second (2nd) Tuesday of the month (*April submissions will be reviewed in May due to review of final reports*) and notification of action is mailed within seven (7) days. Please do not call for information on action. Do not begin your project until you have received council approval.

Name (as you would like it to appear on your certificate)		Troop/group #	Service Unit	Cluster
Mailing Address		City		Zip
Phone 1 ()	Phone 2 ()	E-mail		
Parent/guardian name	Date of birth	Age	Current Grade	Class of
School	Number of years in Girl Scouting	Date you started as a Senior Girl Scout		
Attended Gold Award Training? (Circle one) YES NO (Date attended)				
Applicants Signature			Date	
Troop/group Leader/Advisor		Girl Scout Gold Award Project Advisor (Your content expert working with you during your project.)		
Name		Name		
Mailing Address		Title/Organization		
City/State/Zip		Mailing Address		
Daytime Phone ()		City/State/Zip		
Evening Phone ()		Phone ()		
E-mail		E-mail		
Signature of Troop/Group Leader/Advisor		Signature of Project Advisor		Date

Include names and phone numbers of any additional project advisors. Your primary project advisor should be someone other than your troop leader or your parent, although both may be listed as additional project advisors)

Gold Award Project Proposal page 2 – Prerequisites
LEADERSHIP

Girl Scout Gold Leadership Award <i>(briefly describe what you did)</i>		Date Completed	Advisor* Signature
Interest Project			
Interest Project			
Interest Project			
STUDIO 2B® Focus Book			
Briefly describe what you gained by completing these requirements. <ul style="list-style-type: none"> ◆ New Skills you learned ◆ How you used the Girl Scout Law ◆ How these activities will help you in doing your Gold Award project 			
Put Leadership into action by spending 30 hours in a leadership role			
Describe your leadership roles Include new skills learned, what you learned about being a leader and how this will help you in doing your project.			

CAREERS

Girl Scout Gold Career Award		Date Completed	Advisor Signature
List activities you completed with a brief description of what you did to earn the Career Exploration award and one new skill you learned that will help you in doing your project.			

CHALLENGE

Girl Scout 4 Bs Challenge		Date Completed	Project Advisor
For each step briefly describe what you did, what you learned and how this will help with your project.			
Become:			
Belong:			
Believe:			
Build:			
Number of hours related to your Gold Award Project _____ (up to 15 hours)			

GOLD AWARD PROJECT PROPOSAL Page 3 – The Project
(Begin this page on a new sheet of paper so it can be copied without your name on it.)

Title of Project:		Office use only Date received _____ Action _____
Proposed start date:	Proposed Completion date:	
<input type="checkbox"/> Individual Project	OR <input type="checkbox"/> Joint Project	List Partner: <i>Be sure write up describes your project in your own words.</i>

1. Describe the issue your project will address, what you hope to achieve, and who will benefit. If your project culminates with an event, tell what it is and estimate the number of participants. If your project will benefit an organization or group, attach a letter of endorsement from them.

2. Discuss your reasons for selecting this project.

3. If your project is an event, workshop, program, etc., that has been done before by someone else, how will you modify it to make it your own?

4. How will your project benefit or involve the community beyond Girl Scouting?

5. Quantify your goals, give numbers (how many volunteers will you have? What is your goal for the number of participants?)

6. Outline your strengths, talents, and skills that will be put into action.

7. How will you use LEADERSHIP skills (recruiting, directing, teaching, organizing, etc.)

Action Steps <i>(attach separate sheet if needed)</i>	Estimated Hours	Facilities/equipment needed
<i>Example: Create flier to recruit volunteers</i>	<i>2 hours</i>	<i>Computer, printer, paper</i>



GIRL SCOUT GOLD AWARD PROJECT Notification of Change

Applicant's Name: _____

Project Title: _____

To: The Girl Scout Gold Award Advisory Committee

This is to notify you that I have changed some aspects of my Girl Scout Gold Award Project as outlined in my Girl Scout Gold Award Project Plan. The changes are:

1. Briefly describe the changes and why they are necessary.

2. Who will benefit from your changes? In what ways? (if applicable)

3. List the consultants and resources that will help you complete this project. (if applicable)

Name: _____

Name: _____

Address: _____

Address: _____

4. If your project is to become on going, how does it demonstrate lasting benefits to the community?

5. How will you know when your project is complete?

Leader/Consultant Signature

Girl's Signature

Date

Date

Final Report Check List

This quick reference is a tool to help you be sure to include everything needed for submitting your Girl Scout Gold Award Final Report. Review the check list before you get started to help you along the way and once you think you have completed your report to be sure everything has been included that is necessary.

- _____ Readable (be sure to type your report or print clearly in black ink if necessary)
- _____ Appropriate signatures (project advisor and yours)
- _____ Met goals (as stated in the original project)
 - _____ participants
 - _____ volunteers
 - _____ other
- _____ Time Log (this should have been kept as you worked through your project. It's a good idea to type it to add with your final report so it's legible)
 - _____ enough hours (do you have enough hours for your project to be complete?)
 - _____ questionable entries (be sure to only count your hours, do not included hours your volunteers worked)
- _____ Number of volunteers
- _____ Final budget for all money (include income and expenses)
- _____ Evaluations
 - _____ participants
 - _____ consultants
 - _____ volunteers
 - _____ recipient organization
- _____ Letters of recommendation from group who benefited from your project
- _____ Photos from your project/event/workshop
- _____ Portfolio containing all requested materials from your project
- _____ Second one-sided copy of your final report for the committee to keep
- _____ Any additional items you wish the Gold Award Committee to see/review along with your final report – optional



Girl Scouts, San Diego-Imperial Council



GIRL SCOUT GOLD AWARD Final Report

Please **type** or print in black ink your responses in the spaces provided and submit a separate copy printed on one side only for the committee to keep. Make a copy for your project advisor and keep a copy for yourself. Reports received written in pencil will be returned. Please submit a portfolio/notebook of your project, which may include photos, evaluation forms, handouts, letters of evaluation, etc. along with this report form. Forms are located on the council website at www.girlscoutssdi.org and may be copied to your computer for completion.

Submission deadline is 5 p.m. April 1 to be included in that year's Council Gold Award Ceremony. Projects received after the deadline will be recognized the following year.

Final Reports must be received by September 30 of the year in which you graduate or the year you turn 18, whichever is later. Girls with developmental delays have until age 21.

Name		Troop/group #	Service Unit	Cluster
Mailing Address		City		Zip
Phone 1 ()		Phone 2 ()		E-mail
Age	Current Grade	School		Class of
Project Title		Date Started	Date Completed	
<input type="checkbox"/> Check here if we may use your project at Gold Award workshops or other events.		<input type="checkbox"/> Check here if you would like to have your project returned after one year.		
I am including the following with my final report:				
<input type="checkbox"/> A letter of recommendation from the group that my Gold Award project benefited				
<input type="checkbox"/> A detailed Time Log of hours spent on the project				
<input type="checkbox"/> A recent school picture (or similar picture) for our Communications department files				
<input type="checkbox"/> Photos, brochures, journals, or items that were a part of my project (optional, but encouraged)				
Applicants Signature			Date	
Troop/group Leader/Advisor		Girl Scout Gold Award Project Advisor (Your content expert working with you during your project.)		
Name		Name		
Mailing Address		Title/Organization		
City/State/Zip		Mailing Address		
Daytime Phone ()		City/State/Zip		
Evening Phone ()		Phone ()		
E-mail		E-mail		
Signature of Troop/Group Leader/Advisor		Signature of Project Advisor		Date
Date		Date		

GOLD AWARD Final Report – page 2

A. Briefly summarize your project. Include the issue your project addressed, the methods you used for meeting the project objectives, and quantify your goals as stated in your proposal.

B. Discuss the benefits your project provided to others in the community.

C. Detail the method used for evaluating the impact of your project. (Include all evaluations with your final report.)

D. What did you learn about yourself as a result of this project?

E. What aspects of your project would you change or do differently?

F. What was the most successful aspect of your project?

Girl Scouts, San Diego-Imperial Council
1231 Upas Street
San Diego, CA 92103-5199
(619) 298-8391
(800) 643-4798
www.girlscoutssdi.org

