

Adult Recognition Manual 2020 – 2021

Each year, Girl Scouting formally recognizes those Girl Scout adult volunteers whose accomplishments are so significant they should not go unrewarded or unnoticed.

Girl Scouts of the USA and Girl Scouts of Greater Chicago and Northwest Indiana have a formal system for honoring these outstanding adult volunteers and members.

Official Award Recognitions acknowledge volunteers, staff, and service units for their outstanding service.

Please review the Board Approved Awards and Service Unit Approved Awards criteria below. Complete details about each award are listed on the nomination submission forms.

All award submissions are kept CONFIDENTIAL.
A volunteer can only be nominated for one award per year.

Girl Scouts of the USA Board Approved Awards

APPRECIATION PIN

The candidate is a registered Girl Scout adult who has provided outstanding service to at least one service unit or program delivery audience toward achievement of the council's goals. The service goes beyond the expectations of the position.

Submit Nomination Form plus TWO letters of endorsement - April 22 deadline.

HONOR PIN

The candidate is a registered Girl Scout adult who has provided outstanding service to at least two service units or program delivery audiences in a way that furthers the council's goals. The service goes beyond the expectations of the position.

Submit Nomination Form plus THREE letters of endorsement - April 22 deadline.

THANKS BADGE

The candidate is a registered Girl Scout adult who has provided exceptional, outstanding service that benefits the total council or entire movement. The service is so significantly above and beyond the call of duty that no other award would be appropriate.

Submit Nomination Form plus FOUR letters of endorsement - April 22 deadline.

THANKS BADGE II

The candidate is a registered Girl Scout adult who has received the Thanks Badge and whose continued work once again has provided exceptional, outstanding service that benefits the total council or entire movement. The service is so significantly above and beyond the call of duty that no other award would be appropriate.

Submit Nomination Form plus FOUR letters of endorsement - April 22 deadline.

PRESIDENT'S AWARD

This group award recognizes the efforts of a service delivery team or committee whose exemplary service resulted in significant impact toward reaching the council's overall goals.

Members of the Service unit team submit the nomination form-April 22 deadline.

Girl Scouts of Greater Chicago & Northwest Indiana Board Approved Awards

HALL OF FAME

The candidate for this award has been an adult member for at least 25 years, has delivered service that far exceeds the expectation of any position, and has had a lasting impact on the Girl Scout organization. This award will be presented to only 10 people per year and may be awarded posthumously.

Submit Nomination Form plus FOUR letters of endorsement or testimonials April 22 deadline

D.A.I.S.Y.

The **Dynamic and Incredible Staff of the Year** award recognizes the outstanding service by a staff member that has resulted in the development of partnerships with volunteers and/or community leaders to at least one service unit of program delivery audience toward the achievement of the council's goals, will benefit the entire council beyond the staff member's tenure, goes far beyond the expectations of the employee's job description and supports the achievement of the council's goals and strategic learning efforts. This award will only be presented to 3 people per year.

Submit Nomination plus TWO letters of endorsement - April 22 deadline

Service Unit Approved Awards

VOLUNTEER OF EXCELLENCE

The candidate is a registered Girl Scout adult who has contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience through use of the national program portfolio or who have contributed outstanding service of the council's mission delivery to girl and adults members. Service Unit approves nominees and submits names of nominees using the form on our website here: <https://www.girlscoutsgcnwi.org/en/for-volunteers/recognitions.html>. **Deadline to submit is April 1st.**

NEW FOUND TREASURE

The candidate is a registered Girl Scout adult for less than two years and has hit the ground running. This volunteer has made a positive impact on Girl Scouting. This person's performance is so outstanding that it merits recognition by the Service Unit, program delivery or governance unit. Service Unit approves nominees and submits names of nominees using the form on our website here: <https://www.girlscoutsgcnwi.org/en/for-volunteers/recognitions.html>. **Deadline to submit is April 1st.**

HIDDEN HEROINE

The candidate is a registered Girl Scout adult who embodies the Girl Scout principle to "help where I am needed". This volunteer is available to provide over and above assistance to special projects, ongoing tasks and support of Girl Scout programs in this person's Service Unit, program delivery group or other operations or governance group. This volunteer continually accepts assignments to keep Girl Scouts thriving. Service Unit approves nominees and submits names of nominees using the form on our website here: <https://www.girlscoutsgcnwi.org/en/for-volunteers/recognitions.html>

Deadline to submit nominations is April 1st.

NOMINATING PROCEDURES FOR AWARDS REQUIRING BOARD APPROVAL

Appreciation Pin, Honor Pin, Thanks Badge I and 11, Hall of Fame, and D.A.I.S.Y.

The selection of recipients for board approved awards is made by the awards screening task group which is comprised of volunteers from across the council. Please keep all submissions confidential—honorees and their nominators will be notified when the board approves the slate. Likewise, if a volunteer does not meet the award criteria and is not approved for an award, the nominator will be notified.

Award nomination and letter of endorsement forms are available online, with details about the criteria for each award here: www.girlscoutsgcnwi.org/recognition.

Submit completed nomination form and letters of endorsements as indicated within the award criteria on the council website. Note: the individual completing the award nomination **cannot** write a letter of endorsement for that nomination.

Submission deadline is April 22nd.

NOMINATING PROCEDURES FOR AWARDS REQUIRING SERVICE UNIT APPROVAL ONLY

Volunteer of Excellence, New Found Treasure, Hidden Heroine

These award nominations are submitted to council by local service units or operational task groups comprised of Girl Scout volunteers. The service team or designated volunteer committee reviews and approves these nominations and submits the list of approved nominees using the form on our website here: www.girlscoutsgcnwi.org/recognition.

These awards are provided **free of charge** and will be available to pick up in the council shops or order online beginning April 1st. Blank certificate templates are also available via email. Awards are usually presented at a local event or meeting. These volunteers are also included in the annual Recognition Booklet and announced at the council-wide ceremony.

Examples of Potential Award Candidates

Potential Candidates for the Appreciation Pin could be the following:

- A corporate volunteer who recruits coworkers to lead or sponsor troops or provide career mentors for girls from an under-served community in the council.
- A community day camp director whose effective management results in an increase in participation by girls and adults over a period of time.

Potential Candidates for the Honor Pin could be the following:

- A program volunteer who implements a series of events and activities that bring girls together from different parts of the council.
- A district chair who has motivated volunteers to participate in governance resulting in broad delegate involvement in the council's democratic process.

Potential Candidates for the Thanks Badge could be the following:

- The chair of the council's fund development committee who develops and implements a plan that significantly increases the percentage of adult-generated

funding for the council.

- The experienced volunteer advisor of council programming that results in increased extension and retention of older girls and significant positive publicity for the council.
- The chair of a strategic planning task group whose leadership inspires a pluralistic, visionary plan.

Potential Candidates for the Thanks Badge II could be the following:

- A council trainer who, after directing council wide training events, successfully implements a statewide or multi-state training event.
- The experienced volunteer chair of an annual council extended trip that results in consistent increased extension and retention of older girls and significant positive publicity for the council.
- An administrative volunteer who initiates a volunteer support system that successfully retains members in the council and which has been replicated in other councils.

Potential Candidates for Volunteer of Excellence could be the following:

- An experienced leader whose troop earned the Bronze Award.
- A leader whose troop, using the GSLE, progression and girl planning executed a significant Take Action project.
- A member of the troop committee who has been the product sales manager for many years.
- A registered parent who acts as chaperone for all troop trips and events.
- A service team member who has taken on additional responsibilities.

Potential Candidates for New Found Treasure could be the following:

- A leader in her/his second year who "hit the ground running" by introducing her/his troop to service unit activities, having a successful fall product/cookie sale.
- A volunteer who uses the GSLE in providing program for the troop after which they are aware of how the Promise and Law are part of their everyday lives.
- Makes Girl Scouting exciting and grows the troop from year one.
- A new volunteer who takes on additional council wide responsibility in day camp, training or other pathways.

Potential Candidates for Hidden Heroine could be the following:

- An experienced leader who acts as a mentor to all new leaders in the service unit.
 - The fall product chair who takes on the responsibility of cookies when no one else will.
 - The person who comes early and stays late at meetings, events etc. to help set up and clean up without being asked.
- A team member who takes on yet another responsibility to make the service unit work well in serving the girls and leaders.

Tips for Submitting Great Award Nominations

Writing Strong Award Nominations -- Why it Matters

Adult Recognition Awards: It's about the girls! The focus of adult recognition awards is impact on girls and the Girl Scout movement. The Adult Recognition Committee is serious about evaluating potential adult volunteers for the most prestigious awards a council may award to adult members. The committee relies on the completeness and accuracy of the nominations. Please be thoughtful as you describe the outstanding characteristics of the person you are nominating.

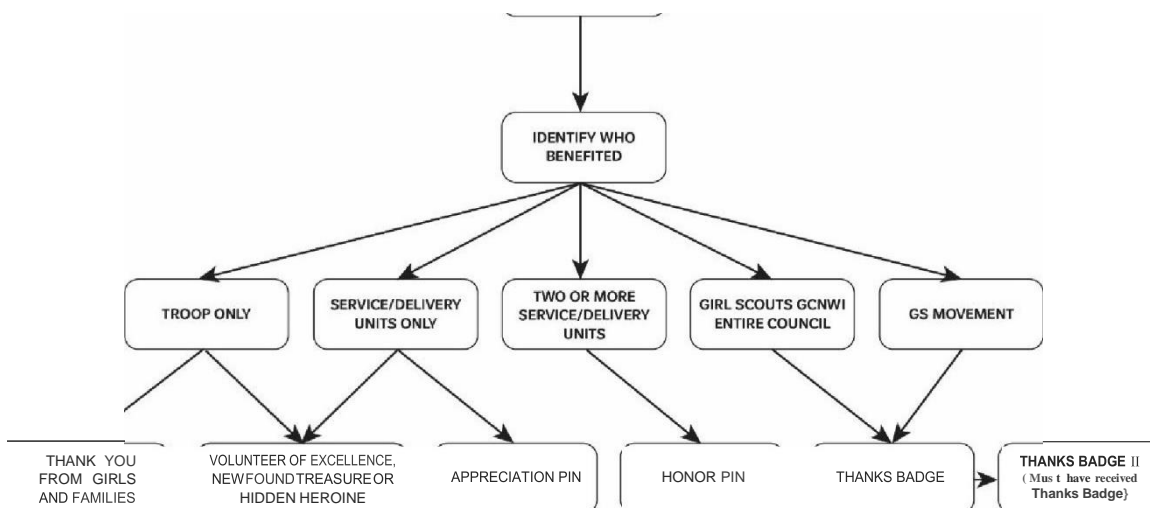
Nomination Guidelines: GSUSA has designed the guidelines and your nomination should support the

guidelines by showing results oriented, measurable and real impact stories in support of your nominee.

This chart shows how a statement, *with a little thought*, can become a strong nomination statement for the Adult Recognition committee's review:

INITIAL STATEMENT:	THOUGHTFULLY CONSIDER:	STRONG NOMINATION STATEMENT:
"She has been a leader for a long time."	<i>How many years? Through which levels?</i>	"For 11 years, she has led a large troop from Daisies, persevering through the difficult middle school years, to their current level of Seniors."
"She is a great leader."	<i>What kind of leadership qualities does she bring? What makes her stand out?</i>	"She continually brings leadership opportunities to the girls. She encourages a girl-led approach by allowing girls to vote on and implement their activities."
"She always goes above and beyond."	<i>Be specific! Tell a story about the great benefits those around her receive due to her efforts.</i>	"Her troop voted to start the aMuse Journey. Because she has never considered herself a "creative soul" when it came to artistic endeavors, she recruited troop parents, artists and actors as resources for her girls to draw from. As a result, the girls have had a great time meeting community experts and discovering parent talent in their own troop! They now have several opportunities for Take Action projects because of these connections"
"He's a dad who helps whenever needed."	<i>Be specific! Tell a story about the support given to the girls, and how the girls benefitted.</i>	"This Good Guy came to the rescue during a troop camp-out when the troops discovered a nest of baby rattlesnakes in camp! He kept both the girls and leaders calm as he assisted in striking camp, all the while educating the girls about the snakes and safety. The girls felt safe, and in control, thanks to good guidance from a Good Guy!"

Choosing the Right Award



Adult Recognitions Frequently Asked Questions

1. Nomination Submission and Deadline

Adult Recognition Nominations are encouraged from girls, parents, volunteers and staff. The deadline for adult recognition award nominations approved by the Board is April 22. Nominations can be sent electronically via the "nomination form" link on our website. For questions or assistance with nominations, please contact adultrecognition@girlscoutsgcnwi.org

2. How often are Adult Recognitions presented?

Volunteers work throughout the year and recognition of their accomplishments should also be given throughout the year. Formal recognition of Girl Scouts of the USA recognitions and Years of Service Awards are presented each year at a council event. Service Units generally recognize volunteers at a local event. Service Unit awardees are also part of the annual council event and listed in the Recognition Booklet each year.

3. Who can nominate? Can staff or parents nominate volunteers for an award?

Nominations for awards can be made by any person who has knowledge of the performed service. This includes parents, community members, volunteers and staff. The same requirements for the nomination exist including submission of the nomination forms and letters of endorsement.

4. Can staff be nominated for awards?

Yes. These awards are for all adult members, including staff.

5. How do I know what my nominee has received in the past?

Our database no longer tracks award records. Council maintains a spreadsheet of award records but it is always best to ask a volunteer or their friends/family if you want to learn what awards they may have received in the past.

Contact Information

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Adult Recognitions Timeline

August - September	Years of Service list sent to service units for additions and corrections.
5 p.m. December 1	Nominations & letters of endorsement for GSUSA awards requiring board approval due: By e-mail (preferred) send complete packets to: adultrecognition@girlscoutsgcnwi.org By mail to: Adult Recognitions Girl Scouts of Greater Chicago and Northwest Indiana Greene Wood Gathering Place, 3155 715 ¹ St. Naperville, IL 60540
December - January	Years of Service list returned to adultrecognition@h@girlscoutsgcnwi.org .
December	Service unit recognitions group meets to approve nominations which are awarded locally. It is the <i>responsibility of the service unit</i> recognitions group to notify the recipient at the appropriate time identified by the service unit.
January	Council Adult Recognition Awards Screening Task Group reviews nominations based on the awards criteria and the information provided in the packet. Each packet is reviewed and scored by each member of the task group. Scores are compiled and averaged prior to group meeting.
5 p.m. February 15	Approved Nominations due to adultrecognition@girlscoutsgcnwi.org from service units: GSUSA Volunteer of Excellence New Found Treasure Award Hidden Heroine Award
February	Slate of GSUSA awards candidates recommended by the task group submitted to the board of directors for their approval.
February/March	Years of Service Pin recipients invited to attend recognition events. Council Recognition Events invitations available online and at service unit meetings.
March	Notification: GSUSA Board Approved Award Recipients - notified and invited to regional recognition events to receive their awards. Nominators - copied on letters of notification of their nominee's approval, also notified if nomination was not approved.
To Be Announced	GSUSA Board Approved Awards are presented at recognition events held throughout the council along with years of service pins.
Spring	Volunteer of Excellence, Hidden Heroine and New Found Treasure Awards - presented at service unit end of the year celebrations. Those recipients of years of service pins who were not able to attend the regional recognition event can receive theirs at this event at the discretion of the service unit.

