

Adult Recognitions Manual

2018-2019

Each year, Girl Scouting formally recognizes those Girl Scout adult members whose accomplishments are so significant, that 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 those adult members. Awarded recognitions provide the means to acknowledge volunteers, staff, and service units for their outstanding service.

All submissions are kept CONFIDENTIAL until recipient is notified.

A candidate can only be nominated for one award per year.

These awards are for service provided in the previous membership year(s).

Please review the Board Approved Awards and Service Unit Approved Awards criteria below.

Girl Scouts of the USA Board Approved Awards

Appreciation Pin



Recipient Criteria: 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 2 letters of endorsement – December 1st deadline

Honor Pin



Recipient Criteria: 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 3 letters of endorsement – December 1st deadline

Thanks Badge



Recipient Criteria: 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 4 letters of endorsement – December 1st deadline

Thanks Badge II



Recipient Criteria: 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 4 letters of endorsement – December 1st deadline**

President's Award

Recipient Criteria: 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-delivery team submit the nomination form with appropriate documentation – December 1st deadline

Girl Scouts of Greater Chicago & Northwest Indiana Board Approved Awards

Hall of Fame



Recipient Criteria: 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 4 letters of endorsement or testimonials – December 1st deadline**

D.A.I.S.Y



Recipient Criteria: 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 or 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 be presented to only 3 people per year. **Submit Nomination plus 2 letters of endorsement – December 1st deadline.**

Service Unit Approved Awards

Volunteer of Excellence



Recipient Criteria: 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 adult members. Complete nomination form submitted to service unit team or designee who reviews nomination and adds required approval signature. **Name submitted to council by February 15 for inclusion in recognition program book.**

New Found Treasure



Recipient Criteria 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. **Name submitted to council by February 15 for inclusion in recognition program book.**

Hidden Heroine



Recipient Criteria: 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 operational or governance group. This volunteer continually accepts assignments in order to keep Girl Scouting thriving. **Name submitted to council by February 15 for inclusion in recognition program book.**

JUST SAY THANKS

Help us recognize outstanding individuals all year round with our "Just Say Thanks" initiative! These outstanding individuals will receive an expression of appreciation from our CEO, Nancy Wright. Please visit our website <http://www.girlscoutsgcnwi.org/en/for-volunteers/recognitions.html> and click on the "Just Say Thanks" envelope. Don't forget to check out our Pinterest page for fun, easy ways to thank volunteers every day!

NOMINATING PROCEDURES FOR AWARDS REQUIRING BOARD APPROVAL

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

Nominations for GSUSA Board of Directors approved awards and GSGCNWI Board of Directors approved awards can be initiated by Girl Scout adult volunteers and/or staff. 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 until notified. The individual who signs and submits the nomination **will be notified** if the recipient was selected to receive the award **or** if the nomination was not approved.

1. Award Nomination and Letter of Endorsement forms are available as an online, downloadable PDF. This information is available on the council website at www.girlscoutsgcnwi.org/recognition. These forms will be available online after September 1st
2. Submit completed nomination form and letters of endorsement as indicated within the award criteria to adultrecognition@girlscoutsgcnwi.org or fax to 630-544-5999 or mail submissions to: Adult Recognitions, 8699 Broadway, Merrillville, IN 46410 *Please note: The individual submitting the award nomination cannot write a letter of endorsement for that nomination.*
3. **Submission deadline: December 1st.**
4. These awards are for service provided in the previous membership year(s).

NOMINATING PROCEDURES FOR AWARDS REQUIRING SERVICE UNIT APPROVAL ONLY

Volunteer of Excellence, New Found Treasure, Hidden Heroine

Nominations that do not require board approval can be initiated by all Girl Scout volunteers and/or staff. These award nominations are submitted to local service units, operational, or governance task groups comprised of Girl Scout volunteer peers. The service team or designated volunteer committee reviews and approves these nominations and sends the list of approved awards on to the adultrecognition@girlscoutsgcnwi.org so that names can be listed in the recognition program booklet. The awards are provided, free of charge and will be available in any of the council shops beginning in April as well as free blank certificates for all 3. Awards are presented by the service unit locally.



All awards are provided to the service unit free of charge, pre-order is required.



1. Award Nomination and Letter of Endorsement forms are available as an online, downloadable PDF. This information is available on the council website at www.girlscoutsgcnwi.org/recognition. These forms will be available online after September 1st
2. Submit completed nomination form to your local task group, service unit, or committee chair. *Please Note: The individual submitting the award nomination cannot also endorse the nomination.*
3. After local approval, submit the list of approved nominations to the Merrillville Gathering Place by 5:00 p.m. on February 15th. This will ensure your nominee's name is listed in the adult recognition events program booklet.



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 long time 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.

Choosing the Right Award

Choosing the Right Award



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, comprised of Volunteers and Council Staff, 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 let the time you take to fill out the nomination be thoughtful as you let us know 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:	<i>THOUGHTFULLY CONSIDER:</i>	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!"

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 nomination is **November 15**. Late submissions will be held for the next year. *Nominations can be sent electronically via the "nomination form" link, or for questions or assistance with nominations, please contact recognitions@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 presentation of Girl Scouts of the USA Board Approved recognitions and Years of Service Awards, are presented each spring at the council Adult Recognition Events. Service units, yearly, will recognize volunteers in three (3) categories, Volunteer of Excellence, Hidden Heroine, New Found Treasure at local events.

3. Is there a prerequisite for the awards or an order in which awards must be received?

Most awards are not given in any predetermined order. Awards are often based on the group receiving the service. An award for service to the council may be given, if the criteria is met, even when the individual has never been a leader or in a service unit. There are two exceptions. The Thanks Badge II has a prerequisite of the Thanks Badge. The Girl Scouts of Greater Chicago and Northwest Indiana New Found Treasure Award is presented to a volunteer who is in their second year of adult membership.

4. 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.

5. Can staff be nominated for awards?

Yes. These awards are for all adult members of GSUSA.

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

Records are kept by Girl Scouts of Greater Chicago and Northwest Indiana of awards volunteers have received. This information is distributed to the Service Unit Manager upon request.

For further questions, please contact a member of the Volunteer Services team:

Julie Gilmartin, jgilmartin@girlscoutsgcnwi.org or 630.544.5973
Cindy Stath, cstath@girlscoutsgcnwi.org or 219.472.1963

Adult Recognitions Timeline

September 1st	<p>GSUSA Adult Recognition Awards criteria and nomination forms requiring board approval and service team approval available.</p> <ul style="list-style-type: none"> • online
September	Years of Service list sent to service units for additions and corrections.
5:00 p.m. December 1st	<p>Nominations and letters of endorsement for GSUSA awards requiring board approval due:</p> <ul style="list-style-type: none"> • By e-mail (preferred) send complete packets to: adultrecognition@girlscoutsgcnwi.org • By fax: Attn: Adult Recognitions to 630-544-5999 • By mail to: Adult Recognitions Girl Scouts of Greater Chicago and Northwest Indiana Merrillville Gathering Place 8699 Broadway Merrillville, IN 46410
December 15th	Years of Service list returned to Cindy Stath , cstath@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.
5:00 p.m. February 15th	<p>Approved Nominations due to adultrecognition@girlscoutsgcnwi.org from service units:</p> <ul style="list-style-type: none"> • GSUSA Volunteer of Excellence • New Found Treasure Award • Hidden Heroine Award
Early 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.
February/March	<p>Notification:</p> <ul style="list-style-type: none"> • 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.