Adult Recognition Manual 2019 – 2020

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 award submissions are kept CONFIDENTIAL until recipient is notified.

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

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.

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 – December 1 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 – December 1 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 – December 1 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 – December 1 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-delivery team submit the nomination form with appropriate documentation – December 1 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 – December 1 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 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 TWO letters of endorsement – December 1 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 adult members. Complete nomination form submitted to service unit team or designee who reviews nomination and adds required approval signature.

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.
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 operational or governance group. This volunteer continually accepts assignments in order to keep Girl Scouting thriving.

All names for Service Unit Awards submitted to council by February 15 for inclusion in recognition program book.

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.

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/award. www.girlscoutsgcnwi.org/award.
2. Submit completed nomination form and letters of endorsement as indicated within the award criteria to adultrecognition@girlscoutsgcnwi.org. Please note: The individual submitting the award nomination cannot write a letter of endorsement for that nomination.
3. Submission deadline: December 1

NOMINATING PROCEDURES FOR AWARDS REQUIRING SERVICE UNIT APPROVAL ONLY
Volunteer of Excellence, New Found Treasure, Hidden Heroine

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 to 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. Awards are presented by the service unit at a local event or meeting.

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 1
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 adultrecognition@girlscoutsgcnwi.org by 5 p.m. on February 15. 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 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:

<table>
<thead>
<tr>
<th>INITIAL STATEMENT:</th>
<th>THOUGHTFULLY CONSIDER:</th>
<th>STRONG NOMINATION STATEMENT:</th>
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<tbody>
<tr>
<td>&quot;She has been a leader for a long time.&quot;</td>
<td><em>How many years? Through which levels?</em></td>
<td>&quot;For 11 years, she has led a large troop from Daisies, persevering through the difficult middle school years, to their current level of Seniors.&quot;</td>
</tr>
<tr>
<td>&quot;She is a great leader&quot;</td>
<td><em>What kind of leadership qualities does she bring? What makes her stand out?</em></td>
<td>&quot;She continually brings leadership opportunities to the girls. She encourages a girl-led approach by allowing girls to vote on and implement their activities.&quot;</td>
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| "She always goes above and beyond."   | *Be specific! Tell a story about the great benefits those around her receive due to her efforts.* | "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." | *Be specific! Tell a story about the support given to the girls, and how the girls benefitted.* | "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 nomination is December 1st. Nominations can be sent electronically via the “nomination form” link. 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 spring at the council Adult Recognition Event. Service units recognize volunteers in three (3) categories, Volunteer of Excellence, Hidden Heroine, New Found Treasure at local events.

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?**  
   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 twice annually, in the Fall and early January.

Contact Information
Julie Gilmartin  
jgilmartin@girlscoutsgcnwi.org  
630.544.5973
## Adult Recognitions Timeline

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<tr>
<th>Period</th>
<th>Events</th>
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<tr>
<td>August - September</td>
<td>Years of Service list sent to service units for additions and corrections.</td>
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| 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](mailto:adultrecognition@girlscoutsgcnwi.org)  
By mail to:  
Adult Recognitions  
Girl Scouts of Greater Chicago and Northwest Indiana  
Greene Wood Gathering Place, 3155 71st 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 responsibility of the service unit 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](mailto:adultrecognition@girlscoutsgcnwi.org) from service units:  
**GSUSA Volunteer of Excellence**  
**New Found Treasure Award**  
**Hidden Heroine Award**  
**GSUSA Volunteer of Excellence** |
| 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. |