

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. **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 new Girl Scouts of Greater Chicago and Northwest Indiana New Found Treasure Award is presented to a volunteer who is in her 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, including staff.

6. **What is the difference between the Numeral Guard and Years of Service?**

a. The Numeral Guard is for the number of years a person has been a member of the Girl Scout organization, including years as a girl member. It is available for purchase by individuals and groups at any of the Girl Scout shops or the council online shop. This recognition is attached to the GSUSA membership pin.

b. The Years of Service Award is given for the number of years of service as an active registered adult member. It is presented at the annual recognition event or at the service unit to all volunteers in 5 year increments.

7. **When do I need to have the nomination turned in, and who gets it?**

Please look at the manual for the specific dates for the award you are considering. In general, the awards which are presented at the council award event must be received by December 15. This gives the committee time to review the nominations, receive Board approval if needed, and order the appropriate award.

8. **What should the recommendation letters say?**

Check the manual for the page "How to Write a Letter of Endorsement" and several sample letters. Be sure to share exactly what the volunteer has done, why it is outstanding, and how it meets the criteria of the award. This may be the reviewer's only knowledge of the service and the nominee. Many volunteers have had numerous jobs within the service unit, region or council. Give details which support the specific award being considered.

9. **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.

10. **I'm not sure if this volunteer should receive the Appreciation Pin or the Honor Pin? What is the difference?**

The Appreciation Pin is awarded for service in a single service unit or program. The Honor Pin is awarded for service that impacts two or more service units or programs.

11. **I have other questions, who should I ask?**

Copies of the manual are online and at all Gathering Places. If your questions are not answered after looking through the manual, contact a staff person from the list on the last page of the manual for further help.