



Adult Recognitions In Girl Scouting

Girl Scouts Heart of the Hudson, Inc.

www.girlscoutshh.org

Serving girls in seven counties throughout the Hudson Valley
Dutchess • Orange • Putnam • Rockland • Sullivan • Ulster • Westchester

65 St. James Street
Kingston, NY 12402
(845) 338-5367

162 Bloomingburg Road
Middletown, NY 10940
(845) 361-2898

211 Red Hill Road
New City, NY 10956
(845) 638-0438

2 Great Oak Lane
Pleasantville, NY 10570
(914) 747-3080

41 Page Park Drive
Poughkeepsie, NY 12603
(845) 452-1810

Girl Scouts Heart of the Hudson, Inc.

Awards and Recognition Information

Girl Scouts Heart of the Hudson will honor and recognize the recipients of the following awards at the council's Annual Meeting in April 2008:

- Appreciation Pin
- Honor Pin
- Thanks Badge
- Thanks Badge II
- Numeral Guards (25 years and above)
- Volunteer Years of Service (25 years and above)

Completed forms are due on or before March 3, 2008.

All nominations and endorsement letters MUST be at council by the above deadline for approval or the nomination will be deferred to the next year.

All shop orders for community level awards must be received before **March 3, 2008.** Orders received after March 3rd are not guaranteed to be on time.

The information on Adult Recognitions in Girl Scouting is available on the GSHH website and at all five regional offices. This packet of information outlines the process and deadlines for submitting nominations to the Adult Development department of GSHH. These nominations will be reviewed by the Adult Recognitions committee with the support of the Volunteer Development staff. In addition, the Volunteer Adult Recognitions Chair within the community is available to provide support and coordinate the process.

Girl Scouts Heart of the Hudson, Inc. appreciates all the wonderful support and service from adult members who contribute thousands of service hours each year. We could not offer such high-quality programs and services to the more than 34,000 girls throughout our seven counties without the support of many exceptional adults.

Please take a moment to nominate someone who has made a difference in the lives of girls. They deserve the recognition!

Please submit all forms, nominations and endorsements to:
Girl Scouts Heart of the Hudson, Inc.
Att: Hada L. Reed
2 Great Oak Lane
Pleasantville, New York 10570

Questions: Hada L. Reed at Hreed@girlscoutshh.org or 914-747-3080. Ext.227

A PHILOSOPHY OF ADULT RECOGNITIONS IN GIRL SCOUTING

There are simple, informal ways to acknowledge people within and outside Girl Scouting. This booklet offers guidance on all aspects of adult recognition in a Girl Scout council.

The council's adult recognition program should reflect the following:

- Quality of accomplishments is the primary determining factor in awarding recognition.
- Impact on girls is the leading measure of quality.
- Many kinds of contributions must be considered: time and talent, as well as donations of money and resources.
- Quality is not judged by length of service or number of other recognitions; it is ultimately a function of positive impact, direct or indirect, on girls.
- Recognition is given to reinforce high expectations and encourage continual improvement. It is not a competition. Recognitions create a strategic advantage because they identify those who model the future. A recipients performance is part of what moves a council toward its goals.
- Publicly honoring adults underscores Girl Scouting's vitality in the community. It encourages greater involvement and support from other adults and organizations – it helps build girls of courage, confidence and character, who make the world a better place.

(Adapted from *Adult Recognitions in Girl Scouting*, p. 5, GSUSA, 1996; last sentence modified to reflect new GSUSA mission statement.)

GENERAL PROCEDURES AND REQUIREMENTS FOR ADULT AWARDS

1. Candidate must be a registered Girl Scout to be eligible for an adult award.
2. All financial obligations to the council (i.e., cookie money, QSP money, etc.) must be met in order to be eligible for any award.
3. The nominating group or individual is responsible for securing the required number of letters of endorsement. The "nominator" may NOT also be one of the "endorsers" (that is, the person filling out the nomination form *may not also* write one of the letters of endorsement). Those writing the recommendations must be willing to complete and return letters to the nominator(s) in sufficient time to submit the application.
4. Information contained in the nomination must be objective and results-oriented, giving pertinent facts, dates, positions held, etc.
5. GSUSA has identified a set of Adult Recognition Awards – the Episodic Volunteer Award and the Progressive Volunteer Award. Episodic Volunteer Awards include thank you letters, certificates, and finally Volunteer Service Pins for service to the council or GSUSA. You can review the list included in this packet "*Volunteer Recognitions At-A-Glance.*"
6. Progressive Volunteer Awards include the Girl Scout Volunteer Achievement Award (Volunteer Development Pin) and the white, black, copper, silver and gold keys that attach to the pin.
7. Adult Girl Scout members' employees of GSHH are eligible to receive numeral guards for their years as members.
8. The GSHH Board of Directors approves the final recognitions submitted by the Adult Recognitions committee.

Volunteer Recognitions At-A-Glance awarded at the Girl Scout Community level

For awards in the Girl Scout community, the recognitions task group should include the Volunteer Community Chair, the Adult Recognitions Chair, and other team members, as necessary.

Girl Scout Recognitions	Descriptions
<i>Numeral Guards</i>	To recognize a member for years of membership with GSUSA. Given at intervals of 5 years and combines girl and adult years. Five to twenty years will be awarded at the community level.
<i>Volunteer Years of Service Pin</i>	The Years of Service pin recognizes an adult member registered with Girl Scouts of the USA for her/his years of active volunteer service at five-year intervals (5, 10, 15, etc.). This pin differs from the numeral guard in that it represents the number of years an adult volunteer has actively provided service, whereas the numeral guard recognizes years of membership. Five to twenty years will be awarded at the community level.

Recognition	Who To Consider	Criteria	Nomination and Approval Process
<i>Outstanding Volunteer Award</i>	For a volunteer in a position other than leader	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Complete appropriate training or demonstrate ability/skills for the position • Perform at a level that exceeds the expectations of the position as outlined in the position description agreement in one or more of the following areas: <ul style="list-style-type: none"> ○ Membership, program, fund development ○ Pluralism, marketing and communications ○ Strategic leadership/governance ○ Human resources • Actively recognize, understand, and practice the values of inclusive behavior 	<ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the recognitions task group, outlining how the service has benefited the girls and the organization • Recognitions task group reviews the application and approves or denies the nomination • Recognitions task group sends out notification of its decision
<i>Outstanding Leader Award</i>	For a troop/group leader, assistant leader, or coordinator for outstanding performance in working with girls	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Demonstrate competence in at least two of the following: <ul style="list-style-type: none"> ○ Involving adults in the community to help broaden program opportunities for girls ○ Increasing girl membership to support the council membership goal ○ Using the four program goals to select a wide range of program activities with girls ○ Helping girls to recognize, understand, and practice the values of inclusive behavior ○ Building an effective partnership approach with girls 	

<p>Leadership Development Pin</p>	<p>For troop/group leader, assistant leader, or coordinator</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have completed one successful year in the position of troop/group leader, assistant leader, or group coordinator • Have completed the appropriate training and have demonstrated position competence • Actively recognize, understand, and practice the values of inclusive behavior 	<ul style="list-style-type: none"> • The candidate submits an application which is reviewed by a designated volunteer or employed staff member. If all requirements have been met, the recognition is authorized.
<p><i>Additional Recognition:</i></p> <p>Green Leaf</p> <p>Silver Leaf</p> <p>Gold Leaf</p>	<p>For Prior Leadership Development Pin Recipients~</p>	<ul style="list-style-type: none"> • Green Leaf: Represents ten contact hours or one CEU (continued education units) of additional training. • Silver Leaf: Represents 50 contact hours or five CEUs of additional training. • Gold Leaf: Represents 250 contact hours or 25 CEUs of additional training. 	<ul style="list-style-type: none"> • Candidates applying for leaves need to document their hours and describe how the workshop/course has improved their work with girls.
<p>Progressive Volunteer Awards:</p> <p><i>Girl Scout Volunteer Achievement Award (Volunteer Development Pin)</i></p>	<p>Progressive volunteers</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have completed a first successful service <ul style="list-style-type: none"> ○ on a board committee or ○ on a task group assignment or ○ on a community leadership team or ○ to GSUSA for one year 	<ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the recognitions task group, outlining how the service has benefited the girls and the organization during the current membership year. • Local or national recognitions task group reviews the application and approves or denies the nomination. • Recognitions task group sends out notification of its decision.
<p><i>Girl Scout Mentoring Award (White Key)</i></p>	<p>Progressive volunteers</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have gained sufficient skills and experience as a coach or mentor • Coaches or mentors a new volunteer, resulting in their retention to continue volunteering for two years 	
<p><i>Girl Scout Volunteer Executive Award (Black Key)</i></p>	<p>Progressive volunteers</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Served in a leadership role at the council or national level • Have made significant contributions as a board officer, delegate, chair/liaison, program consultant, board or group chair, Volunteer Community chair, or other clearly defined leadership capacity 	
<p><i>Girl Scout Volunteer Diversity Award (Gold Key)</i></p>	<p>Progressive volunteers</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have increased membership in underrepresented populations through Program delivery, community cultivation, community collaboration • Have increased awareness and understanding through: <ul style="list-style-type: none"> ○ Enrichment events, training • Managing diversity by creating a system that supports the council's goals 	

<p><i>Girl Scout Community Cultivation Award (Silver Key)</i></p>	<p>Progressive volunteers</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Increased volunteer membership by utilizing the talents and skills of all the dimensions of diversity: <ul style="list-style-type: none"> ○ 18-29 year old volunteers ○ episodic volunteers ○ males ○ 55+ • Increased girl membership that reflects the diversity in the council jurisdiction: <ul style="list-style-type: none"> ○ Racial/ethnic ○ Disability ○ Socio-economic • STUDIO 2B <ul style="list-style-type: none"> ○ Retaining 11-17 year olds ○ Marketing the concept to the community • Established effective partnerships that help achieve the council's membership goal <ul style="list-style-type: none"> ○ Corporations ○ Government agencies ○ Foundations ○ Small businesses ○ Religious institutions ○ Other 	
<p><i>Girl Scout Fund Development Award (Copper Key)</i></p>	<p>Progressive Volunteers</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout • Helped to reach the council's fund development goal by increasing financial and/or in-kind resources through: <ul style="list-style-type: none"> ○ Grants ○ Corporations/foundations ○ Major gifts • Increased individual contributions that reflects the diversity in the council's jurisdiction through: <ul style="list-style-type: none"> ○ Grants ○ Planned giving ○ Annual giving ○ Bequests 	

Volunteer Recognitions At-A-Glance awarded at Girl Scouts Heart of the Hudson Annual Meeting

Recognition	Who To Consider	Criteria	Nomination and Approval Process
<i>Appreciation Pin</i>	Volunteers actively giving outstanding service to at least one geographic area or program delivery audience	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in one geographic area • Actively recognize, understand, and practice the values of inclusive behavior <p>NEEDS TWO LETTERS OF ENDORSEMENT</p>	<ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the recognitions task group, outlining how the service has benefited the girls and the organization • Recognitions task group reviews the application and approves or denies the nomination • Recognitions task group sends notification of its decision to the council board of directors for confirmation
<i>Honor Pin</i>	Volunteers actively giving outstanding service in more than two geographic areas	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in two or more geographic areas • Actively recognize, understand, and practice the values of inclusive behavior <p>NEEDS THREE LETTERS OF ENDORSEMENT</p>	
<i>Thanks Badge</i>	Volunteers actively giving service impacting the council or the entire Girl Scout Movement	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have taken a leadership role at the council level in one or more of the following areas during the previous four years <ul style="list-style-type: none"> ○ Increasing membership growth and retention ○ Increasing the percentage of adult-generated funding in the total council income ○ Increasing innovative program opportunities council-wide ○ Developing broad participation in policy-influencing through the democratic process ○ Ensuring that inclusive behavior is recognized, understood, and practiced at all levels <p>NEEDS FOUR LETTERS OF ENDORSEMENT</p>	
<i>Thanks Badge II</i>	For Prior Thanks Badge Recipients~	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have taken a leadership role in developing a model that has been replicated at the national level in one or more of the following areas during the previous three years: <ul style="list-style-type: none"> ○ Membership, program, fund development ○ Pluralism, marketing and communications ○ Strategic leadership, human resources <p>NEEDS FOUR LETTERS OF ENDORSEMENT</p>	<ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group, outlining how the service has benefited the organization. • Council recognitions task group reviews the application and approves or denies the nomination • Council recognitions task group sends its recommendation to the GSHH Board of Directors.

Recognition	Who To Consider	Criteria
<i>President's Award</i>	For a geographic area team or program delivery team	<ul style="list-style-type: none"> • All be registered Girl Scout adults • Must have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility • Must reflect the diversity of the area they serve • Actively recognize, understand, and practice the values of inclusive behavior

Recognitions	Descriptions
<i>Numeral Guards</i>	To recognize a member for years of membership with GSUSA. This award is given at five year intervals and combines girl and adult years. Adults who have reached 25 years and above will be recognized at the GSHH Annual Meeting.
<i>Volunteer Years of Service Pin</i>	The Years of Service pin recognizes an adult member registered with Girl Scouts of the USA for her/his years of active volunteer service at five-year intervals (25, 30,35, etc.). This pin differs from the numeral guard in that it represents the number of years an adult volunteer has actively provided service, whereas the numeral guard recognizes years of membership. Awards for 25 years and above will be presented at the GSHH Annual Meeting.

Recognition	Who To Consider	Recommended by	For information
<i>Special Supporters Framed certificates</i>	To honor individuals, groups, Girl Scout members and community friends who have supported Girl Scouting	GS Community Team or individuals familiar with nominee	Please contact Sue Dishart 747-3080, ext. 219 or sdishart@girlscoutshh.org

Awards and Recognitions
Order Form for Awards
Please return to your Regional Council Shop to preorder pins



Community _____ Date _____ Prepared by _____

Telephone # _____ Email _____

Quantity	Recognition	Number	Recognition	Quantity	Recognition
	5 yr. Numeral Guard		5 Years of Volunteer Service		Outstanding Leader Pins
	10 yr. Numeral Guard		10 Years of Volunteer Service		Outstanding Volunteer Pins
	15 yr. Numeral Guard		15 Years of Volunteer Service		Leadership Development Pins
	20 yr. Numeral Guard		20 Years of Volunteer Service		LDP Leaves – Green
	THE NUMERALS	BELOW	WILL BE AWARDED AT		LDP Leaves – Silver
	GSHH	ANNUAL	MEETING		LDP Leaves – Gold
	25 yr. Numeral Guard		25 Years of Volunteer Service		GS Volunteer Achievement Award
	30 yr. Numeral Guard		30 Years of Volunteer Service		White Keys
	35 yr. Numeral Guard		35 Years of Volunteer Service		Black Keys
	40 yr. Numeral Guard		40 Years of Volunteer Service		
	45 yr. Numeral Guard		45 Years of Volunteer Service		
	50 yr. Numeral Guard		50 Years of Volunteer Service		

PLEASE COMPLETE THE OTHER SIDE OF THIS FORM

Girl Scouts Heart of the Hudson, Inc.
NOMINATION FORM - OUTSTANDING LEADER 2008



Complete and return this form to your Volunteer Community Chair or Adult Recognition Chair. Award will be given at the GS community level.

All information is required. This form must be accompanied by TWO letters of endorsement from troop members or their families

Recommended Candidate _____

Address _____

City, Zip _____

Girl Scout Community _____

Recommending Group or Individual _____

Address _____

City _____ Phone _____

Email _____

Candidate Information: Troop # _____ Level _____

Length of time candidate has been an active Girl Scout _____

Date and type of training (are required to be a leader)

* Basic Leader Training _____

* Program Level Training _____

Other training _____

Describe how the candidate's work with girls has exceeded the expectations as described on the leader position description:

TWO letters of endorsement accompany this nomination from:

Name _____

Address _____

City, Zip _____

Phone _____

Name _____

Address _____

City, Zip _____

Phone _____

**Girl Scouts Heart of the Hudson, Inc.
NOMINATION FORM - OUTSTANDING VOLUNTEER 2008**



Girl Scouts.

Complete and return this form to your Volunteer Community Chair or Adult Recognition Chair. Award will be given at the GS community level.

(All information is required.)

Recommended Candidate _____

Address _____

City, Zip _____

Girl Scout Community _____

Recommending Group or Individual _____

Address _____

City _____ Phone _____

Candidate Information: Troop # _____ Level _____

Length of time candidate has been an active Girl Scout _____

List candidate's position(s) in the community (other than leader, co-leader, and assistant leader):

Describe services rendered:

Describe how the troop / GS community has benefited from this service and in what way the service was beyond the expectations for the position held:

NOTE:

Letters of support are NOT required, but may be attached to this nomination.

Girl Scouts Heart of the Hudson, Inc.
NOMINATION FORM – PROGRESSIVE VOLUNTEER AWARD 2008



Girl Scouts®

Complete and return this form to your Volunteer Community Chair or Adult Recognition Chair. Award will be given at the GS community level.

Recommended Candidate _____

Address _____

City, Zip _____

Girl Scout Community _____

Recommending Group or Individual _____

Address _____

City _____ Phone _____

Candidate Information: Troop # _____ Level _____

Length of time candidate has been an active Girl Scout _____

List candidate's position(s) in the community (other than leader, co-leader, and assistant leader):

Date and type of training taken for the positions(s) held (an explanation of equivalent experience relative to the position held may be submitted):

Describe services rendered:

Describe how the troop has benefited from this service and in what way the service was beyond the expectations for the position held:

NOTE:

Letters of support are NOT required, but may be attached to this nomination.

**Girl Scouts Heart of the Hudson, Inc.
Leadership Development Pin and Leaf Application Form**

Applicant's name _____ Email _____

GS Community _____ Position _____.

LEADERSHIP DEVELOPMENT PIN – requirements:

1 - Basic Leader training – Year completed _____.

2 - First Aid and CPR training – year completed _____.

OR

Name of adult in troop with First Aid and CPR _____.

3 – Outdoor Camp Training -Year completed _____

4 – Two meetings or events beyond the troop _____

LEADERSHIP DEVELOPMENT PIN EARNED _____

Additional recognitions – LEAVES (**The training hours listed above may not be used towards earning the Leadership Development Leaves**)

NOT considered TRAINING hours_– committee work, task forces, volunteering outside of troop.

Advanced trainings both within the Girl Scout council and in the community, e.g. ,adult education, community colleges, etc. are potential training hours. Trainings must increase your skills in working with girls to count.

Green leaf: 10 hours of additional training, workshops, or courses. Five green leaves are replaced by 1 silver leaf.

Silver leaf: 50 hours of additional training, workshops, or courses. Five silver leaves are replaced by 1 gold leaf.

Gold leaf: 250 hours of additional training, workshops, or courses.



NOMINATION FORM 2008

Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II

(All information is required.)

Recommended Candidate _____

Address _____

City, Zip _____

Girl Scout Community _____

Recommending Group or Individual _____

Address _____

City _____ Phone _____

This candidate is being nominated for (check one):

_____ Appreciation Pin

_____ Thanks Badge

_____ Honor Pin

_____ Thanks Badge II

Length of time candidate has been an active Girl Scout _____

I. Describe services rendered:

II. Document the ways the service has been beyond the expectations for the position(s) held:

III. Describe the audience (age level of girls and/or adults) benefiting from this service:

IV. Describe the impact this service has had on the council (How has this service helped move the council toward its operating objectives and goals?):

V. Other pertinent information that may be helpful:

VI. Letters of endorsement to accompany this nomination:

- Appreciation Pin requires TWO letters
- Honor Pin requires THREE letters
- Thanks Badge requires FOUR letters
- Thanks Badge II requires FOUR letters

The following will submit letters of endorsement:

	Name	Address	Position in Girl Scouting
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____

Additional sheets may be attached if more space is needed.

Girl Scouts Heart of the Hudson, Inc.
Awards and Recognitions



LETTER OF ENDORSEMENT FORM

Submitted in support of (nominee) _____ Date _____

Nominated for: *(check one)*

___ Appreciation Pin - for service beyond expectations to a geographic area or program delivery audience that furthers the council's goals.

___ Honor Pin - for outstanding service beyond expectations to TWO or more geographic areas or program delivery audiences.

___ Thanks Badge* - for truly outstanding service beyond expectations that benefits the total council or entire Movement.

___ Thanks Badge II* - for continuing to contribute in outstanding ways beyond expectations that benefit the total council or entire Movement.

Written by _____ Email _____

Home phone _____ Work phone _____ Cell _____

Address _____ Town _____
Zip _____

Directions: ***Please fill out the back of this form.*** In approximately 100 words or less, state your reasons for endorsing this nomination.

- For the Thanks Badge and Thanks Badge II, please provide separate letters that support the criteria above and submit with this form.

Please include:

- How the nominee's performance has been outstanding beyond expectations for her/his position
- How the nominee's contributions have benefited Girl Scouting
- Other comments or information that might be helpful
- If possible, include anecdotes

APPRECIATION PIN ENDORSEMENT- TO BE COMPLETED

Name of geographic area served:

Describe how service has been beyond the expectations for the position held in this geographic area - include # years if known

HONOR PIN ENDORSEMENT- TO BE COMPLETED

*Must demonstrate service to **more than one** Girl Scout community and / or council*
Name of first geographic area served _____

Describe how service has been beyond the expectations to this geographic area - include # years if known

Name second geographic area served _____

Describe service to second geographic area - include # years if known

Girl Scouts Heart of the Hudson, Inc.

PRESIDENT'S AWARD

To be completed by Field Manager and the Volunteer Community Chair

The President's Award recognizes the efforts of a geographic area community team in moving its assigned area toward achievement of the council's goals during a fiscal or membership year.

Criteria

Please put a check mark or include data for each requirement.

- _____ 1. Team members are registered adult Girl Scouts.
- _____ 2. All team members have completed appropriate training, or demonstrated competence, or both, for the positions they hold.
- _____ 3. Delivery of Girl Scout program to the area is effective, resulting in the continuity of seventy five percent of troops/groups or retention of 75 % of troop/group leadership.
2007 _____ **2008** _____ **% Retained** _____
- _____ 4. Overall girl membership for the area has reached or surpassed the membership goal agreed upon by the team and the council.
2007 _____ **2008** _____ **Increase** _____
- _____ 5. The composition of the team reflects the diversity of the area.
- _____ 6. Team members cultivate contacts in the community, such as through scheduled talks to civic groups, sponsorship agreements, or community profile updates.
Give two examples _____
- _____ 7. Council-required reports are submitted on time.
- _____ 8. The team maintains ongoing communications with each troop/group and with leaders utilizing a variety of methods (meetings, mail, telephone) that serve the needs of area adults. **Give an example** _____
- _____ 9. The team maintains ongoing communication with girls registered individually in the area.
- _____ 10. The team encourages adult participation in fund development and Annual Giving support to the council.

Additional information / comments

Signatures: Volunteer Community Chair _____ Date _____

Field Manager _____ Date _____

