

Short 'n' Snappy

A quick volunteer learning opportunity that can be led by any interested volunteer with experience with the topic.



Recognizing Volunteers

ADULT GIRL SCOUT VOLUNTEERS give their time, talents, and enthusiasm to help girls grow. By offering appreciation, we acknowledge those whose contributions exceed our expectations. Whether in the form of a simple thank you note or a formal award for years of faithful service, any recognition tells a volunteer that their hard work is noticed and appreciated.

Activity 1 (5 minutes)

Ask the volunteers how they currently recognize volunteers, parents, and other supporters in their Service Unit. Do they:

- Send “Thank You” cards
- Have “Shout Outs” or other time for verbal appreciation in meetings or at events
- Post a “Thank You” message using social media via a Facebook or Instagram account, for example
- Present small gifts of appreciation to throughout the year
- Hold a SU recognition event and invite all supporters for recognition
- Promote the nomination process for volunteers to receive an award at the council level

Ask if they said no to any of these, whether these are practices they might add to their recognition plans in their SU.

Activity 2 (7 minutes)

If the training is taking place in person or in a virtual setting that allows breakout rooms:

Break the attendees into pairs and give them the following list of questions. Give them five minutes to interview one another and write down their answers, and then come back to the group activity below.

If the training is taking place in a group setting that does not allow for breaking into pairs:

Ask volunteers to think of a volunteer whom they’ve met that they know some of the answers to the below questions, and to write the

TIME TO COMPLETE

20 minutes

MATERIALS NEEDED

- Short ‘n’ Snappy Outline
- GSHH Adult Awards & Recognitions Guide for Handout
- Nomination Form Preview for Handout
- Adult Service Record forms for handout

THINGS TO REMEMBER

- Stay within allotted time.
- If you don’t know answers, seek the correct information from the appropriate support person.

TRAINING-BY-REQUEST

This Short ‘n’ Snappy is included in the content options for Training-by-Request.

[Learn more here.](#)

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answers.

The interview questions:

- How long have you been in Girl Scouts (girl and adult years)?
- What volunteer positions do you hold/have you held in Girl Scouts?
- What aspects of your Girl Scout volunteer work are you most proud of?
- What impact might your service have had on girls or other volunteers?
- What are some of your outside interests, hobbies, or special talents?

After the five minutes, have everyone regroup. If in person, hand out the Nomination Form Preview. If online, show the Nomination Form Preview on the screen. Ask volunteers to follow along as you walk through the form, and think about how they would fill the information out for the volunteer they interviewed.

Activity 3 (5 minutes)

Guide the volunteers in learning about the awards and recognitions promoted by Girl Scouts Heart of the Hudson. Point them pages 6-8 of the Adult Awards and Recognitions Guide to review the first seven awards with you. For each, read the description and an example from the list below. Let volunteers know these examples are provided to inspire ideas regarding nominations, not to prescribe what service is required for recognition. Encourage volunteers to think about the partners they interviewed and other volunteers they know as each description is read.

- **Volunteer Years of Service:** A volunteer who has been a Troop Leader for 5 years.
- **Membership Numeral Guard:** A parent who has registered as a Girl Scout every year with her daughter for 5 years.
- **Evergreen Award:** A volunteer who was a Troop Leader for 12 years, a Service Unit Manager for the next 10 years, and then became a trainer for eight years.
- **Volunteer of Excellence:** A Troop Leader who plans trips for her girls and invites other troops in the Service Unit to go with her troop to museums and events.
- **Anne Hyde Choate Award:** A volunteer who organizes an annual event where girls wear historical GS uniforms and put on a play about the first troop in GSHH's jurisdiction.
- **Appreciation Pin:** A volunteer who organizes the spectacular Me & My Girl Scout Dance every year, and puts on smaller badge workshops for girls in each level.
- **Appreciation Pearl:** A volunteer who has organized the Me & My Girl Scout Dance for the past 5 years,

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and during that time has increased inclusion of girls from all areas and socio-economic statuses in the Service Unit area.

The following examples are provided as reference for the facilitator in case there are questions from volunteers about them, but do not need to be read, due to time.

- **Honor Pin:** A volunteer who led the research, plan, and support for three Service Units who merged in order to improve the services available to the girls in the area.
- **Honor Pearl:** For more than five years, a volunteer has managed reservations and use of a building that their county has designated for use by all Girl Scouts in the county.
- **Thanks Badge:** A volunteer has served in several council-level volunteer roles for the past 5 years, including mentoring new Service Unit Managers and being a trainer for new leaders.
- **Thanks Badge II:** A volunteer who received the Thanks Badge five years ago has continued their service as a STEM event coordinator for girls across the council to increase STEM skills, Girl Scout visibility, and membership recruitment.
- **Heart of the Hudson Award:** A volunteer who received the Thanks Badge II at least five years ago has continued to serve in their role of building relationships with and forming troops in underserved communities.
- **Heart of the Hudson Pearl:** A volunteer who received the Heart of the Hudson Award at least five years ago has continued their volunteer service to GSHH in a variety of volunteer roles including designing training opportunities, planning events, and serving on committees.
- **President's Award:** A Service Unit Team, seeing decreasing numbers of Girl Scouts in their area, organized recruitment and retention strategies for their area that led to rebounding membership and participation and the formation of ten new troops.
- **Juliette Gordon Low World Friendship Medal:** A volunteer has coordinated a joint virtual celebration of World Thinking Day with a group of Girl Scouts in Japan and letter-writing between local troops and the Japanese troops, with the intention to plan a Girl Scout trip to Japan to give local Girl Scouts the opportunity to meet their Japanese pen pals.

Point out to volunteers how the **Decision Tree** in the guide follows the escalation of the focus of service and longevity in the awards by walking through the diagram to the highest level award.

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Activity 4 (If time allows—3 minutes)

Guide volunteers in writing a quick thank you note. If your participants divided into partners, they'll write the note for their interviewee. If not, they can choose another volunteer in Girl Scouting to write their note to.

The thank you note instructions:

- Write the volunteer's name
- First sentence: Thank you for... (insert something specific that the volunteer does or has done that you appreciate)
- Second sentence: Write an impact statement—state the specific outcomes of the volunteer's actions. Examples: Given 30 girls a new life experience they wouldn't have had otherwise, strengthened the effectiveness of the Service Unit Team in reaching recruitment goals, made a personal impact on your commitment to the Girl Scout mission, etc.
- Third sentence: Name the specific trait or traits that the volunteer has that made this outcome possible. Examples: Outstanding organization skills, passion for developing leadership in girls, dedication and availability to support other volunteers, etc.
- Fourth sentence: Reiteration of why their actions are appreciated.
- Thank you, and signature.

Handout at Conclusion: (2 minutes)

Hand out the Adult Service Records (or point to download if in a virtual setting) and ask volunteers to fill out the form with their own service record (even if they're just getting started as a new volunteer). If the Service Unit Team has confirmed that they will keep Adult Service Records on file for the volunteers in the Service Unit, remind volunteers to submit their completed forms to the designated Service Unit Team member.



GSHH Adult Awards & Recognitions Nomination

This nomination form is used to nominate a Girl Scout volunteer for one of the following awards: Volunteer of Excellence, Anne Hyde Choate Award, Honor Pin or Pearl, Appreciate Pin or Pearl, Thanks Badge I or II, and the Heart of the Hudson Award or Pearl.

To nominate a volunteer for the Juliette Low World Friendship Fund, or to nominate a group of volunteers for the President's Award, please [use this link to return to the GSHH Awards & Recognitions webpage](#).

If you have questions about the nomination process, call 1-855-232-GSHH (4744) or send an email to adultrecognitions@girlscoutshh.org.

Complete all fields and submit.

About You

Your First and Last Name *

Your Phone Number *

Your Email *

Your Troop or Service Unit (if applicable)

About the Nominee

I am nominating this volunteer for: *

Nominee's First and Last Name *

Nominee's Phone Number *

Nominee's Email Address

Nominee's Troop and/or Service Unit

Which awards or recognitions has this volunteer previously received, to your knowledge?

- | | |
|---|--|
| <input type="checkbox"/> Volunteer of Excellence | <input type="checkbox"/> Outstanding Volunteer (now retired) |
| <input type="checkbox"/> Outstanding Leader (now retired) | <input type="checkbox"/> Appreciation Pin |
| <input type="checkbox"/> Honor Pin | <input type="checkbox"/> Thanks Badge I |
| <input type="checkbox"/> Thanks Badge II | <input type="checkbox"/> Juliette Low World Friendship Medal |

PREVIEW ONLY

How many years has this volunteer been a Girl Scout member?

How many years has this volunteer served in a volunteer role?

The Nomination

In this section, provide details about the nominee's role, service, and impact that meets criteria for the award. Include details about service from the volunteer that has not been recognized with a previous award or recognition.

You may either type the nomination information into the below fields, or you may attach a file that contains the information. Be certain that all information requested in all of the remaining fields is included in your attachment. Attached files must be in one of these file formats: .doc, .docx, .pdf, or .txt.

Attach a File

 No file chosen

Use each of the lines below to list the volunteer position, role, or service that you believe qualifies the candidate for the above award or recognition. Include the years the volunteer has been active in this position, role, or service.

Examples:

Service Unit Manager of SU 001, 2015–2020

Camporee Coordinator for SU 001, 2010–2020

First volunteer position, role, or service

Second volunteer position, role, or service (if applicable):

Third volunteer position, role, or service (if applicable):

Describe the service that goes above and beyond the expectations of a volunteer serving in their role, which meets the criteria for the award or recognition. Include specific actions taken, dates, lengths of time, and who benefited. Avoid listing service that has already been recognized with a previous award or recognition.

In what geographical area(s) did the nominee's service impact Girl Scouting? Include Service Unit number(s) and name(s).

Describe the impact(s) and outcome(s) of the nominee's service, and how this service furthers the Girl Scout mission.

Endorsers

Important: The required number of endorsements must be received for a volunteer to be considered for an award or recognition. As the nominator, your role is to direct endorsers to submit their endorsements for the award before the deadline.

If you would like to send potential endorsers a copy of this nomination form and a link to the endorsement form, enter their email address(es) below. If not, skip this step and click Submit at the bottom of this form.

Endorsements required per award:

- 1: Volunteer of Excellence
- 2: Anne Hyde Choate Award, Appreciation Pin, Appreciation Pearl
- 3: Honor Pin, Honor Pearl
- 4: Thanks Badge I, Thanks Badge II, Heart of the Hudson Award, Heart of the Hudson Pearl

Endorser #1 Email

Endorser #2 Email

Endorser #3 Email

Endorser #4 Email

Click the Submit button below to send your endorsement. Thank you!

Submit

PREVIEW ONLY

Questions to ask your partner:

How long have you been in Girl Scouts (girl and adult years)?

What volunteer positions do you hold/have you held in Girl Scouts?

What aspects of your Girl Scout volunteer work are you most proud of?

What impact might your service have had on girls or other volunteers?

What are some of your outside interests, hobbies, or special talents?

