


girl scouts
silver award



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Your Girl Scout Silver Award

Have you ever looked around your neighborhood or school and wondered how you could make a change for the better? Going for the Girl Scout Silver Award—the highest award a Girl Scout Cadette can earn—gives you the chance to show that you are a leader who is organized, determined, and dedicated to improving your community. Earning the award puts you among an exceptional group of girls who have used their knowledge and leadership skills to make a difference in the world.

Steps to Earning the Girl Scout Silver Award

For award details visit http://www.girlscouts.org/program/gs_central/insignia/highest_awards/index.html.

1. Go on a Cadette Journey.
2. Attend Silver Award Take Action Training
3. Identify issues you care about.
4. Build your Girl Scout Silver Award team or decide to go solo.
5. Explore your community.
6. Pick your Take Action project. Your project must meet an expressed community need outside of Girl Scouting.
7. Develop your project.
8. Make a plan and put it into motion. Submit your Silver Award Take Action Project Proposal to the council for approval.
9. Reflect, share your story, and celebrate.

After you have fulfilled the Journey requirement, **50 hours** is the **minimum** hours for your Silver Award Take Action Project which includes: identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting your plan, gathering feedback, taking action, and educating and inspiring others.

As a Girl Scout, you are committed to doing your very best with every step, but how much time per step is different for every Girl Scout. Remember, too, that the hours include the fun and challenges you'll share with your Silver Award Volunteer Team. Each step you make toward making a difference in the world around you gives you a great chance to learn and grow, and that will make your award project an amazing one!

Benefits of Earning the Girl Scout Silver Award

- The Girl Scout Silver Award is the highest award for Girl Scout Cadettes. A national award with national standards, it represents the time, leadership, creativity, and effort girls contribute to making their communities better.
- A young woman who has earned the Girl Scout Silver Award has become a community leader. Her accomplishments reflect leadership and citizenship skills that set her apart.
- Earning the Girl Scout Silver Award is one step closer to earning the Girl Scout Gold Award, the highest award for girls in Girl Scouting. There are many benefits to girls who earn the Girl Scout Gold Award. Girls who earn the Gold Award are eligible for council scholarships, as well as scholarships from universities and colleges, and other organizations. If you enter one of the four branches of the United States Armed Services, you will enter at an advanced level and salary.

Step 1: Go on a Cadette Journey

The first requirement for earning the Girl Scout Silver Award is completing one Cadette Journey. Choose either *It's Your World—Change It! Amaze* or *It's Your Planet—Love It! Breathe* or *It's Your Story—Tell It! Media*. This important step helps you build the skills you need to take on your award project and understand how to show leadership through the discover, connect, and take action keys.

Once you've finished your Journey, celebrate the accomplishment and get ready to move forward toward your goal: earning a Girl Scout Silver Award!

TIP: Keep your Journey(s) handy as you work toward your award. You might find yourself going back to it for ideas.

Pre-requisites

You must complete one of the Cadette Journey books before attending the training. You must earn all of the awards that are part of that Journey: This includes creating and carrying out a Journey Take Action project.

The following questions must be answered relative to your Journey Book as part of the Project Proposal:

It's Your World—Change It! Amaze

1. List 3 challenges you completed for the *Interact Award*.
2. Describe the relationship issue you addressed in your Take Action Plan for the *Diplomat Award*.
3. Name two important tools in your Peacemaker Kit and tell why you think they are important. (*Peacemaker Award*)

It's Your Planet—Love It! Breathe

1. Name 2 observations you made about air in your journal for the *Aware Award*.
2. What Take Action Plan about caring for the air did you carry out for the *Alert Award*?
3. What affirmation did you make for the future for the *Affirm Award*?

It's Your Story–Tell It! Media

1. List three activities you did for the *Monitor Award* and what you accomplished by doing each activity.
2. Write a paragraph that describes the *Take Action Project* your team did to change media for the better through a Media Remake.
3. What personal Media commitment did you make for the *Cultivate Award*?

Remember to record your answers for each of the above awards, which are included in the Journey, so you have the information handy when it's time to complete the Silver Award Take Action Project Proposal.

Frequently Asked Questions on Journeys

Q: Why are Journeys prerequisites to earn the Girl Scout Silver Award?

A: The Journeys give girls a full experience of what they will do as they work to earn the highest award. The skills girls gain while working on the Journeys will help them develop, plan and implement their Silver Award Take Action project.

Q: How do girls know when a Journey is “completed?”

A: A Journey is completed when a girl has earned the all of the awards contained in the Journey, which include creating and carrying out a Take Action project.

Q: What makes the awards' guidelines different from the Journeys?

A: In contrast to Journey Take Action projects, which give girls themes on which to base their Journey Take Action project, the Girl Scout Silver Award Take Action projects have no pre-designed theme. Girls select their own theme, design, and execute their Take Action project.

Silver Award Take Action Training

After you have completed one Journey, you are eligible to register for the Silver Award Take Action training. The E-Learning training is the first part of the two-part training. When you complete the online training, you may register for the two-hour Silver Award Take Action training. While the trainings are not mandatory, they are highly recommended. For training dates and locations, visit our web site at www.gsep.org/ForGirls/BronzeSilverandGoldAwards.

Find a Project Advisor

Your project advisor is an expert who can answer specific questions about your issue. Look at your list of the people you met while researching issues. Is there someone who can serve as a project advisor? If you have not yet met anyone who is familiar with your issue, talk to your troop/group volunteer. She or he might be able to help you identify experts in your community.

The project advisor is often the person you contacted at the agency which will benefit from your project or a professional with specific expertise relevant to the project. For example: A girl might use a landscape architect or owner of a nursery for a landscaping project. Their signature is required on the project proposal and the final report. Your project advisor cannot be a relative.

Budgeting Tips

It's budget time! Start by figuring out what you need and where you can get it for little or no cost, if possible. If it's not possible, think about how much it is going to cost and how you can cover those expenses. Many projects are possible when you concentrate on the issue at hand. Use your influence and leadership skills to come up with ways that you can make a difference that might not include earning money. Work with your troop/group volunteer, project advisor, and Take Action team to find solutions to problems and obstacles that come up along the way.

Creating a budget for your Girl Scout Silver Award project can seem like a difficult task. But once you break it down into smaller steps, the process becomes quite simple. If you wish to seek donations of materials/supplies for your Take Action Project, please contact Joan Hannahoe at jhannahoe@gsep.org.

See Sample Silver Award Take Action Budget Worksheet on Page 13.

Some Frequently Asked Questions on Money

Q: Can I use my own money on the Girl Scout Silver Award Project?

A: Yes. If you want to use your own money, you can. You may receive help from your family, too. However, we encourage you to work with your troop to earn the money. That's part of the process. You may also use GSEP Adventure Credits earned through the Cookie Sale. Earning the Silver Award is not meant to be a hardship on a family or individual. When designing your project, it's important to think creatively about how you can make a difference with little or no money. Then talk to your Council and advisor about ideas for financing the project or arranging for the donation of materials and services.

Some individual money-earning projects with great potential:

1. Pet walking and pet care
2. Babysitting
3. Lawn mowing
4. Plant sitting
5. Recycling
6. Tutoring younger kids
7. Providing respite care for family caregivers
8. Refereeing sports games
9. Party giving (clowning, magic shows, game leading)
10. Making or repairing jewelry
11. Creating hand-made greeting cards
12. Providing a calligraphy service for addresses on special invitations

Q: Can I ask friends and neighbors for help?

A: You cannot ask for or accept donations of money, but you can ask for donations of time and stuff, such as clothing for a clothing drive or that pile of bricks left over from your neighbor's backyard project. However, if the neighbor wants to claim the donation as a tax deduction, he or she will need to make the donation to the Council for IRS purposes and get a receipt signed by a Council staff person.

Q: Can my troop conduct a money-earning activity to raise money for my Silver Award project?

A: Yes, your troop can conduct a money-earning activity to raise money for your Silver Award project. If the troop agrees to do this, they have to agree that the profits from the money-earning activity will go toward your Silver Award project. The troop must submit a Money-Earning Activity application to the Service Unit Manager for approval. The money-earning activity cannot be held during any of the council's product sales (Fall Product Sale and Cookie Sale).

Q: What if what I want to do costs too much?

A: It's better to succeed with a smaller project that is within your budget than to be unable to complete a larger project because it exceeds your budget. Be realistic about what you can and cannot do. Work with your adult project advisor or troop leader to develop a reasonable budget for your project. If your resources are not sufficient for you to realistically accomplish your goal, then you need to rethink the project. Planning is the key to a good Girl Scout Silver Award Project. You should be prepared with a budget for your project before you submit your Project Proposal.

Q: Can I seek donations of materials and supplies from local businesses?

A: Yes, you can solicit donations for project supplies from local businesses. If you want to do that, you need to request the council's Solicitation of Materials/Supplies letter from Joan Hannahoe. The process to secure the donation letter is included in this resource.

Q: Is it all right to seek help from other organizations when doing my Girl Scout Silver Award?

A: Yes, with some qualifications. Many service organizations have budgets for community projects. You can use their interests (e.g., Lions Club International focus on vision care, while Soroptimists may have a committee on literacy) as leverage to support your project and get volunteers to help you. Do some research on local service organizations. Some businesses give employees time off for community service hours and projects.

Q: I know you can't raise money as a Girl Scout for other organizations, but can I do it on my own?

A: As an individual, you can volunteer for other organizations, but you cannot identify work that you do to raise funds for another organization as part of your time going toward the Girl Scout Silver Award. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are a volunteer for another organization. For example: If your local Red Cross needs money to purchase supplies, you may participate under their supervision as an individual volunteer to raise funds, but you cannot count that service as part of your time toward any Girl Scout award or service hours.

Q: Can we charge for a Girl Scout event to earn money?

A: If it is a service project, a fee can be collected to cover the cost of materials. The project ceases to be a service project if you are charging a fee for the event above cost, in which case the hours cannot go toward service hours in any award. If you are doing an event as a Girl Scout (e.g., Bike Rodeo held over several weekends, etc.) and are planning to charge a fee above the cost of materials, you must first clear this with your Girl Scout Council. You must be clear in your advertisements and material that this is a money-earning event for your troop/group.

Silver Award Take Action Project Guidelines

The Silver Award is a project that develops your leadership skills. It demonstrates that a Girl Scout knows how to learn and/or teach others. It should stretch your abilities, challenge you, and address a unique need in your community. As you research and implement your project, pick something you feel passionate about and try to work with people you have not worked with in the past.

Remember:

- Your project must be a minimum of 50 hours and meet an expressed community need outside of Girl Scouting.
- No more than two girls may work on the same project. The following guidelines must be followed for group projects:
 - Group projects have separate but coordinated responsibility. It involves group and individual planning.
 - Each girl must submit her own individual proposal with a timeline that clearly states her own personal responsibility, separate from her partner. Both proposals must be submitted at the same time so that the projects can be reviewed concurrently.
 - Each girl is responsible for 50 individual project hours.
 - Final reports and project binders are submitted individually and will be evaluated on the individual part as well as the group part of the project.
- The project advisor cannot be a relative. A relative's signature may not appear anywhere on the project proposal (i.e. signature for the completion of a Journey)
- A girl must include a leadership component into the project. A girl must earn a minimum of seven hours of leadership by recruiting, training and supervising a team of three or more non-related volunteers who will help her deliver/provide the program/service to others. A girl may lead and supervise at the same time in order to attain the leadership component. The Silver Award project is not meant to be a "one person does it all" project.
- The Silver Award project is not a one-day/time event. The project must contain a minimum of 10 hours of program implementation, which does not include set up or clean up. Time spent training your volunteer team or completing the steps involved in planning the project do not count toward the 10 hours of program implementation.
- The average project takes a minimum of three months to complete. The nature of some projects will require a longer period of time for completion.
- In order for the project to be considered an expressed community, your program, if applicable, must serve a minimum of 10 participants.
- Collection projects can only be a small part of a larger project, not a stand alone project.

Keep in mind:

- A service project is done for the community. A Take Action project is done with the community.
- The project must be something you have never done before. Find something you feel passionate about. Fifty hours can seem like a very long time if you are not having fun.
- Follow all copyright laws, when applicable—no exceptions.
- You cannot raise money for another organization for your Silver Award project; however you can create a project that provides a service or fulfills a need for another organization.
- Community means different things to different girls. Your project might be done for your local town or township, your church, your school, your county, your state, or even another state or country.

Suggestions for writing your Project Proposal

- Remember, the committee knows nothing about your project or the area in which you live.
- Include as many details as possible: who, what, when, where, why, and how. The more details the better, which means fewer questions from the Silver Award Committee.
 - If you are making a physical item: describe the item you are making, how many will be made, who will receive them, who will help you make them, how many sessions are needed to make the item, the length of each session, etc.
 - If you are doing a program: how many people do you anticipate will attend, what will you do if you do not get the expected number of participants, where will you hold the program, when will you hold the program, how long will each session last, etc.
 - If you are painting a mural, making banners, etc: what size is the mural or banner, how many are you making, what is the topic of your mural/banner (describe it for us), who is the recipient of the banners OR where are you painting the mural, did you get permission from the organization to paint the mural or did they agree to receive the banners, when are you painting/making the mural/banners, etc.
- A suggestion would be to give the completed Project Proposal to someone who knows nothing about your project and ask if they have any questions about the project. Incorporate the answers to those questions into your Project Proposal.

Council Approval Process

1. Submit your Silver Award Project Proposal form, timeline and budget to Girl Scouts of Eastern PA, c/o Joan Hannahoe, 2633 Moravian Avenue, Allentown, PA 18103 or email it to jhannahoe@gsep.org **at least four weeks before you want to begin your project.** Please use GSUSA's Silver Award Take Action Project Proposal which can be found at www.gsep.org/ForGirls/BronzeSilverGoldAwards.
2. **The Silver Award Project Proposal must be approved by the Silver Award Committee before a girl may begin working on the project.**
3. **Submit your proposal before the 10th of the month** for review at the next Silver Award Committee meeting.
4. **The deadline for current 8th graders to submit a Silver Award Take Action Project Proposal is May 1st.** This timeframe will allow a girl 3-4 months to complete a project before her deadline of September 30 (after graduation from 8th grade).
5. Your project, including the final paperwork and binder, must be completed and received by one of the Girl Scout Service Centers by September 30th after completing 8th grade.
6. Questions related to the Silver Award can be directed to Joan Hannahoe at 610.791.2411, ext. 1509 or jhannahoe@gsep.org.

Silver Award Project Approval Status

Your project proposal will be reviewed at the next monthly meeting of the Silver Award Committee. The Silver Award Committee typically meets after the 10th of each month, year round. One of two things will happen at the meeting:

- Your proposal will be approved and you will receive notification stating it was approved and you may begin working on it.
- You will be notified that your proposal is pending and what steps or revisions you will need to take for approval.

After you make the revisions to your proposal, you submit the revisions to the Silver Award Committee. You will either receive approval and you may begin working on the project, or you will be notified that additional revisions need to be made. This process will continue until you receive notice that your proposal has been approved.

People who will help you along the way

Troop Leader and/or Service Unit Consultant

- The adult who is responsible for the leadership of your troop or Girl Scout Cadettes in your service unit.
- A relative's signature may not appear anywhere on your Silver Award Project Proposal or Silver Award Final Report. A non-related troop leader may sign your Silver Award Project Proposal and Final Report.

Silver Award Project Advisor

The Project Advisor can be your troop leader, but not a relative. The Project Advisor could also be a community member who has agreed to advise a girl with specific technical aspects of her project. This adult could be a member of the agency who benefits from the girl's project or a professional with specific expertise relevant to the project, such as a landscape architect, school counselor, clergy, etc.

Volunteer Team

You may recruit friends, family and peers to help you with your Silver Award Take Action project. You must recruit at least three or more non-related volunteers to serve on your Volunteer Team. After you train your Volunteer Team, they will assist you in providing/delivering the program/service to the community.

GSEP Older Girl Program Manager

The GSEP staff person who oversees the Silver Award process. Joan Hannahoe, the OGPM, can be contacted at 610.791.2411 ext 1509 or at jhannahoe@gsep.org.

GIRL-LED

The Silver Award process, as you know, is girl-led. This means that you are responsible for writing your proposal, turning in your paperwork, and contacting the committee with your questions. If your leader, advisor or parent has general questions about the process they may contact your OGPM with those questions. Specific questions related to your project, from approval to implementation, must be asked by you.

Silver Award Take Action Project Hours and Binder Guidelines

After you receive approval of your proposal:

- Start your project!
- Devote a minimum of 50 hours to complete your project.
- Keep a log of everything you do while working on your project.
- Any changes or amendments to your approved project must be resubmitted to GSEP for prior approval.
- Keep track of your deadlines to be certain you complete and receive the recognition for your accomplishment.

Project activities/tasks which DO count toward the 50 project hours:

- A maximum of 10 hours spent on Steps 2–6 to develop your project plan toward the required 50 project hours. Refer to the Silver Award Manual posted at www.girlscouts.org.
- Communicating with others
- Research and planning
- Recruiting, training and supervising your Volunteer Team
- Buying and gathering supplies

- Implementing the project
- Evaluating the project

Project activities/tasks which DO NOT count toward the 50 project hours:

- Attending Silver Award Take Action training
- The time spent completing a Cadette age level Journey
- Filling out the Silver Award Project Proposal and Final Report
- Putting together your Silver Award project binder, scrapbook or display
- Time given by the people helping you
- If you receive service unit approval to conduct a money-earning project (in order to fund your project), the only hours that will count will be for research, development and planning, but not the actual implementation of the money-earning project.

Required items for your 3-ring Silver Award Take Action Project Binder:

- Your name and project name on the cover
- Silver Award Take Action Project Proposal
- Silver Award Take Action Final Report
- Project timeline must include each project task, the date/month/year completed, and the time spent on each task. Total the timeline hours in order to indicate how you earned the minimum of 50 project hours.
- A final budget which itemizes all supplies, the quantities used, and the costs for each supply. Then indicate if you funded the project or if supplies were donated, and by whom.
- A list of your volunteers, the hours and dates they assisted you, and their title/position (i.e. teacher, coach, Girl Scout leader, friend, relative, etc.)
- Documentation pertaining to the project such as flyers, event schedule, receipts, etc.
- Photographs that tell the story of your progress. Include “action” shots of people helping you as well as your involvement.
- Participant , Volunteer Team and Project Advisor evaluation forms

Additional items, if available:

- Copies of any media recognition your project received
- Any letters of recognition and appreciation you may have received
- Any written or email correspondence

After completing your Silver Award Take Action project, please send your 3-ring project binder to the attention of Joan Hannahoe at one of the Girl Scout Service Centers. You must include separate copies of the following required final paperwork for the Older Girl Program Manager: Final report, timeline, budget, and list of volunteers. Please try to limit the size of your 3-ring binder to 1.5 inches deep, if possible.

Celebrate a job well done! CONGRATULATIONS!

The GSEP Silver Award Ceremony recognizes our newest Silver Award Girl Scouts. The event is held each year in November to recognize those girls who earned their award as of September 30th of that year.

From Good to Great: Successful Girl Scout Silver Award Take Action Projects

Advisors and Girl Scouts are always wondering what types of projects are suitable for the Girl Scout Silver Award. It is impossible to come up with an absolute list because a project should be based on the individual skills, abilities and interests of the girl. However, some basic guidelines are that the project should:

- Be challenging to the Girl Scout
- Make a contribution to the community
- Be specific to the individual interest
- It is important to differentiate between a community service project and a Girl Scout Silver Award project.
- The Silver Award project should involve planning and individual opportunities for leadership and decision-making.

Here are several activities that start as good service projects, but with good planning have moved into the caliber of Girl Scout Silver Award project.

| Good Service Project | GREAT Girl Scout Silver Award Project! |
|---|--|
| Volunteering many hours at a Park Service site picking up litter. | Reseeding an area with native vegetation and ridding area of non-native vegetation. Creating an interpretive guide on what the area was like 50 years ago and why it is important to preserve native species. |
| Working at the local library doing children’s story hours or conducting a book drive for the juvenile detention center. | Creating a reading program for a migrant work camp in the summer. Assuring that each child receives a book (bilingual) of their own. Matching young children with volunteer tutors from the high school Spanish club to create an ongoing service project. |
| Volunteering to collect games and food at the mall for a teen center. | Creating a health access booklet for teens in the community; culminating with a teen health fair with various organizations presenting their services. Admission is canned goods for a teen center. |
| Planting flowers in a park during a community service day. | Working with the city parks department to start a public gardening project in your community. Providing food to a food bank from the garden. Using a greenhouse at a school to start plants yearly with kids and retired folks as mentors. |
| Acting in a play to commemorate the 100th anniversary of a community. | Researching and writing a script for a cemetery tour focusing on the founders of the community. Casting parts, creating costumes and arranging for a series of evening cemetery tours to kick off the founding of the community. |

Sample Silver Award Take Action Project Timeline

Project

Widen trail at Community Park and create a nature program.

Steps to take in putting my plan into action, prior to seeking approval from the Silver Award Committee:

Pre-Approval

| Estimated Date | Project Activity/Description | Estimated Hours |
|----------------|----------------------------------|-----------------|
| 10/2/10 | Research project idea | 3 hrs |
| 10/4/10 | Visit park to assess trail needs | 3 hrs |
| 10/6/10 | Seek permission from township | 1hr |
| 10/6/10 | Seek community partners | 2 hrs |
| 10/7/10 | Create a budget | 1 hr |
| | Total estimated hours | 10 hrs |

You may count up to a maximum of 10 hours of planning and research completed in Steps 2-6, prior to council approval toward the 50 project hours. Please calculate all time in 5 minute increments and hours. Do not use fractions.

Remember: Submit project proposal at least 4 weeks prior to when you want to start working on the project. Please note that time spent completing the Project Proposal form does not count toward the 50 hours.

After getting approval to proceed:

Post-approval

| Estimated Date | Project Activity/Description | Estimated Hours |
|-----------------------|---|-----------------------------|
| 3/1/010 | Recruit at least 3 non-related volunteers | 1.5 hrs |
| 4/15/10 | Visit park to make the final plans to widen the trail | 2 hrs |
| 4/17/10 | Meet with volunteers to train them and review plan and safety | 2 hrs |
| 4/18/10 | Purchase supplies | 3 hrs |
| 4/18/10 | Create volunteer permission slips. | 1 hr |
| 4/27/10 | E-mail reminder to volunteers | 15 min |
| 5/2-3/10 | Work weekend to widen the trail. <ul style="list-style-type: none">• Supervise volunteers• Re-route the trail around beaver dam• Remove dead limbs and excess vegetation• Brainstorm outdoor education program | 10 hrs (2 five-hour days) |
| 5/5/10 | E-mail reminder to volunteers | 15 min |
| 5/9-10/10 | Work weekend to widen the trail <ul style="list-style-type: none">• Supervise volunteers• Scrape the trees and blaze the trail• Build a new trail sign• Train volunteers on the new nature program | 10 hrs (2 five-hour days) |
| 6/1/10 | Revise the map and hike handout | 3 hrs |
| 6/4, 6/6, and 6/8/10 | Deliver nature program to local troops and community groups | 4 hrs (4 one-hour programs) |
| 6/15/10 | E-mail Park Ranger | 15 min |
| 6/15/10 | Prepare Nature manual for community park, schools and groups | 2 hrs |
| 6/23/10 | Train Park Rangers on new program | 2 hrs |
| 6/30/10 | Write thank you notes | 2 hrs |
| | Total Estimated Hours (total of pre and post-approval hours) | 53 hrs 15 min |

Sample Silver Award Take Action Project Budget Worksheet

The following example of a budget is from an imaginary Girl Scout Silver Award Take Action Project. While your needs will be different, this will guide you in developing a workable budget for your project. **Project for local chapter of SPCA:**

| Materials | Estimated Cost (\$) | Purchased/Donated |
|---|---------------------|---|
| 20 Leashes for walking dogs (20 leashes @ \$6 each) | 120 | Individual donations from troop members |
| Ingredients to make dog bones for SPCA | 35 | Giant Food store donation* |
| Materials to make cat toys (toilet paper rolls, bells, etc.) | 25 | Michaels' donation* and troop donation |
| 10 yds. of fabric to make pet blankets/beds (\$6/yd) | 60 | JoAnn Fabrics donation* |
| Pet food donations | FREE | Individual donations from troop members |
| Total budget for project | \$240 | |

*If I don't receive donations from businesses, I will pay the remaining expenses.

Procedure to Request Letters of Solicitation for Materials/Supplies

A girl cannot create her own solicitation letter and send it to a business without approval from the council. She must follow the guidelines listed below.

1. Contact Joan Hannahoe at jhannahoe@gsep.org and ask her to send you the e-file for the council's Solicitation of Materials/Supplies letter (as shown on the following page).
2. When you receive the file containing the letter, fill in all of the blanks. You must use a separate letter for each business you wish to solicit.
3. Email the letter(s) to Joan Hannahoe. Allow one week to process the letters.
4. After Mrs. Hannahoe proofs the letter, adds her signature and inserts the council letterhead, she will mail the original letter to you, plus a copy for your award binder.
5. When you receive the letter(s) in the mail, add your signature and then deliver/mail to the business.

Date **(January 1, 2010 - NOT 1/1/10)**

Store Manager's name

Name of Business

Address

City, State, Zip Code

Dear Sir:

My name is _____, I am in ____ grade at _____
_____ and a Girl Scout in Girl Scouts of Eastern Pennsylvania Troop # _____. I
am presently working on my Silver Award, the highest award a Cadette Girl Scout can earn. For
my Silver Award project, I am _____
which will benefit _____. In order to complete this project, I
will need some materials. Perhaps you can help. The list of items that I need includes: _____
_____.

I greatly appreciate any assistance you can provide to help make my project a success.
Girl Scouts of Eastern Pennsylvania is a 501 © (3) non-profit organization. If you have any
questions you may contact me at _____
or Joan Hannahoe, GSEP Program Manager at 610.791.2411, ext. 1509. Thank you.

Sincerely,

Your name

Your full address

City, State, Zip Code

Joan L. Hannahoe

GSEP Program Manager

Girl Scout Silver Award Take Action Project Proposal

Please fill out this form using a word processing program, type or print in black ink. Proposals which are incomplete or written in pencil will be returned. Make copies for your Girl Scout Silver Award Project Advisor, your Troop Leader and for you to keep. **Submit original to the Lehigh Valley Service Center 4 weeks prior to when you want to start your project.** Do not begin your project until you have received Council approval.

FOR COUNCIL USE ONLY

Received by Council on: _____ Reviewed by committee on: _____

Name: _____ Service Unit: _____

Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Age: _____ Grade: _____ High School Graduation Year: _____

School: _____

Troop/Group Leader's Name: _____ Troop/Group #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Troop/Group Leaders Phone: _____ E-mail: _____

Girl Scout Silver Award Project Advisor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Project Advisor's Organization: _____

Project Advisor's Phone: _____ E-mail: _____

Prerequisites

Earn one Cadette Journey.

List the Journey that you have completed along with your troop/group volunteer's signature.

| Cadette Journey Book | Date Completed | Troop/Group Volunteer's Signature |
|----------------------|----------------|-----------------------------------|
| 1. | | |

Please attach responses, on a separate typed document, to the below questions relative to the Journey Book you earned.

It's Your World—Change It! Amaze

1. List 3 challenges you completed for the Interact Award.
2. Describe the relationship issue you addressed in your Take Action Plan for the Diplomat Award.
3. Name two important tools in your Peacemaker Kit and tell why you think they are important. (Peacemaker Award)

It's Your Planet—Love It! Breathe

1. Name 2 observations you made about air for your journal in the Aware Award.
2. What Take Action Plan about caring for the air did you carry out for the Alert Award?
3. What affirmation did you make for the future for the Affirm Award?

It's Your Story—Tell It! Media

1. List three activities that you did for the Monitor Award and what you accomplished by doing each activity.
2. Write a paragraph that describes the Take Action Project your team did to change media for the better through a Media Remake.
3. What personal Media commitment did you make for the Cultivate Award?

Girl Scout Bronze Award

Girl Scout Bronze Award Completion Date (month/year).

Describe your Bronze Award Project.

Your Resource Team

List the names of individuals and organizations that you plan to work with on your Silver Award Take Action project. This is a preliminary list that may grow through the course of your project

| Name | Title of Organization | Technical Knowledge/Role in your project |
|------|-----------------------|--|
| | | |
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Take Action Project

Project Title: _____

Proposed Start Date: _____ Proposed Completion Date: _____

List the full name and address of the sites/organizations (beneficiary) which will benefit from your project. If you plan to provide the program to more than one site, attach a sheet with additional agency names and addresses.

Name of Project Beneficiary: _____

Beneficiary's Address: _____

City _____ State _____ Zip Code _____

A. Describe the issue your project will address. Remember your 15-second pitch.

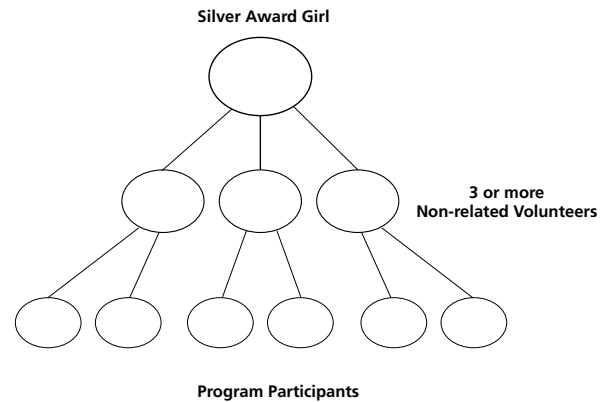
1. Who will benefit from the project? Who is your audience? How many people will be served (if applicable)?
2. What type of program/service will you provide? What do you hope to achieve? Describe in detail.
3. When will the program or service be provided? Give estimated dates.
4. Where will the program or service be provided? If same as above, indicate as "Same". If there is more than one site, list all.

B. Discuss your reasons for selecting this project.

C. Outline the strengths, talents, and skills that you plan to put into action. What skills do you hope to develop?

D. Describe the steps involved in putting your plan into action, including resources, facilities, equipment, and approvals needed. Complete the Take Action Timeline attached to the end of the proposal or found in this resource. Please estimate the time for each project task/activity. You must include the 7 leadership hours needed to recruit, train and supervise your team of volunteers. Then total the estimated hours to show how you plan to earn the minimum 50 project hours.

E. Describe how you will accomplish the leadership component of the Silver Award Project. Tell us how you will recruit, train and supervise three or more volunteers (other than family members) to assist you with this project. You must build at least 7 hours of leadership into your project where you lead your volunteer team, who then helps you deliver/provide the program to others. In addition, please list your volunteers in the chart below.



F. List the names of consultants and resources you plan to use to complete your project. Include full names, titles and organizations, if applicable. Also list their relationship to you, if applicable (i.e. parent, sibling, Girl Scout leader, teacher, friend, coach, etc.)

| Name | Relationship to you | Describe how they will assist you |
|------|---------------------|-----------------------------------|
| | | |
| | | |
| | | |
| | | |
| | | |

G. Budget–Estimate overall project expenses and how you plan to meet these costs. All supplies needed to complete the project must be listed. Indicate if you plan to have any supplies donated. Contact the Older Girl Program Manager for the GSEP Letter of Solicitation of Materials/Supplies to seek supplies from businesses. This section must be completed by every applicant, even if the beneficiary covers the project expenses or you don't need to purchase supplies.

| Materials description | Cost | Donated/Paid by |
|-----------------------|-----------|-----------------|
| | | |
| | | |
| | | |
| | | |
| Total Expenses | \$ | |

H. How will your project be sustained beyond your involvement? See toolkit for sustainability tips in GSUSA's Silver Award Manual.

I. Indicate methods and/or tools you will utilize to evaluate the effectiveness of your project. You must create and distribute evaluation forms to all volunteers, participants and project advisors. All evaluations must be included in your project binder.

J. Describe how you plan to tell others about your project, the project’s impact, and what you have learned (Web site, blog, presentations, posters, videos, articles, and so on).

K. Answer the questions in the chart below.

| Impact On . . . | Goals | Examples of Immediate Impact | Possible Future Impact |
|--|--|--|---|
| Community | What community issue will be addressed? | What are concrete examples of ways you plan to make a difference? | What examples of the project impact might you see in the future? |
| Target Audience (workshop participants, other youth, community members, and so on) | What skills, knowledge, or attitudes will your target audience gain? | What examples demonstrate ways that the target audience will gain skills or knowledge? | What would be examples of a long-term impact on your target audience? |

L. The following is a list of the 15 Girl Scout Leadership Outcomes.

Which do you think you will develop throughout this project process?

Discover:

- I will develop a stronger sense of self.
- I will develop positive values.
- I will gain practical life skills.
- I will seek challenges in the world.
- I will develop critical thinking.

Connect:

- I will develop healthy relationships.
- I will promote cooperation and team building.
- I will resolve conflicts.
- I will advance diversity in a multicultural world.
- I will feel more connected to my community, locally and globally.

Take Action:

- I will identify community issues.
- I will be a resourceful problem solver.
- I will advocate for myself and others, locally and globally.
- I will educate and inspire others to act.
- I will feel empowered to make a difference in the world.

Your Signature: _____ Date: _____

Leader's Signature: _____ Date: _____

Project Advisor's Signature: _____ Date: _____

PLEASE NOTE:

Your Project Advisor should be an adult with expertise related to your project or your troop leader, but it cannot be a relative.

Applicant's racial background is: (please check as many as apply)

African American American Indian Asian Caucasian

Hawaiian or Pacific Islander Other (please specify: _____)

Applicant's ethnic background is: (please check one)

Hispanic or Latina Non-Hispanic or Latina

Silver Award Take Action Project Timeline

(Item D of Project Proposal)

| Approx completion date (i.e. first week April OR 4/2/11) | Description of Task | Estimated Hours | Leadership Hours included in estimated hours |
|--|---|--------------------|--|
| Pre-Approval Hours (maximum of 10 hours) | | | |
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| | Total Hours (Must be a minimum of 50 hours, which includes seven hours of leadership). | | |

Girl Scout Silver Award Take Action Final Report

Please fill out this form using a word processing program, type or print in black ink. Reports which are incomplete or written in pencil will be returned. **Make copies of the following for the Older Girl Program Manager: Final Report, final timeline and budget, and list of volunteers, their role and relationship and the dates and hours they served.**

FOR COUNCIL USE ONLY

Received by Council on: _____ Reviewed by committee on: _____

Name: _____ Service Unit: _____

Address: _____ County: _____

City: _____ State: _____ Zip Code: _____

E-mail: _____ Phone: _____

Age: _____ Grade: _____ High School Graduation Year: _____

School: _____

Troop/Group Leader's Name: _____ Troop/Group #: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Troop/Group Leaders Phone: _____ E-mail: _____

Girl Scout Silver Award Project Advisor: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Project Advisor's Organization: _____

Project Advisor's Phone: _____ E-mail: _____

Silver Award Take Action Project

Project Title: _____

Actual Start Date: _____ Actual Completion Date: _____

List the full name and address of the sites/organizations (beneficiary) which will benefit from your project. If you plan to provide the program to more than one site, attach a sheet with additional agency names and addresses.

Name of Project Beneficiary: _____

Beneficiary's Address: _____

City _____ State _____ Zip Code _____

You may use a separate sheet of paper to answer the following questions.

A. Describe the issue your project addressed.

- a. Who benefited from the project? Who was your audience? How many people were served (if applicable)?
- b. What skills, knowledge, or attitudes did your target audience gain?
- c. What type of program/service did you provide? What did you achieve? Describe in detail.
- d. When was the program/service offered? Give actual dates (if applicable)
- e. Where was the program /service offered? If same as above, indicate as "Same". If there was more than one site, list all.
- f. Please describe the method for the program/service delivery.

B. Explain how you achieved the seven hours of leadership with your Volunteer Team and other community participants. How did you train and supervise your Volunteer Team?

C. Attach a final timeline of the 50 project hours.

D. Write a brief summary of the evaluation forms you received from your Volunteer Team, community participants and Project Advisor.

E. What did you learn about yourself as a result of this project?

F. What aspects of your project would you change or do differently?

G. What was the most successful part of your project?

H. List the names of consultants and resources who helped you complete your project. Include full names, titles and organizations, if applicable. Also list their relationship to you, if applicable (i.e. parent, sibling, Girl Scout leader, teacher, friend, coach, etc.)

| Name | Relationship to you | Describe how they assisted you |
|------|---------------------|--------------------------------|
| | | |
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| | | |

I. Final Budget–Report the final project expenses and income and indicate how the project was funded. This section must be completed by every applicant, even if the beneficiary covers the project expenses or you don't need to purchase supplies.

| Materials description | Cost | Donated/Paid by |
|-----------------------|-----------|-----------------|
| | | |
| | | |
| | | |
| | | |
| Total Expenses | \$ | |
| Total Income | \$ | |

J. How was your project sustained ? What examples of the project impact might you see in the future?

K. Explain the global connection to your project.

L. Describe how you told others about your project, the project's impact, and what you have learned (Web site, blog, presentations, posters, videos, articles, and so on).

M. The following is a list of the 15 Girl Scout Leadership Outcomes.

Which outcomes did you develop throughout this project process?

Discover:

- I developed a stronger sense of self.
- I developed positive values.
- I gained practical life skills.
- I sought challenges in the world.
- I developed critical thinking.

Connect:

- I developed healthy relationships.
- I promoted cooperation and team building.
- I resolved conflicts.
- I advanced diversity in a multicultural world.
- I felt more connected to my community, locally and globally.

Take Action:

- I identified community issues.
- I was a resourceful problem solver.
- I advocated for myself and others, locally and globally.
- I educated and inspire others to act.
- I felt empowered to make a difference in the world.

Your Signature: _____ Date: _____

Leader’s Signature: _____ Date: _____

Project Advisor’s Signature: _____ Date: _____

PLEASE NOTE:

Your Project Advisor must be an adult with expertise related to your project and cannot be your troop leader or relative.

Applicant’s racial background is: (please check as many as apply)

- African American American Indian Asian Caucasian
- Hawaiian or Pacific Islander Other (please specify: _____)

Applicant’s ethnic background is: (please check one)

- Hispanic or Latina Non-Hispanic or Latina



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