

Instructions for Completing Formal Award Paperwork

- **Selection of the nominee:** Select the individual whose contribution to Girl Scouting truly surpasses expectations for the position.
 - Use the Chart of Awards to determine appropriate recognition.
 - Any individual may be considered for a GSUSA or GSEP award or act as the nominator
 - There is no progression in awards
 - The nominator is responsible for compilation and submission of all award paperwork in one complete packet
 - The nominator may be a volunteer or Council staff
 - Deadline for submission is **February 1st, 2010**.

- **Nomination:** The nominator completely fills out the nomination form.
 - Cite specific examples of how the contribution of the individual meets the criterion for the award and demonstrates excellence.
 - Prior award history is available from the Membership Manager or from the Service Unit Manager through E-Council.
 - An individual may only receive a specific award one time.
 - Forms may be completed in Microsoft Word format.

- **Endorsement:** Select individuals to complete endorsement forms in support of the nomination. Choose those who are familiar with the nominee and the specific contributions she or he has made.
 - The endorsements must specifically relate the accomplishments and the contributions of the candidate to the award criteria. Any individual may be considered for a GSUSA or GSEP award.
 - Secure the appropriate number of endorsement forms for the award, as stated in the Chart of Awards.
 - Volunteers or Council staff may submit the endorsement forms.
 - Forms may be completed in Microsoft Word format.

- **Submission of Award Paperwork:** The nominator is responsible for compilation and submission of all award paperwork in one complete packet by the award deadline.
 - The nominator collects and reviews endorsement forms for clarity and completeness.
 - The nominator ensures that she/he has secured the appropriate number of endorsement forms.
 - The nominator compiles all paperwork for a single individual into one complete award packet (either paper or electronic), and submits it, in its entirety to the Adult Development Manager.

 - **For Outstanding Leader and Outstanding Volunteer Awards:** Nominator submits complete packet (nomination form and appropriate number of endorsements) to the Service Unit Recognitions Committee by the deadline established by the Service Unit. Please do not submit to the Council office.

- **For all other GSUSA or GSEP Awards:** Nominator submits complete packet (nomination form and appropriate number of endorsements) to the Council office. Send only the number of endorsements required for the specific award. **No faxes, please!**
 - **E-mail by midnight February 1st, 2010:**
 - Send complete packet (nomination form and all related endorsement forms) as word attachments to: Devon Miller, Adult Recruitment Development Manager at dmiller@gsep.org
 - Nominee name and award must be the subject line
 - **Drop off in person by 5:00 PM (close of business) on February 1st, 2010** at any Council Service Center
 - **Mail (postmarked) no later than February 1st, 2010:**
 Girl Scouts of Eastern Pennsylvania
 P.O. Box 814
 Valley Forge, PA 19482
 Attn: Devon Miller
- **Approval of Awards:**
 - The GSEP Recognitions Committee reviews the paperwork and submits written recommendation to the Board of Directors.
 - Following Board approval, a Recognitions Committee member notifies the nominator of award approval or denial.
- **Presentation of Awards:**
 - **Service Unit:** Outstanding Leader and Outstanding Volunteer are purchased and presented by the Service Unit. Numeral Guards (5-30 years) and Years of Service (5-20 years) may be purchased and presented by the Service Unit.
 - **Annual Council Awards Celebration:** All other GSUSA Awards Appreciation Pin, Honor, Thanks, and Thanks 2) and all GSEP Awards are presented at the celebration. Membership Numeral Guards (35 years or more) and Years of Service Pins (25 years or more) are presented. This event is to be held on June 9th, 2010; location TBD.