



**Girl Scout Gold Award
Project Proposal Attachment
Girl Scouts of Eastern Pennsylvania**

Whether you are completing your Gold Award Project Proposal online through the My Gold Award App or using the Gold Award Project Proposal found on GSEP's website, you must also complete this form for both the proposal and final report. The tools on this attachment will allow you to develop your money and time management skills and help ensure that your project is achievable.

The deadline for current 12th graders to submit a Project Proposal is May 1st of their senior year in high school.

Directions:

- We prefer that you type your answers on this form or you can print in black or blue pen only. Do not use pencil or other colored ink.
- Be sure to save a copy of your documents for yourself and your advisor.
- The following ideas are **not acceptable** for a Gold Award project: 1.) a collection of products for an agency or worthy cause (a collection can be a small part of a Gold Award project, but not the focus of the project); 2.) a project that benefits Girl Scouts; 3.) a project that raises money for an organization or worthy cause; 4.) a project that you have done in the past.

When Completed:

- Submit your GSUSA Gold Award Proposal and the GSEP Gold Award Attachment together.
- Submit your proposal and attachment at least 4-6 weeks before you want to start working on the project.
- For approval, we will schedule an in-person interview to discuss your proposal with you.
- Please note that you will receive all communications from GSEP through email.
- Submit completed forms to GSEP:
 - Email: girlawards@gsep.org
 - Fax: 610-935-8167
 - Mail: GSEP, Attn: Gold Award, PO Box 814, Valley Forge, PA 19482

Budget

Supplies are what you will need to reach your goal as you work on your project. Supplies can be anything from paper and ink to make information flyers to sewing needles, sewing thread, and fabric for a craft you are making.

After your proposal has been approved by the Gold Award Committee, you can use GSEP's Letter for Solicitation of Materials to request donations of supplies from local businesses and organizations. You can use Adventure Credits or troop and service unit money-earning activities to fund your project, or fund it on your own. Please note that, as per GSUSA, a girl cannot seek or accept cash donations from the public. Also, girls cannot conduct a fundraiser as an individual in her community. Fundraisers must be done through your troop or service unit.

Supplies/Items List each item you will need to use to reach your goal and complete your project.	Quantity How much of each item will you need?	Estimate cost List how much it costs, even if you own it or will borrow it.	How you'll get it Ex: Will borrow, will buy, already own, cookie credits, etc.
Total Cost		\$	

Timeline

Make your plan and develop a project timeline from start to finish. What steps do you need to take to reach your goal? Please note that this is a planning tool. Once approved, you will be able to change the tasks, estimated completion dates, estimated time, etc. As you work on your project, it is okay if your timeline changes.

When creating your timeline, you will need to include:

1. What is the task? (What needs to be done to reach your goal? List each task in the order that it needs to be done.)
2. Who will do it? (List full names of who will be helping you complete the task, if any. Be sure to include yourself, and don't forget about your core team!)
3. When will it be done? (Estimate a **specific date** for each task.)

