



**GOLD AWARD
HANDBOOK** 

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Introduction

We are so excited that you are working on your Gold Award! The GSEP Gold Award Handbook is a reference for you as you continue to work towards your goal. You should also be using the GSUSA Girl Guidelines from the GSEP or GSUSA website or the guide in the Senior or Ambassador Girl's Guide to Girl Scouting. There are various workshops, information sessions, and online tools to help you understand the Gold Award and help you develop your project. For up-to-date information check our website: <http://www.gsep.org/girls/what-girls-can-do/awards/>.

Standards of Excellence

The Gold Award is the Highest Award a Girl Scout can earn. A national award with national standards, it represents the time, leadership, creativity, and effort girls contribute to making their communities better. This means that you are responsible for writing, developing, and implementing your Gold Award Project Proposal, turning in your paperwork, scheduling your interview and final presentation, and contacting the Gold Award committee with your questions.

If at any time you have questions about the Gold Award please contact us:

Maggi Miller

Manager of Service & Awards

girlawards@gsep.org

OFFICE: 610.933.7555, ext. 1406

FAX: 610.935.8167

Important Dates



You can work on your Gold Award during your Girl Scout Senior and Ambassador years. The process is year-round. Once you have completed the pre-requisites you can get started and submit your proposal when it is convenient for you.

FOR CURRENT 12TH GRADERS

Your Gold Award project must be completed before you become a Girl Scout Adult. Follow the deadlines below will ensure you earn the prestigious Gold Award.

- ▶ **Submit your Gold Award proposal no later than May 1st of your 12th grade year.**

This allows you enough time to get feedback, conduct an interview, complete your project, and submit your final report before bridging to a Girl Scout Adult.

- ▶ **Submit final report and conduct your final presentation by September 30th, following your high school graduation.**

If you are starting a post secondary education or program, plan to complete it at least two weeks prior to starting your post secondary program.



Be sure to save your forms as you type and submit all forms to:

girlawards@gsep.org

– or –

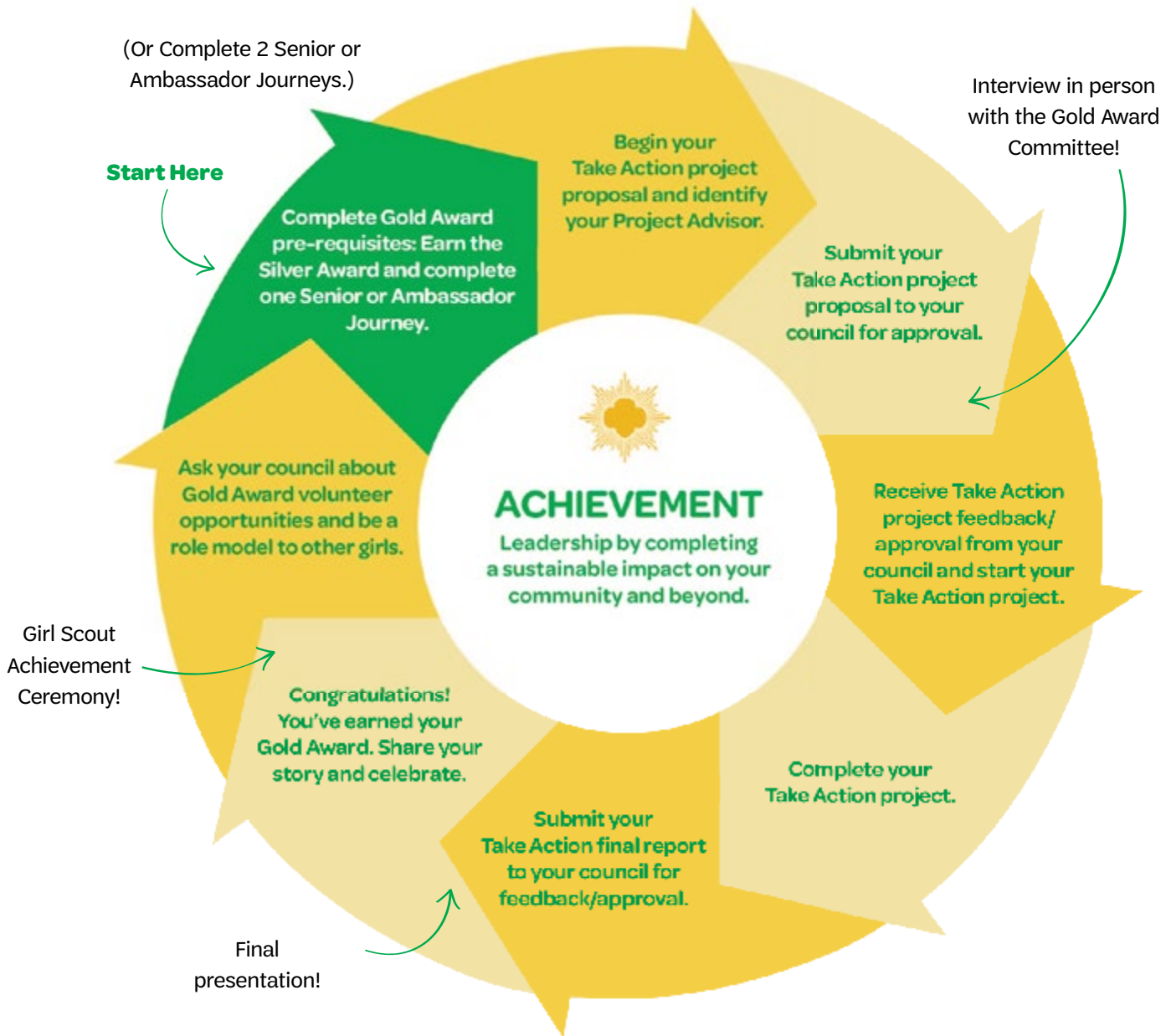
**Girl Scouts of Eastern
Pennsylvania**

P.O. Box 814

100 Juliette Low Way

Valley Forge, PA 19482

MY GIRL SCOUT GOLD AWARD: HOW DO I GET STARTED?

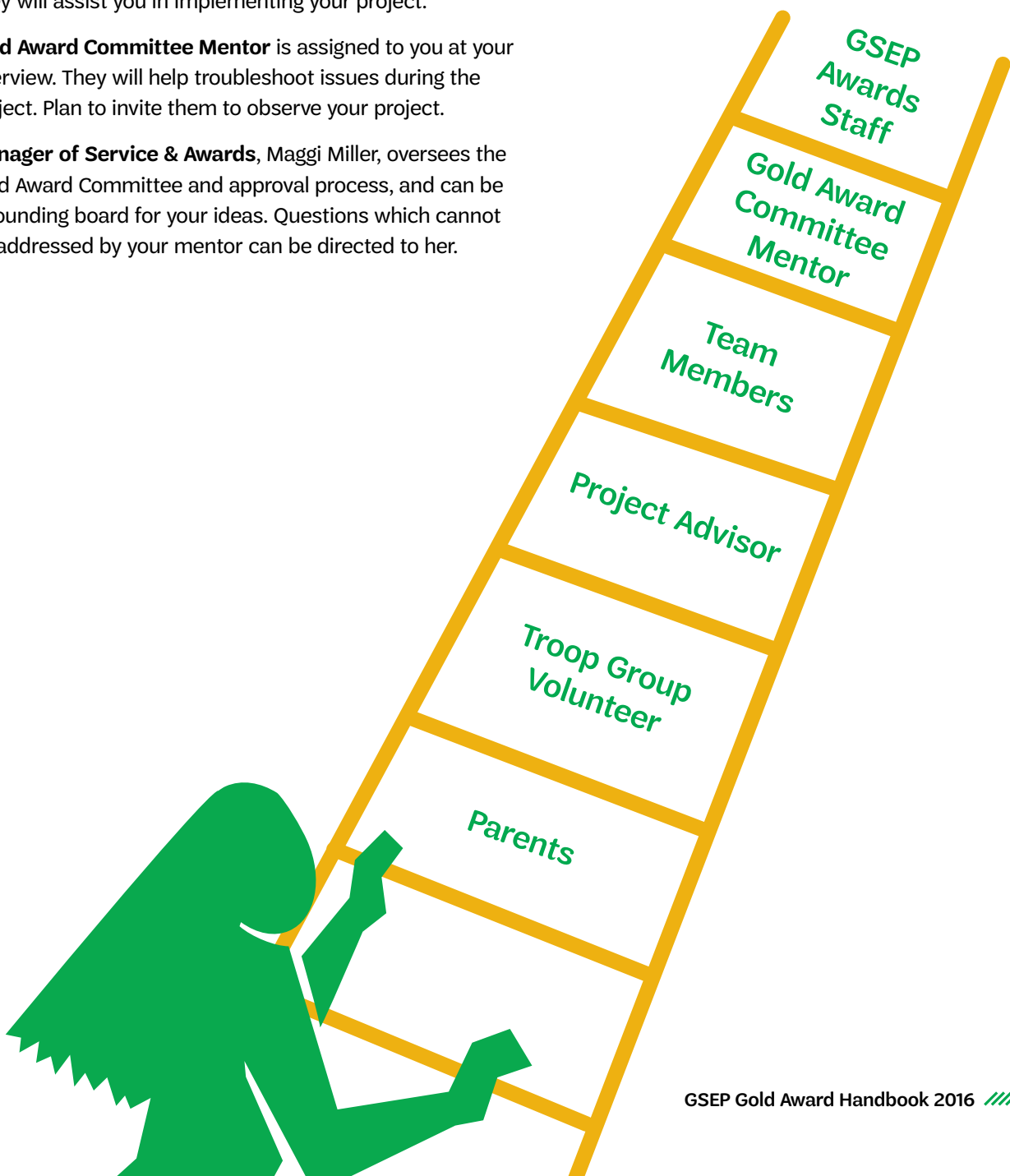


The Girl Scout Gold Award Process

This chart provides you with a snapshot of the Gold Award process.

Who Can Help Me?

- **Parents and Guardians** are the people who are going to support you along the way.
- **Troop/Group Volunteer** is the adult leader of your Girl Scout troop. Independently registered Girl Scouts can contact us and we will connect you with an adult in your area.
- **Project Advisor** is a community member who has agreed to advise you with specific aspects of your project. They could be from the agency or site your project benefits or a professional with knowledge relevant to the project.
- **Team members** are friends, peers, family, and community members who want to help you with your Gold Award project. They will assist you in implementing your project.
- **Gold Award Committee Mentor** is assigned to you at your interview. They will help troubleshoot issues during the project. Plan to invite them to observe your project.
- **Manager of Service & Awards**, Maggi Miller, oversees the Gold Award Committee and approval process, and can be a sounding board for your ideas. Questions which cannot be addressed by your mentor can be directed to her.



From Good to Great: Service to Take Action:

Are you wondering what type of projects make a Girl Scout Gold Award Take Action Project? Here are several activities that start as good service projects and with good planning became a Girl Scout Gold Award Take Action Project.



GOLD AWARD DOCUMENTS

Develop your project:

- GSUSA Girl Guidelines or the GSUSA Gold App
- GSEP Gold Award Handbook

Complete and submit these forms for project approval:

- GSUSA Gold Award Proposal or GSUSA Gold App
- GSEP Gold Award Proposal Attachments (Budget and Timeline)

Complete and submit upon completing your project:

- GSUSA Final Report
- GSEP Final Report Attachments (Budget and Timeline)
- Gold Award Recognition Form
- Documentation of your project as determined in your interview
- One head shot of you for the Gold Award Program. A school photograph is best. Send photo as jpeg image.

Bring to your final interview:

- Photographs with captions that tell the story of your project
- Visual aid such as a photo album, PowerPoint, video, or scrapbook
- Copies of your proposal and final paperwork

Gold Award Take Action Project

Project Proposal

Your Gold Award Take Action project uses your talents and skills to address an issue of personal interest to you. Be creative and try something new!

Successful Gold Award Take Action Projects

- Take a suggested minimum of 80 hours.
- Address an expressed community need outside of Girl Scouting.
- Benefit a suggested minimum of 10 people, if a program is delivered.
- Have a volunteer team of 5 or more non-related people to help you reach your goal; reach out to people beyond your family.
- Last beyond your involvement with the project.
- Can include a small collection of items to address your issue (i.e. personal hygiene products for a shelter, canned pet food for SPCA, etc.)
- Follow Girl Scout Safety Activity Checkpoints and copyright laws.
- If a girl delivers a program, she needs to schedule a minimum of 10 hours of program, which doesn't include the set up and clean up time.
- The project cannot be a one-day or one-time event.

Writing Tips

- Include as many details as possible: who, what, when, where, why, and how
- 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 and amount of time for each session, etc.
- If you are doing a program: how many people do you plan to serve, what will you do at the program, where will you hold the program, when will you hold the program, how long will each session last, etc.
- YOLO-‘you only live once’, so be sure to use real words not texting or other shorthand throughout your Gold Award Project, BYKT-‘but you knew that ’!
- Give your Project Proposal to someone who knows nothing about your project and ask if they have any questions about the project before you submit it to council. Incorporate the answers to those questions into your Project Proposal.

GSEP Gold Award Proposal Attachments

The GSEP Gold Award Attachments (Budget and Timeline) are to be completed and submitted with your proposal and your final report. This form can be found at <http://www.gsep.org/girls/what-girls-can-do/awards>.



A project does not meet the Gold Award criteria if it:

- **Benefits Girl Scouts.**
- **Raises or earns money for an individual, organization, or cause.**
- **Is based on established initiatives (example: pillowcases for ConKerr Cancer).**
- **Is a collection project.**
- **A girl volunteers for the agency that benefits from the project.**

Budget

What supplies will you need to complete the project that could cost money? Use this form to help you plan for expenses. How do you plan to meet these costs?

Example Budget

SUPPLIES	QUANTITY	ESTIMATE COST
2"x4"x8' of wood	12	\$47.64
Screws	Box of 200	\$8.00
Total		\$55.64

How to get the supplies you need:

- Use your own money.
- Ask for donations of time and materials from friends and family.
- Hold a small collection asking for materials and supplies.
- Get donations of materials and supplies from businesses; use an official GSEP donation letter.
- Ask the site or organization which will benefit from the project if they have money or supplies to support the project.
- Charge an admission fee to cover the cost of the project without making a profit.
- Use GSEP Adventure Cookie Credits.
- Hold a council approved Money-Earning Activity to fund your project. The troop must agree that profits can go toward your project. Specific details can be found in Volunteer Essentials.
- A girl cannot conduct an individual money-earning project other than a family yard sale.
- A girl or adult cannot seek or accept cash donations from the public.

Working With a Budget

List the supplies you will need to reach your goal and that you could spend money on as you work on the project.

Think about:

- How much of each item will you need?
- How much money will it cost?
- How will you pay for it? (Note if you own it or will borrow it)

HOW TO REQUEST SUPPLY DONATIONS FROM A BUSINESS

- ▶ Locate the template for the donation letter on <http://www.gsep.org/girls/what-girls-can-do/awards>.
- ▶ **Print two copies of each letter: one to give to the business and one to use in your final project binder.**
- ▶ **Thank the business!** Let them know how your project made an impact!
- ▶ **Fill in the letter.** Write a separate letter for each business.
- ▶ **Sign and deliver the letter to the business.** Keep the other copy for yourself.

Project Planner/Timeline

Planning is the key to a successful Girl Scout Gold Award Project. Make a plan and develop a project timeline from start to finish. When you submit your project for approval: the tasks, estimated dates, and time should be through the completion of your project. Once the project is approved, you will update the tasks, dates, and individual names of the person/people who completed the task with you, as you work on your project.

Example Timeline

TASK	WHO?	DATE	TIME
Phone conversation with the park director	Me	10/03/13	30 min.
Design the brochure for the workshop	Me and J. Low	10/16/13	90 min.
Learn how to use the tools, read the directions and build a table so we can teach others	Mrs. Honest, Me and team	10/19/13	3 hours
Lead workshop 1 of 7	Me and Sam Peacemaker	11/2/13	2 hours
Does your project plan include all the steps from start to finish? Will you reach or go beyond the suggested minimum of 80 Gold Award Project Hours?			Total Hours: 80



Don't Forget

The suggested minimum time for earning your Gold Award is 80 hours.

Working With a Timeline

Plan your project from start to finish.

- **What is the task?**
List each task in the order that it needs to be done. This is your to-do list!
- **Who will do it?** List specific names. Don't forget to include your name!
- **When will it be done?**
Estimate a date.
- **How much time will it take?**
Estimate the time (Examples: 15min, 1/2 hr, etc.)

WHAT COUNTS TOWARDS MY 80 HOURS?

Tasks that count:

- Developing your project.
- Implementing your project.
- Communicating with others.
- Research and planning.
- Recruiting, training, and supervising your team.
- You can count up to 15 hours on research and development on the project prior to submission.

- Buying and gathering supplies.
- Researching, developing, and planning approved Money-Earning Activities (to fund your project).
- Filling out the Gold Award paperwork (maximum of 5 hours).
- Attending a Take Action Workshop or Highest Awards Info Session.

Tasks that do not count:

- Completing the Prerequisites: 2 Journeys or Silver Award and 1 Journey.
- Time given by the people helping you.
- Implementation of the approved Money-Earning Activities (to fund your project).
- Volunteering for the agency that benefits from the project.

GSEP Gold Award Approval Process

Submit your Gold Award proposal 4-6 weeks before you want to put your project in motion. All projects must be approved by the council before you start.

- ▶ Submit your proposal to girlawards@gsep.org
- ▶ Schedule your Gold Award Interview.
- ▶ Interview in person.
- ▶ Receive approval or make revisions and work with mentor until approved.
- ▶ Start Project!

Example Approval Timeline

SEPTEMBER						
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

- Sept. 5** Submit proposal
- Sept. 11** Schedule gold award interview
- Sept. 17** Receive feedback
- Sept. 18** Make revisions

OCTOBER						
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

- Oct. 7** Interview
- Oct. 8** Approved! Start project!



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