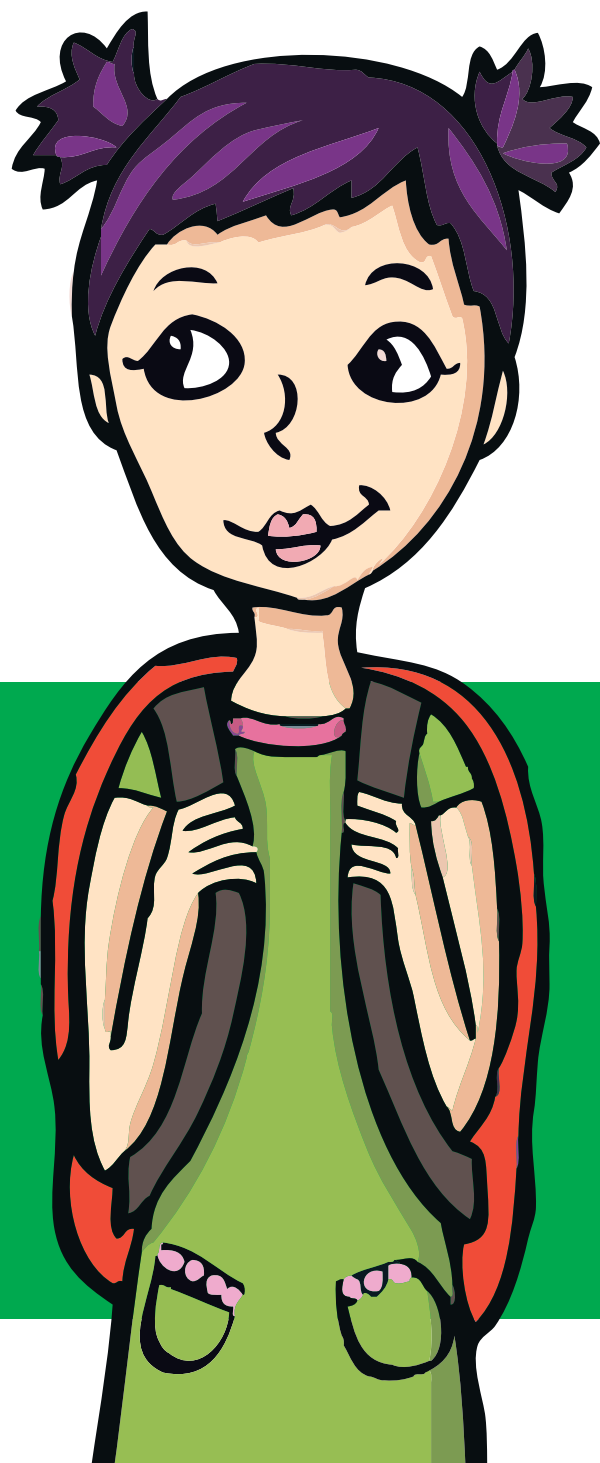




SILVER AWARD HANDBOOK



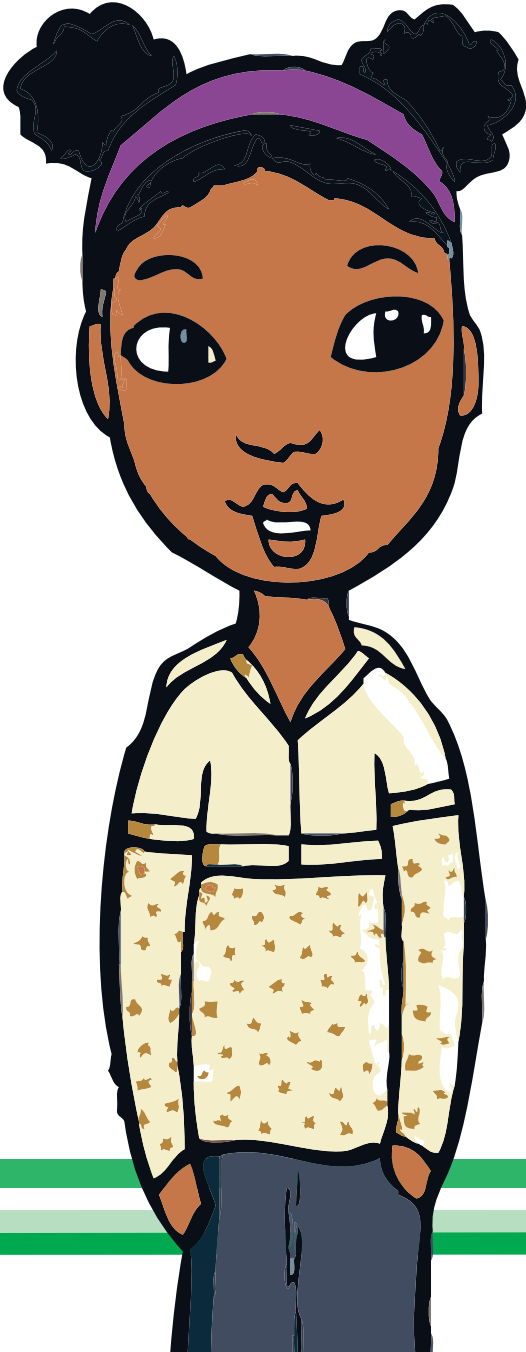


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Introduction

We are so excited that you are working on your Silver Award! The Silver Award is the Highest Award a Girl Scout Cadette can earn. A national award with national standards, it represents the time, leadership, creativity, and effort girls contribute to making their communities better. You are responsible for writing, developing, and implementing your Silver Award Project proposal, and contacting council with your questions. There are various workshops, information sessions, and online tools to help you understand the Silver Award and help you develop your project. For up-to-date information check the website:

<http://www.gsep.org/girls/what-girls-can-do/awards/>



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

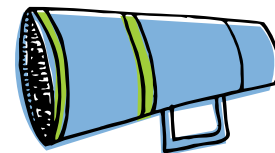
Maggi Miller

Manager of Service & Awards

girlawards@gsep.org

OFFICE: 610.933.7555, ext. 1406

FAX: 610.935.8167



Other Helpful Adults:

- Troop Leader
- Project Advisor
- Community Members
- Silver Award Committee
- Your Parents

FOR CURRENT 8TH GRADERS

Submit your Proposal no later than May 1, of your 8th grade year.

Complete your project and submit Reflection by September 30th, following the completion of 8th grade.

FOR 6TH & 7TH GRADERS

The Silver Award process is year round!

If you have met all of the prerequisites on page 4, you can start earning your Silver Award too! Proposals may be submitted at any time.



The Silver Award Proposal and Reflection forms are now online through Smarter Select, an online application system. Be sure to save your login information for Smarter Select when completing the forms online.

Silver Award Documents

These are the documents you'll need for each step of the way!

Developing an idea for a Silver Award project

- GSUSA Silver Award Girl Guidelines (online or in the Cadettes Guide to Girl Scouting)
- GSEP Silver Award Handbook

Submitting a proposal for approval

- GSEP Silver Award Proposal (online)

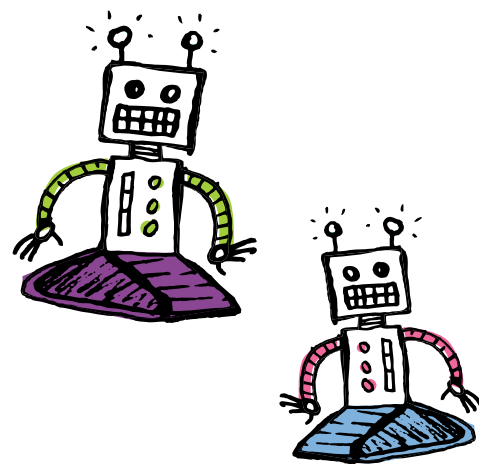
Completing your project

- GSEP Silver Award Reflection (online)
- Project visual aid such as binder, scrapbook, PDF, PowerPoint, etc.

a checklist to CREATING A SUCCESSFUL TAKE ACTION PROJECT

When coming up with a proposal for your Silver Award Take Action Project, keep these things in mind:

- ☐ If a girl delivers a program, she needs to schedule a minimum of 7–10 hours of program, which doesn't include the set up and clean up.
- ☐ Make sure the project takes a minimum of 50 hours to complete.
- ☐ The project must benefit a group or community outside of Girl Scouts.
- ☐ The project must benefit a suggested minimum of 10 people.
- ☐ Recruit and lead a volunteer team of 2–3 people to help you reach your goal; reach out to people beyond your family.
- ☐ 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.) A collection cannot be a project focus.
- ☐ Follow Girl Scout Safety Activity Checkpoints and copyright laws.
- ☐ The project cannot be a one-day or one-time event.



The project DOES NOT meet the Silver Award requirements if it:

- Benefits Girl Scouts
- Raises or earns money for an individual, organization, or cause
- Is a collection project



Project Proposal

Section 1: Girl Scout & Troop Leader Information

Be sure to fill out all your information. If you are not in a troop, put the information for the adult that is helping you.

Section 2: Prerequisites

In order to begin the Silver Award, you need to complete a Cadette Journey. Be sure to read the Silver Award guidelines to develop your project and ensure that it meets the Silver Award requirements.

Section 3: Silver Award Take Action Project

- *Silver Award – fly solo or become part of a group?* The Silver Award can be completed as part of a Silver Award group or alone. Groups can be 2, 3, or 4 girls. If you are flying solo that means you are the only Girl Scout earning the Silver Award with this project. Every girl or group of girls must recruit and train a team of 2–4 non-related volunteers. If 3 girls work together on a group project, they need to recruit a minimum of 6 volunteers who are not related to anyone earning the award.
- *Project Title:* What's the name of your project? It's your project -- be creative!
- *Provide a descriptive overview of your project.* Tell us what you plan to do and who will help you do it. The Silver Award Take Action project goes beyond service. You Take Action to meet a need with the community. Read steps 5 and 6 in the GSUSA Silver Award Guidelines.
- *Tell us the why, who, and where of your project.* Be specific. What is the issue and why does it matter to you and to the community? Who will benefit from your project? Where is it going to take place? Include the name and full address. Need more tips? Read steps 2, 4, 5 in the GSUSA Silver Award Guidelines.
- *Your strengths, talents, and skills.* Tell us about your personal characteristics that you will put into motion or develop through this project.
- *Supplies.* What supplies will you need to complete the project that could cost money and how do you plan to meet these costs? Attach a copy of your budget.
- *Timeline.* What tasks do you need to complete your project? Who will help? How much time will it take? What date will you complete it? Attach a copy of your timeline.
- *Sign and submit your proposal.*
- Once your project is approved by the Silver Award Committee, you can put it into action!



Writing Tips:

Include as many details as possible: who, what, when, where, why, and how:

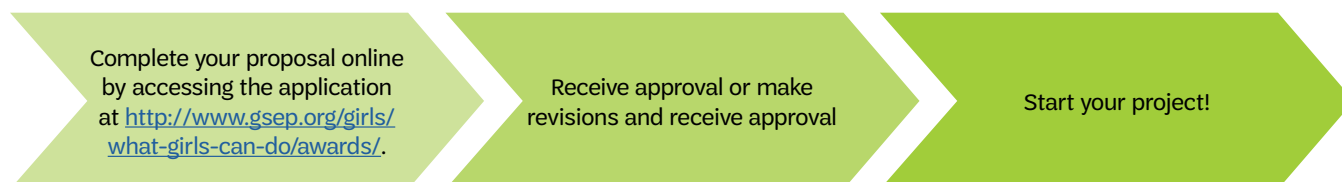
- If you are making a physical item: describe the item you are making, how many will be made, who will receive them, who will help you make them, how many sessions are needed to make the item, the length of each session, etc.
- If you are doing a program, how many people do you think will attend, what 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 text lingo, BYKT -- 'but you knew that'!

When working as a group of girls earning the Silver Award, each girl should:

- Have the individual opportunity to share her skills and talents.
- Submit an individual proposal and reflection; please submit around the same time so they can be reviewed together.

GSEP Silver Award Approval Process

Submit your Silver Award proposal 4-6 weeks before you want to put your project in motion. The Silver Award project proposal is an online process. All projects must be approved by council before you start. The Silver Award process is year round and **you can submit your proposal at any time.**



Budget

While your Silver Award is in progress you will need to keep track of your project budget and timeline. Use the budget to write what supplies you bought, how much it cost and who paid for it or who donated it.

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 for materials.
- Get donations of materials from businesses; use an official GSEP donation letter.
- Ask the site or organization which will benefit from 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 to purchase supplies.
- Hold a council approved Money-Earning Activity to fund your project. The troop agrees that profits can go toward your project. Specific details can be found in Volunteer Essentials. A girl cannot hold an individual money-earning activity other than a family yard sale.
- A girl or adult cannot seek or accept cash donations from the public.

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/>.

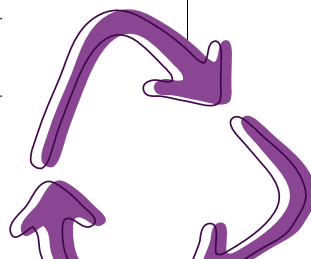
Fill in the letter. Write a separate letter for each business.

Print two copies of each letter: one to give to the business and one to use in your Silver Award project visual aid.

Sign and deliver the letter to the business. Keep the other copy for yourself.

Thank the business! Let them know how your project made an impact!

SUPPLIES	QUANTITY	COST
2" x 4" x 8' of wood	12	\$47.64
Screws	Box of 200	\$8.00
Total		\$55.64



Timeline

Use the timeline to log your time from start to finish. Anytime you work and your team work on your project write down what you did, who did it, the date and how much time it took. Remember the Silver Award must take a minimum of 50 hours from start to finish.

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	10/6/13	90 min.
Learn how to use the tools, read the directions and build a table so we can teach others	Mrs. Honest, Me, Peacemaker, and Natalye	10/19/13	3 hours
Lead workshop 1 of 7	Me and Sam Peacemaker	11/2/13	3 hours
Does your project plan include all the steps from start to finish? Did you reach or go beyond the minimum of 50 Silver Award Project Hours?			Total Hours: 50



Don't Forget

The minimum time for earning your Silver Award is 50 hours.

Working With a Timeline

Keep a record of the time you spend working on your project.

- What was the task? List each task that was done. This is your to-do list!
- Who did it? List specific names of people who helped you with each task. Don't forget to include your name!
- When was it done? Give us a date.
- How much time did it take? (Examples: 15min, 1/2 hr, etc.)

WHAT COUNTS TOWARDS MY 50 HOURS?

Tasks that count:

- You can count up to 10 hours on research and development prior to proposal submission.
- Developing your project.
- Implementing your project.
- Communicating with others.
- Research and planning.
- Buying and gathering supplies.
- Recruiting, training, and supervising your team. (A minimum of 10 hours of team cooperation is required.)
- Buying and gathering supplies.
- Researching, developing, and planning approved Money-Earning Activities (to fund your project).
- Filling out the Silver Award paperwork (a maximum of 5 hours).
- Highest Awards Info Session.



Tasks that do not count:

- Completing the prerequisite: 1 Cadette 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.

Project Completion

After completing your Silver Award Project, complete and submit your Girl Scout Silver Award Reflection, and visual aid. The Silver Award Reflection is an opportunity for you to reflect on what you learned, tell others about the impact you made and inspire action. The Silver Award Reflection is completed online and must be submitted to GSEP by September 30th following the completion of 8th grade.

Required Final Documents

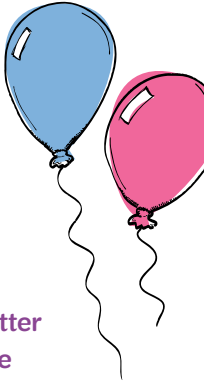
- Silver Award Reflection: submitted online
 - Discover
 - Connect
 - Take Action
 - Share your story!
 - Budget
 - Timeline
- Project visual aid: can be a physical binder, photo album, PowerPoint presentation, PDF, video, etc. Regardless of what format you decide to use, your project visual aid must contain:
 - A copy of your GSEP Silver Award Proposal, including Budget and Timeline documents
 - A copy of your GSEP Silver Award Reflection, including Budget and Timeline documents
 - At least 10 photographs with captions that tell the story of your project progress. Include “action” shots of people helping you, as well as you working.
 - Anything else that will help tell the story of your project, such as donation letters, outlines, sketches, flyers, lesson plans, and/or any other documentation of your project.
 - Copies of any media recognition your project received (if available).
 - Any letters of recognition and appreciation you may have received (if available)

Project binders, scrapbooks, and/or other physical project visual aids should be dropped off at any of the GSEP Service Centers or mailed to: Maggi Miller, GSEP, P.O. Box 814, Valley Forge, PA 19482.

Electronic project visual aids, such as PDFs or PowerPoint presentations, should be attached to the online Reflection form (there is a space designated at the end of the form).

Celebrate!

You will receive an official letter of completion for earning the Silver Award. You and your family will be invited to the GSEP Silver Award Ceremony. The ceremony is held each year and recognizes girls who earned the Silver Award as of September 30th of that year.



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

Maggi Miller

Manager of Service & Awards

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