

Silver Award Example Timeline

Below is an example Silver Award Timeline to help guide you in creating your timeline! Although this is a sample Silver Award timeline, it is helpful for Gold Award Girl Scouts, too, as the timeline is something that is important for both awards.

Please note the following things that MUST be included on your timeline in order for it to be approved:

1. Your full name needs to be included in every task you list.
 - In the example below, the girl completing the project is *Grace Burke*.

2. If anyone is helping you with a task, their full name needs to be listed:
 - **Group member(s) – Girl Scouts you are working with that also hope to earn their Silver Award through the completion of this project (if applicable)**
 - If completing a project in a Silver Award group, list their names **ONLY** when they are completing a certain task with you. **Do not list tasks that your Silver Award Project group members are completing individually (without you).**
 - **Core Team Members – People that you will lead and train throughout your project. Family members and skilled advisors do not count**
 - In the example below, *Grace Burke's* two core team members are *Nick Lepkowski* and *Melissa Pepitone*.
 - Core Team Members need to be involved in 10 hours of project time
 - **Volunteers – Any additional helpers, such as family members, advisors, etc.**
 - In this example, *Grace Burke's* volunteers are *Mrs. Burke* and *Mr. Burke*.

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. This is your to-do list!	Who will do it? Use full names, including your own. Your team must help for at least 10 hours.	When will it be done? Estimate a date	How much time will it take? Ex: 15 min, 1/2 hour, 1 hour, etc.
Call local nature centers to see what projects they need help with.	Grace Burke	3/10/2016	0.5 hours
Meet with representative from Nature Center and tour the grounds.	Grace Burke	3/16/2016	1.5 hours
Decide which area to develop for the project and brainstorm ideas for what it will look like.	Grace Burke	3/16/2016	1 hour
Recruit core team members	Grace Burke	3/16/2016	0.5 hours
Fill out and submit Silver Award proposal	Grace Burke	3/20/2016	2 hours
Received approval to start!	Grace Burke	4/27/2016	0 hours
Research edible plants	Grace Burke	4/30/2016	1.5 hours
Research shade-loving native flowers and plants	Grace Burke	4/30/2016	2 hours

Measure and plan out garden area, as well as measure picnic tables	Grace Burke	5/8/2016	3 hours
Speak to nature Center volunteer about where to purchase or get donations of native and edible plants	Grace Burke	5/13/2016	1 hour
Email Nature Center representative with the plans for the garden area and get approval	Grace Burke	5/13/2016	0.5 hours
Speak by phone with Nature Center representative about the possibility of their Summer Camp campers helping to plant the flowers and plants, as well as potential planting dates.	Grace Burke	5/13/2016	1 hour
Research how to sand and stain picnic tables, as well as get advice about the process from my dad.	Grace Burke, Mr. Burke	5/14/2016	2 hours
Meet with my core team and teach them what I've learned about shade-loving native plants and flowers, edible plants, and restoring picnic tables. Also practice cleaning, sanding, and staining on my wood patio furniture with my core team.	Grace Burke, Nick Lepkowski, Melissa Pepitone	6/5/2016	3.5 hours
Go to local businesses and find ones that sell the types of plants and flowers I'm looking for. Then go onto the website to download the GSEP Donation letter and create letters for the local businesses	Grace Burke	6/18/2016	3.5 hours
Create a SignUp Genius for people to donate plants, flowers, tools, and supplies, and to come help plant and restore picnic tables. Also email my school's PTO and my Service Unit Leader and ask if they will forward me my SignUp Genius to the school community and the troops in the Service Unit	Grace Burke	7/1/2016-7/8/2016	4 hours
Prepare area for planting	Grace Burke, Nick Lepkowski, Melissa Pepitone	7/9/2016	4 hours
Plant flowers and plants	Grace Burke, Nick Lepkowski, Melissa Pepitone, Mr. Burke, and Mrs. Burke	7/11/2016-7/17/2016	6 hours
Clean, sand, and stain picnic tables	Grace Burke, Nick Lepkowski, Melissa Pepitone, Mr. Burke, and Mrs. Burke	7/11/2016-7/17/2016	9.5 hours
Write and send thank you letters to core team	Grace Burke	8/1/2016	1 hour
Complete and submit Silver Award Reflection, and create project binder	Grace Burke	8/1/2016	3 hours
			Total Hours: 51.5

* This Silver Award Proposal Timeline was created by Grace Burke for her Silver Award project.