



# Adult Recognition HANDBOOK

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# Adult Recognition

## At GSEP

### **Rec-og-ni-tion [rek eg 'ni SHen]-noun**

- Identification of a thing or person from previous encounters or knowledge—"She remembered my name"
- Acknowledgement of someone's existence or validity—"They see me, hear me, and appreciate my participation."

# Purpose of Recognition

We humans need to be recognized, and it's nice to be recognized for good things. When people recognize us, it feels like they care we are here and they value our contributions.

People volunteer for all sorts of reasons, but most volunteers want to do a good job and to make a positive difference. When volunteers know their time and energy are appreciated and that we all value them, they commit themselves to Girl Scouts. They want to know their service is helping the greater good, making the world a better place. That means our recognition is one of the most powerful ways we can retain the invaluable women and men who volunteer for Girl Scouts of Eastern Pennsylvania.

Three Keys to successfully recognizing volunteers:

- 🌱 Do it Well.
- 🌱 Do it Often.
- 🌱 Make it Meaningful.



## Creating a Year-Round Culture of Appreciation

A culture of appreciation is one where anyone working toward the Girl Scout Mission feels respected and valued for her or his service and contribution. Remember the concept of Ubuntu: “I am me because we are we”

**We create that type of culture** by identifying means of recognition, tools and resources we can use for recognition, and collaboration between staff and volunteers to recognize all of our good work. Consider how your recognition efforts affect those around you.

**An ideal volunteer recognition system** includes a mixture of informal and formal methods to acknowledge all accomplishments, regardless of role or length of service. These methods also meet a wide variety of personal preferences. When thinking of ways to thank volunteers, ask “What can GSEP or our Service Unit do to show appreciation in a meaningful way to this person?”

**Successful recognition includes:** inclusiveness, accessibility, and consistency. Thanking a volunteer at the end of a project or the GS year also offers the opportunity to encourage participation in the same role or other opportunities coming up. However, please remember to show appreciation in appropriate ways throughout a person’s participation and not only at the end.



# Informal Recognition for Volunteers

**Informal recognition is the day-to-day appreciation**—the intangible benefits and heartfelt ways of saying “Thank you.” These sincere expressions of appreciation are based on specific contributions and are given in a timely manner. Informal recognition is powerful and effective because it makes people feel valued by a personal touch.

Examples:

- ◆ A Welcome or Thank you card
- ◆ Showing interest in the person’s life beyond Girl Scouts “What are you passionate about beyond Girl Scouts?”
- ◆ A Shout-out at the Service Unit Meeting or on the Service Unit Facebook group
- ◆ Complimenting the person’s work to the Service Team
- ◆ Sending a letter of appreciation to the person’s work supervisor/company
- ◆ Look her or him in the eye and say, “Thank you so much (name) for (be specific). Your service is invaluable.”

## Creative Ways to Say “Thank You” or “We Appreciate You”

1. Use small star patches for your Service Unit’s Shining Star Award



2. Make pins out of puzzle pieces and write: You fit us well or You’re an essential piece



3. Give rulers and say: You measured up to the job



4. Give a magnifying glass that says: Thanks for your vision



5. Give a certificate: Funny Bone for the volunteer who keeps you from taking things to seriously



6. Give a light bulb or a small light bulb pin with: What a great idea!



7. Give a mini-flashlight with: Your vision is our guiding light



8. Spray paint old keys with golden paint: Thank you for being a key member of our team



9. Give packets of vegetable or flower seeds with: Thanks for planting the seeds of our success



10. Give a coffee gift card with: Our cup runneth over with our thanks to you for your time and efforts.



# Formal Recognition: Official Awards

*Where are official recognitions/awards presented?*

## **Awards Presented at Service Unit/Local Level**

Membership Numeral Guard (5, 10, 15, 20, 25, 30 years)  
Volunteer Years of Service Pin (5, 10, 15, 20 years)  
GSUSA Friend of Girl Scouting Service Unit Award  
GSUSA Volunteer of Excellence Award

## **Who purchases the recognitions/awards?**

All awards approved by the Service Unit Recognitions Committee are purchased and presented by the Service Unit.



## **Awards Presented at the Council Level**

Membership Numeral Guard (35 years & above)  
Volunteer Years of Service Pin (25 years & above)  
GSUSA Appreciation Pin  
GSUSA Honor Pin  
GSUSA Thanks Badge  
GSUSA Thanks Badge II  
GSEP Super Service Unit Award  
GSEP Diversity Award  
GSEP Lights of Loyalty Award  
GSEP Gertrude K. McGonigle Award  
GSEP Girl Scouts of Eastern PA Award  
GSEP Go-Getter, Innovator, Risk-Taker, and Leader Awards

## **Who purchases the recognitions/awards?**

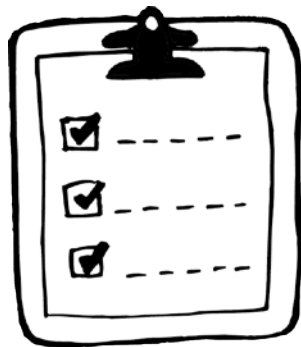
All awards approved by the GSEP Board of Directors, will be purchased by the council. These awards will be presented at the annual Volunteer Awards Celebration.

# Formal Recognition Considerations

## Best Practices

The desire to recognize all dedicated volunteers must be balanced with an obligation to preserve the value of the recognition. It is recommended that there be a minimum of 2 years between awards of an individual. Consider using informal recognitions between awards to encourage great volunteers to continue serving while they grow in the Girl Scout organization.

Acceptance of any position, whether done on a paid or volunteer basis, implies a willingness to perform duties stated in the position description and to devote the time necessary to perform those duties under normal circumstances. Therefore, while doing a "good job" and putting in many hours is certainly worth thanks, it does not necessarily indicate performance "above and beyond the expectations" of the position.



## Choosing the Right Award

Occasionally, a candidate's outstanding service meets the criteria for more than one award. In this case, one should consider which award might be more meaningful to the recipient. For example, an active volunteer who has made great contributions at both the local Service Unit and Council levels might be a candidate for either the Honor Pin or the Gertrude K. McGonigle Award. If the person were relocating, the Gertrude K. McGonigle Award, which is specific to this council, might be the recipient's preference since it would be conceivable that the person might be recognized with the Honor Pin in another area at a future time.

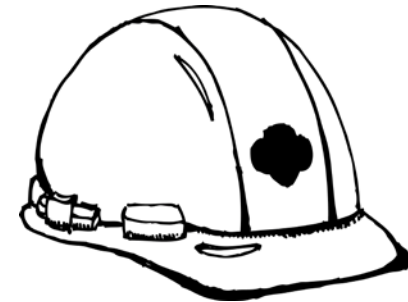


## **Focus of Service**

Focus refers to the areas or groups benefiting from the service. In many cases, a volunteer works with a troop/group, and/or coordinates Service Unit events, and/or participates on a council-wide committee or task group. To help determine which award is appropriate, review award descriptions and criteria on pages 10-24.

## **Impact of Service**

When you consider impact, consider both the number of years in a position and the results of a person's service. Length of time in a position, while always deserving of appreciation, does not necessarily justify an official award. The results of service are more important than length of service, but often it takes some time in a position before the person can achieve truly outstanding results.





# How to Write a Great Nomination or Endorsement

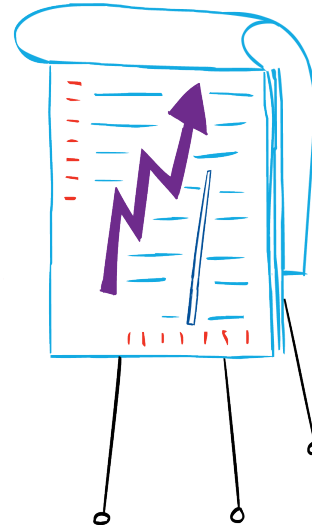
**1. Be Specific-** If the form asks you to describe a service provided that meets the qualifications of the award, be very descriptive.

*Uninformative Example:*

o Lisa Leadsalot should receive the award because she is always organized and is great with parent volunteers. We are all very fond of her and are willing to be under her leadership.

*Informative Example:*

✓ Lisa Leadsalot should receive the award because she is a great example of adult volunteer leadership to both girls and adults. Under the wing of her leadership 10 parents are actively volunteering with troop functions. She recently delegated event preparation details to us while she was out of town for a few weeks. Because she sends regular troop volunteer emails about the bank account status, upcoming adventures, year to day troop goals progress, and continuing volunteer needs, we felt informed and organized to step up to the leadership challenge! Lisa is always paying thanks to our support to the troop. When she came back from her trip, she paid thanks to us at the Service Unit meeting. She organized a potluck in recognition of her troop volunteers who provide her with endless support. Other troop leaders at the meeting were taking notes on all of her great ideas!



**2. Show Results-** What is the impact? How is the service measurable?

*Uninformative Example:*

o Tonya Trainer provided an excellent training to our volunteers.

*Informative Example:*

✓ Tonya Trainer not only provided excellent Medic First Aid training to the volunteers in the area, she was called upon last minute when the assigned trainer became ill. Because of her volunteer service, 20 new recruits had a chance to become certified in First Aid and CPR.

**3. Avoid using only “feel good” statements-** Provide concrete facts rather than opinions.

*Uninformative Example:*

o Susie Sales is really good with cookies with her Cadette troop. When she took over as Service Unit Cookie Manager when the previous volunteer resigned, it was a successful sale.

*Informative Example:*

✓ When the Service Unit Cookie Manager resigned, Suzie Sales volunteered to help. She has worked with the cookies for several years and was able to adapt to the service unit. She processed 19,000 boxes of cookies without any errors. Through Skillful management techniques, her service unit achieved 100% troop participation, and increased cookie sales by 40%.

# Service Unit Level Awards

# Service Unit Level Awards Requirements [Return to SU Level Awards](#)

## Awards Presentation

Each service unit typically appoints a Recognitions Coordinator or appointee who will manage the volunteer recognition for their area. Service units determine their own timeline to for nomination deadlines and awards presentation. They will manage the approval and next steps for each recognition.

## Required documents for formal awards:

1. [Service Unit Awards Nomination Form](#)
2. [Service Unit Awards Endorsement Forms](#) (2 per nomination)

## Submitting the Paperwork

- ✓ Nominator reviews nomination form for clarity and completeness and ensures letters of endorsement support specific award criteria.
- ✓ Prepare nomination packet by attaching the nomination form with the 2 endorsement letters.
- ✓ Make a copy of the complete packet for your records.
- ✓ Submit the nomination packet by your service unit's deadline. *\*Please do not send completed packets to the council offices.*

## Purchasing the Formal Awards

The Service Unit can purchase the awards at any time at any GSEP Retail Shop. The Service Unit awards appointee should bring the approved packets to the shop at the time of purchase.

*\*The cost of pins is the responsibility of the service unit and subject to change.*

Volunteer of Excellence pin	\$9.00	Membership Numeral Guard	\$3.50
Friend of Girl Scouting Service Unit	Free	Years of Service Pin	\$6.00

## Informal Service Unit Awards

Service units can develop their own awards to recognize and honor their volunteers! These can range from awards for troop leaders, to parent helpers, and more. How about the "First Responder" who is the go-to Volunteer who is always ready to go when needed; or "The Traveler" for the leader who submitted the most trip forms? Have fun, and be creative!

# Formal Awards Presented at the Service Unit Level

[Return to SU Level Awards](#)

## **VOLUNTEER OF EXCELLENCE**- a GSUSA award

Volunteer of Excellence Award recognizes a volunteer who has contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience.



### **Additional Criteria:**

- I. The candidate is an active, registered Girl Scout member.
- II. The candidate has contributed outstanding service in support of the council's mission-delivery goals in one or more of the following areas: Membership Development/Community Cultivation, Volunteer Relations and Support, Program, Leadership and Governance, Fund Development, and Council Support Service to girl and adult members.
- III. The service performed is above and beyond the expectations for the position held.
- IV. The candidate actively recognizes, understands, and practices the values of inclusive behaviors.

**Nomination:** Submit nomination form plus **two** endorsement letters

## **FRIEND OF GIRL SCOUTING SERVICE UNIT**- a GSUSA award

The Friend of Girl Scouting Service Unit Award recognizes groups, community members, or individuals who have supported Girl Scouting in the community by offering meeting space, troop sponsorship, storage facilities, or another token of support.

### **Additional Criteria:**

- I. The recipient does not need to be a registered Girl Scout.
- II. The service performed by the candidate is above and beyond the expectations for the business or organization.

**Nomination:** Submit nomination form plus **two** endorsement letters





## THE NUMERAL GUARD

a GSUSA award  
**5- 20 years**



## THE YEARS OF SERVICE PIN

a GSUSA award  
**5-30 years**

### Description:

The Numeral Guard is a longevity recognition for an individual for their total years of registered membership, including years as a girl and as an adult member.

### Description:

The Years of Service Pin is a longevity recognition for an adult volunteer's dedication to Girl Scouting.

- *Years do not need to be consecutive*
- *Pins are available in five-year increments*
- *Form required for adults only. To purchase pins for girls, contact any GSEP Retail Shop.*
- *Individuals track their total years and work with their service unit to receive their pin(s)*

### Instructions

1. Complete all Requester Information fields in the [request form](#)
2. Complete the Pins Requested fields
  - a. Enter the number of individuals who should receive each pin (enter 0 where appropriate)
  - b. Enter the names of all individuals who should receive each pin (ex. Sally Smith- Ambler, PA; Betty Jones, Ambler, PA)
3. Click "Submit"
4. Go to any local GSEP Retail Shop. Reference this request with the shop associate to purchase the pins
5. GSEP staff will add pin information to individuals' records



# Council Level Awards

**Nomination deadline: August 10, 2021**

## Awards Presentation

Council level awards are presented at the annual Volunteer Awards Celebration held in the fall. Awardees are notified that they will be honored, and provided registration instructions, but the awards are kept secret until presentation at the event! All volunteers are encouraged to attend to support their fellow difference makers.

## Nomination Criteria for All GSEP Awards

1. Volunteer Awards Nomination Form (linked in each description) and 2-4 letters of endorsement
2. The candidate:
  - a. Is an active, registered Girl Scout member. *\*Except candidates of the Friend of Girl Scouts of PA award.*
  - b. Can be involved at any level of volunteering, from parent helpers to service unit team members.
  - c. Encourages the G.I.R.L. in each of our members and shows progression as a leader in their role.
  - d. Actively recognizes, understands, and practices the values of inclusive behaviors.
3. The service performed is above and beyond the expectations for the position held.

## How to Submit a Nomination

- ✓ Review all award descriptions and requirements in the Adult Recognitions Handbook
- ✓ Recruit endorsers to complete and submit the required endorsements to you to include in the nomination form
- ✓ Complete and submit the Smarter Select nomination form (linked in each award description) with its 2-4 endorsements

## Nomination Review Process

The Adult Recognitions Committee is comprised of volunteers from throughout our 9 county footprint. They review each nomination and endorsement and compare the information presented about the volunteer with the criteria established for each award. *They only know what is presented in the completed nominations.* Upon review, they will :

1. Approve the candidate for the nominated award  
or
2. Approve the candidate for a different award  
or
3. Deny the award. In a case where there is no indication given that the candidate's service met the award criteria, the nomination could be denied.

The committee decisions are sent to the GSEP Board of Directors for final approval at the September Board of Directors meeting. Upon final approval, you will be notified regarding the status of your nomination.



# Awards presented at the council level

[Return to Council Level Awards](#)



## **THE GO-GETTER AWARD** – a GSEP Award

The Go-Getter Award recognizes a volunteer who puts her/his goals into action, pursues leadership positions and perseveres through challenges.

**Nomination:** Submit nomination [form](#) with **two endorsement** letters



## **THE INNOVATOR AWARD** – a GSEP Award

The Innovator Award recognizes a volunteer who uses creativity to imagine and implement solutions. An innovator brings new ideas that benefit a troop or service unit or provides a “spark” to enhance current activities or events.

**Nomination:** Submit nomination [form](#) with **two endorsement** letters



## **THE RISK-TAKER AWARD** – a GSEP Award

The Risk-Taker Award recognizes a volunteer who seeks new adventures and experiences. They step outside their comfort zone to provide the best experience for girls or they take positive action on issues in the community.

**Nomination:** Submit nomination [form](#) with **two endorsement** letters



## **THE LEADER AWARD** – a GSEP Award

The Leader Award recognizes a volunteer who listens to opinions and feelings different from her/his own. He or she handles conflict with compassion and clear communication. A Leader works hard to bring positive change to the world and builds team spirit while bringing people together.

**Nomination:** Submit nomination [form](#) with **two endorsement** letters

\* A candidate of any G.I.R.L. Award encourages the G.I.R.L. in each of our members and shows progression as a leader in their role.

# Awards presented at the council level

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## **APPRECIATION PIN** – a GSUSA Award

The Appreciation Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience (GSLE).

### **Additional Criteria:**

- I. The service performed has measurable impact on at least one geographic area, service unit, or program audience in a way that furthers the council's mission-delivery goals.

**Nomination:** Submit nomination [form](#) with **two endorsement** letters

## **DIVERSITY AWARD-** a GSEP Award

The Diversity Award recognizes a volunteer who has demonstrated an outstanding commitment to promoting diversity in her/his community, service unit, or council.

### **Additional Criteria:**

- I. The service performed made a measurable impact.
- II. The service performed by the candidate not only established the presence of, but engaged social, ethnic, and other groups in Girl Scouts.

**Nomination:** Submit nomination [form](#) with **two endorsement** letters





# Awards presented at the council level

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## **SUPER SERVICE UNIT AWARD-** a GSEP Award

The Super Service Unit Award recognizes a service unit volunteer who has gone above and beyond providing time, skills, and leadership in her/his role on the service unit team.



### **Additional Criteria:**

- I. The candidate has actively served as a service unit team member for five years or more.
- II. The service performed has measurable impact on at least one service unit, offering programs, events, and support services to its members.

**Nomination:** Submit nomination [form](#) with **two endorsement** letters

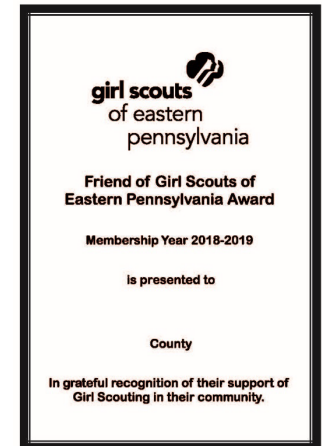
## **FRIEND OF GIRL SCOUTS OF EASTERN PA AWARD-** a GSEP Award

The Friend of Girl Scouts of Eastern Pennsylvania Award recognizes a business or organization who supports GSEP by providing meeting space, hosting programs, providing financial support, or other means of visible support to more than one service unit or the entire council.

### **Additional Criteria:**

- I. The candidate's commitment to the organization and the mission played an integral role that furthers the council's mission-delivery goals.
- II. The service performed has a measurable impact on more than one service unit or the entire council.

**Nomination:** Submit nomination [form](#) with **two endorsement** letters



*Please note:* Up to five awards will be presented each year.

# Awards presented at the council level

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## **HONOR PIN** – a GSUSA Award

The Honor Pin recognizes a volunteer whose outstanding service has impacted multiple service units.

### **Additional Criteria:**

- I. The candidate has provided outstanding service in any role to at least two service units in a way that furthers the council's goals.
- II. The service performed has a measurable impact.

**Nomination:** Submit nomination [form](#) with **three** endorsement letters

## **LIGHTS OF LOYALTY AWARD-** a GSEP Award

The Lights of Loyalty Award recognizes a volunteer whose long-term commitment and service to the organization and the mission are extraordinary.

### **Additional Criteria:**

- I. The candidate has been an active adult Girl Scout member for 30 or more years (please do not count years as a girl).
- II. The candidate's long-term commitment to the organization and the mission span at least one geographic area, service unit, or entire council.

**Nomination:** Submit nomination [form](#) with **two** endorsement letters



# Awards presented at the council level

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## **THANKS BADGE** – a GSUSA Award

The Thanks Badge recognizes a volunteer who has provided exceptional, outstanding service that benefits the total council or entire Girl Scout Movement.

### **Additional Criteria:**

- I. The service performed has a measurable impact on the council or entire Girl Scout Movement.
- II. The service is so significantly beyond expectations, that no other award is appropriate.

**Nomination:** Submit nomination [form](#) with **four endorsement** letters

## **THANKS BADGE II** – a GSUSA Award

The Thanks Badge II recognizes a Thanks Badge recipient who has since provided continuing distinguished service benefiting the total council that significantly surpasses the original achievement.

### **Additional Criteria:**

- I. The service performed has a measurable impact on the council or entire Girl Scout Movement.

**Nomination:** Submit nomination [form](#) with **four endorsement** letters



## Awards presented at the council level



Engraved for each recipient

### **GERTRUDE K. MCGONIGLE AWARD-** a GSEP Award

The Gertrude K. McGonigle Award recognizes an individual who has proven to be a positive role model while working directly with girls and has exemplified the values and traditions of Girl Scouting. This award is given in honor of Gertrude K. McGonigle by her daughter, in recognition of her mother's long-standing interest and support of Girl Scouting in the Reading/Berks County area.

#### **Additional Criteria:**

- I. The candidate has been an active Girl Scout member for at least ten years.
- II. The service performed made a measurable impact on at least one geographic area within the Girl Scouts of Eastern Pennsylvania.

**Nomination:** Submit nomination [form](#) with **three endorsement** letters

*Please note:* Only one award will be presented each year.

### **GIRL SCOUTS OF EASTERN PENNSYLVANIA AWARD-** a GSEP Award

The GSEP Award is the highest council level award and recognizes “the ultimate GSEP volunteer.” This award honors three legacy council leaders: Janet A. Clark (Girl Scouts Freedom Valley), Ellen Mary Cassatt (Girl Scouts of Southeastern Pennsylvania), and Ronnie Backenstoe (Girl Scouts- Great Valley Council).

#### **Additional Criteria:**

- I. The candidate has been an active Girl Scout member for at least ten years.
- II. The candidate exemplifies commitment and dedication that is remarkable and of extraordinary service to the entire council.

**Nomination:** Submit nomination [form](#) with **four endorsement** letters

*Please note:* Up to three awards will be presented each year.



# Awards presented at the council level

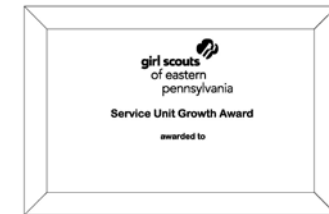
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Presented by GSEP based on data. These are not nominated awards.



The **Leadership Knot** is awarded to three Service Units with the highest percentage of Bronze, Silver, & Gold Award recipients, based on a ratio of the number of eligible girls to awards earned in the previous membership year.

The **Service Unit Growth Award** is awarded to the service unit with the greatest girl membership growth in the previous membership year.



The **Service Unit Retention Award** is awarded to the service unit with the greatest girl member retention in the previous membership year.

The **CEO Award** recognizes the efforts of a service unit in moving its assigned area toward GSEP's goals and objectives of service, learning, and growth. Each of these units has exceeded their membership goals, participated 100% in learning opportunities at a council level and completed a Service Unit level service project.





# Awards presented at the council level

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## THE NUMERAL GUARD

a GSUSA award  
**35+ years**

### Description:

The Numeral Guard is a longevity recognition for an individual for their total years of registered membership, including years as a girl and as an adult member.



## THE YEARS OF SERVICE PIN

a GSUSA award  
**25+ years**

### Description:

The Years of Service Pin is a longevity recognition for an adult volunteer's dedication to Girl Scouting.

- *Years do not need to be consecutive*
- *Pins are available in five-year increments*
- *Individuals track their total years*
- *GSEP does not automatically distribute pins. Please submit a request form to receive your pin(s).*

## Instructions

1. Complete all Requester Information fields in the [request form](#)
2. Complete the Pins Requested fields
  - a. Enter the number of individuals who should receive each pin (enter 0 where appropriate)
  - b. Enter the names of all individuals who should receive each pin (ex. Sally Smith- Ambler, PA; Betty Jones, Ambler, PA)
3. Click "Submit"
4. GSEP staff will process your request and distribute pins accordingly

\*If you select to distribute the pins at the annual Volunteer Awards Celebration, GSEP staff will invite each recipient to attend the event.

# Awards Presented to GSEP Staff

*In order to recognize and celebrate our exemplary Girl Scout staff, we want to hear from you, our volunteers.*

# Awards presented to GSEP staff

The Pearl Award- The Pearl Award ( a GSEP award) recognizes a GSEP staff member who embodies Girl Scout values, advances our Mission, and has made our Council a better place during the past 6 months. Nominations are accepted year-round and will be processed two months before the respective all-staff meetings, to allow time for the Selection Committee to do its work and the awards to be ordered.

## Award Presentation

This award will be presented out at our in-person All-Staff meetings.



Engraved for each recipient

## Nomination Criteria

1. All staff are eligible, regardless of length of service or seniority.
2. The work of the staff member has been done in the last 6 months.
3. The nominator is a Girl Scout volunteer.

## How to Submit a Nomination

- o Please submit a [nomination form](#) plus **(up to) 5 endorsement** letters
- o Completed forms can be submitted via email to Charlene Reidy at [creidy@gsep.org](mailto:creidy@gsep.org) or submit online by scanning the following QR code:



# APPENDIX

Frequently Asked Questions....I

Insignia Placement....II

Service Unit Level Awards How-To....III-V

Council Level Awards How-To....VI-XII

# Frequently Asked Questions

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**Q: We worry that if we give out too many recognitions, their significance will be "watered down." How do we Maintain Quality?**

**A:** We should celebrate having growing numbers of people who deserve recognition. Take pride in having many to recognize. Girl Scout adult recognitions are not a competition. There should be no limit on the number of awards given.

**Q: What about recognizing people more than once. Should you give the same recognition to a person more than once?**

**A:** It is great to celebrate people whose continuing service and commitment make a difference in Girl Scouting. Rather than giving a duplicate award, consider personalizing a certificate, gift or service. This would be appropriate when someone deserves repeated recognition at the same level, for example, as an Appreciation or Honor Pin recipient.

**Q: How does a person decide which recognition to wear?**

**A:** If an adult has received more than one special recognition (e.g., Volunteer of Excellence & Appreciation pins), typically the highest award received is the one worn on the uniform. People with numerous pins usually retire the remaining ones with honor, either placing them in a scrapbook, framing together with other mementos.

**Q: If a nomination requires three or four endorsement letters can one letter be duplicated and submitted by other people?**

**A:** Each individual who writes a letter of endorsement should give her/his own account of the significant contributions of the specific candidate. Simply utilizing copy and paste to reuse an endorsement for multiple candidates takes the sincerity out of the letter and may give the committee cause to question if the candidate's service is deserving of the formal recognition.

**Q: Is there a hierarchy for the awards?**

**A:** We recognize that volunteers do amazing work and should be recognized when that work occurs. A volunteer can earn any award at any time\*, as long as they meet the criteria outlined for the award. However, we recommend that the awards are built upon, like we scaffold for the girls. For example, we might suggest the Volunteer of Excellence at the service unit level first, then one of the G.I.R.L. awards, and so on. (\*The only exception is the Thanks Badge II, which requires the candidate to have previously earned the Thanks Badge.

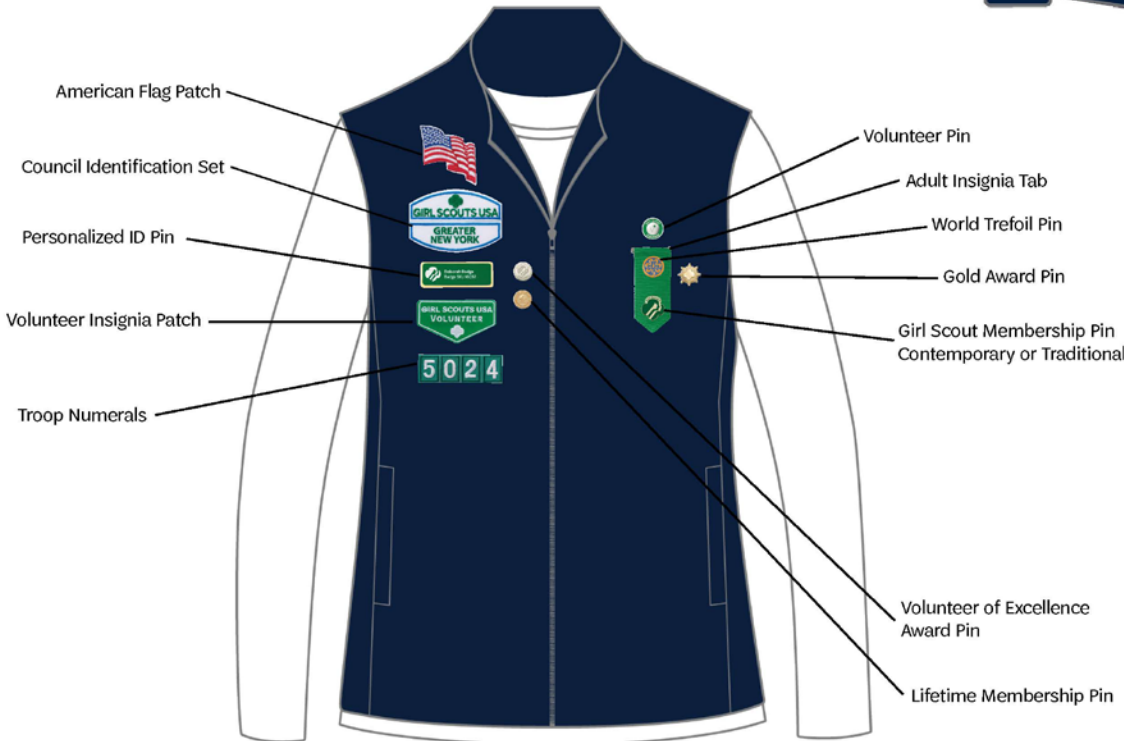
**Q: What is a "service area"?**

**A:** A service area refers to the areas in which a volunteer has an impact.

1. Community- the volunteer's local community/vicinity
2. Service Unit- the cluster of troops within a defined area, such as a school district
3. Council- the entire 9 county footprint of lower southeastern Pennsylvania



# Guide to Insignia Placement



**\*Please note: You will only wear your pins on a blazer or sweater (no patches).**

# Service Unit Level Awards How-To

# Service Unit Level Awards Nomination How-To

[Return to SU  
Awards How-To](#)

## GETTING STARTED

Service unit level award nomination forms are downloadable PDFs. Download each document to your computer, which will allow you to type into each of the fields on the form. You may also print the documents to be completed by hand.

## Candidate Information

This section is where you will enter your candidate's information. To the best of your ability, please enter the given name of the candidate, avoiding nicknames.



<b>For Office Use Only</b> Approved As Is _____ Enter As _____ Date _____ Purchased at _____
--

### Service Unit Adult Recognition Nomination Form

Candidate's Name \_\_\_\_\_  
Candidate's Address \_\_\_\_\_  
Candidate's City, State, Zip \_\_\_\_\_  
Service Unit Number/ Name \_\_\_\_\_

## Select the Award

This section is where you will select the award for which you are nominating your candidate.

I formally nominate this person for the award indicated below (check one):

SERVICE UNIT APPROVED RECOGNITIONS DEADLINE ESTABLISHED BY UNIT	# of Endorsement Forms Required	<input checked="" type="checkbox"/>
Volunteer of Excellence Award	2	<input type="checkbox"/>
Friend of Girl Scouting SU Award	2	<input type="checkbox"/>

# Complete the Required Questions

This section is where you will provide a detailed description of why your candidate should receive the award.

1. Please give a detailed description of how the candidate has delivered service beyond the expectations of the position(s) held, within the description of the award being considered. You may attach a separate document/typed page if necessary.
2. What specific audience benefited from the candidate’s outstanding performance?
3. What are the significant impacts or results of the candidate’s performance to the council?

# Consider the Optional Questions

The questions in this section are optional. The purpose is to provide additional details about the candidate, supporting the nomination.

4. List all current and previous Girl Scout volunteer positions, if applicable. (OPTIONAL)
5. Please list previous awards earned by the candidate, include dates if known. (OPTIONAL)
6. What other community roles or services has the candidate provided that may be relevant within the description of the award being considered? (OPTIONAL)

# Gather Endorsers

Each nomination requires **two (2)** letters of endorsement. Use this section to provide the contact information for each endorser. Space is provided for up to four individuals. Please also provide them with the endorsement form and clearly communicate when you’d like it completed and returned to you.

Please list the name and contact information of each individual asked to submit an Endorsement Form in support of a candidate. *A nominator cannot also write an endorsement.*

1. Name \_\_\_\_\_  
Phone/Email \_\_\_\_\_

# Nominator Information

This section is where you will enter your information.

Nominator's Name \_\_\_\_\_ Date \_\_\_\_\_  
Address \_\_\_\_\_  
City, State, Zip \_\_\_\_\_  
Phone \_\_\_\_\_  
Email \_\_\_\_\_

## SUBMITTING Your Nomination

When you have successfully completed all required fields in the nomination, and you've received all completed endorsement forms, it's time to submit your packet. Best practice: save a copy of the documents for your records. Since your local service unit manages this process, and will determine the deadlines and where to submit the nominations. They will also manage the review and subsequent approval or denial of the award.

# Council Level Awards How-To



# Girl Scouts of Eastern PA

## Volunteer Awards- Presented at the Council Level

### NOMINATION HOW-TO



## GETTING STARTED

Click  to get started!

*Important note: Each award has its own nomination form. Find their links in the award descriptions.*

### Volunteer Award Nomination 2021- The Appreciation Pin

Deadline: August 10 2021 at 11:59 PM EDT (Midnight)

DESCRIPTION

**APPRECIATION PIN** – a GSUSA Award

The Appreciation Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience (GSLE).

**Additional Criteria:**

1. The candidate is an active, registered Girl Scout member.
2. The service performed has measurable impact on at least one geographic area, service unit, or program audience in a way that furthers the council's mission-delivery goals.
3. The service performed is above and beyond the expectations for the position held.
4. The candidate actively recognizes, understands, and practices the values of inclusive behaviors.

**Examples of Candidate:**

- A troop leader who has gone above and beyond in a definable manner for not only her troop, but also her service unit
- A Service Unit Manager whose management of a service unit has seen an increase in membership and a stable retention pattern
- A Service Unit Cookie Manager, or Troop Cookie Manager that has promoted and managed a successful Product Sales program exceeding service unit or troop goals
- A volunteer that partners with her service unit to create and implement recruitment strategies that address reaching under-served populations and increases girl and adult membership as a result

REQUIREMENTS

**To complete this nomination, you will need:**


- Candidate's information (full name, email address, troop and/or service unit number)
- Specific examples of the candidate's exemplary service
- 2 endorsement letters supporting the candidate's service (Names and email addresses of 2 different people\* plus their letters of endorsement)

\*A nominator cannot also write an endorsement.

You can exit at any time. Be sure to click the green "Save" button before exiting. To pick up where you left off, simply sign back into your account at any time.


Incomplete nominations will be discarded -- be sure to continue to the end where you click the "Submit" button. If you complete a nomination you will get an e-mail confirming GSEP has received your nomination. You will receive a notification if your nomination is incomplete.

Ready to begin?



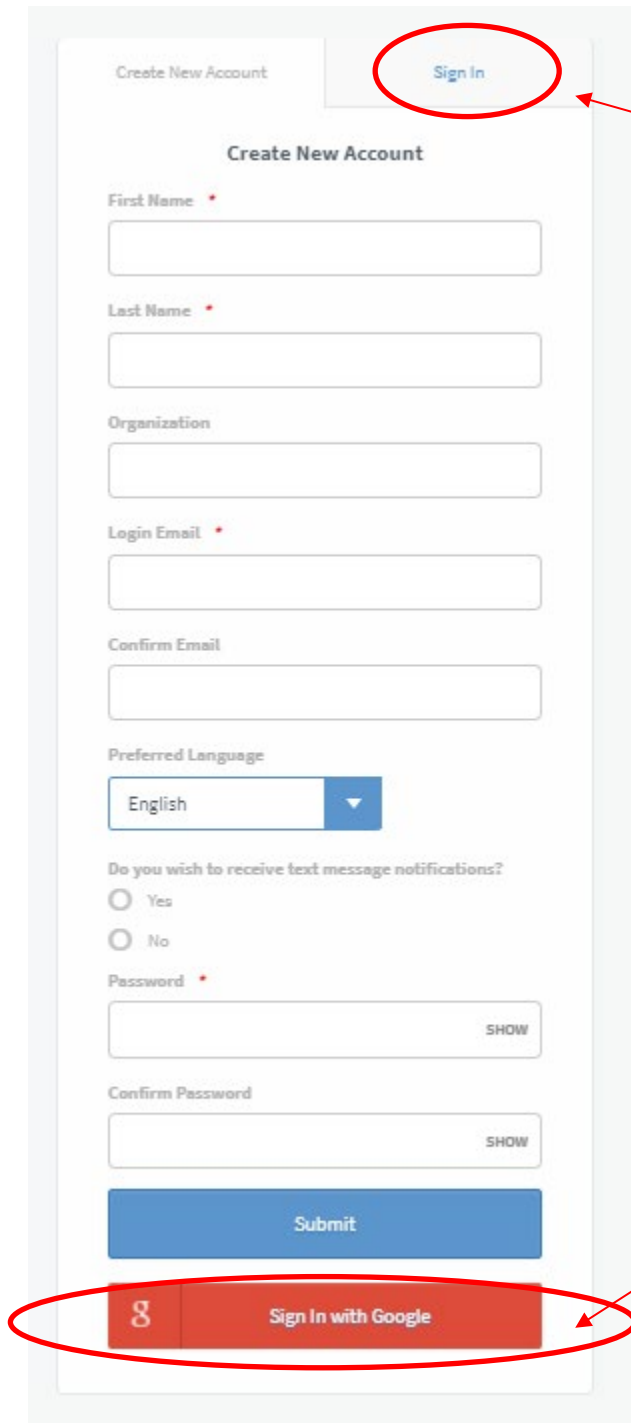
PREVIEW

[Preview](#)



## CREATE AN ACCOUNT

Volunteer Awards Nominations require log-in credentials for Smarter Select. First-time applicants will be prompted to create a username and password. Complete required fields and click “Submit”



The image shows a 'Create New Account' form with the following fields and options:

- Create New Account** (link)
- Sign In** (link, circled in red)
- Create New Account** (header)
- First Name \*** (text input)
- Last Name \*** (text input)
- Organization** (text input)
- Login Email \*** (text input)
- Confirm Email** (text input)
- Preferred Language** (dropdown menu, currently set to English)
- Do you wish to receive text message notifications?** (radio buttons for Yes and No)
- Password \*** (password input with a SHOW button)
- Confirm Password** (password input with a SHOW button)
- Submit** (blue button)
- Sign In with Google** (red button with Google logo, circled in red)

Already have an account?  
Click here to sign in.

Want to skip creating a new  
log-in? Click here to log in with  
your Google account.

## COMPLETING REQUIRED FIELDS

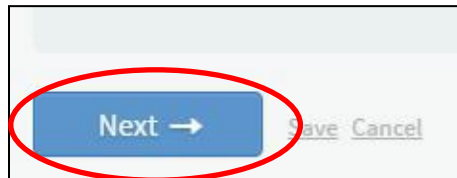
All fields marked with a **red asterisk\*** are required and must be completed, to successfully submit your request. If any required fields are not completed, you will receive the flag



This field is required

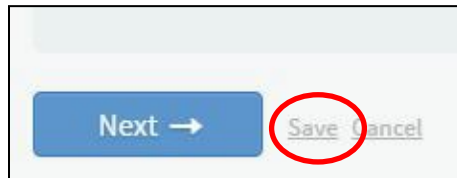
## COMPLETING A SECTION

At the bottom of each section is the “Next” button. Be sure to click this to move to the next section of the form.



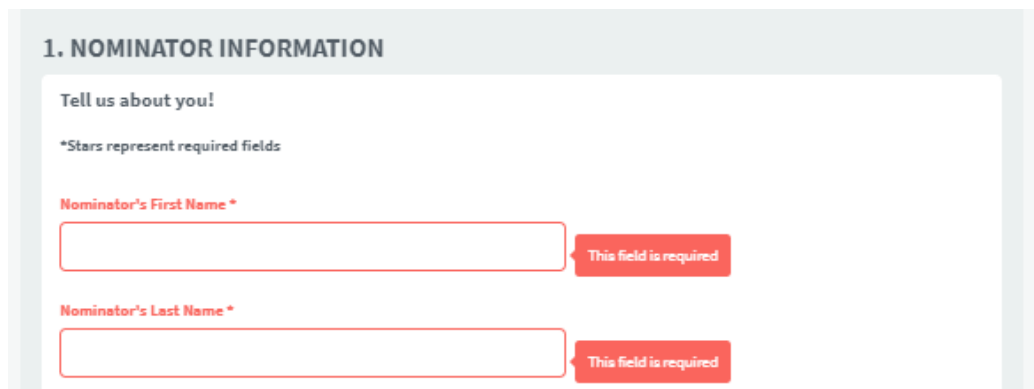
## SAVING YOUR PROGRESS

You do not have to complete the nomination in one sitting, and may log in multiple times to add to or change your nominations. To the right of the “Next” button, you’ll find “Save”. Click here to save your progress, then return at any time to keep working.



## SECTION 1 – GENERAL INFORMATION

The first section is where you will enter the contact information of the nominator. This is usually you. However, sometimes a volunteer will enter a nomination on behalf of a peer. Use this space for their contact information. In the event the nominator does not have an email address, enter your own.



**1. NOMINATOR INFORMATION**

Tell us about you!

\*Stars represent required fields

Nominator's First Name \*

Nominator's Last Name \*

## SECTION 2 – Candidate Information

This section is where you will enter your candidate’s information.

### 2. CANDIDATE INFORMATION

Tell us about your candidate!

\*Star denotes required fields.

Candidate's First Name \*

Candidate's Last Name \*

## SECTION 3 – Candidate’s Qualifications

Complete a series of questions regarding the candidate’s contributions to Girl Scouts throughout the course of the 2020-2021 membership year.

### 3. Candidate's qualifications for the Appreciation Pin:

1. Give a detailed description of how the candidate has delivered service beyond the expectations of the position(s) held. \*

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## SECTION 4 – Endorsements

Gather other individuals who know the candidate to provide support for the nomination. This could include a co-leader, troop parent, service unit volunteer, etc. Please provide each individual with the endorsement form and clearly communicate when you’d like it completed and returned to you. Awards require 2-4 endorsements. Each nomination form includes space for the required endorsements, so be sure to complete all that are listed in the form.

*\*A nominator cannot also write an endorsement.*

Fill in the contact information for each of the individuals supporting the nomination. Then, copy and paste their endorsement letter into the space provided.

**Endorsement Letter #1**

Endorser 1 First Name \*

Endorser 1 Last Name \*

Endorser 1 Email Address \*

Endorser 1 Phone Number \*

 -  - 

Please copy and paste Endorsement Letter 1 here: \*

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POWERED BY TINYMCE

## MAKING EDITS TO IN-PROGRESS NOMINATION

Log into your Smarter Select account. You'll land on your My Applications page:

**My Applications**

Search

1 - 1 of 1

Program	Status	Deadline	App ID	Last Modified
<a href="#">Volunteer Award Nomination 2020- The Appreciation Pin</a>	Incomplete	08/10/2020	2560399	Jan 13 2020 15:02

**Click on title of nomination to make edits**

**Find helpful info about your nominations here!**

**Volunteer Award Nomination 2020- The Appreciation Pin**

Deadline : August 10 2020 at 11:59 PM EDT (Midnight)

**Click here to edit**

**Helpful Tip**  
To edit the application, click the Edit Application button on the right.

**Applicant Information**  
Name: Kyra McGrath

**Edit Application**

**New Application**

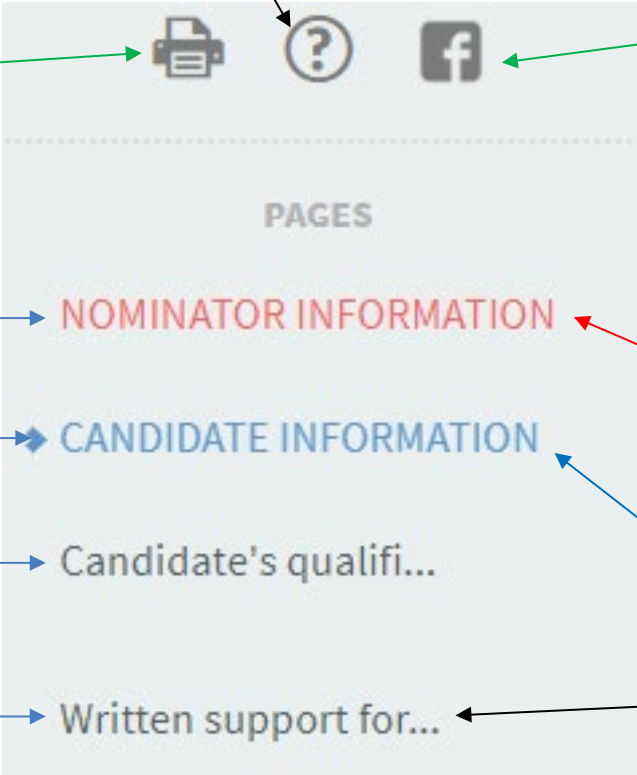
## Have questions or need support?

Click the question icon. An email window will automatically pop up, addressed to [memberservices@gsep.org](mailto:memberservices@gsep.org). Be sure to put "Volunteer Awards nomination" in the subject line and a detailed description so we can best support you!

**Save a PDF** or even print a copy for your records! Click the printer icon, download the PDF, save to your device, and print!

**Spread the word** about your nomination and encourage others to join in! Click the Facebook icon to quickly and easily share your experience on social media!

**Easily navigate** the nomination here.




The screenshot shows a nomination form interface. At the top, there are three icons: a printer icon, a question mark icon, and a Facebook icon. Below these icons is a horizontal dashed line and the word "PAGES". The form is divided into four sections: "NOMINATOR INFORMATION" (red text), "CANDIDATE INFORMATION" (blue text), "Candidate's qualifi..." (black text), and "Written support for..." (black text). Arrows point from the text annotations to the corresponding icons and sections.

Red = sections with incomplete required fields.

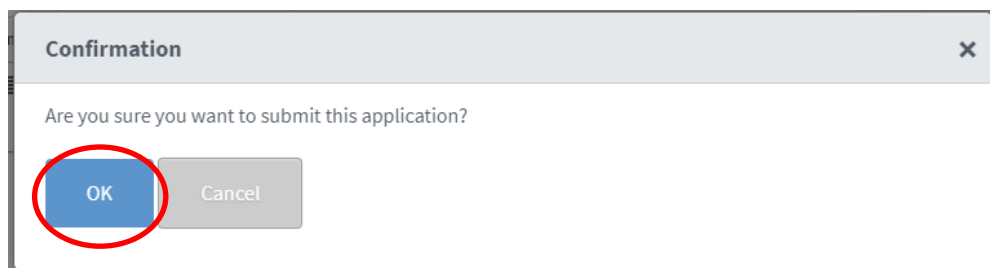
Blue = where you are in the nomination.

Black = sections that have not yet been started.

## SUBMITTING Your Nomination

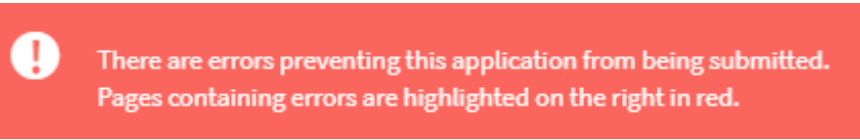
When you have successfully completed all required fields in the nomination, click  at the bottom of the form.

You'll need to confirm that you're ready to submit the form:

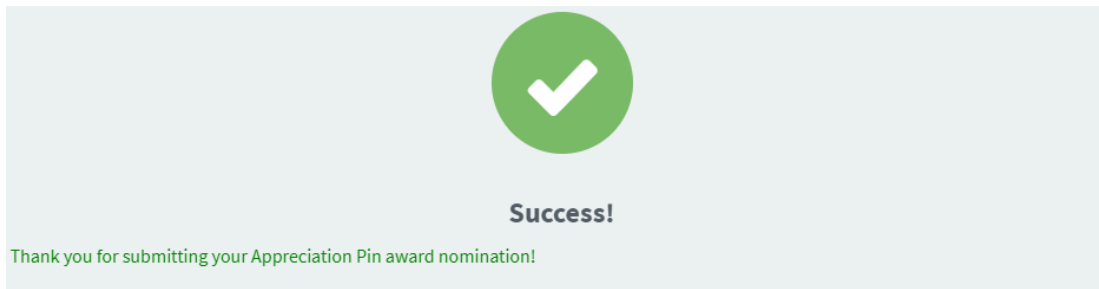


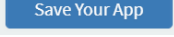


If you are missing any required information, you'll be taken back to the form and the following error message will appear at the top of the nomination form:



Complete nominations will result in the following message:



Scroll to the bottom of the confirmation page where you can click  to save a PDF of your nomination for your records!

Check your email the following email confirmation (check SPAM/Junk if it's not in your inbox):



**Dear Kyra McGrath,**

Congratulations.

You have successfully submitted your application for the following:

**Volunteer Award Nomination 2020- The Appreciation Pin**

Your confirmation code is 02560399.

We understand that you may have completed more than one nomination. If you have any questions or need clarification to which application this confirmation applies, please don't hesitate to email [memberservices@gsep.org](mailto:memberservices@gsep.org) with "Volunteer Awards nomination" in the subject line, and a detailed description of your inquiry in the body.

Thank you,  
Girl Scouts of Eastern Pennsylvania

This is an automated e-mail message - Please do not reply.

For assistance, please contact [memberservices@gsep.org](mailto:memberservices@gsep.org) at Girl Scouts of Eastern Pennsylvania.

**The nomination window closes on August 10, 2021.**

If you have any questions about Volunteer Awards, please email [memberservices@gsep.org](mailto:memberservices@gsep.org) and be sure to put "Volunteer Awards nomination" in the subject line.