

**Girl Scout Gold Award**

**Final Report Attachment**

**Girl Scouts of Eastern Pennsylvania**

Whether you are completing your Gold Award Final Report online through the My Gold Award App or using the Gold Award Final Report found on GSEP’s website, you must also complete this form.

**The deadline for current 12th graders to submit a Final Report and conduct a Final Presentation is September 30th of their senior year in high school, or two weeks before starting college courses (if attending college in the fall).**

**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.

**When completed:**

* Submit your GSUSA Gold Award Final Report, GSEP Final Report Attachment, GSEP Recognition Form, and headshot photo to GSEP.
  + All four items must be submitted before you can schedule your Final Presentation.
  + Items should be submitted at least one week before you want to conduct your Final Presentation with the Gold Award Committee.
* 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

**Basic Information**

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| **Name:** |
| **High School Graduation Year:** |
| **County of Residence (Bucks, Berks, Carbon, Chester, Delaware, Lehigh, Montgomery, Northampton, or Philadelphia):** |
| **Phone Number:** |
| **Email Address:** |
| **Parent’s Email Address:** |
| **Troop Leader’s Name:** |
| **Troop Leader’s Email Address:** |
| **Service Unit Name & Number:** |
| **Name and full address of agency/group that benefitted from project:** |

**Core Team Members**

You should have recruited, trained, and managed at least 5 peers for your core team that are not related to you. Use the core team member chart to continue your list from the Final Report.

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| **Core team member’s name** | **Relationship to you** | **Their role in your project**  What you taught them and led them to do |
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**Final Budget**

What supplies did you use to complete the 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. Use the final budget to record each item, even if you own it, borrowed it, or it was donated.

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| --- | --- | --- | --- |
| **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. |
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| **Total Cost** | | **$** |

**Final Timeline**

What steps did you take to reach your goal? Please note that the final timeline should be used to record specific details about time spent on your project.  
  
When completing your timeline, you will need to include:

1. What was the task? (What steps did you take to reach your goal? List each task in the order that it was done.)
2. Who did it? (List full names of the people that helped you complete the task, if any. Be sure to include yourself, and don’t forget about your core team!)
3. When was it done? (Enter the **specific date** the task was completed on.)
4. How much time did it take? (15 min, 1/2 hour, 1 hour, etc.)

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| --- | --- | --- | --- |
| **What was the task?** | **Who did it?** | **When was it done?** | **How much time did it take?** |
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| *Suggested minimum project time is 80 hours* **Total Hours** | | |  |

**Save and submit to** [**girlawards@gsep.org**](mailto:girlawards@gsep.org)REV 8/2017