



Gold Award Final Report Checklist

Please use the following checklist to determine if you have addressed and are aware of all the necessary requirements to have your Final Report reviewed.

Checklist—Final Report	<input checked="" type="checkbox"/>
Have you filled out the Hours Log that includes the following: <ul style="list-style-type: none"> • 80 hours minimum? • Hours broken down into small chunks of no more than 2-3 hours? • Details including which team members were present and what tasks were accomplished (this info should be included in the Activity Description section of the Time Log)? 	
Have you created a comprehensive budget that includes ALL supplies you needed to complete your project (including those you already owned or borrowed), and how you met those expenses? Total income and expenses should be equal.	
Have you put a plan in place to ensure your project’s sustainability? <ul style="list-style-type: none"> • If an organization is helping to continue your project, is the organization clearly stated? Do you share how they will help? 	
Have you uploaded the following in GoGold? <ul style="list-style-type: none"> • Any documentation that will help to tell the story of your project, such as: <ul style="list-style-type: none"> o Letters of recognition or appreciation o Donation letters o Outlines o Sketches o Flyers o Lesson Plans • 5-10 high resolution photos that portray your project? 	

If you can check all boxes above, you are ready to submit your Final Report. The Gold Award Committee will review your Final Report and contact you with next steps.