

Gold Award Closing 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.

Upload your completed checklist in Step 7, Section 16 in GoGold.

Name	Service Unit	Benefitting Organization
Race/Ethnicity		
<input type="checkbox"/> Asian American <input type="checkbox"/> Black/African American <input type="checkbox"/> Hawaiian/Pacific Islander <input type="checkbox"/> Hispanic <input type="checkbox"/> Native American <input type="checkbox"/> White/Caucasian <input type="checkbox"/> Other <input type="checkbox"/> I choose not to share		
County		
<input type="checkbox"/> Berks <input type="checkbox"/> Bucks <input type="checkbox"/> Carbon <input type="checkbox"/> Chester <input type="checkbox"/> Delaware <input type="checkbox"/> Lehigh <input type="checkbox"/> Montgomery <input type="checkbox"/> Northampton <input type="checkbox"/> Philadelphia		

Checklist—Final Report	✓
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?	
Have you uploaded the following in GoGold? (Step 7, Section 16, “Upload”) <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"> ○ Letters of recognition or appreciation ○ Donation letters ○ Outlines ○ Sketches ○ Flyers ○ Lesson Plans • 5-10 high resolution photos that portray your project? • Your headshot? • This checklist? 	
Have you submitted your Recognition Form using this link ?	

If you can check all boxes above, you are ready to submit your Final Report and checklist in GoGold.

Your Gold Award Committee Coach will review your Final Report and all documentation and will contact you with next steps.