




Gold Award Proposal Checklist

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

Checklist—Project Proposal	
Did you complete a GSEP Gold Award Training course? (Required beginning Feb 1, 2022) If not, please sign up and attend a session or watch the online recording before submitting your proposal . This information will be verified by Council staff and your Proposal will not be approved until the course is complete.	
Is your Project Advisor someone with knowledge and expertise on the issue your project addresses (not a parent or troop leader)?	
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 8 hours? • No more than 20% of your hours are completed prior to approval of your project? 	
Have you created a comprehensive budget that includes ALL supplies you will need to complete your project (including those you already own or will borrow), and a plan for offsetting the expenses?	
Have you reviewed the Money Earning Guidelines and understand what types of donations you can seek for your project?	
Does your plan include steps for collecting permission slips, photo release forms, and allergy information (i.e., food allergies if snacks will be served) for those under 18 years old who will participate in your project?	
Does your project follow Safety Activity Checkpoints for all activities you have planned?	

If you can check all boxes above, you are ready to submit your Proposal in GoGold. GSEP will be in touch with feedback. You may be asked to make revisions prior to being paired with a Gold Award Coach.

You may not, under any circumstances, begin the Take Action part of your project (Step 6) until you receive approval from your Gold Coach and GSEP.