



## Calling All Girl Bosses 2024-2025

### Submitting Your Gold Award Final Report: A Step-by-Step Checklist

Congratulations on completing your Gold Award project! After dedicating at least 80 hours to your project, the final step is to submit your report and officially earn your Gold Award. Follow this checklist to ensure your submission is complete.

#### 1. Complete the Final Report Form

- Fill out the Gold Award Final Report Form PDF (note that you may need to submit extra pages for your timeline and budget).

#### 2. Submit Your Final Documents

- Email your final report form plus all supporting materials (see checklist box) to [GirlBosses@gsep.org](mailto:GirlBosses@gsep.org) with the subject line: Gold Award Final Report + Your Name

#### 3. Schedule Your Final Report Interview

- CAGB staff will contact you to set up a 15-20 minute Zoom interview to discuss your project.

#### 4. Final Report Review

- GSEP staff and Highest Awards Coaches will review your final report.
- You may receive feedback and be required to make adjustments before your interview.

#### 5. Attend Your Final Interview (on Zoom)

At your interview, be prepared to discuss:

- What you accomplished and what you learned;
- The impact you made and how you measured success;
- How you demonstrated leadership and what challenges you encountered;
- The role of team members and community partners; and
- How your project will be sustained.

#### 6. Receive Final Approval!

- Once approved, you'll receive an email confirming that you're officially a Gold Award Girl Scout – a recognition only 5% of Girl Scouts achieve!
- You will also receive more information about the Gold Award Recognition Ceremony how to get your Gold Award pin.

#### GOLD AWARD FINAL REPORT CHECKLIST

Be sure to include the following items in your Final Report or as supporting documentation:

- ☐ **Final Report Form**
- ☐ **Time Log**
  - *Minimum 80 hours* recorded
  - *No time blocks longer than 2-3 hours*
  - *Descriptions of tasks & team involvement*
- ☐ **Budget & Expenses**
  - *Comprehensive budget, including all supplies (even donated/borrowed)*
  - *Your income should equal expenses*
- ☐ **Sustainability Plan**
  - *Clear plan for how your project will continue beyond your involvement*
  - *Letter of Commitment* from the group/organization sustaining the project
- ☐ **Supporting Documentation**
  - *Samples of relevant materials* (letters of recognition, donation confirmations, project plans, flyers, brochures, lesson plans)
  - *5-10 high-resolution photos* of your project in action

Submit all items to [girlbosses@gsep.org](mailto:girlbosses@gsep.org)