



## Calling All Girl Bosses 2024-2025

### Submitting Your Silver Award Final Report

### A Step-by-Step Checklist

#### 1. Tell Us What You Did!

Send us an email or video telling us what you did to complete your Silver Award.

##### Be sure to include:

- ☐ Your name
- ☐ Your project name
- ☐ If you completed a team project, include your team members' names
- ☐ The problem your project addressed and why it's important
- ☐ Your target audience
- ☐ What you did and who helped you
- ☐ How you practiced leadership skills
- ☐ How you measured your achievement

*For example: How many workshops did you teach? How long were they? How many people attended? What did they learn? How many books did you donate? How many people visited your website?*

- ☐ How your project will be sustained after you're done
- ☐ Optional: tell us how your project has a national or global link by identifying how other people and places address your issue.

#### 2. Complete your Time Log

- Fill out your time log with a minimum of 50 hours recorded.
- Time blocks should be no longer than 2-3 hours.
- You can use our template or make your own log.

#### 3. Complete your Budget

- List all expenses and funding sources. What did you buy and how did you pay for it?
- Be sure to include the value of donated or personal items that you didn't have to purchase.
- You can use any format for your budget.

#### 4. Add Supporting Documentation

- Submit 2-5 high-resolution photos of your project in action.
- Send us examples of any materials you created like flyers, brochures, planning materials, or letters from community partners.

#### 5. Submit Your Final Materials

- Email everything to [girlbosses@gsep.org](mailto:girlbosses@gsep.org) with the subject line: Your Name + Silver Award Final Report.

#### 6. Project Review

- If we have questions about your final report, we'll contact you to request additional materials or to set up a Zoom meeting to talk more.

#### 7. Receive Final Approval!

- Once approved, you'll receive an email confirming that you're officially a Silver Award Girl Scout!
- You will also receive more information about the Silver Award Recognition Ceremony and how to get your Silver Award pin.