



Gold Award Workbook



Name: _____ Date: _____

Workshop Location _____

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1 WHO TO CONTACT

Questions about anything Gold Award related? Refer to this workbook first, then the Girl Scouts of Greater Los Angeles website. If you *still* can't find the answer, contact the Program Specialist for your region.

www.girlscoutsla.org

North Region

Palmdale, Santa Clarita, and Woodland Hills

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mpepe@girlscoutsla.org

Southeast Region

Arcadia and Montclair

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Southwest Region

Marina del Rey and Long Beach

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All GSGLA Service Centers Business Hours

8:30 am–5:00 pm, Monday–Friday

Closed the 2nd & 4th Monday of each month

2 HISTORY OF THE GOLD AWARD

The Golden Eagle of Merit, the highest award in Girl Scouting from 1916 to 1919, marked the beginning of a long tradition of using prestigious awards to recognize girls who make a difference in their communities and in their own lives.

The Golden Eagle of Merit was first noted in the 1916 Handbook and was modeled after the British Silver Fish. Girls who received this award had to earn fourteen proficiency badges chosen from a list of seventeen. The Golden Eagle of Merit was redesigned in 1919 to the **Golden Eaglet**. Between 1918 and 1939, only 10,658 Golden Eaglets were awarded. According to the Girl Scout Collector's Guide, Juliette Low determined that "the five requirements for winning the Golden Eaglet are character, health, handicraft, happiness and service, and that others will expect to find in our Golden Eaglets a perfect specimen of girlhood: mentally, morally and physically."

In 1920 and 1928, the requirements to earn the Golden Eaglet were revised and reduced. Though there were fewer requirements needed to obtain the rank, the newly demanding standards emphasized practical application and a good turn.

To earn the updated Golden Eaglet, a Girl Scout had to earn the rank of **Tenderfoot**, **Second Class Scout**, and **First Class Scout**. The rank of Tenderfoot was discontinued in 1963, but the pin remained and became known as the **Girl Scout Membership Pin** until a design change in 1980.

The Curved Bar was introduced in 1940 for Intermediate Girl Scouts who had completed the rank of First Class Scout. The Curved Bar helped an Intermediate Girl Scout prepare to be a Senior Girl Scout. To earn the Curved Bar, a Girl Scout had to achieve the rank of First Class Scout and complete four proficiency badges in topics such as agriculture, diplomacy, and business. Starting out as a gold arc patch due to shortages of metal in World War II, the Curved Bar began being issued as a pin in 1947.

With the introduction of the four age-level program in 1963, the Curved Bar was discontinued as the requirements for the First Class Scout were considered challenging enough so as to render the additional award unnecessary.

The **Girl Scout Gold Award** was introduced in 1980 and became the highest award in Girl Scouts, replacing the First Class Scout. This new recognition helped girls focus on four areas: skill development, leadership, service and career exploration.

Since 1916, one million girls have earned the highest award in Girl Scouts. Gold Award recipients who enlist in the U.S. Armed Forces may receive advanced rank in recognition of their achievement. Some universities and colleges award scholarships to Gold Award recipients. Yearly, Girl Scouts of the United States (GSUSA) selects ten girls to be National Young Women of Distinction (NYWOD). NYWOD created Gold Award projects that demonstrated extraordinary leadership, had a measurable and sustainable impact, and addressed a local challenge related to a national and/or global issue (see page 29).

3 GOLD AWARD BASICS

The Gold Award is the highest award a Girl Scout Senior or Ambassador can earn in Girl Scouting in the United States. It recognizes personal leadership and effort as well as a Girl Scout's measurable and sustainable impact on a community that is important to her.

As part of a movement of 10 million girls worldwide, you are in an exceptional position to take action in your community to make the world a better place. By earning the Girl Scout Gold Award, you will be joining the ranks of generations of young women who have made a difference in their communities locally, nationally, and globally.

3.1 GOLD AWARD TAKE ACTION PROJECT DEFINITION

A Gold Award "Take Action Project" requires that you draw on your experience, education, and personal values. If you have done a Journey, a Bronze Award, or a Silver Award, you have completed a Take Action Project.

GSUSA defines the following Take Action outcomes for all Take Action Projects, from Journeys to the Gold Award:

- **Girls can identify community needs** – you identify community needs and the root cause of the issue.
- **Girls are resourceful problem solvers** – you develop creative ways to solve problems that may arise while implementing their project
- **Girls advocate for themselves and others, locally and globally** – as you learn about the issues in your community and work to solve them, you stand up for issues you believe in, influence policy, and identify ways to continue your project goals into the future.
- **Girls educate and inspire others to act** – you educate others about the issues that are important to the community and inspire others to act.
- **Girls feel empowered to make a difference in the world** – you develop leadership skills and use the knowledge gained through your experience to improve the community...and the world.

3.2 GOLD AWARD PROJECT STANDARDS

A high quality Gold Award Take Action Project will meet the following four standards:

- Identify the root cause of a community issue (page 9)
- Involve community partners (page 8)
- Have long-term benefits and sustainable support (page 13)
- Be measurable (page 13)

More detail on each standard is provided throughout this workbook on referenced pages.

3.3 GOLD AWARD PROCESS

3.3.1 Pre-requisites

Earning the Girl Scout Gold Award begins with fulfilling the following pre-requisites in order:

1. Registering as a Senior or Ambassador Girl Scout (i.e. being in 9th-12th grade)
2. Completing two Senior or Ambassador Journeys OR earning the Silver Award and completing one Senior or Ambassador Journey
3. Attending a Girl Scouts of Greater Los Angeles (GSGLA) Gold Award Workshop

3.3.2 Steps

There are seven steps to earning your Gold Award. Each step is detailed in a chapter of this workbook.

1. **Choose an issue:** use your values and skills to identify a community issue you care about.
2. **Investigate:** research everything you can about the issue.
3. **Get help:** invite others to support and take action with you.
4. **Create a plan:** create a project plan that achieves sustainable and measurable impact.
5. **Present your plan and get feedback:** sum up your project plan for GSGLA.
6. **Take action:** take the lead to carry out your plan.
7. **Educate and inspire:** share what you have experienced with others.

Girl Scouts should only “Go for the Gold” if it is something that they personally want to do. You should not undertake this process for your parent, Troop Leader, or anyone else. The entire Gold Award process requires passion, dedication, and a significant time commitment. In order to have a successful Gold Award project, it must be one that **YOU** are truly passionate about.

4 STEP 1: CHOOSE AN ISSUE

A Gold Award Take Action Project requires that you draw on your experience, education, and personal values. To help you find an issue that YOU care about, we recommend that, as soon as your pre-requisites are complete, you start a profile on Go Gold Online (www.girlscouts.org/gogoldonline). Go Gold Online asks you to answer the following questions to help you find an issue that you are passionate about:

- What inspires you? Is it something in your school, community, country, or the world?
- What motivates you into action? Is it people, events, activities, places?
- What skills, talents, and strengths do you have to offer?



- How do you want to make a difference? As an advocate for justice? A promoter of environmental awareness? As a trainer, mentor, or coach? As an artist, actor, or musician? As an organizer of petitions or campaigns? As an entrepreneur? Can you think of another role?
- What motivates, inspires, and interests others? Can you build a team to support your idea?
- What would benefit the community both immediately and long-term?
- Check back through your Girl Scout Leadership Journeys. Are there activities in the Journeys that interest you? Can you use them in your Gold Award Take-Action project?
- Put it all together. Explain your idea in a short and motivating way that clarifies for you, your potential team, target audience, and supporters. Remember, 15 seconds. Go

4.1 INVOLVE COMMUNITY PARTNERS

YOU must design, develop, and carry out your project in collaboration with community partners. In most cases, your Project Advisor will be a member of or staff from your community partner.

You may want to involve many community partners in different roles. Your main partner might provide a Project Advisor, resources for your project, and a location for your events. However, other partners might be a source of volunteers or a link to a network of people knowledgeable about your project.

Having discussions with potential community partners early in your project will help you refine the root causes identified above into an implementable project.

The most useful action you can take to ensure you have an effective and successful project is **TALK** to several of your potential community partners. They know what their community needs and what works. It is strongly recommended that you set up several interviews with potential partners prior to submitting your Proposal.

Tips for Interviewing Community Partners

1. **Make arrangements.** Decide who you would like to interview, contact the person, and set up a date and time.
2. **Prepare.** Gather research and background information to help you formulate questions to ask the interview subject(s). Use these sample interview questions to get you started, and then add some of your own.
 - What are the biggest challenges/problems that you have faced or are facing?
 - What do you think is the root cause of these issues?
 - What will it take to address these issues?
 - Are there any resources available to do that?
 - What do you consider to be the strengths of the community?
3. **Conduct the interview.** Here are some tips:

- Find a quiet place where you'll have each other's full attention, and agree to turn off your cellphones.
 - Start by thanking the interviewee for her/his time, and then briefly describe your project.
 - Keep questions simple and related to the issue at hand. Do your research; preparation is key!
 - Ask the person you interview if she or he would like to hear more about your project as it develops.
4. **Review information and set up a possible follow up interview.** Your interview is over. Now what? First, send a thank-you note within a week of the interview. Mention the possibility of a follow-up interview. Then, sift through to find the information that's relevant to what you are working on. If there are some gaps that you need to fill, contact your interview subject(s) to get more information and to find out whether or not you have your facts correct. Remember to check and recheck your facts!

5 STEP 2: INVESTIGATE

5.1 IDENTIFY A ROOT CAUSE (MIND MAPPING)

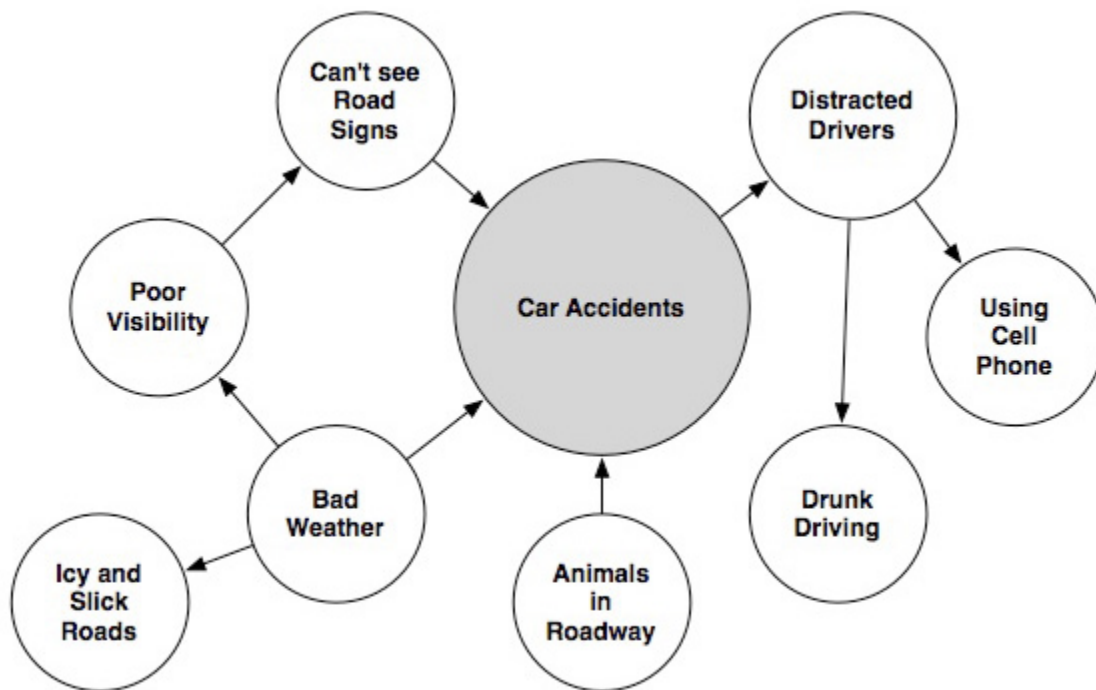
To address a community issue, you must first narrow down the issue to its root causes. This allows you to focus on a project topic that is achievable within the parameters of the Gold Award. A mind map is a tool that can assist you in determining a root cause.

Follow these instructions to create your own mind map on an issue you care about:

1. Write the community issue in the middle of the paper or anywhere that works for you.
2. Think about what some of the causes of this issue could be – ask yourself “**why** is this issue a problem?” In the below example, one of the main causes of car accidents is bad weather. Notice how many different causes connect from bad weather.
3. Now, try connecting the different causes you come up with to each other and to the main issue. How do the causes connect to each other? Do you see a pattern?

The outermost circles are **ROOT CAUSES** – these are the topics that you can successfully address in a Gold Award Take Action Project. Select one or two and you have the foundation of a strong Gold Award project!

Create your own mind-mapping diagram like the one shown below, using one of the issues facing your community. Doing this will help you come up with different ways to approach a problem, as well as different ways you might go about addressing it.



6 STEP 3: GET HELP

The Gold Award is an individual project, but it is also a leadership project. It must demonstrate interaction with others in a leadership capacity. Additionally, working in a group will help you make a bigger impact and cover more ground than you would on your own. Think about people who can help you put your project into action and who will stick it out until the project is complete. Anyone can be on your team; you don't have to limit your team to people your age or just Girl Scouts.

If you can do your project alone, it's not a Gold Award!

6.1 ADULT ROLES IN THE GOLD AWARD PROCESS

Girl Scouts is a “by girls, for girls” experience. All activities must be girl-led. However, to be successful, each Gold Award Candidate needs to interact with and receive support from several adults. Each adult has a different role.

Girl Scout Troop Leader

The interested Girl Scout notifies her Troop Leader that she would like to “Go for the Gold.” This person provides general assistance to the Girl Scout in developing, planning, and evaluating her progress in the steps towards the Gold Award. In the case of Juliettes (or independent Girl Scouts), a parent or guardian fills the Troop Leader role. It is recommended that Troop Leaders use the “Tips and Guidance” on page 54 when assisting a girl.

Parent or Guardian

Parents and guardians play a significant role in supporting a girl during the Gold Award process. This role may include being a coach, mentor, cheerleader, sounding board, and chauffeur. However, a parent should never be a taskmaster, as this must be the *GIRL'S* project. Parents, guardians, and other family members cannot be a girl's Project Advisor. If the girl's Troop Leader is a relative, all signatures on the paperwork must be from another Troop Leader or volunteer from her troop.

Project Advisor

The Project Advisor is someone who gives expert or professional advice specifically related to the girl's chosen project. The advisor may be associated with the organization that the girl is working with or may have professional knowledge about the topic or skill of the project. Many times, more than one advisor is used: one with expertise in the subject matter and another with expertise in the age group or cohort the project involves. The Project Advisor is not to aid in the design or development of the project. Your advisor is there to provide encouragement, expertise, and to be a sounding board for you. It is your responsibility to keep your Troop Leader and Project Advisor aware of any information or conversation you might have with members of the Gold Award Committee. Neither Troop Leaders nor parents/guardians are permitted to be their Girl Scout's Project Advisor.

Gold Award Committee

The all-volunteer Gold Award Committee conducts proposal and exit interviews with Gold Award candidates. Committee members advise and guide the candidates during their Gold Award project. They ensure that the standards and requirements of the Gold Award are consistently and appropriately upheld. Members give approval for girls to begin their project and final approval for the girl to receive her Gold Award. Other Committee roles include leading workshops and serving as Mentors (detailed below). If you are interested in joining your region's committee, contact your region's Staff Liaison (see page 4).

Gold Award Mentor

A Gold Award Mentor must have knowledge of the current GSGLA Gold Award process. A Mentor can be someone appointed, assigned, or agreed upon by the Gold Award Committee, including a Troop Leader and/or someone specifically requested by the girl. Parents may not be a Mentor for their daughter. A Gold Award Candidate may request a Mentor after completing her pre-requisites and prior to turning in her Proposal if her Troop Leader is not able to act in this capacity. Please consult your local Gold Award Staff Liaison for additional assistance. It is recommended that Mentors use the "Tips and Guidance" on page 54 when assisting a girl.

Gold Award Workshop Facilitators

The Gold Award Workshop Facilitators are those who present the mandatory workshops throughout the council jurisdiction. They may be volunteers or staff of GSGLA and are members of the Gold Award Committee.

Gold Award Staff Liaison

The Staff Liaison is a Program Manager or Program Specialist responsible for one of the three GSGLA regions (North, Southwest, Southeast). All official forms, reports, and correspondence are directed to these staff members. Staff Liaisons can also provide details regarding trainings, interviews, and the annual Gold Award Ceremony.

6.2 INFORMATION FOR PARENTS/GUARDIANS

The Gold Award is the highest award in Girl Scouting. It represents a girl's commitment to herself and to her community and allows her to focus on leadership, career exploration, personal development, and her passions. It takes many hours of preparation, planning, and hard work to accomplish the goals that she has set.

Parents and guardians play a significant role in supporting a girl's path toward the Gold Award. However, it should be the girl's decision whether to pursue her Gold Award, as it **MUST** be the girl's project.

Parents and guardians should not be taskmasters. However, they can assist a girl by:

- Reading through the materials provided by GSGLA and the Gold Award Committee to your Girl Scout regarding the Gold Award so that you feel comfortable offering support.
- Discussing possible topics and project ideas, and if she asks, helping her to choose a topic that will become the basis for her project. Please remember that the topic of her Gold Award project must be based on her passion, not yours.
- Encouraging and supporting her, but not pressuring her. "Going for the Gold" is something that a girl must want to do herself; it shouldn't be done to please her parents or family.
- Recognizing that she is capable, competent, and worthy of respect as she assumes greater citizenship, responsibility, and leadership. Her way may not be your way.
- Aiding her in developing a network of adults who can lend insight, provide contacts, and act as resources. You may work with or know someone who has the skill set your daughter needs as an advisor.
- Practicing good parenting by ensuring she gets enough rest, eats properly, is not over-stressed, and is supported by her family in her endeavors.
- Helping and supporting with safety and money guidelines. These help ensure the safety of your daughter and others as well as the integrity of the Girl Scout program.
- Allowing her to stumble and learn the lessons that come with a Gold Award project. She will be working with a Project Advisor, an adult who has skills specific to her project, and at least one Gold Award Committee member who has been trained to

assist her. They will also be there to provide support and guidance through any encountered issues or problems.

- Helping with her project when asked or cheerleading from the side if appropriate.
- Joining in the celebration as she is honored for her accomplishments.

7 STEP 4: CREATE A PLAN

Go Gold Online is a very helpful resource when you arrive at Step 4. It has tools and tips for setting goals, planning for obstacles, ensuring sustainability, and setting budgets. In this step, you will need to answer questions that explain EXACTLY what you plan to do for your project. Be as **detailed** as you can. Here are a few tips to help you lay out your project plan:



Set project goals. What is your project? Why does it matter? Who will it help? The difference I intend to make in the world is..?

Establish steps to meet the goals. List step-by-step what it will take to reach your goal. Be as specific as possible so that you can put together a timeline and draw on your team to help you reach your goals.

Develop a timeline. This will help you determine how much time should be allotted to each part of your project, as well as decide your estimated date of project completion. You are required to turn in a timeline as part of your Proposal Attachments (page 15).

Think about money-earning. Brainstorm ways to finance your project. You are required to turn in an estimated budget as part of your Proposal Attachments (see Section 16 on page 30). See Section 10.4 on page 21 for details on money earning policies.

Establish a global link. Consider how to connect your project to an issue that affects people in other parts of the country or the world.

7.1 SUSTAINABILITY & MEASURABILITY

Ensuring the sustainability and measurability of your Gold Award project is critically important to the success of your project.

Measurability: The success of the project can be determined based on the number of people the project helped, the number of people who were involved, any reduction in the community's need, and other concrete numbers. Think about what you can *count* in your project – how much, how many - this is the project's measurable impact.

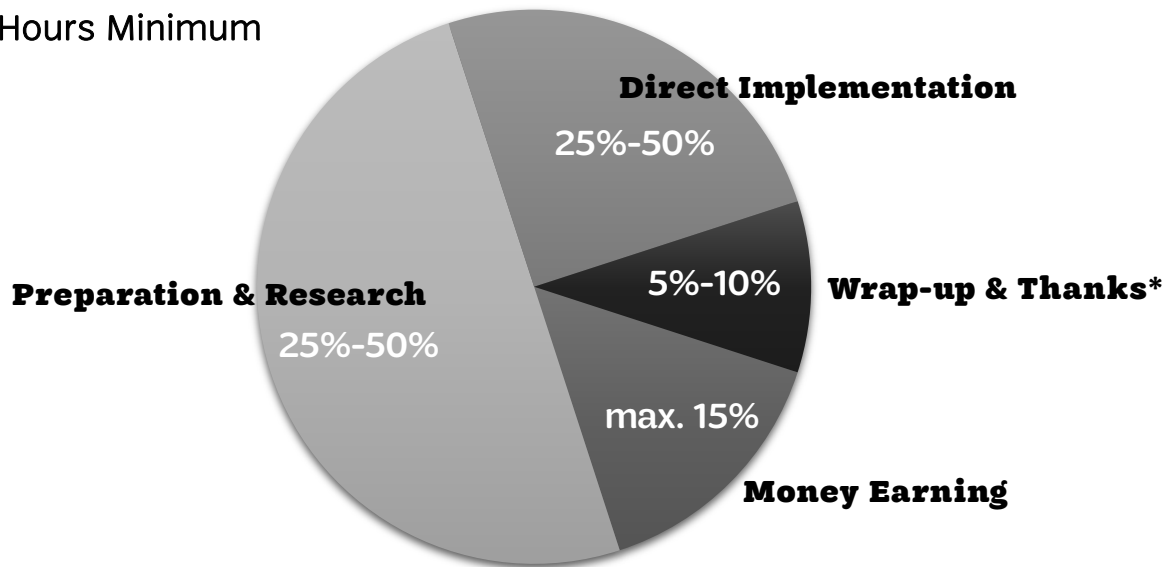
Sustainability: You must make arrangements (such as collaborating with community leaders and/or organizations; building alliances with mentors, etc.) to ensure that the

project creates lasting change and is not a one-time event. Ask yourself: “How can I ensure that my project will continue to have an impact once I am no longer involved in it?”

7.2 SUGGESTED HOURS BREAKDOWN

The following is a suggested breakdown of your proposed Gold Award project hours. Not all projects will fit into this model, but it will help you understand what the Gold Committee is looking for in most projects. All of the percentages suggested below are *estimates*.

80 Hours Minimum



*Excluding time spent on Final Report.

8 SUMMARY OF ADDITIONAL REQUIREMENTS

Besides requiring the basic four standards as discussed in Section 3.2, there are several other minimum requirements for a Gold Award.

- The project should take approximately three to five months and a minimum of 80 hours **POST PROJECT APPROVAL**.
- The project must go beyond Girl Scouting – it cannot **ONLY** serve the Girl Scout community
- The project cannot repeat existing or past projects, such as your Bronze/Silver Award, a project you did for school, or a community service project that is currently established.

- A Gold Award Take Action Project is not a “collection” style project (e.g. book drive, food drive, One Warm Coat, Operation Gratitude). It may, however, have a collection *component*.

8.1 PROPOSAL ATTACHMENTS

GSGLA requires supplemental Proposal Attachments to be attached to your Go Gold Online Proposal or emailed directly to your Staff Liaison (see page 4). This packet is available on the GSGLA website and Go Gold Online. It must include:

- Parent/Guardian Agreement & Information
- Project Advisor Profile
- Proposed Timeline
- Proposed Budget
- Proposal Signatures (Handwritten)
- Letter from community partner on their letterhead
 - This letter should state that your community partner is aware of and supportive of your **Gold Award** project. It should say “Gold Award” somewhere in the letter.
 - The letter ideally would also include a sentence or two describing the partner’s understanding of what you will be doing with them.
 - If relevant, the letter should state you will be using the organization’s facilities. If you are using more than one facility, you need letters from each organization.

You will not be scheduled for an interview until your proposal attachments are complete!

9 STEP 5: PRESENT YOUR PLAN

At this step, you will present your Proposal to GSGLA for approval. To ensure that you have met all of the requirements detailed in the preceding sections, go through the checklist in the next section **PRIOR TO** submitting your Proposal.

9.1 PROPOSAL CHECKLIST

If you check “No” for any of the following, you are not ready to submit your Proposal. You need to re-evaluate your Proposal or project and make the necessary changes to alter the “No” to a “Yes.”

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	I am a registered Girl Scout.
<input type="checkbox"/>	<input type="checkbox"/>	I am in or entering 10-12th grade OR I am submitting after April 1 of my 9th grade year.
<input type="checkbox"/>	<input type="checkbox"/>	I have completed either (A) my Silver Award and one Senior/Ambassador Journey or (B) two Senior/Ambassador Journeys.
<input type="checkbox"/>	<input type="checkbox"/>	I have completed a GSGLA Gold Award Workshop.

YES	NO	
<input type="checkbox"/>	<input type="checkbox"/>	My project challenges me. A Cadette or Junior could not do my project.
<input type="checkbox"/>	<input type="checkbox"/>	According to my proposed timeline, my project will take 3-5 months and 80 hours.
<input type="checkbox"/>	<input type="checkbox"/>	I have a Project Advisor who has specific knowledge about my topic. He/she is <i>not</i> my Troop Leader or related to me.
<input type="checkbox"/>	<input type="checkbox"/>	My project serves a community that I care about, and I developed the idea in collaboration with this community.
<input type="checkbox"/>	<input type="checkbox"/>	My project serves a community besides Girl Scouts.
<input type="checkbox"/>	<input type="checkbox"/>	My project shows leadership. I am (a) working hands-on with the community I benefitting, (b) networking, scheduling, organizing a team, and/or (c) leading others.
<input type="checkbox"/>	<input type="checkbox"/>	My project is measurable. I will be able to show my project's impact with numbers (statistical data).
<input type="checkbox"/>	<input type="checkbox"/>	My project is sustainable and will continue to have an impact once I am no longer involved in it.
<input type="checkbox"/>	<input type="checkbox"/>	My proposed budget is realistic and attainable (in light of the restrictions detailed in Section 10.4 on page 21).
<input type="checkbox"/>	<input type="checkbox"/>	My project is new and innovative. It does not repeat an existing or past project.
<input type="checkbox"/>	<input type="checkbox"/>	My project either does not include a collection element or the collection element is a minor part of my project.
<input type="checkbox"/>	<input type="checkbox"/>	My project does not involve raising money for another organization.
<input type="checkbox"/>	<input type="checkbox"/>	My Troop Leader, Project Advisor, and (if relevant) Mentor have reviewed my Proposal.
<input type="checkbox"/>	<input type="checkbox"/>	I have completed the Proposal Attachments (page 15) and have attached them to Go Gold Online or emailed them directly to my region's Staff Liaison.

If you answered YES to every line of the checklist, you are ready to submit your proposal on Go Gold Online!

9.2 PROPOSAL INTERVIEW PROCESS

First Business Day of the Month: You must submit your complete proposal (including Proposal Attachments!) to the Go Gold online system before 11:59 pm on the first business day of the month to be eligible to participate in that month's interviews.

Mandatory. A proposal interview is mandatory. You may not begin working on your project until you have gone through an interview and been approved by the Gold Award Committee.

Interview Location. Your interview location is determined based on your home address and you will interview at the nearest GSGLA Service Center. You may not select a location outside your region.

Don't Contact Us, We'll Contact You! You will generally be contacted about your availability *by email* in the first or second week of the month after you submit. Note that this means it could take up to 5 weeks from the time you submit until you are contacted.

Plan Ahead. Because there are a limited number of interview slots available each month at each location, it is suggested that you submit your Proposal a month earlier than your desired interview month. There are no guarantees that you will be able to interview any specific month.

9.2.1 Interview Days

The Gold Award Committees conduct interviews on various dates each month at the following Service Centers:

North Region

Palmdale – 3rd Monday of each month

Santa Clarita – 3rd Thursday of each month

Woodland Hills – 3rd Wednesday of each month

Southeast Region

Arcadia – 2nd Tuesday of each month, except August

Montclair – 2nd Thursday of each month, except January and August

Southwest Region

Long Beach – 4th Thursday of each month

Marina Del Rey – 3rd Wednesday of each month

9.2.2 The Interview

You will be allocated 20-30 minutes for a proposal interview. Unless you have a documented disability, neither a parent, Troop Leader, Mentor, or Advisor may be present. Only you and at least two interviewers may be present at the interview.

It is strongly suggested that you have at least one practice interview with your Troop Leader and/or Mentor.

During the interview, members of the Gold Award Committee will review your prerequisites, project, and its implementation. You will be asked questions about ALL

aspects of your Proposal. In addition to all of the standards detailed in preceding sections, the Committee will also consider such topics as whether your Project Advisor is appropriate and whether you have the necessary skills, expertise, and resources to be successful.

Please bring any materials that can help you answer questions—you are free to refer to or read anything you bring. You may create a multimedia or poster board presentation to aide you in pitching your project to the committee. If you bring a digital presentation, you need to be completely self-sufficient – we will not be able to provide you with a computer or printer.

We ask that you take this interview process seriously by adhering to the same etiquette that you would exhibit for a college or job interview. If you are late, your interview may be cancelled and rescheduled.

Appropriate interview attire is your Girl Scout uniform, complete with vest or sash, membership pins, and appropriate footwear. If you do not have a uniform, wear your vest/sash and pins with a white blouse and khaki skirt or pants. DO NOT wear jeans, sweats, shorts, athletic clothing, dirty tennis shoes, or flip flops.

9.2.3 Possible Results of the Interview

At the end of your interview, the Gold Award Committee will classify your Proposal into one of the four following categories.

Approved as Submitted

You are free to start your project at this time, as per your signed agreement.

Conditionally Approved

Some additional clarification or paperwork is required for one or two aspects of your project. The committee will clearly articulate what is needed. This may require an additional meeting with the interviewers. You may not begin until your project receives full approval.

Request for Resubmission

You need to resubmit your plan providing additional information or aspects to your project as requested during your interview. The committee will indicate what they feel is needed to help make your project best meet the requirements. A second interview will need to be scheduled. GSGLA Gold Award program staff will review the proposed plan with you prior to the second interview to determine whether the revision meets expectations. Our goal is to ensure that you are successful in the application and interview process.

Denied as Submitted

Committee members will make every effort to ensure that girls' proposals are successful; however projects can be denied for several reasons. These include, but are not limited to, projects that:

- are too simplistic,
- do not comply with GSUSA *Activity Check Points*,
- have been previously implemented at the same site or are not original in creativity or scope,
- will raise money for another organization,
- benefit only Girl Scouts,
- are only collection projects (i.e. drives),
- are “canned” projects,
- or are deemed dangerous or inappropriate.

Both you and your interviewers will sign an agreement that will list which of the four results you received and detail what the interviewers expect from you going forward. You will receive a copy of your signed interview agreement so you can refer to it as you carry out your project. You will be given contact information for the Gold Award Committee members with whom you interviewed should you have additional questions or need further guidance.

10 STEP 6: TAKE ACTION

Congratulations! Your project was approved and you are ready to take action to implement your project. There are three major components to keep in mind as you work on your project: communication, tracking hours, and money earning.

10.1 COMMUNICATION

As with your application process, all communication with the Gold Award Committee and/or staff liaison is your responsibility and must be completed by **YOU** (the girl). Your parents, Troop Leader, or Project Advisor **SHOULD NOT** act on your behalf. **You** must communicate with them. The Gold Award Committee does **NOT** keep your Troop Leader or Project Advisor informed or updated on changes or communications with you. Likewise, it is your responsibility to establish and maintain communication with your Mentor.

You must keep in contact with your Project Advisor. The advisor is a key resource for you as you implement and complete your Gold Award project. In addition, you should also communicate with your Troop Leader/mentor regarding your project on a regular basis.

If you have an event you want to promote or news story you would like to share with GSGLA, please email the information to pr@girlscoutsla.org.

10.1.1 Changes to your approved project

Any changes to your approved project must be approved **PRIOR** to progressing with any revisions. As soon as you are aware of a necessary change, stop, and submit the “Request for Change” e-form on the GSGLA website. The e-form can be found here: <https://goo.gl/qOp2Ar>. The last date you can request a change is two weeks prior to your project’s due date. Changes that are requested less than two weeks prior to your project’s

due date will be denied. In addition, changes that are requested “after the fact” could result in your Gold Award being denied.

10.1.2 Extension to your approved project timeline

If you are implementing your project, but for a valid and compelling reason, you are unable to complete your project in the timeframe stated in your agreement, you may apply for a ONE TIME extension. The last date you can request an extension (and possibly have it approved) is two weeks prior to your project’s original due date. The length of the extension depends on the circumstances, and may vary. The “Request for Extension” e-form can be found on the GSGLA website or by following this link: <https://goo.gl/G645RY>.

10.2 PHOTO RELEASES & LIABILITY

If you are taking photos during your project that you plan to share publicly (i.e. on a website or blog), you must obtain photo/media releases from the subjects of your photos. A generic photo release can be found on the GSGLA website.

If the facility or organization you are working with asks you to provide insurance for your activity, you can request additional activity insurance from GSGLA. You will need to fill out a form, which is available on the GSGLA website, and send it into coi@girlscoutsla.org. Additional activity insurance is very inexpensive – more information about it can be found in GSGLA’s *Volunteer Essentials*.

10.3 HOURS

The Gold Award is a minimum 80 hour project. It is incredibly important that you keep track of your hours **as you work** on your project – you do not want to reach the end and have to remember everything you did.

Methods for Keeping Track of Hours. Below are several methods that have worked for other girls, but the most important thing is to choose a method that is most convenient and easy for you.

- Notebook (paper and pen)
- Time tracking apps, such as Hours (iOS) or Timesheet (Android)
- Go Gold Online time log
- Excel spreadsheet
- Google Sheets – most recommended as it allows you to easily sum up your hours and have access to your time log at all times through the Google Drive smart phone app

What You Cannot Count for Hours. The following do not count toward your 80 hours:

- Travel time
- Time spent preparing your Final Report or scrapbook
- Time spent on Additional Money Earning activities (fundraising) that exceeds 15% of your total hours
- Time spent prior to project approval by Gold Award Committee

- Time spent volunteering at an existing event or organization
- Volunteers' time (e.g. you may not count the hours of people helping you with your project toward your hours)

10.4 MONEY AND YOUR GOLD AWARD PROJECT

10.4.1 The Best Way to Earn Money

Council-sponsored product sales (Cookie Program and Fall Product) are the best way for girls to earn money to pursue their Gold Award. The sales are beloved by the community and come with program, sales, marketing materials, and support that make it easy for girls to run a great business. In addition, the product sales programs are a great opportunity to talk to people about your Silver or Gold Award. You might find that people want to volunteer for your project or support you in other ways.

Anytime you are planning to use troop money, either from product sales or from other money earning activities, remember that use of the funds **MUST** be a troop decision (girls, not leaders). Present your project plan and your proposed budget to your troop mates and let them decide whether to give you the money you are requesting.

10.4.2 Additional Money Earning Activities



If you choose to participate in Additional Money Earning Activities, you are required to participate in BOTH the Fall Product and Cookie Program most recent to the date you submit your Gold Award proposal.

Under GSGLA policies, an “Additional Money Earning Activity” is an event or activity for which you are charging a fee and the purpose of which you specifically advertise as earning money for your Girl Scout Gold Award. This definition includes:

- Events that involve four or more troops,
- “profit-making” money-earning events/activities (>\$200 profit),
- and “break-even” money-earning events/activities (<\$200 profit).

In sum, if you are representing yourself as a Girl Scout in your money earning activity, you must follow the GSGLA Special Events and Money Earning (SEME) policies laid out in Chapter 5 of *Volunteer Essentials*. Refer to the SEME webpage on the GSGLA website for the process and forms to request approval for an Additional Money Earning Activity.

The SEME process can be time consuming so make sure you plan ahead. In addition, work with your Project Advisor, Troop Leader/Mentor, and Staff Liaison to determine exactly what is required to meet the needs of your project. If you are feeling stressed about money, go back to your budget and see what you can do differently to meet your goals.

The following list details some Additional Money Earning Activity ideas. Remember, if you advertise these events as supporting a Girl Scout, you must follow the SEME policies.

- Provide childcare at school events, during the holiday season, or at community events. (Don't forget to have an adult trained in first aid present.)
- Recycle aluminum cans and plastic water/sports drink bottles.
- Offer activities and face painting at community events or during the holiday shopping season.
- Wrap gift packages during the holidays. Check with malls and larger stores.
- Hold a penny drive. Appeal to your friends and family members to save their loose change.
- Provide classroom or birthday party games and cupcakes on order. Busy moms will appreciate not spending the time cooking or going to the store.
- Walk and care for pets.
- Babysit.
- Perform yard work.
- Be creative! Make jewelry, creating cards, do calligraphy, etc.

Restaurant Nights

You may put on a restaurant night to earn money for your Gold Award. However, prior to the event, you must submit a Restaurant Fundraiser Approval Form (page 53) to Andrea Ramirez at aramirez@girlscoutsla.org.

10.4.3 Donations

Besides Additional Money Earning Activities and product sales, you may obtain funds and goods (known as "in-kind") to support your Gold Award project through individual and business donations. There are a number of important GSGLA regulations that affect such donations.

Donation Type	Regulation
Monetary donations of less than \$250	Not tax deductible if given directly to girl.
Monetary donations of \$250 or more AND Tax deductible monetary donations of less than \$250	Tax deductible, but checks must be made payable to Girl Scouts of Greater Los Angeles and sent to GSGLA Development Department, 801 S. Grand Ave., Ste. 300, Los Angeles, CA 90017. Expect 4-6 week turnaround before funds are returned.
\$1,000 donation	Maximum cumulative amount a girl may receive from a single donor in a Girl Scout year.
In-kind donations over \$51	Please complete the Solicitation Approval e-form https://www.gsglavolunteerapps.org/solicitationapproval/ . This will help prevent duplicate requests to the same supporter, help all parties stay in compliance, and will assure in-kind donors are recognized for their support of Girl Scouts. No maximum value.

For more information regarding tax deductible gifts or the in-kind donations process, call Andrea Ramirez, (626) 677-2203.

Soliciting Donations. Girls are not allowed to directly solicit for monetary or in-kind donations, you must work with an adult partner (parent, leader, advisor). As the Girl Scout, you describe your project to others, write letters, create a presentation, compose emails, but the adult has to make the actual ask. For example, you would like to request a donation of lumber from a hardware store. By email, you (the girl) should write the email but the email should be signed at the bottom by your adult partner and be sent from the adult's email address. In person, you should present on your project, but the adult must be the person to say to the store "Would you be willing to donate lumber to Jane's Gold Award project?"

10.4.4 Prohibited Money Earning Activities

As a Girl Scout, you are prohibited from engaging in the following money earning activities:

- *Raising money for another organization.* You cannot have a bake sale, performance, or other activity and give the proceeds to another organization. You cannot ask for pledges to benefit another cause or hold a benefit to raise money.
- *Money-earning projects where you are potentially doing an activity that someone else normally is hired to do.* You cannot take a job away from people, including store workers, maintenance staff, gardeners, cleaners, or other service providers.
- *Projects where the Girl Scout organization might be perceived as endorsing a product, political viewpoint, or cause.* This includes product sales (such as Creative Memories), being paid to pass out flyers for a candidate or freebies at a business, with the exception of restaurant nights.
- *Selling anything on the Internet.*
- *"Crowd-funding" opportunities such as Kickstarter or IndieGoGo.*

10.4.5 Money Earning FAQ

Can you use your own money on your Gold Award project?

Yes, within reason. You may also receive help from your family and friends. However, part of the Gold Award process is working with others to earn money. "Going for the Gold" is not meant to be a hardship on a family or individual, nor is it meant to provide those who have access to personal financial resources with an edge. When designing your project, it is important to think creatively about how you can make a difference with little or no money.

What if my project costs more than the money I can potentially earn?

It is better to succeed with a smaller project that is within your budget. Be realistic about what you can and cannot do. Work with your advisor to develop a reasonable budget. If

your resources are not sufficient, then you need to rethink your project. Planning is the key.

Can I use social media to solicit donations for my Gold Award project?

No. You may use Facebook, Twitter, and other platforms to raise awareness and obtain general support for your project but conversations about donations need to be done in a direct manner, i.e. by phone, by email, in person.

Can I charge for a Girl Scout event to earn money?

If you are conducting an event as a Girl Scout and plan to charge a fee, you must follow the GSGLA Special Events and Money Earning policies as detailed in Chapter 5 of *Volunteer Essentials*. Work with your Troop Leader or Staff Liaison to ensure that you are following these policies. Provisions should also be made for those who cannot afford the fees to your event. In addition, you must be clear in your advertisements and materials that this is a money-earning event for your Gold Award.

I know you can't raise money for other organizations, but can I do it on my own?

As an individual, you can volunteer for other organizations and raise money on their behalf; however any funds raised cannot be put towards your Gold Award project nor can the count the hours toward your Gold Award hours. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are volunteering for another organization.

Can I donate goods to another organization?

Yes, you may donate goods to another organization in lieu of money. However, this should not be the only part of your project because it then becomes a collection project, which is not permitted.

11 STEP 7: EDUCATE & INSPIRE

11.1 FINAL REPORT

Upon completion of your project, return to your Go Gold online profile to update your project's progress and submit the Gold Award Project Final Report (Steps 6-7). Please fill out your final project steps completely (all questions answered in complete sentences).

11.1.1 Final Report Attachments

GSGLA requires supplemental Final Report Attachments to be attached to your Go Gold Online Final Report or emailed directly to your Staff Liaison (see page 4). This packet is available on the GSGLA website and Go Gold Online. It must include:

- Detailed Time Log*
- Detailed Budget*
- Final Signatures (Handwritten)
- Letter from community partner on their letterhead
 - This letter should attest to your Gold Award project's contributions to the community partner.
 - If more than one organization benefited, provide a letter from each.

You will not be
scheduled for an
interview until your
final attachments are
complete!

*You may use Go Gold Online's time log and budget, GSGLA's templates (pages 47-48), or your own document as long as it has the same information as the first two options. Go Gold's time log and budget limit the number of lines of time you can enter so you may need to use the last line to note that you have attached additional paperwork.

The Final Report and accompanying paperwork/documentation is due by the date specified in your interview agreement or, at the latest, March 1st if you wish to participate in the June ceremony for that year. For graduating high school seniors, you have until September 30th of the year you graduate or until you turn 18 (whichever gives you more time) to submit a Final Report. Those who submit a Final Report by the September due date will receive their Gold Award pin during the following June ceremony.

Any Final Reports that are incomplete will not be accepted and will delay your approval process.

11.2 EXIT INTERVIEW

Your Gold Award Final Report will be forwarded to the Gold Award Committee for review. Everything you document and submit will be assessed. Your report will be evaluated to ensure that you have fulfilled your Gold Award agreement, including making sure that all activities are consistent with *Activity Check Points* and GSGLA policies.

You will then be scheduled for an exit interview with the Gold Award Committee. Just as with the proposal interview, you will generally be contacted *by email* for your availability in the first or second week of the month after you submit. Note that this means it could take up to 5 weeks from the time you submit until you are contacted.

Interview days for the Exit Interview are the same as for the Proposal – see page 17.

For the interview, please bring photos, a scrapbook, or other items that document your project to share with the Committee.

12 DEADLINES

October 1 of your 9th Grade Year

You may not start prerequisite work for your Gold Award prior to October 1 of your 9th grade year.

April 1 of your 9th Grade Year

You may not turn in your Proposal until April 1 of your 9th grade year.

First Business Day of the Month

You must submit your complete Proposal or Final Report (including attachments!) to the Go Gold online system before 11:59 pm on the first business day of the month to be eligible to participate in that month's interviews.

March 1

You must turn in your Final Report by March 1 to participate in that year's June ceremony.

September 30 after You Graduate from High School/Your 18th Birthday

This is the FINAL deadline if you wish to earn your Gold Award. You must have your Final Report turned in by September 30 after you graduate from high school or by your 18th birthday, whichever gives you the most time.

13 GOLD AWARD TAKE ACTION PROJECT EXAMPLES

There are various ways to find excellent Gold Award project examples. Ask your Troop Leader, Mentor, or Service Unit representatives for projects they have seen or been a part of. GSUSA also provides a list of ideas to get you started: https://www.girlscouts.org/gogoldonline/pdf/GoGold-Project_Ideas.pdf. You can also reach out to current Gold Awardees who might be able to give you advice in addition to telling you about their project.

13.1 EXPANDING A SERVICE PROJECT TO A GOLD AWARD TAKE ACTION PROJECT

A Gold Award Take Action Project is different from a good community service project. It involves girl planning, leadership and decision making AND focuses on addressing a real need. It identifies and addresses the root cause of the problem and ensures measurability and sustainability. A Gold Award Take Action Project encompasses the mission of Girl Scouting: creating "girls of courage, character and confidence, who make the world a better place." It is a time to showcase the Girl Scout Leadership experience.

Here are examples of good service projects, and how they can be expanded into a Gold Award Take Action project. These examples are especially helpful if you loved a service

project (i.e. *not* your Bronze or Silver Award project) you did in the past and want to continue to help the same community or work on the same general issue.

Good Service Project	Girl Scout Gold Award Take Action Project
Spend many hours at a nature site picking up litter.	Work with the community & community partners to rid an area of non-native vegetation and re-seed with native vegetation. Create an interpretive guide on what the area was like 50 years ago and why it is important to preserve native species. Work with forestry staff to make this an annual event.
Host a series of children's story hours at the local library or youth center.	In collaboration with your local library, create a reading program for a migrant workers' camp for the entire summer and assure that each child receives a bilingual book of their own. Then create an ongoing project that matches young children with volunteer tutors from your high school's Spanish club.
Collect games, videos, music, and food for a teen center.	In addition to your collection, design a sustainable program to engage at-risk youth at a teen center. Expand the center's hours of programming to include Friday & Saturday nights. Develop recruitment materials to introduce "tweens" to the center and develop specific programming to appeal to them. Bring community partners on to sponsor special events for the teen center.

14 INDIVIDUALLY REGISTERED GIRL SCOUTS (JULIETTES)

If you are an individually registered member of Girl Scouts, there are some slight differences in the process.

Paperwork

Since you are not in a troop, your registered Girl Scout parent or mentor may sign all your forms.

Money

You cannot earn money for yourself as an individual Girl Scout. Money you earn (from product sales, etc.) must go into an account held by a service unit.

In order to use any funds, you must present your need/s to that group. There is no guarantee that you will have access to the full amount of money that you earned. The dispersal of funds is a group decision. We suggest you first check with your Staff Liaison about available options before making a decision regarding the group that will house your earned money.

15 OPPORTUNITIES AFTER EARNING YOUR GOLD AWARD

15.1 GOLD AWARD CEREMONY

GSGLA hosts only ONE ceremony each year to honor all Girl Scouts who have earned the Gold Award for that specific year. In the spring after your Gold Award project is complete and receives final approval, you will receive an informational letter with the details of the ceremony. The Gold Award Ceremony typically takes place in early June. Specific location and time varies from year to year.

To participate in the Gold Award Ceremony, we ask that you meet all stated deadlines for the following items:

1. Submit a project biography (approximately 200-250 characters in length-online)
2. Have your portrait taken
3. Complete the Information Publicity Form
4. Submit your RSVP and additional ticket order form

For the ceremony, please bring the scrapbook illustrating your Gold Award Take Action Project. It will be placed on display for attendees to view during the reception and will be available for you to take home when you leave the event.

Your Senior/Ambassador Girl Scout uniform must be worn at the ceremony. Please wear a white collared blouse and a khaki-tan skirt or khaki-tan dress pants. (No other color of skirt or dress pants may be worn.) The skirt must be knee length or you will be sent home on ceremony day. We will be inspecting attire at check-in. If you do not have a uniform, there are khaki skirts available on loan from the GSGLA Arcadia Service Center for a \$25.00 deposit check that will be returned to you when the skirt is returned. Ceremony participants must wear appropriate dressy footwear (dress flats or dress pumps) with your Girl Scout uniform. Shoes with a heel higher than two inches will NOT be permitted. No tennis shoes, boot, platform shoes, flip flops, sandals, or shoes that expose large areas of your foot (e.g. sandals, strappy heels)! Violators of the uniform policy will NOT be allowed to participate in the ceremony, NO EXCEPTIONS.

In order to be invited to this year's Gold Award ceremony, all Gold Award project Final Reports and attachments must be submitted to council via Go Gold online no later than March 1st. Girl Scouts whose Gold Award projects are completed after March 1st or high school graduates who submit reports by September 30th will be invited to the Gold Award ceremony taking place the following year. This is to ensure GSGLA has adequate time to obtain Gold Award certificates and prepare for the ceremony.

Please note, you will receive your pin no earlier than the ceremony date you qualify to attend.

15.2 TOURNAMENT TROOP

The Tournament Troop is made up of GSGLA Senior and Ambassador Gold Award Girl Scouts (and area Eagle Scouts) who assemble to march in the Tournament of Roses Parade and welcome the world to Pasadena on New Year's Day. To be eligible, Girl Scouts must have earned the Gold Award (grades 10-12) or are in the process of completing the Gold Award and be in 12th grade (Proposal must have already been submitted). Gold Award recipients who are also high school graduates/ college freshman within the same year are also eligible to apply.

Applications are available late summer, typically around August.

15.3 EMERGING LEADERS

Emerging Leaders are Girl Scouts in grades 10-12 who exemplify leadership, courage, confidence, and character. Girls selected attend leadership orientation(s) and the ToGetHerThere Luncheon, which generally occurs in November. Girls will also have exclusive opportunities to engage in additional leadership-building activities throughout the year as Emerging Leaders. The deadline to apply is typically in early July.

Over 1,000 female business and community leaders participate each year in the ToGetHerThere Luncheon. The event also features minute-mentoring sessions for Emerging Leaders and a phenomenal program.

15.4 NATIONAL YOUNG WOMEN OF DISTINCTION

Every year, ten exceptionally inspiring Girl Scout Gold Award recipients are chosen as National Young Women of Distinction (NYWOD).

This honor is given to Girl Scout Seniors and Ambassadors whose Gold Award projects demonstrated extraordinary leadership, had a measurable and sustainable impact, and addressed a local challenge related to a national and/or global issue. These young women are taking matters into their own hands and being the change the world needs!

Councils are asked to select their top three Gold Award recipients using Go Gold Online. GSUSA then ensures a rigorous review process, during which each application is reviewed at least three to five times: first by GSUSA staff, then by an external panel of trusted partners, and finally through an intense, in-house staff review of the top candidates. Once the list is narrowed down through this review process, GSUSA's internal NYWOD team selects the top ten.

GSGLA's NYWOD application period is generally during the first two weeks of April.

16 GOLD AWARD PAPERWORK CHECKLIST

Please use these lists to ensure that your paperwork is complete when you submit it for consideration. Incomplete submissions will not be reviewed. **All signatures (and dates of signatures) on every form must be handwritten.**

Gold Award Proposal

- ☐ Personal Profile - on Go Gold Online
- ☐ Summary of Completed Prerequisites & Team Members - on Go Gold Online
- ☐ Project Plan Questions - on Go Gold Online
- ☐ Impact Planning - on Go Gold Online
- ☐ Proposal Attachments - Proposal (pages 33-42)
 - Parent/Guardian Agreement & Information - page 37
 - Project Advisor Profile - page 38
 - Proposed Timeline - page 39
 - Proposed Budget - page 40
 - Proposal Signatures - page 41
 - Letter from agency/site - page 42

If you are using a particular organizational partner's location to implement your Gold Award Project, you **MUST** include a signed letter, **on official letterhead** from the site. The letter should state that they are aware you will be using their facility/facilities and anticipated dates of proposed usage. If you use more than one site, you need a letter from each site. This should be uploaded to your Go Gold online profile.

Gold Award Final Report

- ☐ Personal Profile - on Go Gold Online
- ☐ Gold Award Take Action Project - on Go Gold Online
- ☐ Impact Chart - on Go Gold Online
- ☐ Future Impact - on Go Gold Online
- ☐ Final Report Attachments - Final Report 43-49
 - Time Log Template - page 47
 - Actual Budget Template - page 48
 - Final Report Signatures - page 49
 - Letter from agency
 - Supporting materials (emails, photographs, samples)

You **MUST** include a signed letter, **on official letterhead** from the organization that benefitted from your Gold Award project, attesting to your contribution. If your project impacted more than one organization, you need a letter from EACH one. This should be uploaded to your Go Gold online profile.

Additional Forms and Tools – pages 51-54

17 TROUBLESHOOTING GO GOLD ONLINE

Below are some solutions to common issues with Go Gold Online. If you try these solutions and you are still running into problems, contact your region's Staff Liaison.

17.1 SELECTED INCORRECT COUNCIL

You need to select "Greater Los Angeles" as your Council. If you selected a different Council, contact your region's Staff Liaison and let them know what Council you selected. The Staff Liaison will need to contact the other Council and have them manually switch it to Greater Los Angeles.

17.2 FORGOT PASSWORD

Contact your region's Staff Liaison and they can reset it for you.

17.3 ERROR: "PLEASE MAKE SURE TO FILL OUT THE WHOLE FORM"

First double check every single text box and make sure you have something written in it. This may require expanding sections. There should be red error text somewhere on the page that indicates where the error is.

Next, if you have a money (budget) or time box on the page that is producing the error, make sure that the data is formatted as follows:

Money (Budget): 0.00

Incorrect: \$5.00

Incorrect: \$5

Incorrect: 5

Correct: 5.00

Time: 0.0

Incorrect: 1.0 hour

Incorrect: 1 hour

Incorrect: 1

Correct: 1.0

17.4 UPLOADING YOUR ATTACHMENTS (STEP 5 AND 7)

1. Go Gold Online requires that the attachments be in a zip file. Here are instructions on making a zip file on a PC and Mac:

On a **PC**, right-click the file or folder and choose Send To > Compressed (zipped) Folder.

On a **Mac**, control-click the file or folder and choose Compress > filename.

Note that Go Gold only allows you to upload ONE additional file. If you have multiple files, put them in a folder and follow the instructions above to zip that folder.

2. Next, you will see the below screen on Step 5 and 7. Click "Choose File" and find where you saved your zip file, select it, and hit OK.

3. When you get back to the below screen, make sure to click “Upload File.” If you miss this step, we will not be able to see your attachments.

Have additional forms you want to send? Zip it and upload here to send it to your council along with your project proposal!

Currently uploaded: null

No file chosen

17.5 SUBMISSION ISSUES

Make sure to click on this large green button:



and then you **must** submit the email that pops up in a window.

This is the *only* way we can see your Proposal answers and the *only* way we know that you are ready for an interview.

17.6 INSUFFICIENT LINES FOR TIME LOG OR BUDGET

In the last line of the time log or budget, write “See attached document for additional time log/budget.” Then you must attach the remaining lines in a separate file using the process detailed in Section 17.4.



Gold Award Proposal Attachments

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PROPOSAL ATTACHMENTS CHECKLIST

Please remember that only **TYPED** materials may be submitted. No handwritten content, except for signatures, will be accepted.

Only complete Gold Award Proposals may be submitted for review. Remember that a complete Proposal is your Go Gold Online Steps 1-5 as well as the following Proposal Attachments, which should be uploaded to Go Gold Online or sent directly to your region's staff liaison.

Please double-check your Proposal Attachments to confirm that you have fully completed all required documents, which include:

- ☐ Parent/Guardian Information Sheet
- ☐ Project Advisor Profile
- ☐ Proposed Gold Award Project Timeline
- ☐ Proposed Gold Award Project Budget
- ☐ Proposal Signatures (Handwritten)
- ☐ Letter of support from Community Partner



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PARENT/GUARDIAN INFORMATION SHEET

Please **TYPE** all content. Signature and date must be handwritten.

Name of Gold Award Applicant: _____

Name of Parent/Guardian: _____

Parent Phone Number: (____) _____ Parent Email: _____

Parents and guardians play a significant role in supporting a girl's path toward the Gold Award. However, it should be the girl's decision whether to complete the process, as it **MUST** be the girl's project. It is something she has to want to do herself.

Parents and guardians can assist a girl by:

- Reading through the materials so that you feel comfortable in offering support.
- Remembering that her Gold Award project must be based on her passion.
- Encouraging and supporting her.
- Recognizing that she is capable, competent, and worthy of respect as she assumes greater citizenship, responsibility, and leadership. Her way may not be your way.
- Aiding her in developing a network of adults.
- Ensure she is not over-stressed, and is supported by the family in her endeavors.
- Helping and supporting with safety and money guidelines. These help ensure the safety of your daughter and others, as well as the integrity of the Girl Scout program.
- Allowing her to stumble and learn the lessons that come with a Gold Award project. She will be working with a Project Advisor, and adult who has skills specific to her project, and a Gold Award Committee member who has been trained to assist her.
- Joining in the celebration as she is honored for her accomplishments.

If your daughter has any physical, emotional, or mental condition (including dyslexia, ADHD, etc.) that would alter her participation or evaluation of a Gold Award project in any way, you must notify your local Gold Staff Liaison **PRIOR** to the initial interview and let us know what we can do to accommodate her needs. Evaluations will be based on ability.

Signature of Parent/Guardian: _____ Date: _____



PROJECT ADVISOR PROFILE

Please **TYPE** all content. Signature and date must be handwritten.

Fill out one form for each advisor.

Gold Award Applicant's Name: _____

Gold Award Project Title: _____

Gold Award Project Advisor's Name: _____

Phone number: (____) _____ E-Mail: _____

Street Address: _____

City: _____ Zip Code: _____

Why have you chosen this person to be your Gold Award Project Advisor?

How will this person help you to have a successful project?

I agree to be the Gold Award Project advisor for the above-named Girl Scout.

Project Advisor's signature: _____ Date: _____



PROPOSED TIMELINE

Please **TYPE** all content.

Note that the below is a *template*. You may use your own document or spreadsheet provided that it is typed and includes the same information as the below template.

It is suggested that projects take approximately 3-5 months and a minimum of 80 hours.

Month	Proposed Activities (Be Specific!)	Estimated Duration of <i>Each</i> Activity
		total this month:
		total this month:
		total this month:
		total this month:
		total this month:
		total this month:
Total Time Estimate:		

Please **TYPE** all content.

EXPENSES

SOURCE(S) OF NEEDED FUNDS & ITEMS

<i>Anticipated Item(s) to be Donated</i>	<i>Donor(s) of Item(s)</i>



PROPOSAL SIGNATURES

This signatures page is to be printed, completed by hand, scanned, and attached to your Go Gold Online Proposal along with the other documents in the GSGLA Proposal Attachments. If you have any questions please contact your local Staff Liaison.

I hereby certify that I have completed my Gold Award pre-requisites and have completed my Gold Award Proposal in good faith and in accordance with the Girl Scout Promise and Law.

Girl Signature

I hereby certify that I supervised (Girl Name) _____ on the completion of her Gold Award pre-requisites, as described in her Go Gold Online Proposal.

Troop Leader/Mentor Signature

I hereby certify that I have reviewed (Girl Name) _____'s Gold Award Proposal.

Project Advisor Signature



GUIDELINES: COMMUNITY PARTNER LETTER OF SUPPORT

Please remember that only **TYPED** materials may be submitted. No handwritten content, except for signatures, will be accepted.

A letter of support from the community partner a Girl Scout is working with on her Gold Award project must accompany her Gold Award Proposal. It must be on the community partner's letterhead and should describe the anticipated benefits of your project. The letter should also make it clear that the organization is aware that you are working on your *Gold Award* project. An original hand-written signature must also be on the letter. Below is a good example of a community partner letter.



ORGANIZATION NAME

Main Office
123 Highest Award Lane
Savannah, GA
Phone: 213-213-0123
Email:
help@organization.org

October 1, 2015

To whom it may concern:

On Friday September 4th, Girl Scout Pearl Low met with "ORGANIZATION NAME" to propose a multi-faceted project to benefit our members and to earn her Gold Award. Her project will enhance our organization by doing X, Y, and Z and we look forward to supporting her in this endeavor and to witness Pearl enhance her community with her hard work, dedication, and follow-through.

Please do not hesitate to contact me if you have any questions.

Sincerely,



Daisy Gordon
Director, "ORGANIZATION NAME"





Gold Award Final Report Attachments

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FINAL REPORT ATTACHMENTS CHECKLIST

Please remember that only **TYPED** materials may be submitted. No handwritten content, except for signatures, will be accepted.

Only complete Gold Award Final Reports may be submitted for review. Remember that a complete Final Report is your Go Gold Online Steps 6-7 as well as the following Final Report Attachments, which should be uploaded to Go Gold Online or sent directly to your region's staff liaison.

Please double-check your Final Report Attachments to confirm that you have fully completed all required documents, which include:

- ☐ Final Gold Award Project Time Log
- ☐ Final Gold Award Project Budget
- ☐ Final Report Signatures
- ☐ Letter from Community Partner



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Please **TYPE** all content.

Minimum of 80 hours.

Date	Specific Activity	Start Time	End Time	Total Time
Total Hours this page:				



FINAL BUDGET

Please **TYPE** all content.

Note that the below is a *template*. You may use Go Gold Online's budget or your own document or spreadsheet (as long as your document is typed and includes the same information as the template).

Expenses

<i>Item(s)</i>	<i>Cost</i>
	<i>Total Cost:</i>

Funding and Donations

<i>Source(s) of Monetary Funds</i>	<i>Amount</i>
	<i>Total Funding:</i>

<i>Donor(s) of Item(s)</i>	<i>Item(s) Donated</i>



FINAL REPORT SIGNATURES

This signatures page is to be printed, completed by hand, scanned, and attached to your Go Gold Online Final Report along with the other documents in the GSGLA Final Report Attachments. If you have any questions please contact your local Staff Liaison.

I hereby certify that I put in at least 80 hours of my own time in designing and facilitating my Gold Award project, during which I followed the Girl Scouts of Greater Los Angeles rules and regulations and abided by the Girl Scout Promise and Law.

Girl Signature

I hereby certify that I have reviewed (Girl Name) _____'s
Gold Award Final Report.

Troop Leader/Mentor Signature

Project Advisor Signature



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Gold Award Additional Forms & Tools

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RESTAURANT FUNDRAISER AUTHORIZATION FORM

Policy and Procedure

In accordance with the Troop Revenue Earning Policy, a troop/group/service unit (SU) may use the Girl Scouts of Greater Los Angeles (GSGLA) Tax Identification Number (95-1644033) for the purpose of solicitation with GSGLA approval. Restaurant fundraisers are approved money-earning activities provided the policies below are followed.

A troop/group/SU may keep 100% of money raised from the restaurant fundraiser. In accordance with IRS regulations, money raised must be payable to Girl Scouts of Greater Los Angeles for the restaurant to receive a tax receipt. When the check is received by GSGLA and the troop/group/SU submits a Donation to Troop/Group/SU form (available at girlscoutsla.org), the money earned will be passed through to the benefiting troop. See *Volunteer Essentials* for more information on donations to troop/group/SU.

Any request for the GSGLA logo or branded graphics must go through the GSGLA marketing department to ensure proper usage. Pieces must be reviewed/approved by the marketing department. Email communications@girlscoutsla.org.

Troop/group/SU leaders and managers, please fill out this form for each restaurant fundraiser, keeping the original for your records and providing a copy to the restaurant.

Contact Member Services at 213-213-0123 with any questions or concerns.

Benefiting Troop/Group/SU #: _____

Leader/SUM Name: _____ Phone: _____

Email: _____

Restaurant Name: _____

Restaurant Contact: _____ Phone: _____

Email: _____

Does the restaurant require a tax receipt? ☐ No; make check payable to troop/group/SU

☐ Yes; make check payable to
Girl Scouts of Greater Los Angeles

Mail to:

Attn: Fund Development Department
801 S. Grand Avenue, Ste. 300
Los Angeles, CA 90017



GOLD AWARD MENTOR TIPS & GUIDANCE

Thank you for taking on the very important role of Gold Award Mentor. You are tasked with being an impartial sounding board for a Senior or Ambassador Girl Scout pursuing the highest award in our organization. Your role is to be a support, source of advice, and confidant. Instead of telling the girl what she should be doing, you instead lead the horse to water by asking insightful questions that will allow the girl to reach the solution/recommendation/idea on her own. Remember, this is her project.

It's helpful for you to work with your Gold Award hopeful to help her develop a *good* idea into a *great* Take Action project. Have a conversation with her *prior to* signing off on her project; if you do not feel her answers meet the minimum standards set within the below rubric do not sign her paperwork in approval! Work with her to improve her project.

What's the WHY (root cause)	Who is involved (leading a team)	Measurability (numbers)	Sustainability (lasting effect)	80 hours (post-approval)
	Who is the community partner and how will the project benefit them? Who will you be leading?		How will you ensure that your project continues to have an impact after you turn in your Final Report?	Review breakdown of hours in workbook.

When working with girls striving for the Gold Award, please remember:

- It is the girl's responsibility to initiate and maintain communication with her Mentor, Advisor, etc.
- When reviewing the project plan, make sure that it is more than a collection project and goes beyond the Girl Scout community.
- Keep Girl Scout safety policies in mind and meet with the girl in public places.
- Although Proposal and Final Report submissions are electronic, to be a complete submission the girl needs to also include the GSGLA Supplemental Paperwork Packet:
 - Time log
 - Budget
 - Original hand-written signatures
 - Letter on community partner's letterhead



Guidelines for Girl Scout Seniors
and Ambassadors

Your Name: _____

Guidelines for Girl Scout Seniors and Ambassadors

Since 1916, Girl Scout's highest award has stood for excellence and leadership for girls everywhere. Soon, you will be joining the ranks of generations of young women who have made a difference in their communities and beyond.

As a Girl Scout, you are part of the sisterhood of the World Association of Girl Guides and Girl Scouts, a global movement comprised of more than ten million girls worldwide who are using their talents to positively impact their communities. With your talent and passion, you, too, can make changes in your community that can reach people around the world.

The Girl Scout Gold Award is the highest and most prestigious award that Girl Scout Seniors and Ambassadors can earn. Fulfilling the requirements for the Girl Scout Gold Award starts with completing two Girl Scout Senior or Ambassador journeys or having earned the Silver Award and completing one Senior or Ambassador journey. Each journey you complete gives you the skills you need to plan and implement your Take Action project.

After you have fulfilled the journey(s) requirement, 80 hours is the suggested minimum hours for the steps: identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting your plan, gathering feedback, taking action, and educating and inspiring others. The suggested minimum hours are not a rule; they are a guide for you to plan your time in achieving your goal.

Standards of Excellence

When you decide to earn the Girl Scout Gold Award, you are on your honor to uphold the Standards of Excellence. These standards set a high benchmark for everything you do and invite you to think deeply, explore opportunities, and challenge yourself. Following the Standards of Excellence challenges you to develop yourself as a leader, achieve the Girl Scout Leadership Outcomes and make a mark on your community that creates a lasting impact on the lives of others.

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Girl Scout Gold Award Steps and Standards of Excellence

Girl Scout Gold Award Steps	Standards of Excellence
1. Choose an Issue: Use your values and skills to identify a community issue you care about.	<ul style="list-style-type: none"> • Live the Girl Scout Promise and Law. • Demonstrate civic responsibility.
2. Investigate: Research everything you can about the issue.	<ul style="list-style-type: none"> • Use a variety of sources: interview people, read books and articles, find professional organizations online. Remember to evaluate each source's reliability and accuracy. • Demonstrate courage as you investigate your issue, knowing that what you learn may challenge your own and others' beliefs. • Identify national and/or global links to your community issue.
3. Get help: Invite others to support and take action with you.	<ul style="list-style-type: none"> • Seek out and recognize the value of the skills and strengths of others. • Respect different points of view and ways of working. • Build a team and recruit a project advisor who will bring special skills to your Take Action project.
4. Create a plan: Create a project plan that achieves sustainable and measurable impact.	<ul style="list-style-type: none"> • Lead the planning of your Take Action project. • Work collaboratively to develop a plan for your project that creates lasting change.
5. Present your plan and get feedback: Sum up your project plan for your Girl Scout council.	<ul style="list-style-type: none"> • Submit a project proposal to your council that is concise, comprehensive and clear. • Describe your plan including the Girl Scout Leadership Outcomes you want to achieve and the impact you plan to make on yourself and the community. • Articulate your issue clearly and explain why it matters to you. • Accept constructive suggestions that will help refine your project.
6. Take Action: Take the lead to carry out your plan.	<ul style="list-style-type: none"> • Take action to address the root cause of an issue, so that your solution has measurable and sustainable impact. • Actively seek partnerships to achieve greater community participation and impact for your Take Action project. • Challenge yourself to try different ways to solve problems. • Use resources wisely. • Speak out and act on behalf of yourself and others.
7. Educate and inspire: Share what you have experienced with others.	<ul style="list-style-type: none"> • Reflect on what you have learned when you present your Girl Scout Gold Award Final Report to your council. • Summarize the effectiveness of your project and the impact it has had on you and your community. • Share the project beyond your local community and inspire others to take action in their own communities.



Girl Scout Gold Award Toolkit

Stay organized and keep track of your ideas, contact information, appointments, and plans with the Girl Scout Gold Award Toolkit. This toolkit includes a standards of excellence tracking sheet, tips, planning guides, and advice to help with each step of your Take Action project. Use these tools as you need them—and don't forget that your journey(s) include tools and ideas, too!

1. Choose an issue:

Use your values and skills to choose a community issue that you care about. Check out the Decision-Making Tips in your toolkit. If you have more than one issue that you are passionate about, interview others to help you decide. Practice making your pitch and see how it feels. You can also make a 15-second video, write a bumper-sticker slogan, or come up with another fun way to sum up why this issue is important to you.

Tools:

- Decision-Making Tips
- Interview Tips
- Making-Your-Pitch Tips

2. Investigate:

Use your sleuthing skills to learn everything you can about the issue you've identified. Zoom in on your issue to identify a specific aspect of it that you would like to address, because focused effort has more impact than a big idea that's scattered.

- Log on: Check news sites and the sites of organizations related to your issue. Explore how the media in other countries cover your issue. Note: Before doing your online research, take the Girl Scout Internet Safety Pledge at www.girlscouts.org/internet_safety_pledge.asp.
- Go to the library: Find books that offer in-depth analysis about your issue, read your local newspaper, and look for magazine articles that offer different perspectives on your issue.
- Interview people: Talk to your friends, neighbors, teachers, business owners, and others who can offer information or insights about the issue you've chosen.
- Knowing the various causes of a problem enables you to figure out unique ways to solve it. Use the Mind-Mapping Tool in your toolkit to create a diagram that tracks a problem and its possible causes.

Tool:

- Mind-Mapping Tool



3. Get help:

Invite other people to join your team to support your efforts and help you take action. Consider reaching out to classmates, teachers, friends, and experts from organizations and businesses. Networking with people can make you a more effective leader. Also, the more people you have behind you, the more likely you will positively influence your community. You are the leader of your team—plan your project, motivate your team, learn from others. Choose a project advisor, a person with expertise in the topic of your Gold Award project. An advisor can help you identify resources, provide insights, solve problems, and provide additional background information on your chosen issue.

Tools:

- Teaming Tips
- Project Advisor Tips

4. Create a plan:

Going for the Girl Scout Gold Award requires you to address the root cause of an issue and, thus, make a lasting impact in your community—take a look at the Sustainability Tips in your toolkit for ideas. Create a plan that outlines the best use of your time and talent, your resources, and your team’s talents, making the most with what you have—that’s your challenge!

Tools:

- Project Planner
- Planning and Budgeting Tips
- Sustainability Tips

5. Present your plan and get feedback:

Fill out the Project Planning Checklist in your toolkit to organize your thoughts and make sure you have everything you need before you hand in your Project Proposal Form to your Girl Scout council for approval. Include what you’ve learned, why your project idea matters, with whom you’re teaming, and your plan for making your project sustainable.

Girl Scout Council approval is required before you can continue working on your project. Once your project is approved, take a look at your Project Planner from step 4. Do you have everything you need?

Tools:

- Project Planning Checklist
- Project Proposal Form

6. Take action:

Lead your team, carry out your plan. Use the tools you have developed in the previous steps and remember to check your journey(s) for tips. If you hit a speed bump along the way, learn from it and find ways to adjust your plan.

7. Educate and inspire:

Tell your story and share your results. You can inspire someone who has never before considered taking action to do something! Use the Reflection Tool in your toolkit to identify how this experience has affected you and how your views may have changed. Finally, complete your Girl Scout Gold Award Final Report, which is a comprehensive account of what you've done, with whom you've connected, the lasting impact you've made, and what this experience has meant to you.

Tools:

- Sharing Tips
- Reflection Tool
- Girl Scout Gold Award Final Report

Congratulations! Celebrate! Be sure to thank your project advisor, your team, and all the other people who helped you along the way.

Standards of Excellence Tracking Sheets

Girl Scout Gold Award Steps	Notes regarding your progress and significant dates	Standards of Excellence
1. Choose an Issue		<ul style="list-style-type: none"> • Live the Girl Scout Promise and Law. • Demonstrate civic responsibility.
2. Investigate		<ul style="list-style-type: none"> • Use a variety of sources: interview people, read books and articles, find professional organizations online. Remember to evaluate each source's reliability and accuracy. • Demonstrate courage as you investigate your issue, knowing that what you learn may challenge your own and others' beliefs. • Identify national and/or global links to your community issue.
3. Get help		<ul style="list-style-type: none"> • Seek out and recognize the value of the skills and strengths of others. • Respect different points of view and ways of working. • Build a team and recruit a project advisor who will bring special skills to your Take Action project.
4. Create a plan		<ul style="list-style-type: none"> • Lead the planning of your Take Action project. • Work collaboratively to develop a plan for your project that creates lasting change.

Girl Scout Gold Award Steps	Notes regarding your progress and significant dates	Standards of Excellence
5. Present your plan and get feedback		<ul style="list-style-type: none"> • Submit a project proposal to your council that is concise, comprehensive and clear. • Describe your plan including the Girl Scout Leadership Outcomes you want to achieve and the impact you plan to make on yourself and the community. • Articulate your issue clearly and explain why it matters to you. • Accept constructive suggestions that will help refine your project.
6. Take Action		<ul style="list-style-type: none"> • Take action to address the root cause of an issue, so that your solution has measurable and sustainable impact. • Actively seek partnerships to achieve greater community participation and impact for your Take Action project. • Challenge yourself to try different ways to solve problems. • Use resources wisely. • Speak out and act on behalf of yourself and others.
7. Educate and inspire		<ul style="list-style-type: none"> • Reflect on what you have learned when you present your Girl Scout Gold Award Final Report to your council. • Summarize the effectiveness of your project and the impact it has had on you and your community. • Share the project beyond your local community and inspire others to take action in their own communities.

Decision-Making Tips

You are about to make a big decision that will have a significant impact on your life and may even change it forever. Take some time to reflect and get inspired. Start with yourself.

- What inspires you? Is it something in your school, community, country, or the world?
- What motivates you into action? Is it people, events, activities, places?
- What skills, talents, and strengths do you have to offer?
- How do you want to make a difference? As an advocate for justice? A promoter of environmental awareness? As a trainer, mentor, or coach? As an artist, actor, or musician? As an organizer of petitions or campaigns? As an entrepreneur? Can you think of another role?
- What motivates, inspires, and interests others? Can you build a team to support your idea?
- What would benefit the community both immediately and long-term?
- Check back through your Girl Scout leadership journey(s). What interested you that you might be able to translate into an award project?

Need some inspiration?

Search through these sites to see what others are doing to address issues in their community.

- United We Serve: www.serve.gov
- Global Citizens Corps: www.globalcitizencorps.org
- Global Youth Action Network: www.youthlink.org
- Global Youth Service Day: <http://gysd.org/share>
- Learn and Serve America: www.learnandserve.gov
- Prudential: www.spirit.prudential.com
- Taking IT Global: www.tigweb.org
- United Nations Millennium Development Goals: www.un.org/millenniumgoals
- World Association of Girl Guides and Girl Scouts: www.wagggg.org
- Youth Venture: www.genv.net

Interview Tips

Find out what you need to prepare and conduct an interview.

1. Making arrangements: Deciding who you would like to interview, contacting the person, and setting up a date and time.

2. Preparation: Gathering research and background information to help you formulate questions to ask the interview subject(s). Use these sample interview questions to get you started, and then add some of your own. If you need help choosing an issue, you'll want to ask the following types of questions:

- What are the biggest challenges/problems that you have faced or are facing?
- What do you think is the root cause of these issues?
- What will it take to address these issues?
- Are there any resources available to do that?
- What do you consider to be the strengths of the community?

If, on the other hand, you've already chosen an issue, move ahead to the interview.

3. Conducting the interview: Bring a notebook to take notes. Here are some tips:

- Find a quiet place where you'll have each others' full attention, and agree to turn off your cell phones.
- Start by thanking the interviewee for her/his time, and then briefly describe your project.
- Keep questions simple and related to the issue at hand. Do your research. Preparation is key!
- Ask the person you interview if she or he would like to hear more about your project as it develops.
- Send a thank-you note to everyone you interview within a week of the interview. Mention the possibility of a follow-up interview.

4. Reviewing information and setting up a possible follow up interview:

Your interview is over. Now what? You have to sift through to find the information that's relevant to what you are working on. If there are some gaps that you need to fill, contact your interview subject(s) to get more information and to find out whether or not you have your facts correct. Remember to check and recheck your facts!



Making Your Pitch

You've seen the advertisements and most times you even remember the slogans. What makes them memorable? It could be because they're clever or catchy or funny. Now that you've chosen your issue, think of a way that you can let people know about it. You should be able to describe the issue you've chosen in about 15 seconds. Here are some tips to help you do that.

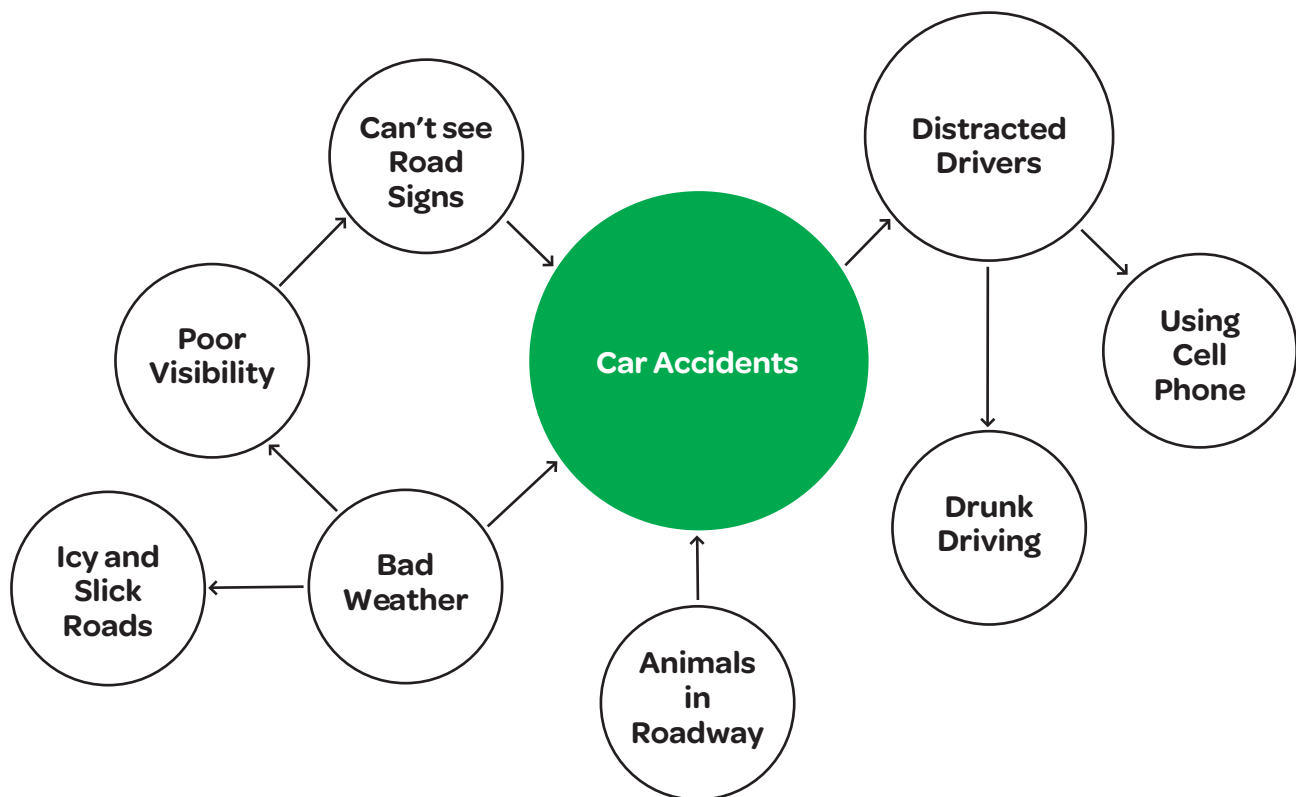
- **Make it memorable:** Develop a slogan. What makes you remember the slogan in those commercials on TV? How can you incorporate that into your pitch?
- **Target your audience:** Who are you trying to reach? If you are aiming for kids, think of a story or riddle that would relate this to them. Young kids love to rhyme. If you're reaching out to adults, no cute stories! Think about your audience and try to tailor your pitch so that it connects with them.
- **How you will help:** You've gotten their attention with your story. Now tell them what your project will do to make their lives better.
- **Personalize it:** Why this project? Why this target audience? How will doing this make you a better person?
- **Do it:** Put it all together. Explain your idea in a short and motivating way that clarifies for you, your potential team, target audience, and supporters. Remember, 15 seconds. Go!

Mind-Mapping Tool

Create your own mind-mapping diagram like the one shown here, using one of the issues facing your community. Follow these instructions.

- Write the community issue in the middle of the paper or any where that works for you.
- Think about what some of the causes of this issue could be. In this example, one of the main causes of car accidents is bad weather. Notice how many different causes connect from bad weather.
- Now, try connecting the different causes you come up with to each other and to the main issue. How do the causes connect to each other?
- Do you see a pattern?

This activity will help you come up with different ways to approach a problem, as well as different ways you might go about addressing it.



Teaming Tips

Think about the people who might be able to help you put your project into action. Choose people who will stick it out until the project is complete. You don't have to limit your team to people your age or just Girl Scouts. Working in a group will help you make a bigger impact and cover more ground than you would on your own. It might be challenging at times, but remember to always be honest and fair, friendly and helpful, considerate and caring, and responsible for what you say and do. Here are a few tips to keep in mind as you build your team:

- Promote a sense of trust and belonging
- Share ownership
- Clarify roles and responsibilities
- Communicate regularly and openly
- Respect diversity
- Have fun and be creative
- Be open to new ideas and different ways of working
- Keep learning and growing

Project Advisor Tips

Here you'll find tips for selecting and working with your project advisor.

- Reach out: You've figured out the issue you're going to address with your project. Now it's time to find an expert to help along the way and give you advice and suggestions. Ask your troop/group volunteer or your council for suggestions. Then, select a few people who are related to your issue area with whom you'd like to work.
- Safety first: Before you meet with new people, talk to your troop/group volunteer for some safety tips and do's and don'ts. Make sure your family knows who you're talking to and meeting with.
- Ask: Start with your first choice, and if she or he can't help, go to your next choice. (Hint: There may be many others who are willing to help!) Approach the people you selected one at a time. Introduce yourself by sending a brief letter or e-mail, explaining what you're working on and the advice you would like. Give some background. Give an estimate, asking about time commitments and which way would be best to communicate.

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- Say thanks: When an individual accepts, send her or him a thank-you note, along with a brief description of your project and a list of areas where you think you'll need the most help.
- Think ahead when asking for help: Before you compose an e-mail or call your project advisor, think about how you can simplify a problem you're having, so that she or he can offer quick suggestions.
- Share your progress: Make sure to tell your project advisor (in a quick e-mail or phone call) about your progress and how her or his help is making your project better, easier, and so on.
- Celebrate together: After your project is completed, invite her or him to your Gold Award ceremony and/or your own celebration. Don't forget to send a thank-you note!

Project Planner

A Girl Scout Gold Award Take Action project addresses the root cause of an issue, produces impact that is measurable and sustainable, and is a local project that links to a national and/or global issue. Here are a few tips to help you lay out your project plan:

Set project goals:

What is your project? _____

Why does it matter? _____

Who will it help? _____

The difference I intend to make in the world is _____

• **Steps to meet the goals:** List step-by-step what it will take to reach your goal. Be as specific as possible so that you can put together a timeline and draw on your team to help you reach your goals.

• **Develop a timeline:** This will help you determine how much time should be allotted to each part of your project.

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- **Think about money-earning:** Brainstorm ways to finance your project, if needed, speak with your Girl Scout troop/group volunteer to make sure that your ideas are in line with the Girl Scout policies. Check with your council. Remember, you can make an impact without spending money by influencing policy and so on.
- **Establish a global link:** Consider how to connect your project to an issue that affects people in other parts of the country or the world.

Use the following questions to help you determine what you need and what you need to do.

- What is the goal that you would you like to achieve with your project?
- How do you plan to achieve this project goal?
- What are the foreseeable obstacles?
- Aside from your team, troop/group volunteer, and project advisor, do you need any one else to help with your project?
- What supplies will you need?
- If necessary, how will you earn money or fundraise?
- How will you measure your success as you go?
- How will your project create lasting change?



Planning and Budgeting Tips

It's budget time! Start by figuring out what you need and where you can get it for little or no cost, if possible. If it's not possible, think about how much it is going to cost and how you can cover those expenses. Many projects are possible when you concentrate on the issue at hand. Use your influence and leadership skills to come up with ways that you can make a difference that might not include earning money.

List the Steps to Achieve Your Goal	What Resources and Materials Will You Need?	Where Can You Get the Resources and Materials?	How Much Will They Cost?	How Do You Plan to Cover These Costs?



Does Your Plan Sound Doable?

If not, take a step back and refocus. Try to find a different angle to pursue. Work with your troop/group volunteer, project advisor, and Take Action team to find solutions to problems and obstacles that come up along the way.

Sustainability Tips

Girl Scout Gold Award projects are not “one shot”—they create lasting change. You can ensure a lasting project by setting clear timelines, collaborating with community organizations, building alliances with adults and mentors, and keeping good records. Sustainability often involves influencing others to pitch in. Here are some examples of sustainable projects.

Example #1

Community issue: Food waste from school lunches poses a danger to the environment.

Root cause: No community composting or recycling program.

Take action: Create a food-waste composting program for the school.

Making the solution sustainable:

- Work with school officials to find biodegradable plates and cups to use in the cafeteria.
- Work with town/state food waste officials to ensure the system is in place.
- Implement a plan in your school to separate their cafeteria waste into composting, recycling, and trash bins. (Farmers can use the compost to fertilize crops, improve the quality of the soil, decrease soil runoff, and so on.)
- Get a commitment from school administrators to carry on when your project is complete. Making your project bigger (national and/or global link): Recruit students at schools in the area to develop the program for their schools and/or contact local and state officials about adopting the program.

Global link: Find out how people in other parts of the world deal with food waste in schools. What kinds of programs do they have in place? How can you learn from this?

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Example #2

Community issue: Teen suicide.

Root cause: Lack of awareness and prevention.

Take action: Establish an awareness and prevention program.

Making the solution sustainable:

- Produce a short video that can be used in other communities with an online brochure outlining the steps to an awareness and prevention program.
- Share the video and online brochure with schools and community organizations.

Making your project bigger (national and/or global link): Share the program with local youth groups, health/human services agencies, community centers, church/synagogue/mosque community centers, or school district.

Project Planning Checklist

The answers to all of the questions below must be yes before you submit your plan for council approval.

- Will your project demonstrate your leadership skills?
- Have you set your project goal and identified what you would like to learn?
- Have you chosen your Take Action team? Have you discussed the project with them?
- Have you created a budget for the project?
- Have you created a plan to raise funds, if necessary?
- Have you made a timeline for your project?
- Does your project address a need in the local community and have you found national and/or global links?
- Can your project be sustainable?
- Does your project challenge your abilities and your interests?

Once you answer yes to all the items on this checklist, you're ready to submit your Girl Scout Gold Award Project Proposal.



Sharing Tips

It's time to tell others about what you did, what you have learned, and the impact you hope your project will have on its intended audience. Your story may inspire others to take action to do something to make their community better!

Here are a few suggestions for how you can demonstrate your project achievements and share what you learned:

- Create a Web site or blog or join a social networking site (Facebook, MySpace, and so on) to post updates and details about your project and its impact on the national and/or global community.
- Log on to some Web sites where you can share your story:
 - o World Association of Girl Guides and Girl Scouts: www.wagggg.org/en/projects
 - o Taking IT Global: www.tigweb.org
 - o Global Youth Service Day: www.globalyouthserviceday.org
- Create a campaign that showcases your cause. Make buttons, posters, and flyers to let people know about your cause.
- Present what you have learned and what your project will do for the community at a workshop for community members.
- Make a video about the effects of your project. Post it online. Invite friends, community leaders, and people from organizations who are tackling the same or a similar issue to take a look at it.
- Write an article for your local newspaper or create a newsletter about your project.

Reflection Tool

Reflection is more than talking about your feelings; it’s about thinking critically, solving problems, and interpreting and analyzing the results of your experiences so you can gain a better understanding of who you are. After you complete your project, take some time to assess yourself.

1. Which values from the Girl Scout Promise and Law did you employ?

2. Which new leadership skills have you developed?

3. How are you better able to advocate for yourself and others?

4. How has your access to community resources and relationships with adults changed as a result of this experience?

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5. How important has cooperation and team building been in developing your leadership skills?

6. What changes would you make if you were to do this project again?

7. Has this helped you get an idea of what your future career might be?

8. Now that you have planned, developed, and taken action on your project, how are you better equipped to pursue future/life goals?

