

## Gold Award Workshop

Name: \_\_\_\_\_ Date: \_\_\_\_\_

Workshop Location \_\_\_\_\_



## Table of Contents

The History of the Gold Award.....	5
Gold Award Information.....	6
Adult Roles to Assist the Girl.....	7-8
Information for Parents & Guardians.....	9
Gold Award “Take Action Project” .....	10
Selecting A Project.....	11
Mind Mapping Tool.....	12
My Mind Mapping Tool.....	13
Flow Chart.....	14
Project Guidelines.....	15
Successful Gold Awards.....	16
Project Proposal Checklist .....	17
The Project Proposal.....	18
Interview Dates.....	18
The Interview.....	19
What does the Gold Committee Look for?.....	19
Possible Results of the Interview.....	20
Money and Your Gold Award Project.....	21
Money Earning Ideas.....	22
Some Questions About Money.....	24
Individually Registered Girls.....	25
After Project Approval.....	25
Final Report.....	26
Exit Interview.....	26
Gold Award Ceremony.....	27
Tournament Troop.....	28
Program Staff Contact Info.....	28
Gold Award “Paperwork” Checklist.....	29
Gold Award Take Action Project Proposal.....	31-38
Personal Profile.....	33
Summary of Completed Prerequisites.....	34
Project Plan.....	35-36
Impact Planning.....	37-38
GSGLA Supplemental Paperwork Packet.....	39-44
Parent / Guardian Information Sheet.....	41
Project Advisor Profile.....	42
Proposed Timeline.....	43
Proposed Budget.....	44
Proposal Signatures.....	45
Gold Award Final Report.....	47-54
Contact Information & Team.....	49
Gold Award Take Action Project.....	50-51
Impact Chart.....	52-53
Future Impact.....	54
Supplemental Paperwork Packet- Final Report.....	55-51
Time Log.....	57
Project Budget.....	58
Final Report Signatures.....	59
Additional Forms.....	61-66
GSUSA Guidelines for Gold Award.....	67-87

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# THE 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. The requirements were the earning of fourteen proficiency badges chosen from a list of seventeen specified badges. The Golden Eagle of Merit was redesigned in 1919 to the **Golden Eaglet**. From 1918 to 1939, only 10,658 Golden Eaglets were awarded.

According to the Girl Scout Collector's Guide, Juliette Low wrote 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, new requirements were made in order to earn the Golden Eaglet with revisions made once again in 1928. It was believed that even though there were fewer requirements needed to obtain the rank, the standards for them should be even higher with the emphasis on the practical application and good turn.

To first earn the Golden Eaglet, a scout had to earn her 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 the 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 was a way to help an Intermediate Girl Scout prepare herself in advance for some of the things she would do as a **Senior Girl Scout**. Four proficiency badges had to be earned in addition to the First Class Scout from a list of pre-determined badges from the following areas of interest: Agriculture, Ambassador, and Business Woman (just to name a few). At first it was a gold arc patch, later replaced by the Curved Bar Pin in 1947. The Curved Bar was discontinued in 1963 with the introduction of the four age-level program when the requirements for First Class Scout were considered challenging enough so as to render the Curved Bar unnecessary.

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

Nationally, only 5.4% of eligible Girl Scouts earn the Gold Award. 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, GSUSA selects ten girls to be Young Women of Distinction based on their Gold Award projects.

## Gold Award Information

The Gold Award is the highest award a Girl Scout Senior or Girl Scout Ambassador can earn in Girl Scouting in the United States. It recognizes personal leadership and effort as well as the impact that filling a need has on a Girl Scout's community. There are multiple steps that must be followed, using the Girl Scout Promise and Law as guidelines, in order to earn the Girl Scout Gold Award.

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.

Fulfilling the requirements for the Girl Scout Gold Award begins with completing two Senior or Ambassador Journeys or having earned the Silver Award and completing one Senior or Ambassador Journey. Once you complete your prerequisites, you must take the GSGLA Gold Award Workshop and follow the steps below:

- Choose an issue: use your values and skills to identify a community issue you care about.
- Investigate: research everything you can about the issue.
- Get help: invite others to support and take action with you.
- Create a plan: create a project plan that achieves sustainable and measurable impact.
- Present your plan and get feedback: sum up your project plan for GSGLA.
- Take action: take the lead to carry out your plan.
- 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 a lot of work. In order to have a successful Gold Award project, it must be one that you are truly passionate about.

## Adult Roles to Assist the Girl Scout in the Gold Award Process

Girl Scouts is a “by girls, for girls” experience. All activities must be girl-led. Yet to be successful, each girl working to achieve the Gold Award needs to interact with several adults. Each adult has a different role.

Girl Scout Troop Leader: The interested Girl Scout notifies this person 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.

Parent or Guardian: Parents and guardians play a significant role in supporting a girl during the Gold Award process. This role includes 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 (co-leader or assistant leader) is a relative, all signatures on the paperwork must be from another leader in the troop.

Project Advisor: The Project Advisor is someone who gives expert/professional advice related to the specific 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 aide 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.

Gold Award Mentor: A Gold Award Mentor must have knowledge of the current Gold Award process at GSGLA. 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 prior to turning in their Proposal if their troop leader is not able to act in this capacity. Please consult your local Gold Award Staff Liaison for additional assistance.

Gold Award Review Board: The Gold Award Review Board conducts interviews with Gold Award Candidates. They advise and guide the Candidates and give approval to begin their project. The Review Board also conducts the Exit Interviews and gives the final approval.

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 Committee Member: The members of this committee are all volunteers who assist girls pursuing the Gold Award. They ensure that the standards and requirements of the Gold Award are consistently and appropriately upheld. The Gold Award Committee includes Gold Award Mentors, the Review Board and Workshop Facilitators. Committee members may serve in one or more of these roles and must have knowledge of the current Gold Award process at GSGLA.

Staff Liaison: The Staff Liaison is a Program Manager or Program Specialist staff member designated at each GSGLA service center. 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.

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## 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 as she focuses on leadership, career exploration, personal challenges, and completing a lasting project to benefit her community or a cause for which she has a passion. 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 in 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 has to 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 lead to resources. You may work with or know someone who has the skill set your daughter needs as an advisor.
- Practicing good parenting and ensuring she gets enough rest, eats properly, 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, an adult who has skills specific to her project, and a 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.

## Gold Award Take Action Project

A Gold Award Take Action project requires that you draw on your experience, education, and personal values. A Take Action Project identifies the root cause of a community issue, involves community partners, and has long-term benefits and sustainable support. It must go beyond Girl Scouting. It not only will benefit others and your community, but should also be important and meaningful to you. Gold Award Take Action Projects are innovative projects that make an impact and challenge you to achieve greatness. The project should take approximately 80 hours of planning, leadership, and implementation.

Take Action Outcomes:

- **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.

## Selecting a Project

Your Gold Award Take Action Project must be needed and identified by either a non-profit organization or by an identified community in another part of the nation or the world. The project should demonstrate your leadership skills and have a positive impact on others and/or the issue that you care about. You must make sure that your project is sustainable and that the impact is measurable.

- **Measurable:** 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.
- **Sustainable:** 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.

Use the "Seven Components of a Successful Take Action Project" and the "Girl Scout Gold Award Tool Kit" to aide you in planning a successful Gold Award Take Action Project. These tools can be found at the end of this packet and on our GSGLA webpage.

## Providing Service

Service is an integral part of the Girl Scout experience. Service means doing something helpful without the expectation of payment or any reward. It is an opportunity to show leadership, to make a difference in the lives of others, and to make a positive impact on the community and the world.

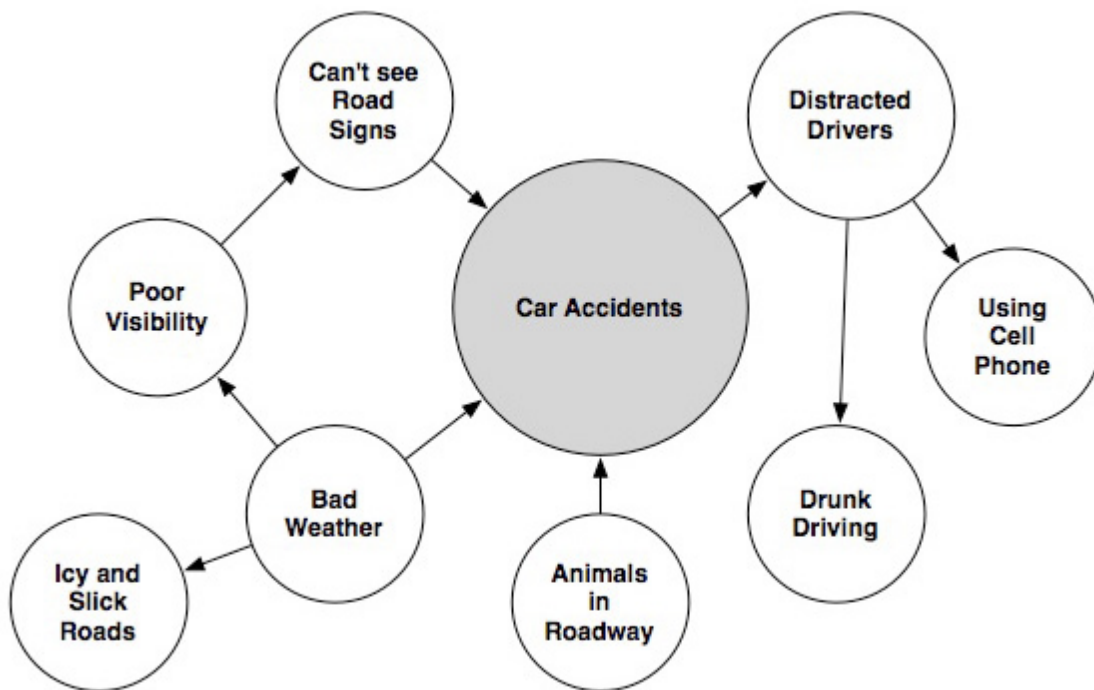
Service is a way of relating experience and knowledge to the needs of others. **It is not merely doing something for someone, but helping when and where you are needed.**

## Mind-Mapping Tool

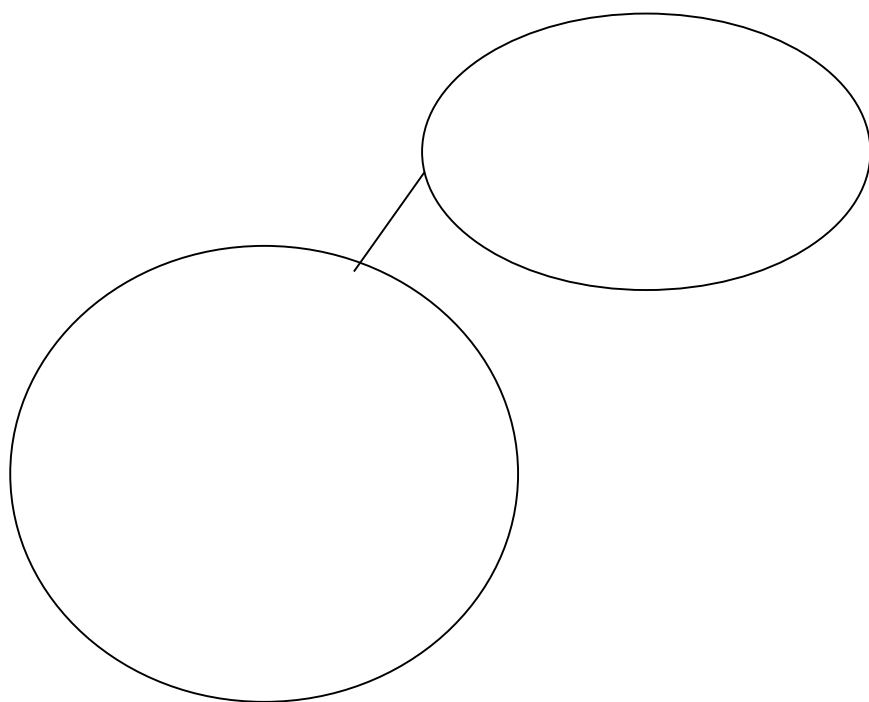
Create your own mind-mapping diagram like the one shown here, using one of the issues facing your community. Follow these instructions.

- Write the community issue in the middle of the paper or anywhere 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?

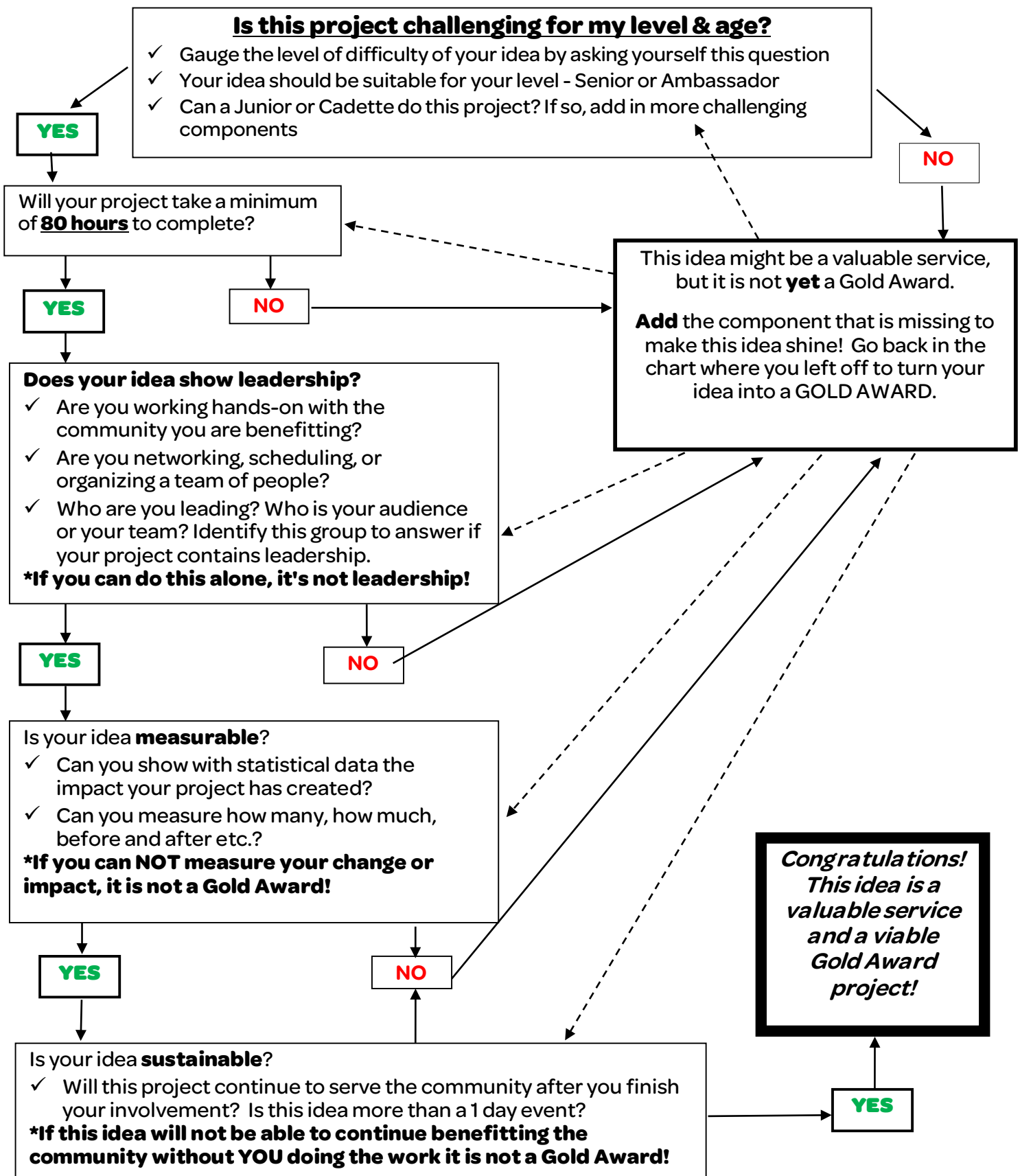
This activity will help you come up with different ways to approach a problem, as well as different ways you might go about addressing it.



## My Mind Mapping Tool



# Is your idea a GOLD AWARD?



## Gold Award Project Guidelines

1. You cannot start prerequisite work for your Gold Award prior to October 1 of your 9<sup>th</sup> grade year.
2. **Your Gold Award Take Action Project must demonstrate interaction with others in a leadership capacity.** Your project should be based on your passions and interests.
3. Your project must impact the community and be measurable and sustainable. **You MUST design, develop, and carry out the project with the community and include community partners/team members.**
4. Gold Award Take Action Projects MUST go beyond the Girl Scouting community. A Gold Award Take Action Project cannot be a community service project that is currently established at that location.
5. A Gold Award Take Action Project is not a “collection” style project. (Although it may have a collection component.)
6. You must consider what funding is necessary to successfully execute the project. Create a realistic budget that does not rely on securing grants or raising large sums of money.
7. **You must have a project advisor who is not your troop leader, parent/guardian, or immediate family.**
8. **The Gold Award project advisor’s role is to offer support.** She/he is not to aide 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.
9. **The Gold Award project should take approximately 3 - 5 months to complete and incorporate the suggested time commitment of 80 hours. (Please note, if additional time is needed to complete your project, please submit the “Request for an Extension Form.”)** A detailed time log must be kept and submitted with your final report form. The time log reflects time spent working on your Gold Award project AFTER receiving approval to start from the Gold Award Committee. Remember, any time spent on a project prior to approval does not count. The log should include time spent on correspondence, project implementation, etc. It cannot include time spent driving, getting gas, picking up volunteers, attending training(s), etc.

## Successful Gold Award Take Action Projects

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 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 project.

| 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. |

# Gold Award Take Action Project Proposal Checklist

GIRLS BRIDGING INTO SENIOR GIRL SCOUTS MAY NOT SUBMIT THEIR PROJECT PROPOSAL PRIOR TO APRIL 1<sup>ST</sup> OF THEIR 9<sup>TH</sup> GRADE YEAR.

- **Following completion of your prerequisites**, you must attend a GSGLA Gold Award Workshop. The prerequisites help you gain more insight into your strengths (and weaknesses) so you are better able to plan and carry out your Girl Scout Gold Award Take Action Project.
- You must be a registered Senior or Ambassador Girl Scout when you submit your project proposal, as well as when you submit your final report.
- **If you are submitting your proposal after October 1<sup>st</sup>, 2015 you must use the Go Gold online website (<http://www.girlscouts.org/gogoldonline>) and include the supplemental paperwork packet.** Samples can be found at the back of this packet or you can download GSGLA forms online at [www.girlscoutsla.org](http://www.girlscoutsla.org). Forms must be **TYPED** with complete answers to ALL the questions.
- Your supplemental paperwork packet must have all the appropriate signatures, scanned and submitted through Go Gold online. Submissions with incomplete forms will not be considered for an interview and will be contacted for follow up.
- You must acquire a letter from your benefitting organization/agency. Any and all letter(s) must be on official business/organization letterhead with appropriate signature(s).
- You must have one or more appropriate project advisor(s).
- You must submit your Gold Award Take Action Project Proposal, be interviewed, and receive approval **PRIOR** to beginning any work on your Girl Scout Gold Award Take Action Project.
- **The application process, as well as all communication with the Gold Award Committee and/or staff liaison is your responsibility and must be completed by YOU.** 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.

## The Project Proposal

**You must submit your completed proposal to the Go Gold online system before end of business on the first business day of the month for consideration to participate in that month's interviews. You will be notified by email of your date, time and location.** 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.

In order to ensure that your proposal is ready for submission, present your project plans to your troop leader/mentor and project advisor(s) in a timely fashion to give them time to look over your proposal, offer suggestions, and sign the appropriate places.

Your project proposal has three sections. The first asks for personal data as well as contact information for your troop leader and project advisor(s), type complete addresses, including zip codes. In the second section, detail your completion of the prerequisites (Journey(s) completed and/or Silver Award). The third section requires brief answers to a series of questions regarding the specifics of your project. Answer all questions thoroughly and in complete sentences. Your proposal should clearly describe your project and who or what it benefits. Lastly, be sure to upload your supplemental paperwork packet and a letter from the organization that you have chosen to partner with for your project. As a reminder, the letter should indicate knowledge and support of your project for their benefit.

## Interview Dates

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

### North Region

Antelope Valley – 3<sup>rd</sup> Monday of each month  
Santa Clarita Valley – varies month to month  
Woodland Hills – 3<sup>rd</sup> Wednesday of each month

### Southeast Region

Arcadia – 2<sup>nd</sup> Tuesday each month, except August  
Montclair – 2<sup>nd</sup> Thursday of each month, except January & August

### Southwest Region

Long Beach – 4<sup>th</sup> Thursdays of each month, except December & June  
Marina Del Rey – 3<sup>rd</sup> Wednesdays of each month, except December

## The Interview

Each Girl Scout with a Gold Award Project proposal is allocated 20 – 30 minutes for a personal interview. The interview is mandatory. 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/mentor.** 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.

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. Please bring any paperwork that can help you answer questions—you are free to refer to or read anything you bring. All girls are encouraged to create a multimedia or poster board presentation to aide you in pitching your project to the committee.

**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.

### What Does the Gold Award Committee Look For?

1. Is the applicant currently registered as a Senior or Ambassador Girl Scout?
2. Is the applicant the correct age and grade?
3. Have all the prerequisites of the Gold Award been satisfactorily completed?
4. Does the proposal show that the applicant has designed an original project plan? Is she organizing and executing the project herself?
5. Is the project of Gold Award Take Action caliber?
6. Will the project make an impact and will its effects be measurable and sustainable?
7. Does the project impact the community and work with the targeted community & community partners?
8. Is the budget realistic and reasonable?
9. Does the applicant have the appropriate advisor(s)?
10. Will the project take approximately \*80 hours and/or at least 3 - 5 months to complete?
11. Does the applicant have the necessary skills, expertise and resources to complete her Gold Award Take Action Project?

## 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 re-submit your plan providing additional information or further 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 2<sup>nd</sup> interview to see 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 to merit Gold Award status, do not comply with GSUSA *Activity Check Points*, have been previously implemented at the same site and are not original in creativity or scope, is a fundraiser, benefits only Girl Scouts or is deemed dangerous or inappropriate.

Please note that the Gold Award Committee will NOT approve "canned" projects, "collection" only style projects or projects benefitting Girl Scouts. A collection can be *part* of the project, however not the entire project. There needs to be many other aspects of a Gold Award Project, such as community involvement, educational component, and sustainability.

After your project is approved, you will receive a follow-up email containing the information discussed at the time of your interview. You will also 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.

## Money and your Gold Award Project

The Girl Scout Cookie sale is the leading entrepreneurial program for girls. No university has produced as many female business owners as the Girl Scout Cookie Program. Council-sponsored product sales are really the best way for girls to earn money to pursue their goal. The sales are beloved by the community and come with program, sales, and marketing materials and support that help girls run a great business.

With every season of cookies and fall product sales, another generation of girls learns five important skills:

- Goal setting – Girls who set goals are more likely to reach or exceed those goals – from selling cookies or magazines to completing their science project on time!
- Decision making – A Girl Scout who is participating with her troop on deciding how to use troop proceeds increases her confidence to make decisions about spending baby-sitting money or being a leader to resist negative peer pressure.
- Money management – Girls who learn to handle orders, inventory, and customer's money grow to manage their own allowance, income from a part-time job while still in school, a checking account or their own cell phone bill!
- People skills – Girls learn to listen and have confidence in speaking with others while asking for support of themselves and Girl Scouts with a purchase of cookies, chocolates, or magazines. She learns she can also work well with others on school projects or team sports, and asks for directions from her teacher to achieve her best!
- Business ethics – A Girl Scout is honest and responsible at every step of the Program and learns that being trustworthy and honest are good personal attributes that have benefits in earning the respect of others in school, in college, and in the workplace!

And most of all, girls gain a tremendous amount of confidence. It's not easy to ask people to buy something—you have to speak up, look them in the eye, and believe in what you're doing—all skills that help a girl succeed now and throughout the rest of her life. The product sales programs are a great opportunity to talk to people about your Silver or Gold Award. Talk to people about your project and ask them to support you by giving a Gift of Caring donation, purchasing cookies/nuts, and renewing their magazine subscription. As an experienced Girl Scout, you already know how to sell cookies and nuts. You don't have to stand in front of a store at a booth. What are some other ways you can sell the products?

- Do a presentation about your project at your parents' place of work, a religious institution, or other service organization

One of the challenges that confronts every girl "going for the gold" is the financial aspect. The most efficient way to generate revenue and gain support of your Gold Award project is to participate in both fall product sales and the cookie program. Aside from participating in product sales, any additional money earning and/or seeking gifts may not be conducted/pursued prior to project approval.

**As a Senior or Ambassador Girl Scout seeking support for your Gold Award project, the ability to pursue gifts (either monetary or in-kind) is an important consideration. If you chose to participate in additional money earning opportunities please remember that participation in BOTH Fall Product & Cookie Sales are mandatory.**

Please work with your adult advisor to determine specifically what is required to meet the needs of your project. Once established, identify family, friends, and others in your community and develop a plan to approach them, making the case for your project and its support. Although this is technically not “money earning” for your troop, follow the GSGLA money earning policy and, when in doubt about approaching a supporter, contact your GSGLA Gold Award staff liaison.

### Gifts vs. Tax Deductible Donations

Gifts \$250 or less may be directly received by your troop, **however they will not be tax deductible**. For supporters who wish to make a tax deductible donation or who make a gift greater than \$250, they must make checks payable to Girl Scouts of Greater Los Angeles and send them to GSGLA Development Department, 801 S. Grand Ave., Ste. 300, Los Angeles, CA 90017. Include a Donation to Troop/Group/SU form (downloadable from [www.girlscoutsla.org](http://www.girlscoutsla.org)) with the payment and expect a 4-6 week turnaround before your troop receives the funds. GSGLA Development Department will send the donor an acknowledgement letter for tax purposes. As part of an older girl troop/group, you may receive a maximum of \$1,000 from a single supporter in a Girl Scout year. For more information regarding tax deductible gifts or the Donation to Troop/Group/SU process, call Andrea Ramirez, (626) 677-2203.

### What You Can Do

Since girls are not allowed to directly solicit, you must work with an adult partner (parent, leader, advisor) if you need a gift of money, materials or services. As the Girl Scout, you describe your project to others, write letters, create a presentation, etc., but the adult has to make the actual ask. Also, don't forget to follow the guidelines for Gifts vs Tax Deductible Donations as referenced above and complete and submit the necessary paperwork.

Your troop can have a bake sale or charge a fee to an approved event to earn money for your troop's activities. (Remember, your troop must follow GSGLA guidelines and have council permission for all money-earning activities.) Your troop may then decide to use those funds towards the completion of a Gold Award project, such as the purchase of materials. It **MUST** be a troop decision (girls, not leaders) on whether to allocate the funds toward your Gold Award Take Action Project.

For more detailed information regarding money earning, please see Chapter 5 of Volunteer Essentials.

## Money Earning Ideas

All Girl Scout activities need to meet *Activity Check-Points*, GSGLA guidelines, and be pre-approved. A good rule of thumb is to not exceed 15% of your total project hours on additional money earning activities.

- Sell Girl Scout cookies and Fall Products! Think big! Arrange for booths at sporting events, college dormitories, and corporations. Sell cases of cookies to local businesses for them to give to staff or clients.

- 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. Involve families, school groups, and small businesses.
- Offer clown activities and face painting at events (school, church, community) 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 for you.
- Provide classroom or birthday party games and cupcakes on order. Busy moms will appreciate not spending the time cooking or going to the store.
- Take advantage of local Restaurant Nights where a percentage of proceeds from a specific night is contributed to a specific cause or charity.

### **Do NOT engage in the following activities**

- As a Girl Scout, you cannot raise money for another organization. This means you cannot have a bake sale, performance, or other activity and give the proceeds to another organization. You can't 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 GSUSA 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. (Please refer to the FUN development form for Restaurant Nights in the additional forms located in the back of this workbook.)
- Projects where the money goes to an individual rather than to the troop. You cannot be employed as a Girl Scout to earn money.
- Selling anything on the Internet.
- You are not permitted to engage in "crowd-funding" opportunities such as Kickstarter or Indy-go-go.

## **Some Questions about Money**

### **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.

Some ideas for activities to earn money include: pet walking, pet care, babysitting, lawn mowing, plant/house sitting, recycling, homework helping/tutoring, respite care for family caregivers, making jewelry, creating cards, calligraphy, and helping at parties. The possibilities are endless!

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

It's better to succeed with a smaller project that is within your budget. Be realistic about what you can and can't 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 charge for a Girl Scout event to earn money?**

If it is a service project, a fee can only be collected to cover the cost of materials. The project ceases to be a service project if you charge a fee above your costs and the hours cannot be applied towards service hours.

If you are conducting an event as a Girl Scout (badge workshop, etc.) and plan to charge a fee above the cost of materials, you must first have this approved by your GSGLA program staff liaison. 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 troop.

### **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 service hours. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are volunteering for another organization.

For example, if your local Red Cross chapter is raising money to purchase training dummies, you may participate under their supervision as an individual volunteer, but you cannot count that service as part of your time toward ANY Girl Scout award or service hours. However, you CAN plan a Gold Award project using the equipment that was purchased as part of your efforts as a volunteer for that organization.

## Individually Registered Girl Scouts

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 group/ troop, service unit, or GSGLA.

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 GSGLA program staff liaison about available options before making a decision regarding the group that will house your earned money.

## After Your Project Approval

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 must also communicate with your troop leader/mentor regarding your project on a regular basis.

### 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 contact your assigned Gold Award Committee member. Once the details have been agreed upon, you need to submit in writing the "Request for Change" form with original signatures before you can proceed. 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" will result in your Gold Award being denied.**

### 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 six month timeframe, 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.

## 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 6-8). Please fill out your final project steps completely (all questions answered in complete sentences) accompanied by three documents: detailed time log – list dates, start and finish times, amount of time spent working, and specifically what you were doing during each time period; budget – list expenses, value of donated goods, and source of monies; and letter(s) on letterhead from each institute or agency that benefitted from your project and attesting to your contributions; all signatures must be original and dated. Your time log cannot include any time that was spent traveling or completing your final report.

The final report and accompanying paperwork/documentation is due by the date specified in your interview agreement or at the latest March 1<sup>st</sup> if you wish to participate in the June ceremony for that year. For graduating high school seniors, you have until September 30<sup>th</sup> of the year you graduate to submit final reports. (Those who submit final reports by the September due date will receive their Gold Award pin during the following June ceremony). Your final report should be submitted in the way you have submitted your proposal- either paper forms (pre Oct 1) or Go Gold online (post Oct 1). Any final reports that are incomplete will not be accepted and returned to you.

## 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 Council Policies*. You will then be scheduled for an exit interview with the Gold Award Committee. You will receive an email from your council staff liaison indicating availability for exit interview scheduling. Please allow for 1-3 weeks depending on time of year as we receive a high volume of calls and emails. For the interview, please bring a scrapbook that includes photographs documenting every aspect of your project to share with the committee.

### Scrapbook

Your scrapbook is a cumulative look at your project from start to finish and should include documentation to attest to your project's contributions. It should highlight all the hard work you put in to making an impact on the community. It can be as simple or as creative as you chose, but should be a product of your own efforts.

# Gold Award Ceremony

Girl Scouts of Greater Los Angeles hosts only ONE ceremony each year to honor all Girl Scouts who have earned the Gold Award for that specific year. After your Gold Award project is approved, you will receive an informational letter in the spring with the details of the ceremony. The Gold Award ceremony typically takes place in 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(online)
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.

The appropriate attire for the Gold Award ceremony is a complete Girl Scout uniform, (khaki skirt or khaki slacks, white blouse, sash/vest and appropriate dressy footwear). **Please note: Skirts may be no shorter than two inches above the knee. Suggested footwear for the ceremony is dressy flats or dress pumps. Please note: shoes with a heel higher than three inches will not be permitted.** No tennis shoes, flip flops or sandals! Violation of these terms will result in your being sent home to change into appropriate attire/footwear. Please check your vest or sash to make sure that all awards and badges are placed properly. Remember, only earned recognitions are allowed on the front of your vest or sash. Remove any and all fun patches and buttons from the front of your vest or sash to the back. Be sure to have the **Girl Scouts of Greater Los Angeles ID** strip sewn onto your vest or sash, replacing your former legacy council ID. This is mandatory.

In order to be invited to this year's Gold Award ceremony, all Gold Award project final reports and supplemental paperwork must be submitted to council via Go Gold online no later than March 1st. Girl Scouts whose Gold Award projects are completed after March 1<sup>st</sup> or high school graduates who submit reports by September 30<sup>th</sup> will be invited to the Gold Award ceremony taking place the following year. This is so that GSGLA has adequate time to obtain certificates for these Gold Awardees.

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

# Tournament Troop

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.

## Tips for Success

Always remember...

- Plan ahead – remember Murphy's Law, anything that can go wrong will go wrong. Failing to plan is the same as planning to fail. Your leadership skills can only help you get back on track if you have a plan.
- Don't procrastinate until your final deadline ... break up your work into smaller, manageable segments and give each part a separate earlier deadline.
- Ask questions.
- Keep in touch with your leader, advisor, mentor, and anyone who can help you succeed.
- Document EVERYTHING as it occurs. This makes it easier to see how you are progressing. Trying to "recreate" a timeline at the end isn't useful, accurate, or honest.
- Plan your work, then work your plan!

For further information:  
Girl Scouts of Greater Los Angeles

[www.girlscoutsla.org](http://www.girlscoutsla.org)

### North Region

*Palmdale, Santa Clarita, and Woodland Hills – Christine Colvin (626) 677-2369*  
[ccolvin@girlscoutsla.org](mailto:ccolvin@girlscoutsla.org)

### Southeast Region

*Arcadia and Montclair - Deanne Moore (626) 677-2207*  
[dmoore@girlscoutsla.org](mailto:dmoore@girlscoutsla.org)

### Southwest Region

*Marina del Rey and Long Beach – Bethany Wylie (626) 677-2256*  
[bwylie@girlscoutsla.org](mailto:bwylie@girlscoutsla.org)

# 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 ROUGH DRAFT – pages 31-46

- ☐ Personal Profile - page 33
- ☐ Summary of Completed Prerequisites & Team Members - page 34
- ☐ Project Plan Questions - pages 35-36
- ☐ Impact Planning - pages 37-38
- ☐ Supplemental Paperwork Packet - Proposal (pages 39-41)
  - o Parent/Guardian Agreement & Information - page 41
  - o Project Advisor Profile - page 42
  - o Proposed Timeline - page 43
  - o Proposed Budget - page 44
  - o Proposal Signatures - page 45
  - o Letter from agency / site - page 46

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.

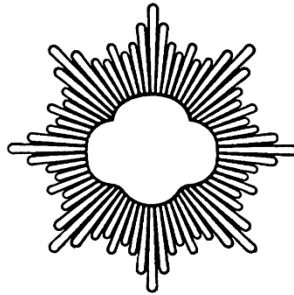
## Gold Award Final Report ROUGH DRAFT – pages 47-50

- ☐ Personal Profile - page 49
- ☐ Gold Award Take Action Project - pages 50-51
- ☐ Impact Chart - pages 52-53
- ☐ Future Impact - page 54
- ☐ Supplemental Paperwork Packet - Final Report 55-59
  - o Time Log (be sure to total hrs. at the bottom of each pg.) - page 57
  - o Actual Budget - page 58
  - o Final Report Signatures - page 59
  - o Letter from agency
  - o 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 – pages 61-66

This page intentionally left blank.



## Gold Award Proposal **ROUGH DRAFT**

The paperwork provided is for you to familiarize yourself with the questions you will be asked to answer on Go Gold Online. You do not need to write out your answers before using the online system, however, it is strongly encouraged you review this section to know just what to include in your planning stage when developing your project.

This page intentionally left blank.



Your Name: \_\_\_\_\_

**Prior to starting your project, submit this proposal to:**

Council Name: \_\_\_\_\_

Council Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

**SUBMIT THIS PROPOSAL BY THE DATE(S) ESTABLISHED BY THE LOCAL COUNCIL**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Troop/Group Number: \_\_\_\_\_ Troop/Group Volunteer: \_\_\_\_\_

Troop/Group Volunteer's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Girl Scout Gold Award Project Advisor: \_\_\_\_\_

Project Advisor's Organization: \_\_\_\_\_

Project Advisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Your Name: \_\_\_\_\_

Prerequisites: Two Senior or Ambassador journeys or one journey and the Girl Scout Silver Award. List two journeys that you have completed along with your troop/group volunteer's signature.

| Senior/Ambassador Journey Books | Date Completed | Troop/Group Volunteer's Signature |
|---------------------------------|----------------|-----------------------------------|
| 1.                              |                |                                   |
| 2.                              |                |                                   |

|                                         |  |
|-----------------------------------------|--|
| Girl Scout Silver Award Completion Date |  |
| Council Where You Earned the Award      |  |

List the names of individuals and organizations that you plan to work with on your Take Action project. This is a preliminary list that may grow through the course of your project.

| More Team Members | Affiliation | Role |
|-------------------|-------------|------|
|                   |             |      |
|                   |             |      |
|                   |             |      |
|                   |             |      |
|                   |             |      |
|                   |             |      |



Your Name: \_\_\_\_\_

## Take Action Project

Project Title: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_ Proposed Completion Date: \_\_\_\_\_

Describe the issue your project will address and who is your target audience.  
Remember your 15-second pitch.

Discuss your reasons for selecting this project.

Outline the strengths, talents, and skills that you plan to put into action. What skills do you hope to develop?

Describe the steps involved in putting your plan into action, including resources, facilities, equipment, and approvals needed. (Attach a detailed project plan.)

Enter the names of people or organizations you plan to inform and involve.



Your Name: \_\_\_\_\_

Estimate overall project expenses and how you plan to meet these costs.

What methods or tools will you use to evaluate the impact of your project?

How will your project be sustained beyond your involvement?

Describe how you plan to tell others about your project, the project's impact, and what you have learned (Web site, blog, presentations, posters, videos, articles, and so on).

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Council Representative Approved: \_\_\_\_\_ Date: \_\_\_\_\_



Your Name: \_\_\_\_\_

The following is a list of the 15 Girl Scout Leadership Outcomes.\* Which do you think you will develop through this project?

**Discover:**

- ☐ I will develop a stronger sense of self.
- ☐ I will develop positive values.
- ☐ I will gain practical life skills.
- ☐ I will seek challenges in the world.
- ☐ I will develop critical thinking.

**Connect:**

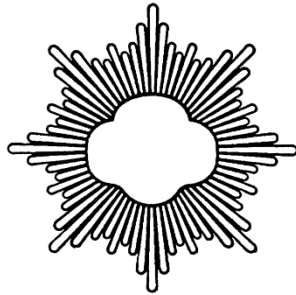
- ☐ I will develop healthy relationships.
- ☐ I will promote cooperation and team building.
- ☐ I will resolve conflicts.
- ☐ I will advance diversity in a multicultural world.
- ☐ I will feel more connected to my community, locally and globally.

**Take Action:**

- ☐ I will identify community issues.
- ☐ I will be a resourceful problem solver.
- ☐ I will advocate for myself and others, locally and globally.
- ☐ I will educate and inspire others to act.
- ☐ I will feel empowered to make a difference in the world.

\*Want more information on the Girl Scout Leadership Outcomes?

Visit [www.girlscouts.org/research/publications/outcomes/transforming\\_leadership.asp](http://www.girlscouts.org/research/publications/outcomes/transforming_leadership.asp).



## Gold Award Proposal Supplemental Paperwork Packet

## **Proposal Supplemental Paperwork Packet**

### **CHECKLIST**

Girl Scouts of Greater Los Angeles



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. Please double-check your Proposal Supplemental Paperwork Packet to confirm that you have fully completed all required information forms, which include:

- ☐ Parent/Guardian Information Sheet
- ☐ Project Advisor Profile
- ☐ Proposed Gold Award Project Timeline
- ☐ Proposed Gold Award Project Budget
- ☐ Proposal Signatures
- ☐ Letter of support from Organization

## Parent/Guardian Information Sheet

Girl Scouts of Greater Los Angeles



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

Name of Gold Award Applicant: \_\_\_\_\_

Name of Parent of Guardian: \_\_\_\_\_

Phone Number: (    ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

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.

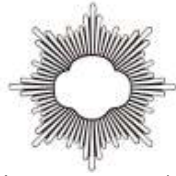
Parents and guardians can assist a girl by:

- 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**  
Girl Scouts of Greater Los Angeles



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 Gold Award Project Timeline

Girl Scouts of Greater Los Angeles



Please **TYPE** all content.

It is suggested that projects take approximately 3 – 5 months and approximately 80 hours minimum to complete.

| Month | Proposed Activities (Be Specific!) | Estimated Duration of Each Activity |
|-------|------------------------------------|-------------------------------------|
|       |                                    | total this month:                   |
|       |                                    | total this month:                   |
|       |                                    | total this month:                   |
|       |                                    | total this month:                   |
|       |                                    | total this month:                   |
|       |                                    | total this month:                   |
|       | Total Time Estimate                |                                     |

# Proposed Gold Award Project Budget

## Girl Scouts of Greater Los Angeles



Please **TYPE** all content.

### Expenses

| List Items Needed | Estimated Cost of Each Item |
|-------------------|-----------------------------|
|                   |                             |
|                   | Total Estimated Costs:      |

### Origins of Needed Items

| Source(s) of Monetary Funds | Estimated Amount         |
|-----------------------------|--------------------------|
|                             |                          |
|                             | Total Estimated Funding: |

| Donor(s) of Item(s) | Anticipated Item(s) to be Donated |
|---------------------|-----------------------------------|
|                     |                                   |

**Proposal Signatures**  
Girl Scouts of Greater Los Angeles



*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 Supplemental Paperwork Packet. If you have any questions please contact your local Program Specialist.*

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: Letter of support from Organization

Girl Scouts of Greater Los Angeles



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

A letter of support from the organization a Girl Scout is working with on her Gold Award project must accompany her Gold Award Proposal. It will be on official organization letterhead and will contain information regarding what your project will be doing to benefit the organization. An original hand-written signature must also be on the letter. Below is an example of what we would prefer.

 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.

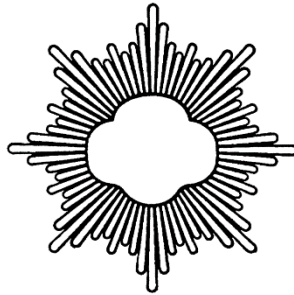
Please do not hesitate to contact me if you have any questions.

Sincerely,



Daisy Gordon  
Director, "ORGANIZATION NAME"





## Gold Award Final Report **ROUGH DRAFT**

The paperwork provided is for you to familiarize yourself with the questions you will be asked to answer on Go Gold Online. You do not need to write out your answers before using the online system, however, it is strongly encouraged you review this section to know just what to include when completing your project final report.

This page intentionally left blank.



Your Name: \_\_\_\_\_

### Council Name:

Submit the original completed form to your council. Make copies for your Girl Scout Gold Award project advisor and you to keep.

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ School: \_\_\_\_\_

Troop/Group Number: \_\_\_\_\_ Troop/Group Volunteer: \_\_\_\_\_

Troop/Group Volunteer's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Girl Scout Gold Award Project Advisor: \_\_\_\_\_

Project Advisor's Organization: \_\_\_\_\_

Project Advisor's Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Your Team

List the names of individuals and organizations that worked with you on your Take Action project.

| Team Members | Affiliation | Role |
|--------------|-------------|------|
|              |             |      |
|              |             |      |
|              |             |      |
|              |             |      |

.....



Your Name: \_\_\_\_\_

## Take Action Project

Project Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Hours: \_\_\_\_\_

A. Describe the issue your project addressed, what impact you had hoped to make, and who benefitted.

B. What was the root cause of the issue? How did you address it?

C. How will your project be sustained beyond your involvement?

D. Explain the national and/or global link to your project.

Your Name: \_\_\_\_\_

E. Describe any obstacles you encountered and what you did to overcome them.

F. Describe what steps you took to inspire others through sharing your project. (Website, blog, presentations, posters, videos, articles, and so on).

G. Describe what you learned from this project including leadership skills you developed. What did you learn about yourself as a result of this project?

H. What was the most successful aspect of your project?

I. What aspects of your project would you change or do differently if you could start over?

.....

Your Name: \_\_\_\_\_

## Impact Chart

Using the Impact Chart, describe the impact signs your project has had and will have on your community and your target audience.

| Impact On...                                                                                 | Goals                                                               | Examples of Immediate Impact                                                   | Possible Future Impact                                                |
|----------------------------------------------------------------------------------------------|---------------------------------------------------------------------|--------------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Community</b>                                                                             | What community issue was addressed?                                 | What are concrete examples that you made a difference?                         | What examples of the project impact might you see in the future?      |
| <b>Target Audience</b><br>(workshop participants, other youth, community members, and so on) | What skills, knowledge, or attitudes did your target audience gain? | What examples demonstrate that the target audience gained skills or knowledge? | What would be examples of a long-term impact on your target audience? |

Your Name: \_\_\_\_\_

| Impact | Goals                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        | Examples of Immediate Impact                                                                                                 |
|--------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------|
| You    | <p>Which of the 15 Girl Scout Leadership Outcomes* listed do you think you were able to develop through this project?</p> <p><b>Discover:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I will develop a stronger sense of self.</li> <li><input type="checkbox"/> I will develop positive values.</li> <li><input type="checkbox"/> I will gain practical life skills.</li> <li><input type="checkbox"/> I will seek challenges in the world.</li> <li><input type="checkbox"/> I will develop critical thinking.</li> </ul> <p><b>Connect:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I will develop healthy relationships.</li> <li><input type="checkbox"/> I will promote cooperation and team building.</li> <li><input type="checkbox"/> I will resolve conflicts.</li> <li><input type="checkbox"/> I will advance diversity in a multicultural world.</li> <li><input type="checkbox"/> I will feel more connected to my community, locally and globally.</li> </ul> <p><b>Take Action:</b></p> <ul style="list-style-type: none"> <li><input type="checkbox"/> I will identify community issues.</li> <li><input type="checkbox"/> I will be a resourceful problem solver.</li> <li><input type="checkbox"/> I will advocate for myself and others, locally and globally.</li> <li><input type="checkbox"/> I will educate and inspire others to act.</li> <li><input type="checkbox"/> I will feel empowered to make a difference in the world.</li> </ul> | <p>Within each leadership key (Discover, Connect, and Take Action), list one or two examples of your growth as a leader.</p> |

\*Want more information on the Girl Scout Leadership Outcomes?  
Visit [www.girlscouts.org/research/publications/outcomes/transforming\\_leadership.asp](http://www.girlscouts.org/research/publications/outcomes/transforming_leadership.asp).



Your Name: \_\_\_\_\_

## Possible Future Impact

How do you think your leadership skills will grow in the future because of this project?

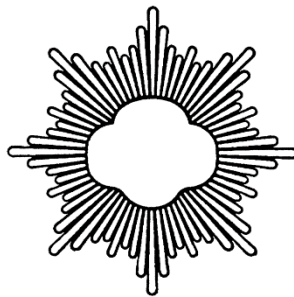
Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Council Representative Approved: \_\_\_\_\_ Date: \_\_\_\_\_

.....





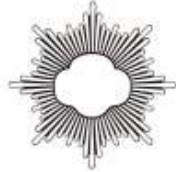
# **Gold Award Final Report**

## Supplemental Paperwork Packet

## **Final Report Supplemental Paperwork Packet**

### **CHECKLIST**

Girl Scouts of Greater Los Angeles



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. Please double-check your Final Report Supplemental Paperwork Packet to confirm that you have fully completed all required information forms, which include:

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

\*Suggested project minimum is 80 hours.  
Girl Scouts of Greater Los Angeles



| Date                  | Specific Activity | Start Time | End Time | Total Time |
|-----------------------|-------------------|------------|----------|------------|
|                       |                   |            |          |            |
| Total Hours this page |                   |            |          |            |

# Gold Award Project Budget

Girl Scouts of Greater Los Angeles



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

## Expenses

| Item(s) | Cost        |
|---------|-------------|
|         |             |
|         | Total Cost: |

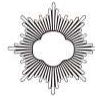
## Funding and Donations

| Source(s) of Monetary Funds | Amount         |
|-----------------------------|----------------|
|                             |                |
|                             | Total Funding: |

| Donor(s) of Item(s) | Item(s) Donated |
|---------------------|-----------------|
|                     |                 |

## **Final Report Signatures**

Girl Scouts of Greater Los Angeles



*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 Supplemental Paperwork Packet. If you have any questions please contact your local Program Specialist.*

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

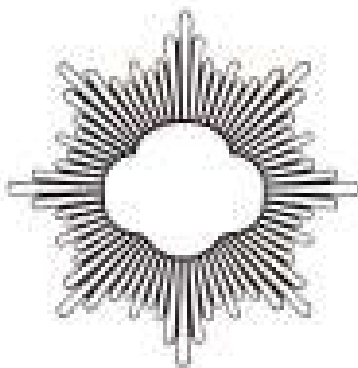
---

Project Advisor Signature

This page intentionally left blank.

# **Girl Scouts of Greater Los Angeles Gold Award**

## **Additional Forms**



## Request for Extension

Girl Scouts of Greater Los Angeles



This is a DRAFT form – please fill out the eForm online at [www.girlscoutsla.org](http://www.girlscoutsla.org).

**The last date this form can be submitted is two weeks prior to the project due date.**

Briefly explain why you are requesting an extension of the due date for your Girl Scout Gold Award project from that which was approved in your contract.

Specifically, what work have you already completed on your project?

Estimate the length of time needed to complete your project.

Explain exactly what work remains to be completed on your project that you will be doing during your proposed extension time.

Extensions must be approved by the Gold Award Committee or the original project due date will still be in effect. The original of this form is to be sent to the same office within Girl Scouts of Greater Los Angeles where your project proposal paperwork was submitted. Signatures and dates must be handwritten.

Your Name (Print) \_\_\_\_\_

Phone number: (\_\_\_\_) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Troop Leader's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Change

Girl Scouts of Greater Los Angeles



This is a DRAFT form – please fill out the eForm online at [www.girlscoutsla.org](http://www.girlscoutsla.org).

**Changes can not be requested after you have done them!**

**The last date this form can be submitted is two weeks prior to the project due date.**  
This form is to request a change in some aspect of my Girl Scout Gold Award project as outlined in my project plan and approved in my contract.  
Briefly describe the proposed change(s) and the necessity for change(s).

If needed, list the new advisor, consultant, and/or resource that will help you complete your project. If you are adding an advisor, you will also need to submit an additional advisor profile.

Name: \_\_\_\_\_

Phone number: (     ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Any and all changes to the Girl Scout Gold Award application must be submitted as soon as they occur. It is the applicant's responsibility to contact her Gold Award Committee representative to discuss changes and get them approved. Changes must be approved before doing any additional work on the project. The original of this form is to be sent to the same office within Girl Scouts of Greater Los Angeles where your project proposal paperwork was submitted. Signatures and dates must be handwritten.

Your Name \_\_\_\_\_

Phone number: (     ) \_\_\_\_\_ E-Mail: \_\_\_\_\_

Your signature: \_\_\_\_\_ Date: \_\_\_\_\_

Project Advisor's signature: \_\_\_\_\_ Date: \_\_\_\_\_

Troop Leader's signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Gold Award Mentor

Girl Scouts of Greater Los Angeles



This is a DRAFT form – please fill out the eForm online at [www.girlscoutsla.org](http://www.girlscoutsla.org).

Please allow a minimum of three weeks for a mentor to be assigned to you. You may also request a specific mentor (see below). If you have not been assigned a mentor within the above time period, please contact the Service Center where you submitted this form.

Today's Date:

Troop #:

Gold Award Applicant's Name:

Phone Number: (       )       -

E-Mail:

Street Address:

City:

Zip Code:

Applicant's Date of Birth:

Current Grade:

High School Name:

Graduation Date:

Signature of Applicant: \_\_\_\_\_

Please list any special requests you may have for a mentor. Mentors are selected from available volunteers outside your troop or group. A mentor will be someone other than your leader or parent and must have knowledge of the Gold Award process.

Special Requests:

Good Luck!!!

~~~~~

For GA support team use: Region \_\_\_\_\_

Received by: Service Center \_\_\_\_\_ Date: \_\_\_\_\_

Lead Volunteer: \_\_\_\_\_ Date: \_\_\_\_\_

Assigned Mentor: \_\_\_\_\_ Date: \_\_\_\_\_

**Troop/Group/Service Unit In-Kind Donation  
Authorization Form**

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**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 soliciting in-kind donations of goods or services with GSGLA approval.

Troops/groups/SU may approach community organizations, businesses, religious organizations, and individuals to make an in-kind donation by providing troop meeting places, volunteer hours, activity or project materials, or loaning equipment.

Troops/groups/SU may recognize the in-kind donation by sending a thank you card, inviting the donor to a meeting or ceremony, nominating them for a Girl Scout award, or working together on a Take Action or service project

**If the in-kind donor requires a tax receipt**, mail or email this form to the Fund Development Department and a tax receipt will be issued to the donor within two weeks.

Mail: Girl Scouts of Greater Los Angeles      Email: [aramirez@girlscoutsla.org](mailto:aramirez@girlscoutsla.org)  
c/o Andrea Ramirez  
801 S. Grand Avenue, Ste. 300  
Los Angeles, CA 90017

Troop/group/SU leaders and managers, please fill out this form for each in-kind donor, keeping the original for your records, providing a copy to the donor,

**Contact Andrea Ramirez 626-677-2203 with any questions or concerns.**

---

Benefiting Troop/Group/SU #: \_\_\_\_\_

Leader/SUM Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

In-Kind Donor Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Send tax receipt?: ☐ YES ☐ No

Description of Item(s) or Hour(s) Donated: \_\_\_\_\_

Purpose of In-Kind Donation(s): \_\_\_\_\_

**Troop/Group/Service Unit 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](http://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](mailto: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