



# **Adult Awards Manual**

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# ADULT AWARDS SNAP SHOT

Every day, Girl Scout volunteers and staff help girls blossom into their true potential by providing experiences that allow them to pursue their interests, passions, causes and the leadership roles into which they can grow.

Thanks to our dedicated volunteers and staff, girls are standing up, standing out and standing tall!

Take a moment to recognize the volunteers and staff who mean a lot to you.

## Show your attitude of gratitude:

- ♥ Nominate someone for an [Adult Award](#).
- ♥ Share stories at OCMT or leader meetings.
- ♥ Plant a tree in someone's honor.
- ♥ Do a good deed or random act of kindness.
- ♥ Take a group picture of the girls and present it to their troop leaders in a hand-made frame.
- ♥ Submit a success story to [USAGSO](#) for a feature in an upcoming publication or share the store with your local newspapers/magazines, radio station, or base/embassy newsletter.
- ♥ Create simple, handmade cards or send a free [e-card](#).
- ♥ [Donate](#) to Girl Scouts Overseas in their name.

If you are considering nominating an outstanding adult for one of the many awards available, please be sure to review the requirements closely to ensure you are selecting the appropriate award.

**Volunteer of Excellence** – Recognizes an individual who has contributed outstanding service while partnering directly with girls to implement the Girl Scout Leadership Experience through the use of the National Program Portfolio OR who has delivered service in support of USAGSO’s mission delivery adult members beyond the expectations of the position; can be awarded anytime throughout the year

**Numeral Guards** – Recognizes the number of combined years as a girl and adult member, pins are available in 5-year increments (5, 10, 15, 20, etc.)

**Years of Service** –Recognizes the number of years of active service as an adult member, pins are available in 5-year increments (5, 10, 15, 20, etc.)

**Appreciation Pin** – Recognizes an individual’s exemplary service in support of delivering the Girl Scout Leadership Experience in one Overseas Committee.

**Honor Pin** – Recognizes an individual’s exemplary service in support of delivering the Girl Scout Leadership Experience, having a measurable impact on two or more Overseas Committees.

**Thanks Badge** – Honors an individual whose ongoing commitment, leadership, and service has had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of all of USA Girl Scouts Overseas or the entire Girl Scout Movement.

**Thanks Badge II** – Honors a previous Thanks Badge award recipient who has continued to provide exemplary service in a leadership role which resulted in a measurable impact benefiting the entire Girl Scout Movement.

## RECOGNIZING ADULT VOLUNTEERS

Volunteers are the heart of Girl Scouts! Giving and receiving recognition for the time and effort put into volunteering for Girl Scouts is a critical part of volunteer retention and satisfaction. Volunteers should know that the work they do on behalf of the organization is valued and adult awards are one way to do that.

Recognition and appreciation should be an ongoing program at the Troop and Overseas Committee levels, consisting of thank you notes, certificates, and small tokens of appreciation (such as pins/patches, handmade items, candy, or flowers). Overseas Committees and USAGSO Troops are also eligible for recognition through the Honor Community and Honor Troop program.

Adult Awards are given for outstanding and significant contributions to the Girl Scout Movement.\* Recommendations for these awards come from fellow volunteers and peers as well as staff. These awards fall in one of two categories:

- **Council of Advisors (CoA) Approved Adult Awards** – Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II; see pages 7 - 15 for additional information on each award
- **Locally Approved Adult Awards** – Volunteer of Excellence, Numeral Guards, Years of Service; see pages 16 – 19 for additional information on these awards

*\* More often than not, recipients of Adult Awards are Volunteers. On occasion, a Girl Scout Staff Member's service to the organization may go so far above and beyond the expectations for their position, that he/she is also eligible for an Adult Award.*

## GSUSA ADULT AWARDS NOMINATION PROCEDURE

**Step 1: When possible, the Overseas Committee Chair should form an Overseas Committee Recognitions Committee (OCRC).**\* This Committee might consist of the Overseas Committee Chair, other OCMT members, and any other Overseas Committee Association member (registered member age 14+) who might have interest in the nomination process. The OCRC shall select from among the committee members a chair, or the Overseas Committee Chair may appoint. The OCRC Chair job description is found on page 19. Responsibilities of the OCRC include:

- Identify individuals who do an exceptional job in their position, go above and beyond the duties outlined, and/or step up when no one else does to make sure the job gets done. Awards should be based on the individual contribution, not necessarily the length of service. Solicit nominations from parents, volunteers, and staff to ensure all outstanding contributions are recognized.

- Review the contributions of all adults to determine who might qualify and meet specific criteria for a CoA or Locally Approved Adult Award.
- Once a list of candidates is matched with their potential awards, the OCRC Chair contacts individuals determined to be most appropriate to write endorsement letters in support of the nominee. The OCRC Chair should collect all endorsement letters via email (preferably in PDF files) to submit as attachments with each online nomination. Note: The number of endorsement letters needed depends on the award for which the adult is nominated.
- A planning calendar with important dates and milestones to keep in mind is provided on page 20 as a reference.

*\* If an OCRC cannot be formed, an individual may choose to lead the nomination process independently.*

**Step 2: The OCRC Chair or other designee submits nominations via the online form by February 15.** Each online form requires information about the nominator and nominee, a statement on the adult's outstanding service from the nominator, and appropriate number of endorsement letters. Links for each nomination are below:

[Appreciation Pin](#)

[Honor Pin](#)

[Thanks Badge](#)

[Thanks II Badge](#)

**Step 3: The USAGSO Adult Awards Committee**, chaired by a USAGSO staff member, and comprised of 3 – 6 volunteers representing USAGSO's geographic diversity, review all submissions. After a thorough review, the USAGSO Adult Awards Committee will either endorse, modify, or deny the nomination based on the nominee meeting the award criteria, the appropriateness of the award in relation to the achievements of the nominee, and the effectiveness of the endorsement letters. The USAGSO Adult Awards Committee submits their recommendations with justification to the USAGSO Council of Advisors for review and approval, along with the nomination packages.

**Step 4: Once the USAGSO Council of Advisors reviews and approves the Adult Awards Committee recommendations, OCRC Chair and/or nominator will be notified of the decision in the Spring.** USAGSO will forward certificates and pins either to the nominator for presentation or directly to the award recipient, as indicated on the nomination form. All awards approved by the Council of Advisors (Appreciation Pin, Honor Pin, Thanks Badge, and Thanks Badge II) are provided complementary by USA Girl Scouts Overseas.

## COUNCIL OF ADVISORS APPROVED ADULT AWARDS

The **Appreciation Pin** recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience, which has had measurable impact on one geographic area \* of service, helping USAGSO to reach and surpass its mission-delivery goals of the area.



The **Honor Pin** recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience, which has had measurable impact on two or more geographic areas \* of service, allowing USAGSO to reach and surpass its mission-delivery goals.



The **Thanks Badge** honors an individual whose ongoing commitment, leadership, and service have had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of USAGSO or the entire Girl Scout Movement.



The **Thanks Badge II** honors a previous Thanks Badge recipient who has continued to provide exemplary service in a leadership role, resulting in measurable impact that benefits the entire Girl Scout Movement. Since receipt of the Thanks Badge, the candidate has provided distinguished service by taking a leadership role in developing a model that has been replicated at the national/international level in one or more of the following areas during the previous three years: Membership, Program, Fund Development, Strategic Planning, Pluralism, Human Resources, Marketing, and/or Communications.



*\* A geographic area for USA Girl Scouts Overseas is defined as a single Overseas Committee or location.*

# APPRECIATION PIN

## Description

This award recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience, which has had measurable impact on one geographic area of service, helping USAGSO to reach and surpass its mission-delivery goals of the area.

## Criteria

- ❖ The candidate is an active, registered adult Girl Scout.
- ❖ The service performed by the candidate is above and beyond the expectations for the position held and **made an impact on a geographic area** within USAGSO's jurisdiction.
- ❖ The candidate actively recognizes, understands, and practices the values of inclusive behavior.

## Nomination Procedure

The nomination and endorsement letter(s) are submitted [online](#) by the nominator. Note: The nominator cannot also write an endorsement letter.

The nominator shall contact those individuals most appropriate to write endorsement letters in support of the nominee. While the Appreciation Pin only **requires one endorsement letter**, we suggest you ask more than one person to write a letter in case a writer does not submit a letter on time, a letter lacks details or is poorly written, etc. Plus, more letters will only help a nomination!

The number of endorsement letters needed depends on the award for which the individual is nominated. Each letter should be unique and speak to the attributes that qualify the nominee for earning the award. The nominator collects the endorsement letters (preferably in a PDF file) and attaches them to the online nomination.

The entire nomination packet is submitted at once, online and reviewed by the USAGSO Adult Awards Committee. This Committee submits their recommendation to the USAGSO Council of Advisors for final approval.

### **Example #1**

My nominee organized an Overseas Committee event on STEM which attracted more than 350 girls (100 more than originally expected). Because of this event, the girls were exposed to and had a chance to experience hands on activities which they would normally not encounter such as magnetic forces, coding, structural engineering, and chemical reactions. Many troops are using this STEM event to meet the Honor Troop requirement.

Two major corporations in our community also got to see Girl Scouting in a new light and they were exposed to what our organization is all about. The companies sent 10 volunteers to the event to help out and have even agreed to give their employees time off to volunteer with local troops in the future!

### **Example #2**

My nominee saw a need for leaders of girls on the waiting list, so she, along with 3 other Brownie leaders, volunteered to lead a troop meeting one Saturday a month for 9-months in rotation to allow these girls an opportunity to experience Girl Scouting. As a result of these troop meetings, 18 girls earned their first Girl Scout Journey.

My nominee also held three parent meetings – one at the very beginning, one in the middle after 4-months of meetings, and the last one at the very end of the 9-month program – and spoke to parents about volunteering as troop leaders. As a result of her efforts, two of the girls' mothers and one girl's aunt stepped up to lead the troop next year!

# HONOR PIN

## Description

This award recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience, which has had measurable impact on two or more geographic areas of service, allowing USAGSO to reach and surpass its mission-delivery goals.

## Criteria

- ❖ The candidate is an active, registered adult Girl Scout.
- ❖ Position held and **made an impact on two or more geographic areas** within USAGSO's jurisdiction.
- ❖ The candidate actively recognizes, understands, and practices the values of inclusive behavior.

## Nomination Procedure

The nomination and endorsement letters are submitted [online](#) by the nominator. Note: The nominator cannot also write an endorsement letter.

The nominator shall contact those individuals most appropriate to write endorsement letters in support of the nominee. While the Honor Pin **requires two endorsement letters**, we suggest you ask more than two people to write a letter in case a writer does not submit a letter on time, a letter lacks details or is poorly written, etc. Plus, more letters will only help a nomination!

The number of endorsement letters needed depends on the award for which the individual is nominated. Each letter should be unique and speak to the attributes that qualify the nominee for earning the award. The nominator collects the endorsement letters (preferably in a PDF file) and attaches them to the online nomination.

The entire nomination packet is submitted at once, online and reviewed by the USAGSO Adult Awards Committee. This Committee submits their recommendation to the USAGSO Council of Advisors for final approval.

## Example #1

This volunteer stepped up as Overseas Committee Chair three years ago when no one else volunteered. At that time, she had only been a troop leader for 2-years. She has taken on several additional roles which needed to be filled including Camp-In Coordinator, Philanthropy Chair, and Highest Awards Advisor. She ensured a smooth transition from year to year for our OCMT by recruiting and onboarding volunteers to fill much needed positions. Having a well-functioning team improved our Overseas Committee as a whole.

Because of her efforts, our Overseas Committee decided to invite a neighboring group to attend our annual Camp-In last year. This nominee reached out to the neighboring Overseas Committee Chair and created a plan to involve their girls in our event. My nominee coordinated transportation, sleeping accommodations, and all other program details for 25 girls and 5 adults from the neighboring group. This group had so much fun at our Camp-In, they hosted their own (and invited our girls this time) event this year! Important to note that before this, there had been NO program opportunities for girls in this Committee for many years. My nominee was the spark this Committee needed to start hosting programs of their own for their girls.

## Example #2

My nominee serves as an archery, low-ropes, and canoeing facilitator at our Spring and Summer campouts. Over the last 2-years of volunteering at our campouts, he has helped more than 100 girls experience these outdoor activities. In addition to volunteering at our campouts, he also volunteers throughout the year for other Overseas Committees, ensuring Girl Scouts throughout Italy are able to participate in outdoor activities. This nominee even helped recruit two other dads to become lifeguards so that our girls could swim at camp this summer. Hundreds of girls are experiencing the joys of outdoor activities as a result of his actions.

Additionally, last summer, this volunteer took two weeks of vacation from his job to volunteer as a Counselor at Camp Lachenwald where he facilitated archery and the low-ropes/cooperation course for 120 Girl Scout campers from all corners of USAGSO. He is already talking about being a volunteer Counselor again next year!

# Thanks Badge

## Description

This award honors an individual whose ongoing commitment, leadership, and service have had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of USAGSO or the entire Girl Scout Movement.

## Criteria

- ❖ The candidate is an active, registered adult Girl Scout.
- ❖ The outstanding service performed by the candidate resulted in outcomes that **benefitted all of USAGSO or the entire Girl Scout organization**, and is so significantly above and beyond the call of duty that no other award would be appropriate.
- ❖ The candidate actively recognizes, understands, and practices the values of inclusive behavior.

## Nomination Procedure

The nomination and endorsement letters are submitted [online](#) by the nominator. Note: The nominator cannot also write an endorsement letter.

The nominator shall contact those individuals most appropriate to write endorsement letters in support of the nominee. While the Thanks Badge **requires three endorsement letters**, we suggest you ask more than three people to write a letter in case a writer does not submit a letter on time, a letter lacks details or is poorly written, etc. Plus, more letters will only help a nomination!

The number of endorsement letters needed depends on the award for which the individual is nominated. Each letter should be unique and speak to the attributes that qualify the nominee for earning the award. The nominator collects the endorsement letters (preferably in a PDF file) and attaches them to the online nomination.

The entire nomination packet is submitted at once, online and reviewed by the USAGSO Adult Awards Committee. This Committee submits their recommendation to the USAGSO Council of Advisors for final approval.

## Example # 1

This nominee has been a volunteer with USAGSO for more than 20-years, through 10 moves, and in 8 different countries. No matter where her life takes her and her family, one of the first things she does when arriving in a new location is connect with the local Girl Scout Overseas Committee/Service Unit. She started as a Brownie Troop Leader for her youngest daughter in 1985 and since then has held the following positions: Troop Leader for all program grade levels (Daisies, Brownies, Juniors, Cadettes, Seniors, and Ambassadors) from 1985 – 2002 serving more than 100 girls in the process, Bronze Award Advisor to 15 girls who went on to earn the award in 1997, Silver Award Advisor to 8 girls who went on to earn the award in 2000, Gold Award Advisor to 3 girls who went on to earn the award in 2002, Registrar for USAGSO – Anglia (2003-2004), Overseas Committee Chair for USAGSO – Anglia (2004-2006), Okinawa (2008-2010), and Kaiserslautern (2011-2012), and Events Coordinator for USAGSO – Camp Courtney (1999-2002), Anglia (2003-2005), and Panama (2016-Present).

This volunteer became a Global Facilitator for USAGSO in 2016 and a National Volunteer Partner (NVP) for GSUSA shortly thereafter. In her role as a Global Facilitator, my nominee has trained more than 250 USAGSO volunteers in courses such as New Troop Leader Training, Understanding Journeys, Camping, Fire Building, Outdoor Cooking, and Highest Awards. As a NVP, she travelled to Columbus, Ohio in October 2017 to spend a week working (all on a volunteer basis, of course) 12-hour days in the Hall of Experiences at G.I.R.L. 2017, which saw more than 10,000 girl and adult visitors over the course of the event.

## Example # 2

When this volunteer saw an opportunity to use Journeys to not only serve current Girl Scouts but also increase membership through the camp pathway, she jumped at the opportunity to give girls everywhere invaluable outdoor experiences! She spent 2-years identifying Overseas Committees to host and local companies to provide in-kind, financial, and volunteer support for USAGSO Campapalooza. This volunteer led a task group of 5 older girls to design and develop progressive programming, based on girl-led processes and Journey content, which culminated in take-action projects.

The multi-year project culminated in 8 Overseas Committee in Africa, Asia, Europe, and South America hosting Campapalooza programs the week of June 6, 2016. These programs served more than 400 current Girl Scouts and recruited 47 brand new Girl Scouts! Thanks to Campapalooza, USAGSO experienced a 20% percent overall increase in camp registrations, gained 85 new volunteers, and established new partnerships with 11 local organizations.

# Thanks Badge II

## Description

This award honors a previous Thanks Badge recipient who has continued to provide exemplary service in a leadership role, resulting in measurable impact that benefits the entire Girl Scout Movement. Since receipt of the Thanks Badge, the candidate has provided distinguished service by taking a leadership role in developing a model that has been replicated at the national/international level in one or more of the following areas during the previous three years: membership, program, fund development, strategic planning, pluralism, human resources, marketing, and/or communications.

## Criteria

- ❖ The candidate is an active, registered adult Girl Scout.
- ❖ The **candidate has received the Thanks Badge**.
- ❖ The outstanding service performed by the candidate resulted in outcomes that **benefitted the entire Girl Scout organization**, and is so significantly above and beyond the call of duty that no other award would be appropriate.
- ❖ The candidate actively recognizes, understands, and practices the values of inclusive behavior.

## Nomination Procedure

The nomination and endorsement letters are submitted [online](#) by the nominator. Note: The nominator cannot also write an endorsement letter.

The nominator shall contact those individuals most appropriate to write endorsement letters in support of the nominee. While the Thanks II Badge **requires three endorsement letters**, we suggest you ask more than three people to write a letter in case a writer does not submit a letter on time, a letter lacks details or is poorly written, etc. Plus, more letters will only help a nomination!

The number of endorsement letters needed depends on the award for which the individual is nominated. Each letter should be unique and speak to the attributes that qualify the nominee for earning the award. The nominator collects the endorsement letters (preferably in a PDF file) and attaches them to the online nomination.

The entire nomination packet is submitted at once, online and reviewed by the USAGSO Adult Awards Committee. This Committee submits their recommendation to the USAGSO Council of Advisors for final approval.

## Example #1

After receiving the Thanks Badge 2-years ago for her work creating Campapalooza, my nominee was so motivated by the success of this Campapalooza project, she formed a task group to ensure the program would be sustained for years to come. She started by recruiting one pair of representatives from each continent (one Senior or Ambassador Girl Scout and one adult volunteer) as well as a USAGSO staff member, Global Facilitator and Council of Advisors member to serve on her task group. This task group provides the theme and dates for Campapalooza each year, manages registration, payments, and promotion for all Overseas Committee hosts, and creates programming templates to ensure a consistent experience no matter which event a girl attends.

As a result of her efforts, Campapalooza is now in its 4<sup>th</sup> year. Each year, at least 15 Overseas Committees simultaneously host events for Girl Scouts in their region. Over the last 4-years, more than 2,000 girls have attended Campapalooza and earned an Outdoor Journey. Recruitment remains a focus of these events every year, and as such, more than 500 new girls have joined Girl Scouts thanks to this nominee's bright idea and hard work!

## Example #2

This nominee has been a volunteer with USAGSO for more than 20-years, through 10 moves, and in 8 different countries. She even earned the Thanks Badge 5-years ago for her volunteer service as a Global Facilitator and National Volunteer Partner (among many other things) but didn't stop there!

This volunteer became a Global Facilitator for USAGSO in 2016 and a National Volunteer Partner (NVP) for GSUSA shortly thereafter. After many years training other Girl Scout volunteers all over the world, she recognized the need for a consistent, easily accessible learning platform for all Girl Scout volunteers, whether they're in Colorado, Connecticut, Croatia, or China! For the last year and a half, this volunteer chaired the GSUSA work group that designed and built a new system called gsLearn. As Chair for the gsLearn work group, she lead a team of 10 volunteers and Council/GSUSA staff from around the country in the ideation of a new way of learning for Girl Scout volunteers. She and her team created gsLearn from the ground up and were thrilled to see it launch 6-months ago. Since launching, more than 5,000 volunteers have completed over 25,000 hours of online learning, all designed to help them deliver the Girl Scout Leadership Experience to girls around the world.

## LOCALLY APPROVED VOLUNTEER AWARDS

The **Volunteer of Excellence** award recognizes volunteers who have contributed outstanding service while partnering directly with girls to implement the Girl Scout Leadership Experience through use of the National Program Portfolio and/or who have contributed outstanding service in support of USAGSO's mission delivery to adult members.



**Numeral guards** recognize the number of combined years as a girl and adult member. Pins are available in 5-year increments (5, 10, 15, 20, etc.).

Overseas Committees can order and purchase pins for volunteers on the [USA Girl Scouts Overseas Shop](#). All Numeral Guard recipients should be recognized at their local Overseas Committee Recognitions Event.



**Years of Service** pins recognize the number of years of active service as an adult member. Pins are available in 5-year increments (5, 10, 15, 20, etc.).

Overseas Committees can order and purchase pins for volunteers on the [USA Girl Scouts Overseas Shop](#). All Years of Service recipients should be recognized at their local Overseas Committee Recognitions Event.



# Volunteer of Excellence

## Description

This award recognizes volunteers who have contributed outstanding service while partnering directly with girls to implement the Girl Scout Leadership Experience through use of the National Program Portfolio or who have contributed outstanding service in support of the USAGSO's mission delivery to adult members.

## Criteria

- ❖ The candidate is an active, registered adult Girl Scout.
- ❖ The candidate has successfully completed a term of service and all requirements for the position.
- ❖ The candidate has performed beyond expectations for the position to either:
  - Deliver the Girl Scout Leadership Experience to girls using the national program portfolio
  - OR
  - Support USAGSO's mission-delivery goals in one or more of the following functional areas: membership development/community cultivation, volunteer relations and support, program, leadership and governance, fund development, and council support service (such as IT, customer service, merchandising, marketing and communication)
- ❖ The candidate actively recognizes, understands, and practices the values of inclusive behavior.

## Nomination Procedure

A complete [nomination form](#) is submitted to the OCRC\* with supporting documentation (as appropriate). The OCRC approves or denies the nomination and submits to USAGSO. Once received, USAGSO will send a link to purchase the Volunteer of Excellence pin through our Overseas Girl Scout World Shop. The price of the pin after the discount code is applied is \$9.00.

*\* If there is no OCRC, please submit the nomination form to your Overseas Committee Chair (OCC). If there is no OCC, please submit the nomination form directly online.*

### **Example #1**

A volunteer Program Advisor works over the course of the year with a teen advisory committee of 8 current Girl Scout Seniors and Ambassadors who plan and deliver four performance day camps, using content from the Junior aMuse Journey. As a result, 55 Junior Girl Scouts completed the aMuse Journey and consequently the pre-requisite for the Bronze Award. Due to advertising efforts outside of currently registered Girl Scouts, the performance day camps also recruited 20 new Girl Scouts who registered specifically to attend the program. Each member of the teen advisory committee earned their Service to Girl Scouting pin.

### **Example #2**

A college-student sees a posting on the Overseas Committee's Facebook page encouraging recognition of volunteers on Leader's Day. She sees an opportunity to use the Overseas Committee's Website to make this type of volunteer recognition easy and relevant for everyone to use. In coordination with the OCMT, she helps launch a recognition page on the website that leverages tools like e-cards and online voting campaigns, highlights real volunteer success stories, and provides valuable information on ways to thank all volunteers throughout the year. As a result, 25 personal thank-you letters are sent to volunteers by other volunteers, parents, and girls in a year's time. Nomination for USAGSO and GSUSA-earned awards also rise by 30%, and on end of year satisfaction surveys, volunteers report feeling highly valued.



## **Overseas Committee Recognitions Committee (OCRC) Chair Volunteer Position Description**

**Term:** One year, may be reappointed

**Appointed by/Accountable to:** Overseas Committee Chair (OCC)

**Function:** This position is accountable for managing the Overseas Committee’s recommendations for the following recognitions: Volunteer of Excellence, Appreciation Pin, Honor Pin, Thanks Badge, and Thanks II Badge

### **Responsibilities:**

- Recruit community members who are willing to serve on the OCRC
- Solicit nominations for all available awards
- Keep volunteers and parents informed on the awards available and the process to nominate people for these awards
- Ensure that applications for CoA Approved Adult Awards meet required criteria, are properly prepared and contain the required number of endorsement letters; submit complete nominations within the deadlines stated by USAGSO
- Be familiar with the requirements for Locally Approved Adult Awards; make sure that nominees for these recognitions meet the criteria and supporting documentation (as appropriate) is received before approving these awards

### **Qualifications:**

- Adhere to the Girl Scout Promise and Law and become a registered member
- Ability to work with people from various backgrounds
- Attention to detail
- Complete training for the position

Signature of Candidate: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of OCC: \_\_\_\_\_ Date: \_\_\_\_\_

# OCRC Chair Planning Calendar

<p style="text-align: center;"><b>August</b></p> <ul style="list-style-type: none"> <li>• Start looking for Awards Committee members!</li> <li>• Be sure to tell your OCMT about the Honor Community and Honor Troop awards and to begin setting goals that will qualify you for these award</li> </ul>	<p style="text-align: center;"><b>February</b></p> <ul style="list-style-type: none"> <li>• Find a creative way to recognize all of the cookie sale volunteers at this month's Leader Meeting</li> <li>• CoA Approved Adult Award nominations and supporting letters of endorsement are due February 15<sup>th</sup></li> </ul>
<p style="text-align: center;"><b>September</b></p> <ul style="list-style-type: none"> <li>• Ask for 5-10 minutes at the next Leaders' Meeting to review all of the awards available to Girl Scout volunteers</li> <li>• Create a half-page flier advertising the Volunteer of Excellence Award and hand it out to all new leaders</li> </ul>	<p style="text-align: center;"><b>March</b></p> <ul style="list-style-type: none"> <li>• It's Girl Scout Week; contact local media to spotlight one outstanding Girl Scout volunteer every day</li> <li>• Check in on your progress towards earning the Honor Community Award; Is there anything you need to start doing now to be sure you qualify for the award this summer?</li> <li>• If you're not returning to the position next year, start looking for a replacement now</li> </ul>
<p style="text-align: center;"><b>October</b></p> <ul style="list-style-type: none"> <li>• Contact parents and girls (via email or at a community-wide event if possible) to start soliciting nominations for all awards</li> <li>• Create folders in Google Drive, Drop Box, etc. to keep track of nominations and letters of recommendations for each nominee</li> </ul>	<p style="text-align: center;"><b>April</b></p> <ul style="list-style-type: none"> <li>• It's Volunteer Appreciation Month; contact local radio and newspapers and ask to highlight outstanding Girl Scout volunteers</li> <li>• Announce all award recipients at this month's Leaders' Meeting</li> <li>• Brag about your award recipients in the local community; contact partners and marketing outlets to highlight our volunteers</li> </ul>
<p style="text-align: center;"><b>November</b></p> <ul style="list-style-type: none"> <li>• Take a deep breath!</li> <li>• Hold your first Awards Committee meeting if you haven't already to review nominations</li> </ul>	<p style="text-align: center;"><b>May</b></p> <ul style="list-style-type: none"> <li>• Host an end-of-year banquet to thank all of your Girl Scout volunteers</li> <li>• Create fun superlatives to give out at the banquet. (i.e., most likely to break in to song, most likely to get lost when hiking, etc.)</li> <li>• Write a letter to the editor of your local newspaper thanking your volunteers</li> <li>• Promote call for Honor Troop applications</li> </ul>
<p style="text-align: center;"><b>December</b></p> <ul style="list-style-type: none"> <li>• Hold another Awards Committee meeting to review nominations</li> <li>• Consider submitting nominations if you have them ready to go so that the February 15<sup>th</sup> deadline doesn't sneak up on you</li> </ul>	<p style="text-align: center;"><b>June</b></p> <ul style="list-style-type: none"> <li>• If your OC qualifies for the Honor Community award, start working on the application now</li> <li>• Identify which of your Awards Committee members are returning, if any</li> <li>• Ask parents and girls if they have any more award nominations</li> <li>• Encourage last minute Honor Troop applications before the June 30<sup>th</sup> deadline</li> </ul>
<p style="text-align: center;"><b>January</b></p> <ul style="list-style-type: none"> <li>• If your OC participates in the Cookie Program, work with the Cookie Manager to have award nomination forms at cookie booths</li> <li>• Contact parents and girls (via email or at a community-wide event if possible) again to solicit award nominations</li> </ul>	<p style="text-align: center;"><b>July</b></p> <ul style="list-style-type: none"> <li>• If you receive any nominations in June, meet with your Awards Committee to review</li> <li>• Take a break and get ready to start all over again in August!</li> </ul>

# ADULT INSIGNIA PLACEMENT

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