

Girl Scouts of Middle Tennessee Adult Awards Booklet

Revised October 2011



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Ways to Recognize Exceptional Performance

Bringing Girl Scouting to every girl everywhere is a huge task. Public recognition is a great way to acknowledge one's outstanding contributions. The Volunteer Awards Committee of Girl Scouts of Middle Tennessee accepts its mission to provide a fair and judicious process for recognizing outstanding adult Girl Scouts.

This resource booklet contains information regarding the adult recognitions awards provided by the Girl Scouts of the USA. Both the individual service units and Girl Scouts of Middle Tennessee determine and present specific awards for exceptional performance. Refer to the guidelines on the following pages for the detailed criteria requested on each application. Make sure to follow all instructions.

Finally, there will be times when someone has contributed in an exceptional manner, but she or he does not meet all the criteria to receive an award. In those instances, there are other ways in which a dedicated and hardworking adult Girl Scout can be recognized by peers in a kind and supporting environment. The Nashville Girl Scout Shop carries a variety of thank you items. The following list provides some ideas for ways to recognize the selfless efforts of others.

- Take the time to mention a person's service and express thanks for a job well done
- Send someone a bouquet of flowers with a thank you note
- Treat a special person with a gift certificate to their favorite store
- Have a song on the radio dedicated to a special leader on Leader's Day
- Invite a staff member to a service unit event and give them a token of appreciation made by a troop of girls
- Have a troop put together cookie mixes and deliver them to persons who have made a positive impact on the troop
- Write a thank you article for publication, detailing what was done, when and by whom
- A girl scout troop can perform a special service for someone
- Recommend a person for special training or participation in a special event

The sky is the limit – what are some of your creative ideas?

Some appropriate times to recognize individuals may include:

- February 22 – World Thinking Day
- March 12 – Girl Scouting in the USA Birthday
- April 22 – Leader's Day
- National Volunteers Week – The last full week of April
- October 31 – Juliette Gordon Low's Birthday
- Service Unit Events
- Board or Club meeting of an outside group rendering a service
- Community or county recognition event
- School or church event
- Year-end troop ceremony
- Immediately following the service rendered
- Service Unit Meeting

Guidelines for Adult Awards

1. The Volunteer Awards Committee is responsible for accepting applications for National and Council Awards, reviewing these applications in the most non-biased way possible, ensuring that the application requirements have been met and deciding whether or not the nominee meets the criteria to receive the Council Award.
2. Prior to submitting a nominee's application the Sponsor must read the criteria very carefully and critically determine whether or not the individual is worthy of the award.
3. The Volunteer Awards Committee does not generally present an award to an individual in consecutive years unless extenuating conditions exist. In this instance, a detailed explanation, included in an additional letter, must be provided with the nominee's application.
4. The Volunteer Awards Committee makes every effort to appropriately match an award with the nominee's performance. At times the award history, award criteria, letter of endorsement and other information indicate that a different award is appropriate. In this situation, rather than deny the entire nomination, the Committee would contact the Sponsor of the nominee and explain the change.
5. Every nomination should be kept confidential until both the SUM and the Sponsor are notified by the Volunteer Awards Committee that the nomination has been approved. A **Sponsor** is the individual requesting the award. The **Endorser** writes and endorsement letter (letter of support) at the Sponsor's request.
6. Letters of endorsement may be written by anyone with knowledge of an adult's service in Girl Scouting. It is the Committee's desire to recognize any individual who is giving worthy service to Girl Scouts of Middle Tennessee and its members. At times, appropriate referrals come from outside the individual's own service unit.
7. Each service unit needs to keep records of volunteer activities, positions and dates. In addition, the service unit must retain copies of all award applications submitted to the committee. The Volunteer Awards Committee will communicate their actions and decisions to each service unit. Results of committee action(s) should be added to forms kept on file.
8. This packet is available on the Girl Scouts of Middle Tennessee Website. Search for "Adult Awards Booklet".
9. Please complete the forms with as much information as can be found about the applicant. A narrative of the applicant's work or letter of endorsement is always helpful and appropriate. For National and Council Awards, three (3) letters of support must be attached. Complete, detailed information makes it easier for the Committee to make a decision.
10. All required forms which require council Volunteer Awards Committee approval and Board of Directors approval should be submitted no later than February 1. Deadlines for Service Unit Level awards are set by individual Service Units.
11. Each Service Unit Award Committee determines when "Service Unit Awards" are granted, the award deadline date, the process for determining the award recipient, and the presentation at the service unit function.

Deadlines are important!

All applications forms and required endorsement letters must be submitted to the Volunteer Awards Committee by the identified due date. Applications received after the due date will be considered for the next year's ceremony.

Adult Awards at a Glance

Award	Deadline	Area Benefited by Service	Items Needed
Recognitions Awarded at the Service Unit Level			
Years of Service Pin (5, 10, 15, 25, etc.)	Set by SU	Includes Adult Years Only	None
Years of Membership Pin (5, 10, 15, 25, etc.)	Set by SU	Include Girl & Adult Years	None
Outstanding Volunteer Award	Set by SU	Beyond Troop Level	Application & 2 endorsements
Outstanding Leader Award	Set by SU	Troop	Application & 2 endorsements
Leadership Development Pin	Set by SU	Volunteer Enrichment	Application
Green, Silver and Gold Leaves	Set by SU	Volunteer Enrichment	Application
Volunteer of Excellence Award	Set by SU	Service Unit	Application & 2 endorsements
Rookie of the Year	Set by SU	Troop	Application & 2 endorsements
Recognitions Awarded at the Council Level			
Appreciation Pin	February 1	One geographic area & meeting council goals	Application & 2 endorsements
Honor Pin	February 1	Two or more geographic areas & meeting council goals	Application & 2 endorsements
Thanks Badge	February 1	Total council or entire Girl Scout movement	Application & 3 endorsements
Thanks Badge II	February 1	Thanks Badge recipient, total council or entire Girl Scout movement	Application & 3 endorsements
President's Award	October 1	Total council or entire Girl Scout movement	Application & Signatures

Descriptions of Adult Recognition Awards

Service Unit Adult Awards

Each Service Unit Awards Committee is charged with setting the deadline dates and presenting these awards at a Service Unit Event. Please use the appropriate forms and include letters of recommendation as required. Include as much information about the applicant to make the review of the application easier to process.

Years of Service Pin*

This pin is given to adults in Girl Scouting in recognition of his or her adult years of service at five-year intervals. Service Units recognize those individuals receiving 5, 10, 15 year pins. *GSUSA has retired these pins. Girl Scouts of Middle Tennessee has a limited quantity of each pin currently available and will be given out on a first come first serve basis.*



Years of Membership Pin*

The numerals show the total number of years (not necessarily continuous or consecutive) of registered membership, both as a girl and an adult, in any Girl Scout/Girl Guide organization. Numeral Guards are attached to the Official Girl Scout Membership Pins (regular or miniature size), and are placed to the right of the pin on clothing or on the insignia tab. The five-year numeral guard replaces five membership stars; a ten-year guard replaces ten membership stars, etc. Numeral Guards are available in increments of 5 years. Service Units recognize those individuals receiving 5, 10, 15 year pins. *GSUSA has retired these pins. Girl Scouts of Middle Tennessee has a limited quantity of each pin currently available and will be given out on a first come first serve basis.*



Outstanding Volunteer Award*

This award is given only once to an adult in a position other than a troop leader for service to a geographic area or program delivery audience that is beyond the expectations for the position. *GSUSA has retired these pins. Girl Scouts of Middle Tennessee has a limited quantity of each pin currently available and will be given out on a first come first serve basis.*



Outstanding Leader Award*

This award is given only once to recognize outstanding troop leadership in the delivery of Girl Scout program to girls, meriting recognition by geographic/service team. *GSUSA has retired these pins. Girl Scouts of Middle Tennessee has a limited quantity of each pin currently available and will be given out on a first come first serve basis.*



Leadership Development Pin*

The Leadership Development Pin recognizes adult troop leaders, co-leaders, assistant troop leaders, or group coordinators who demonstrate competence, continuous improvement, and participate in training in subject areas that increase their skills in working with girls. Additional training is recognized with leaves which can be attached to the Leadership Development Pin. *GSUSA has retired these pins. Girl Scouts of Middle Tennessee has a limited quantity of each pin currently available and will be given out on a first come first serve basis.*



Green, Silver and Gold Leaves*

Each green leaf equals 10 contact hours or one CEU of training. Five green leaves are replaced by one silver leaf. Each silver leaf equals 50 contact hours or 5 CEUs of training. Five silver leaves are replaced by one gold leaf. Each gold leaf equals 250 contact hours or 25 CEUs of training. *GSUSA has retired these pins. Girl Scouts of Middle Tennessee has a limited quantity of each pin currently available and will be given out on a first come first serve basis.*



Volunteer of Excellence

The Volunteer of Excellence Award recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience through use of the national program portfolio or who have contributed outstanding service in support of the council's mission delivery to girl and adult members.

Rookie of the Year

The Rookie of the year recognizes the time, effort, and dedication put forth by leaders and/or assistant leaders during their first year of service.

Please note GSUSA has retired these Adult Recognition Awards. *Girl Scouts of Middle Tennessee has a limited quantity of each of these pin currently available and these will be distributed on a first come first serve basis.

Council Adult Awards

Appreciation Pin

This pin is given only once to recognize outstanding service to a geographic area or program delivery audience that furthers the council's goals. The Appreciation Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had measureable impact on one geographic area of service, helps reach and surpass the mission-delivery goals of the area.



Honor Pin

This award is given only once to recognize outstanding service to two or more geographic areas or program delivery audiences. 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 the council to reach and surpass its mission-delivery goals.



Thanks Badge

This award is given only once per year to recognize exceptional service that benefits the total council or the entire Girl Scout movement. The Thanks Badge honors an individual whose ongoing commitment, leadership and service have had an exceptional, measureable impact on meeting the mission-delivery goals and priorities of the entire council or the entire Girl Scout Movement.



Thanks Badge II

The Thanks Badge II - for Continuing Service - is similar to the Thanks Badge but recognizes continued outstanding service given by a Thanks Badge recipient that benefits the total council or the entire Girl Scout movement. The Thanks Badge II honors a previous Thanks Badge award recipient who has continued to provide exemplary service in a leadership role, resulting in a measureable impact that benefits the entire Girl Scout Movement.



President's Award

The President's Award recognizes the efforts of a service-delivery team or committee whose exemplary service in support of delivering the Girl Scout Leadership Experience surpassed team goals and resulted in significant, measurable impact toward reaching the council's overall goals. Please complete the application found at <http://www.gsmdtn.org/> ([search President's Award](#)).

Service Unit Adult Recognition Award Recipient Form

Girl Scouts of Middle Tennessee

Instructions:

1. *Service Unit Manager or designated team member* is to complete this form for verification of the following Service Unit Adult Recognitions: Years of Service, Years of Membership, Outstanding Volunteer, Outstanding Leader, Leadership Development & Leaves, Volunteer of Excellence and Rookie of the Year.
2. Make a copy of this form and retain with Service Unit records
3. Return this form to Girl Scouts of Middle Tennessee, Volunteer Relations, at least **two weeks** prior to your presentation ceremony to allow time for delivery.

Today's Date: _____ Service Unit: _____ Presentation Date: _____

Service Unit Manager: _____ Phone (day): _____

Email: _____

The following recognitions are presented to registered Girl Scout leaders, co-leaders or assistant leaders, Fall Product/Cookie Chairs, Service Team members:

Volunteer Pins: _____

Rocker Numeral for Volunteer Pin	Quantity	Leadership Development Pin	Quantity
1			
2		Green Leaves	Quantity
3			
3		Silver Leaves	Quantity
4			
5		Gold Leaves	Quantity
6			
7			
8			
9			

Date Requested for Pick Up:

Please note that your Service Unit will need to pay for Leadership Development Pins and Leaves. Check with the Nashville Girl Scout Shop for availability and pricing.

Guidelines for Letter of Endorsement

The Sponsor fills in the Application form for the Official Adult Recognitions in this packet. It is the responsibility of the Sponsor to solicit and secure the required number of letters of endorsement. These guidelines may be duplicated and should be given to persons preparing letters of endorsement.

Letters of endorsement are used to support a nomination. They should reflect the total audience served and the variety of service given. Endorsement Letters which refer to different types of service are far more useful than multiple letters that speak about the same single instance of service. Extra letters (beyond the required amount) are helpful only if they provide further documentation of service. Quality is more important than quantity.

Letters should come from people throughout that area served. Endorsement Letters in support of a nominee for the Thanks Badge, for instance, should come from people throughout the council, reflecting council-wide service. When choosing letter-writers, consider what aspect for the candidate's service they can endorse and ask them to write specifically about that. Examples and supporting details of achievements should set your candidate apart from many other adults who are carrying out the same responsibilities.

Examples of Letters of Endorsements:

#1 –

- A. "In addition to working with her Cadette troop, Josephine Holloway took over as Service Unit Cookie Manager when Juliette Low resigned. It was a very successful sale."
- B. "In addition to working with her Cadette troop, Josephine Holloway volunteered to help. Although she had not worked with cookies for several years, she processed 17,750 boxes of cookies with no errors. Through skillful management techniques she enabled her service unit to achieve 100% participation and increase cookie sales by 40%."

#2 –

- A. "Amazing Daisy is a dedicated Leader and an inspired to all of us."
- B. "When her daughter bridged to Cadettes, Amazing Daisy formed a new Cadette troop whose membership rapidly grew to 30 girls. She enlisted the aid of several parents and trained them in girl-led techniques. Under her leadership they divided the group into interest groups which included gardening, working with a Junior troop with girls using wheelchairs, canoeing and camping. Girl retention has increased to 95% for the past two years."

Note that in each choice B, the Volunteer Awards Committee can see the specific results of the volunteer's actions.

Sample Letter of Endorsement

Your Name:

Your Complete Address:

Date:

Volunteer Awards Committee
Girl Scouts of Middle Tennessee, SU (list your SU here)
4522 Granny White Pike
Nashville, TN 37204

Dear Committee Member:

This letter is to endorse (nominee's name) as a recipient of the (name of recognition). (Nominee's name) has provided excellent service in (her/his) capacity as (position title).

This deserving volunteer went above and beyond the requirements of this position when (she/he) (write at least one paragraph detailing one or several examples. You many choose to detail programs or projects this person has coordinated or perhaps something that enriched the girls where this person provided the necessary leadership for implementation).

As a result of the selfless efforts of (nominee's name, insert who or what benefited from the service of the nominee) benefited in the following ways. (Write at least one paragraph addressing this component).

Note: This paragraph is an opportunity for you to include any personal stories and comments that would highlight the character and contributions of this nominee.

Thank you for your consideration. Should you have any further question, I am be reached at (please list a day time or cell number).

Sincerely,

(Your Signature)

How to Request Awards

For Service Unit Awards:

The Service Unit Awards Committee will approve the service unit awards, fill in the "Service Unit Authorization for Purchase of GSUSA Recognitions" form, and **turn the form to the Girl Scouts of Middle Tennessee Volunteer Awards Committee at least 48 hours prior to purchasing** the Service Unit Awards at the Nashville Girl Scout Shop. Payment for awards is made by the service unit when ordering awards at the Shop.

For National and Council Awards:

These awards require Girl Scouts of Middle Tennessee Volunteer Awards Committee and Board of Directors approval. Application(s), found on the following pages, may only be submitted in the following ways:

Email:

jmatheny@gsmidtn.org

Mail:

Girl Scouts of Middle Tennessee Awards Committee
4522 Granny White Pike
Nashville, TN 37204

Fax:

615.460.0255

The Girl Scouts of Middle Tennessee Volunteer Awards Committee's staff liaison is Jenny Matheny, Volunteer Relations. She can be reached at 615.460.0255 or jmatheny@gsmidtn.org

Council Adult Recognition Award Recipient Form

Girl Scouts of Middle Tennessee

Instructions:

1. *Sponsor* is to complete this form for submission of the following Council Adult Recognitions: Appreciation, Honor Pin, Thanks Badge, and Thanks Badge II.
2. Make a copy of this form and retain with Service Unit records
3. Return this form to Girl Scouts of Middle Tennessee, Volunteer Relations, by February 1, 2012.

Date of Submission: _____

Sponsor Name: _____

Sponsor Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Mark which of the following recognitions you are nominating:

_____ Appreciation Pin

_____ Honor Pin

_____ Thanks Badge

_____ Thanks Badge II

Nominee Name: _____

Nominee Address: _____ City: _____

State: _____ Zip: _____ Phone: _____

Position in Girl Scouting: _____

Girl Scouts of Middle Tennessee Nominee Adult Service and Previous Awards

Please complete the following to the best of your knowledge. If unknown, leave blank or write unknown.

Adult Position	Years of Service	Training Received
Leader/Assistant Leader		
Troop Committee Member		
Troop Cookie Manager		
Service Unit Manager		
Service Unit Product Sale Manager		
Special Event Director		
Day Camp Director		
Day Camp Staff		
Association Chair		
Delegate		
Alternate Delegate		
Trainer/ Learning Specialist		
Board Member		
National Council Delegate		
National Council Alternate Delegate		
Board Committee Member		

Council Adult Recognition Award Recipient Form

Girl Scouts of Middle Tennessee

Girl Scouts of Middle Tennessee Nominee Adult Service and Previous Awards
 Please complete the following to the best of your knowledge. If unknown, leave blank or write unknown.

Award Received	Year Awarded
Outstanding Leader	
Outstanding Volunteer	
Leadership Development Pin	
Green Leaf (number)	
Silver Leaf (number)	
Gold Leaf (number)	
Numeral Guard (year)	
Appreciation Pin	
Honor Pin	
Thanks Badge	
Thanks Badge II	
Other:	
Other:	
Other:	

For adult service and previous awards refer to the service unit records for most current information.

