



Certificate of Appreciation

As the nominator, you are responsible for completing the recommendation form, the letter of nomination and locating one person familiar with the nominee's contribution to Girl Scouts to complete a letter of endorsement.

Criteria for Certificate of Appreciation:

- Candidate may be an organization or individual not registered with Girl Scouts.
- Local Girl Scout troops or service units have previously said "Thank You" in many ways (certificates, plaques, service projects, etc.) and a Girl Scout award is now appropriate.
- The service given by the candidate is truly distinguished.

As you complete this packet to recognize an individual's or business's support of Girl Scouts, please keep these tips in mind:

- The letter of endorsement must be completed and signed by the person making the endorsement and not be related to the nominee.
- Complete the form legibly in blue or black ink or type, if possible.
- Use the proper forms and provide accurate information. Letters may be in narrative form rather than on the lined form as long as all the questions are answered.
- Provide specific information about what makes your nominee fit this criteria, the volunteer awards committee may not know your nominee. Write about the candidate's qualifications, emphasizing the most significant contribution they have made to Girl Scouting, but also include all the areas of service.
- Individual submitting nomination must submit a complete packet to include: recommendation form, letter of nomination and letter of endorsement.

To allow time for delivery, submit the completed packet two weeks prior to the date needed.

Submit completed packet to:
Girl Scouts of Middle Tennessee
ATTN: Volunteer Manager
4522 Granny White Pike
Nashville, TN 37204

**Certificate of Appreciation
Recommendation Form**

Name of organization or individual: _____

Address: _____

City: _____ State: _____ Zip: _____

Previous recognitions and service projects completed by the service unit and/or troop to acknowledge this candidate's contribution to Girl Scouts:

Date	Recognition

Describe the nominee's service to Girl Scouts:

Nominee recommended by (please print): _____

Girl Scout position(s): _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____

Service unit: _____ Phone (day): _____ Phone (evening) _____

Certificate of Appreciation
Letter of Nomination

Nominee Name: _____ Date: _____

I am nominating the Certificate of Appreciation because: _____

List examples of distinguished service that is above and beyond usual community support:

This additional information may be useful to the committee: _____

Nominator name (please print): _____

Nominator signature: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____ Phone (day): _____ (evening): _____

**The recommendation form, letter of nomination and letter of endorsement must be submitted at least two weeks prior to date needed.

Certificate of Appreciation
Letter of Endorsement

Submitted in support of: _____ Date: _____

I support the nomination of Certificate of Appreciation because: _____

List examples of or describe the distinguished service given that is above and beyond usual community support:

This additional information may be useful to the committee::

Endorser name (please print): _____

Endorser signature: _____

Address: _____

City: _____ State: _____ Zip: _____

E-mail address: _____ Phone (day): _____ (evening): _____

*Please return the completed letter of endorsement to the individual nominating said individual or organization.