

# **Girl Scouts of Middle Tennessee Adult Awards Booklet**

Revised January 2019



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

# 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 an 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 15**. 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 not be considered. Please resubmit.

## Adult Awards at a Glance

<b>Award</b>	<b>Deadline</b>	<b>Area Benefited by Service</b>	<b>Items Needed</b>
<b>Recognitions Awarded at the Service Unit Level</b>			
Years of Service Pin (5, 10, 15, 25, etc.)	Set by SU	Includes Adult Years Only	Contact your service unit manager
Years of Membership Pin (5, 10, 15, 25, etc.)	Set by SU	Includes Girl & Adult Years	Contact your service unit manager
Outstanding Volunteer Award	Set by SU	Beyond Troop Level	Application & 2 endorsements
Outstanding Leader Award	Set by SU	Troop	Application & 2 endorsements
Trained Volunteer Pin	Set by SU	Volunteer Enrichment	Application
Green, Silver and Gold Leaves for Trained Volunteer Pin	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
<b>Recognitions Awarded at the Council Level</b>			
Appreciation Pin	February 15	One geographic area & meeting council goals	Application & 2 endorsements
Honor Pin	February 15	Two or more geographic areas & meeting council goals	Application & 2 endorsements
Thanks Badge	February 15	Total council or entire Girl Scout movement	Application & 3 endorsements
Thanks Badge II	February 15	Thanks Badge recipient, total council or entire Girl Scout movement	Application & 3 endorsements
President's Award	February 15	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.

### Trained Volunteer Pin

This pin is a recognition earned by an active registered adult volunteer who has completed the required training courses, and participated in at least two meetings or events beyond the troop level.



### Leaves for Volunteer Pin

Leaves can be earned for this pin when additional enrichments trainings are completed (see recognition of additional training on the guidelines for Trained Volunteer Pin page.)



### Years of Service Pin

This pin is given to adults in Girl Scouting in recognition of years of service at five-year intervals. Service Units recognize those individuals receiving 5, 10, 15, etc., year pins. Please submit the self-reporting form to your service unit manager. It can be found at the end of this booklet or on the GSMIDTN website.



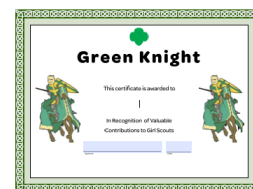
### Years of Membership Pin

The numerals show the total number of years of registered membership, both as a girl and an adult, in any Girl Scout/Girl Guide organization. Numeral Guards are attached to the membership pins. 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. Please submit the self-reporting form to your service unit manager. It can be found at the end of this booklet or on the GSMIDTN website.



### Green Angel or Green Knight Poem and Certificate

Presented to registered Girl Scout leaders, co-leaders, Fall Product/Cookie chairs Service Team members at the end of their first year of service.



### Green Angel or Green Knight Pin

Presented to registered Girl Scout leaders, co-leaders, Fall Product/Cookie chairs Service Team members at the end of their second year of service.



### Green Angel or Green Knight Patch:

Presented to registered Girl Scout leaders, co-leaders, Fall Product/Cookie chairs Service Team members at the end of their third year of service.

### **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.



### **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.



### **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 Certificate**

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.

## 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).



# Guidelines for Trained Volunteer Pin

Trained Volunteer Pin is a recognition earned by an active registered adult volunteer who has completed the following criteria:

- *Completed these training courses:* Girl Scouting 101, Youth Protection and Online Camp Trainings: Camp Ready, Camp Prep and Camp Information & Procedures.
- Participated in at least two meetings or events beyond the troop level (service unit meeting, cluster meeting, service unit event, or Council event).

## **Procedure:**

- Submit the Trained Volunteer Pin Application to the service team member who confirms the record.
- Service unit manager or service team member submits Recipient Award Form to Girl Scouts of Middle Tennessee, 4522 Granny White Pike, Nashville, TN, 37204, Attn: Volunteer Resource Manager at least two weeks prior to presentation.

## **Description:**

The trained Volunteer Pin shows a tree on a blue and white background w/a trefoil at the base of the tree. Leaves may be attached in recognition of enrichment trainings.

## **Recognition of Additional Training:**

Volunteers are encouraged to take additional training that will increase their skills in working with the girls. Completion of “in depth” training will be recognized in the form of small green leaves which can be attached to the trained Volunteer Pin. Outdoor Skills, Volunteer Enrichment Weekend (VEW), Adult Adventure Weekend (AAW), First Aid CPR/AED trainings will each qualify for one Green Leaf.

Each green leaf represents one course of study with a minimum of at least 10 contact hours of training. The course may be given by Girl Scouts (completing one of the green leaf tracks offered by your local service unit) at the local or national level, a college, another organization, or a community adult education group. This in-depth training tends to apply to a small percentage of leaders, therefore making it a more meaningful recognition.

After receiving five green leaves (each leaf represents 10 hours of training), the recipient may replace them with one silver leaf; five silver leaves may be replaced with one gold leaf.

To receive a green, silver or gold leaves submit the Leaves for Trained Volunteer Pin Application to the service team member who confirms the record. The service unit manager or service team member submits the Recipient Award Form to Girl Scouts of Middle Tennessee, 4522 Granny White Pike, Nashville, 37204. Attn: Volunteer Engagement Coordinator.

# 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 may 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 can be reached at (please list a day time or cell number).

Sincerely,

(Your Signature)

# How to Request Awards

## For Service Unit Awards:

1. The Service Unit Awards Committee will approve the service unit awards; fill in the “Service Unit Authorization for GSUSA & Council Awards Recognitions” form. Return this form to Girl Scouts of Middle Tennessee, Volunteer Resource Manager, at least *two weeks* prior to your presentation ceremony to allow time for delivery.

## 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:

volunteerresources@gsmidtn.org

### Mail:

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

### Fax:

615.460.0255

National and Council Awards paperwork must be received by **February 15<sup>th</sup>**.

## TRAINED VOLUNTEER PIN APPLICATION

Name: \_\_\_\_\_ Troop #: \_\_\_\_\_ Service Unit #: \_\_\_\_\_

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

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

Girl Scout Volunteer position: \_\_\_\_\_

### **Applicant has completed the following training:**

<b>Training Course</b>	<b>Date</b>
<b>Girl Scouting 101</b>	
<b>Online Camp Ready</b>	
<b>Online Camp Prep</b>	
<b>Online Camp Information &amp; Procedures</b>	
<b>Youth Protection</b>	

### **At least two meetings (Service Unit, Council, and Cluster.) beyond the troop have been attended:**

<b>Type of Meeting</b>	<b>Location</b>	<b>Date</b>
1.		
2.		

### **RETURN APPLICATION TO SERVICE UNIT MANAGER OR SERVICE TEAM MEMBER FOR APPROVAL**

*Upon verification, the appropriate person will sign, date and file this application with service unit records.*

\_\_\_\_\_  
Service Team Member

\_\_\_\_\_  
Date

**Send to: Girl Scouts of Middle Tennessee**  
**Attn: Volunteer Engagement Coordinator**  
**4522 Granny White Pike**  
**Nashville, Tennessee 37204**

## Leaves for Trained Volunteer Pin Application

Name \_\_\_\_\_ Troop# \_\_\_\_\_ SU# \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone: (Day) \_\_\_\_\_ (Evening) \_\_\_\_\_  
Girl Scout Volunteer position: \_\_\_\_\_

**The applicant has completed training in subject area(s) that have increased her/his skills in working with girls. (Do not include courses needed for Trained Volunteer Pin). Minimum instruction time for each course is 10 hours.**

Name of course: \_\_\_\_\_

How course is used with girls/adults: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ # of hours instruction: \_\_\_\_\_

Name of course: \_\_\_\_\_ - \_\_\_\_\_

How course is used with girls/adults: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ # of hours instruction: \_\_\_\_\_

Name of course: \_\_\_\_\_

How course is used with girls/adults: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_ # of hours instruction: \_\_\_\_\_

RETURN APPLICATION TO SERVICE TEAM

*Upon verification, the appropriate service team member will sign, date and file a copy of this form with service unit records.*

\_\_\_\_\_  
Service Team Member

\_\_\_\_\_  
Date

**Send to: Girl Scouts of Middle Tennessee**

**Attn: Volunteer Engagement Coordinator**

**4522 Granny White Pike**

**Nashville, Tennessee 37204**

# Council Adult Recognition Award Recipient For 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 15<sup>th</sup>.

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		
Troop Fall Product Program Manager		
Service Unit Manager		
Service Unit Fall Product Coordinator		
Service Unit Cookie Coordinator		
Special Event Director		
Summer Fun Camp Director		
Summer Fun Camp Staff		
Cluster Director		
Trainer		
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	
Trained Volunteer 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.



# Service Unit Authorization for GSUSA and Council Awards

Confidential

**Please type or print in blue ink, using format below.**

The following recognitions have been approved by the Service Unit Recognitions Committee. Awards and Certificates prepared by the staff liaison to the Volunteer Awards Committee.

**Volunteer Pins:** \_\_\_\_\_ (qty.) (presented to registered Girl Scout leaders, co-leaders, Fall Product/Cookie Chairs, Service Team members)

**Green Angel Poem & Certificate:** \_\_\_\_\_ (qty.)

**Green Knight Poem & Certificate:** \_\_\_\_\_ (qty.) (presented to registered Girl Scout leaders, co-leaders, Fall Product/Cookie chairs, Service Team members at the end of their first year of service).

**Green Angel Pin:** \_\_\_\_\_ (qty.)

**Green Knight Pin** \_\_\_\_\_ (qty.) (presented to registered Girl Scout leaders, co-leaders, Fall Product/Cookie chairs, Service Team members at the end of their second year of service).

**Green Angel Patch:** \_\_\_\_\_ (qty.)

**Green Knight Patch** \_\_\_\_\_ (qty.) (presented to registered Girl Scout leaders, co-leaders, Fall Product/Cookie chairs, Service Team members at the end of their third year of service).

**Outstanding Volunteer Award** (No more than two per year, per Service Unit)

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

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

**Outstanding Leader Award** (No more than two per year, per Service Unit)

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

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

**Volunteer of Excellence Award** (No more than one per year, per Service Unit)

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

**Rookie of the Year Award** (No more than one per year, per Service Unit)

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

Years of Service Pin	Quantity	Years of Membership Pin	Quantity
5		5	
10		10	
15		15	
20		20	
Other _____		Other _____	

Additional notes: \_\_\_\_\_

Authorizing Signatures:

\_\_\_\_\_  
Service Unit Manager

\_\_\_\_\_  
Service Unit

\_\_\_\_\_  
Date

\_\_\_\_\_  
Service Unit Awards Committee Chair

\_\_\_\_\_  
Service Unit

\_\_\_\_\_  
Date

Please make a copy of this form to leave at the Nashville office.

Date Requested for Pick Up: \_\_\_\_\_ (**must allow 2 weeks**)

Date Filled: \_\_\_\_\_ VRS Staff Liaison: \_\_\_\_\_



## Membership Year Pin and Volunteer Years of Service Pin

Requests for Membership Year Pins and Volunteer Years of Service Pins must be submitted to your Service Unit Manager by \_\_\_\_\_.

**Please complete form in its entirety and pay close attention to the pin you are requesting.**

Name:		Service Unit #:	
Address:			
City:		State:	Zip:
Home Phone:	Work Phone:	Cell Phone:	
Email Address:			

**Membership Year Pin:** For **currently registered adult members** to recognize the **total number of years of Girl Scout membership**. This includes years as a girl and adult member that a person has been a registered member of Girl Scouts of the USA. Pins are available in 5-year intervals: 5, 10, 15, etc.



Please check the appropriate box for the pin you are requesting:

- |                                   |                                   |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 5 years  | <input type="checkbox"/> 10 years | <input type="checkbox"/> 15 years | <input type="checkbox"/> 20 years | <input type="checkbox"/> 25 years | <input type="checkbox"/> 30 years |
| <input type="checkbox"/> 35 years | <input type="checkbox"/> 40 years | <input type="checkbox"/> 45 years | <input type="checkbox"/> 50 years | <input type="checkbox"/> 55 years | <input type="checkbox"/> 60 years |

Other: \_\_\_\_\_

Membership Year Pins will not be sent through the mail.



**Volunteer Years of Service Pin:** For **currently registered adult members** to recognize the **total number of years of volunteer service to Girl Scouting**. Pins are available in 5-year intervals: 5, 10, 15, etc.

Please check the appropriate box for the pin you are requesting:

- |                                   |                                   |                                   |                                   |                                   |                                   |
|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|-----------------------------------|
| <input type="checkbox"/> 5 years  | <input type="checkbox"/> 10 years | <input type="checkbox"/> 15 years | <input type="checkbox"/> 20 years | <input type="checkbox"/> 25 years | <input type="checkbox"/> 30 years |
| <input type="checkbox"/> 35 years | <input type="checkbox"/> 40 years | <input type="checkbox"/> 45 years | <input type="checkbox"/> 50 years | <input type="checkbox"/> 55 years | <input type="checkbox"/> 60 years |

Other: \_\_\_\_\_

Volunteer Years of Service Pins will not be sent through the mail.

Return pin request form to your Service Unit Manager by \_\_\_\_\_.

A separate form must be completed for each individual person receiving a pin. For accuracy, please **print neatly** all information requested. Membership Year Pin and Volunteer Years of Service Pin request forms may be collected and sent in by the service unit. If you are completing the form for someone else, please make sure the years are correct. The pins will be sent to the service unit by your Regional Executive or may be picked up by your Service Unit Manager at the Nashville Service Center after \_\_\_\_\_.



## President's Award

The **President's Award** recognizes the efforts of a service unit team in moving its service unit toward the attainment of Girl Scouts of Middle Tennessee goals and objectives during a membership year (October 1 - September 30).

### Criteria for selection:

1. All leaders and co-leaders, and service unit team members must be registered adult Girl Scouts.
2. Each member of the service unit has taken training appropriate for the position held:
  - a. Troop leadership (01 & 02): Ready, Set, Go, Girl Scouting 101 and Youth Protection.
  - b. Service Team members: service unit training.
  - c. Day camp directors and day camp staff: day camp training as well as Youth Protection.
  - d. Product Program Coordinators: SU Cookie Coordinator and/or SU Fall Product Coordinator.
3. One or more of the following criteria must have been completed within the past membership year:
  - a. Delivery of Girl Scout program is effective and resulting in the retention of 60% or more of troop leaders from the previous membership year or 60% or more troops are reregistered.
  - b. Girl membership: girl membership for the service unit has reached its membership goal.
  - c. Overall Gift-to-Girls goal for the service unit has been reached.
4. Community contacts - the service team maintains community contacts such as: sponsorship agreements, community service projects and/or participating in community events.
5. Reports required by Girl Scouts of Middle Tennessee have been submitted on time:
  - a. Final service unit fall product and cookie program report and validated deposit tickets have turned in by the due date to the product sales office.
  - b. Service unit and troop financial reports have been submitted by the due date.
6. Service team communications: the service team maintains ongoing communications with each troop and with girls registered as individual Girl Scouts in the service unit. The service team has developed and implemented a plan to maintain contact with representatives of each troop unable to attend service unit meetings.
7. Service unit team encourages volunteer recognition at the service unit and Girl Scout of Middle Tennessee levels.
8. The service unit achieved 100% participation in either the fall product or cookie program from all eligible troops.

### Nomination and approval procedures:

1. Service unit teams who meet the criteria may apply for the President's Award at the end of any membership year (September 30).
2. Upon completion of the criteria, the service unit manager (or appointed service team member) completes the application. The application is signed by service unit manager and regional executive then submitted to the volunteer relations manager by February 15. If approved, a recommendation will be submitted to the board of directors for final approval. Notification of the decision will be mailed to the service unit manager.

Recognition and Presentation: the service unit team will be presented with a service unit Girl Scout honor flag with pole and stand. This will be presented to the service unit manager at Girl Scouts of Middle Tennessee Salute to Outstanding Leadership Awards (SOLA) ceremony in May. Once a service unit has been awarded the Honor Flag and meets criteria again, they will receive an Honor Tassel to hang on their Honor Flag.

Submit application to: Girl Scouts of Middle Tennessee  
Volunteer Awards Committee  
President's Award Application  
4522 Granny White Pike  
Nashville, TN 37204

## President's Award Application

Service unit: \_\_\_\_\_ Membership year to be recognized: 20\_\_\_\_/20\_\_\_\_

Service unit manager: \_\_\_\_\_

E-mail: \_\_\_\_\_

Phone (day): \_\_\_\_\_ (evening): \_\_\_\_\_

	Previous year's statistics	Membership year to be recognized statistics
# of troops		
# of service team members		
# of girls registered		
# of leaders/co-leaders		

Please mark criteria service unit completed for designated membership year: Yes or No

	Yes	No													
1	<input type="checkbox"/>	<input type="checkbox"/>	All leaders, co-leaders and service team members are registered adults.												
2	<input type="checkbox"/>	<input type="checkbox"/>	Each member of the service unit has completed appropriate training for volunteer position held.												
3	<input type="checkbox"/>	<input type="checkbox"/>	One or more of the following criteria has been met (mark criteria met): <ul style="list-style-type: none"> <li>○ Delivery of Girl Scout program is effective and resulting in the retention of 60% or more of troop leaders from the previous membership year or 60% or more of troop's re-registered (use chart at top of sheet).</li> <li>○ Girl membership - Girl membership for the service unit has reached its membership goal.</li> <li>○ Gift-to-Girls goal for the service unit has been reached.</li> </ul>												
4	<input type="checkbox"/>	<input type="checkbox"/>	Service unit has maintained community contacts. List examples: 1. _____ 2. _____ 3. _____												
5	<input type="checkbox"/>	<input type="checkbox"/>	Reports required by Girl Scouts of Middle Tennessee have been submitted on time: <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 33%;">Report</th> <th style="width: 17%;">Date</th> <th style="width: 33%;">Report</th> <th style="width: 17%;">Date</th> </tr> </thead> <tbody> <tr> <td>Service unit fall product program report</td> <td></td> <td>Service unit cookie program report</td> <td></td> </tr> <tr> <td>Troop financial reports</td> <td></td> <td>Service unit financial report</td> <td></td> </tr> </tbody> </table>	Report	Date	Report	Date	Service unit fall product program report		Service unit cookie program report		Troop financial reports		Service unit financial report	
Report	Date	Report	Date												
Service unit fall product program report		Service unit cookie program report													
Troop financial reports		Service unit financial report													
6	<input type="checkbox"/>	<input type="checkbox"/>	Service team communications: list methods service team maintained ongoing communications with each troop and with girls registered as individual Girl Scouts in the service unit (meetings, mail, email, telephone):   List methods the service team maintained contact with representatives from each troop unable to attend service unit meetings:												

	Yes	No	
7	<input type="checkbox"/>	<input type="checkbox"/>	Service team encourages volunteer recognition at the service team and Girl Scouts of Middle Tennessee levels. Please list ways in which the service team recognizes volunteers: <hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
8	<input type="checkbox"/>	<input type="checkbox"/>	All eligible troops participated in the fall and/or cookie program: <input type="checkbox"/> Fall Product Program <input type="checkbox"/> Cookie Program

Service unit manager signature: \_\_\_\_\_ Date: \_\_\_\_\_

Regional Executive signature: \_\_\_\_\_ Date: \_\_\_\_\_

Application due by February 15

Submit application to: Girl Scouts of Middle Tennessee  
 Volunteer Awards Committee  
 President's Award Application  
 4522 Granny White Pike  
 Nashville, TN 37204

**Girl Scouts of Middle Tennessee use only**

Volunteer Engagement Coordinator  
 Approved ☐    Unapproved ☐

Criteria not met: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Girl Scouts of Middle Tennessee Board of Directors  
 Approved ☐    Unapproved ☐

Criteria not met: \_\_\_\_\_  
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