

Gold Award Guidebook

Take Action Project



Leadership Journey
Change
Achievement
Impact
Highest Honor
Take Action
Commitment
Empower





Dear Prospective Gold Award Recipient:

The Girl Scout Gold Award is the highest honor a Girl Scout Senior or Ambassador can earn.

Your Gold Award will help you discover who you are, while building a better world around you. You will be recognized as a future community leader and you will find yourself supported by the community on your quest for leadership.

By earning a Gold Award and completing the required paperwork, you are practicing life skills that you will use in the future and can be featured in your college and job applications. By earning the Girl Scout Gold Award, you will also create change in the world around you. Who knows what you can accomplish when you set goals and go for it!

To receive your Gold Award, you must submit final paperwork by September 30 of the year you graduate, and complete your final interview by November 30. Final report paperwork may be submitted at any time throughout the year prior to the final deadline. However, if you want to participate in an Awards Ceremony, you must finish your project and turn in all final report paperwork—including the Ceremony Request and Information Bio—by February 15, and complete your final interview by the second Saturday in March of the current year. Your project will be evaluated and approved, provided all the requirements have been met.

If you have any questions along the way, please do not hesitate to contact me. Good luck on your journey towards the Gold.

Yours in Girl Scouting,

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Girl Scout Gold Award

Guidelines for Girl Scout Seniors and Ambassadors

Since 1916, Girl Scouts' highest honor has stood for excellence and leadership for girls everywhere. Soon, you will be joining the ranks of generations of young women who have made a difference in their communities and beyond.

As a Girl Scout, you are part of the sisterhood of the World Association of Girl Guides and Girl Scouts, a global movement comprised of more than 10 million girls worldwide who are using their talents to positively impact their communities. With your talent and passion, you too can make changes in your community that can impact people around the world.

What are you good at? What could you improve? What are your strongest skills in managing projects? Developing leadership skills is one of the many things you will learn when earning your Gold Award.

Fulfilling the requirements for the Girl Scout Gold Award starts with completing two Girl Scout Senior or Ambassador journeys or having earned the Silver Award and completing one Senior or Ambassador journey. Each journey you complete gives you the skills you need to plan and implement your Take Action project.

After you have fulfilled the journey(s) requirement, at least 80 hours are required for the following seven steps:

1. Choose an issue
2. Investigate it thoroughly
3. Get help and build a team
4. Create a plan
5. Present your plan and get feedback
6. Take action
7. Educate and inspire others

The Girl Scout Gold Award is a girl-led project. However, you will not be alone! Through the process of identifying your project, you will encounter people to help you along the way. This is your opportunity to learn leadership skills that will help you in school and throughout your life.

Standards of Excellence

When you decide to earn the Girl Scout Gold Award, you are on your honor to uphold the Standards of Excellence. These standards set a high benchmark for everything you do and invite you to think deeply, explore opportunities and challenge yourself. Following the Standards of Excellence challenges you to develop as a leader, achieve the Girl Scout Leadership Outcomes and make a mark on your community that creates a lasting impact on the lives of others.

Girl Scout Gold Award Steps and Standards of Excellence

Girl Scout Gold Award Steps	Standards of Excellence
<p>1. Choose an issue: Use your values and skills to identify a community issue you care about.</p>	<p>Live the Girl Scout Promise and Law.</p> <p>Demonstrate civic responsibility.</p>
<p>2. Investigate: Research everything you can about the issue.</p>	<p>Use a variety of sources: interview people, read books and articles and find professional organizations online. Remember to evaluate each source’s reliability and accuracy.</p> <p>Demonstrate courage as you investigate your issue, knowing that what you learn may challenge your own and others’ beliefs.</p> <p>Identify national and/or global links to your community issue.</p>
<p>3. Get help: Invite others to support and take action with you.</p>	<p>Seek out and recognize the value of the skills and strengths of others.</p> <p>Respect different points of view and ways of working.</p> <p>Build a team and recruit a project advisor who will bring special skills to your Take Action project.</p>
<p>4. Create a plan: Create a project plan that achieves sustainable and measurable impact.</p>	<p>Lead the planning of your Take Action project.</p> <p>Work collaboratively to develop a plan for your project that creates lasting change.</p>
<p>5. Present your plan and get feedback: Sum up your project plan for your Gold Award Committee.</p>	<p>Submit a Project Proposal to your council that is concise, comprehensive and clear.</p> <p>Describe your plan, including the Girl Scout Leadership Outcomes you want to achieve and the impact you plan to make on yourself and the community.</p> <p>Articulate your issue clearly and explain why it matters to you.</p> <p>Accept constructive suggestions that will help refine your project.</p>
<p>6. Take action: Take the lead to carry out your plan.</p>	<p>Take action to address the root cause of an issue, so that your solution has measurable and sustainable impact.</p> <p>Actively seek partnerships to achieve greater community participation and impact for your Take Action project.</p> <p>Challenge yourself to try different ways to solve problems.</p> <p>Use resources wisely.</p> <p>Speak out and act on behalf of yourself and others.</p>
<p>7. Educate and inspire: Share what you have experienced with others.</p>	<p>Reflect on what you have learned when you present your Girl Scout Gold Award Final Report to the Gold Award Committee.</p> <p>Summarize the effectiveness of your project and the impact it has had on you and your community.</p> <p>Share the project beyond your local community and inspire others to take action in their own communities.</p>

Girl Scout Gold Award Toolkit Summary

Stay organized and keep track of your ideas, contact information, appointments and plans with the Girl Scout Gold Award Toolkit. This toolkit includes a standard of excellence tracking sheet, tips, planning guides and advice to help with each step of your Take Action project. Use these tools as you need them—and do not forget that your journey(s) includes tools and ideas, too!

Step 1. Choose an issue:

Use your values and skills to choose a community issue you care about. Check out the Decision-Making Tips in your toolkit. If there is more than one issue you are passionate about, interview others to help you decide. Practice making your pitch and see how it feels. You can also make a 15-second video, write a bumper-sticker slogan or come up with another fun way to sum up why this issue is important to you.

Tools:

- Decision-Making Tips (page 8)
- Interview Tips (page 10)
- Making-Your-Pitch Tips (page 11)

Step 2. Investigate:

Use your sleuthing skills to learn everything you can about the issue you have identified. Zoom in on your issue to identify a specific aspect that you would like to address—focused effort has more impact than a big idea that is scattered.

- Log on: Check news websites and the websites of organizations related to your issue. Explore how the media in other countries cover your issue. Note: Before doing your online research, take the Girl Scout Internet Safety Pledge at www.girlscouts.org/internet_safety_pledge.asp.
- Go to the library: Find books that offer in-depth analysis about your issue, read your local newspaper and look for magazine articles that offer different perspectives on your issue.
- Interview people: Talk to your friends, neighbors, teachers, business owners and others who can offer information or insight about the issue you have chosen.

Knowing the various causes of a problem enables you to figure out unique ways to solve it. Use the Mind-Mapping Tool in your Gold Award packet's toolkit to create a diagram that tracks a problem and its possible causes.

Tool:

- Mind-Mapping Tool (page 12)

Step 3. Get help:

Invite other people to join your team to support your efforts and help you take action. Consider reaching out to classmates, teachers, friends and experts from organizations and businesses. Networking with people can make you a more effective leader. Also, the more people you have behind you, the more likely you will positively influence your community. You are the leader of your team—plan your project, motivate your team and learn from others.

Choose a project advisor, a person with expertise in the topic of your Gold Award project. An advisor can help you identify resources, provide insight, solve problems and provide additional background information on your chosen issue.

Tools:

- Teaming Tips (page 13)
- Project Advisor Tips (page 13)

Step 4. Create a plan:

Going for the Girl Scout Gold Award requires you to address the root cause of an issue and, thus, makes a lasting impact in your community—take a look at the Sustainability Tips in your toolkit for ideas. Create a plan that outlines the best use of your time, talent, resources and your team’s talents. Making the most of what you have is your challenge!

Tools:

- Project Planner (page 14)
- Planning and Budgeting Tips (page 15)
- Sustainability Tips (page 15)

Step 5. Present your plan and get feedback:

Fill out the Project Planning Checklist in your toolkit to organize your thoughts and make sure you have everything you need before you submit the Project Proposal Form to your Girl Scout council for approval. Include what you have learned, why your project idea matters, with whom you are teaming and your plan for making your project sustainable.

Gold Award Committee approval is required before you can continue working on your project. Once your project is approved, take a look at your Project Planner from step four. Do you have everything you need?

Tools:

- Project Planning Checklist (page 18)
- Project Proposal (page 19)

Step 6. Take action:

Lead your team and carry out your plan. Use the tools you have developed in the previous steps, and remember to check your journey(s) for tips. If you hit a speed bump along the way, learn from it and find ways to adjust your plan.

Step 7. Educate and inspire:

Tell your story and share your results. You can inspire someone who has never considered taking action to do something! Use the Reflection Tool in your toolkit to identify how this experience has affected you and how your views may have changed. Finally, complete your Girl Scout Gold Award Final Report, which is a comprehensive account of what you have done, with whom you have connected, the lasting impact you have made, and what this experience has meant to you.

Tools:

- Sharing Tips (page 16)
- Girl Scout Gold Award Final Report (page 25)
- Reflection Tool (page 29)

Congratulations! Celebrate!

Be sure to thank your project advisor, team and all the other people who helped you along the way.

Girl Scout Gold Award Toolkit

Steps and Standards of Excellence Tracking Sheet

Girl Scout Gold Award Steps	Notes Regarding Your Progress and Significant Dates	Standards of Excellence
1. Choose an issue		<p>Live the Girl Scout Promise and Law.</p> <p>Demonstrate civic responsibility.</p>
2. Investigate		<p>Use a variety of sources: interview people, read books and articles and find professional organizations online. Remember to evaluate each source's reliability and accuracy.</p> <p>Demonstrate courage as you investigate your issue, knowing that what you learn may challenge your own and others' beliefs.</p> <p>Identify national and/or global links to your community issue.</p>
3. Get help		<p>Seek out and recognize the value of the skills and strengths of others.</p> <p>Respect different points of view and ways of working.</p> <p>Build a team and recruit a project advisor who will bring special skills to your Take Action project.</p>
4. Create a plan		<p>Lead the planning of your Take Action project.</p> <p>Work collaboratively to develop a plan for your project that creates lasting change.</p>
5. Present your plan and get feedback		<p>Submit a Project Proposal to your council that is concise, comprehensive and clear.</p> <p>Describe your plan, including the Girl Scout Leadership Outcomes you want to achieve and the impact you plan to make on yourself and the community.</p> <p>Articulate your issue clearly and explain why it matters to you.</p> <p>Accept constructive suggestions that will help refine your project.</p>
6. Take action		<p>Take action to address the root cause of an issue, so that your solution has measurable and sustainable impact.</p> <p>Actively seek partnerships to achieve greater community participation and impact for your Take Action project.</p> <p>Challenge yourself to try different ways to solve problems.</p> <p>Use resources wisely.</p> <p>Speak out and act on behalf of yourself and others.</p>
7. Educate and inspire		<p>Reflect on what you have learned when you present your Girl Scout Gold Award Final Report to the Gold Award Committee.</p> <p>Summarize the effectiveness of your project and the impact it has had on you and your community.</p> <p>Share the project beyond your local community and inspire others to take action in their own communities.</p>

Decision-Making Tips

You are about to make a big decision that will have a significant impact on your life and may even change it forever. Take some time to reflect and get inspired. Start with yourself.

What are you good at? What could you improve? What are your strongest skills in managing projects? Check out the following list, and circle your strongest skills.

Role model for others
Advising people
Analyzing data
Multi-tasking
Assembling products
Budgeting expenses
Public speaking
Finding information
Handling complaints
Team building

Detail oriented
Imagining new solutions
Writing
Giving clear directions
Remembering information
Listening to others
Planning events
Planning agendas/meetings
Organizing tasks
Meeting people

Editing work
Promoting events
Raising funds
Questioning others
Motivating others
Expressing feelings
Creativity
Teaching
Setting priorities
Knowledge of community

Please answer the following questions.

You may attach additional sheets or write on the back of the page if necessary.

After reading this list, name the five leadership skills you have and the five you need to work on.

What inspires you? Is it something in your school, community, country or the world?

What motivates you into action? Is it people, events, activities or places?

What skills, talents and strengths do you have to offer?

How do you want to make a difference? As an advocate for justice? A promoter of environmental awareness? A trainer, mentor or coach? An artist, actor or musician? An organizer of petitions or campaigns? An entrepreneur? Can you think of another role?

What motivates, inspires and interests others? Can you build a team to support your idea?

What would benefit the community both immediately and long term?

Check back through your Girl Scout leadership journey(s). What interested you that you might be able to translate into an award project?

Need some inspiration? Search through these websites to see what others are doing to address issues in their community.

- GSUSA: www.girlscouts.org/program/gs_central/insignia/highest_awards/gold_award.html
- The Corporation for National and Community Service: www.serve.gov
- Global Citizens Corps: www.globalcitizencorps.org
- Global Youth Action Network: www.youthlink.org
- Global Youth Service Day: <http://gysd.org/share>
- Learn and Serve America: www.learnandserve.gov
- Prudential: www.spirit.prudential.com
- Taking IT Global: www.tigweb.org
- United Nations Millennium Development Goals: www.un.org/millenniumgoals
- World Association of Girl Guides and Girl Scouts: www.wagggg.org
- Youth Venture: www.genv.net

Interview Tips

Find out what you need to prepare and conduct an interview.

1. Making arrangements: Deciding who you would like to interview, contacting the person and setting up a date and time.

2. Preparation: Gathering research and background information to help you formulate questions to ask the interview subject(s). Use these sample interview questions to get started, and then add some of your own. If you need help choosing an issue, you will want to ask the following types of questions:

What are the biggest challenges/problems that you have faced or are facing?

What do you think is the root cause of these issues?

What will it take to address these issues?

Are there any resources available to do that?

What do you consider to be the strengths of the community?

If, on the other hand, you have already chosen an issue, move ahead to the interview.

3. Conducting the interview:

Bring a notebook to take notes. Here are some tips:
Find a quiet place where you will have each other's full attention, and agree to turn off your cell phones.

Start by thanking the interviewee for her/his time, and then briefly describe your project.

Keep questions simple and related to the issue at hand. Do your research. Preparation is key!

Ask the person you interview if she/he would like to hear more about your project as it develops.

Send a thank-you note to everyone you interview within a week of the interview. Mention the possibility of a follow-up interview.

4. Reviewing information and setting up a possible follow up

interview: Your interview is over. Now what? You have to sift through to find the information that is relevant to what you are working on. If there are some gaps that you need to fill, contact your source to get more information and find out whether or not you have your facts correct. Remember to check and recheck your facts!

Making Your Pitch

You have seen the advertisements and, most of the time, you even remember the slogans. What makes them memorable? It could be because they are clever, catchy or funny. Now that you have chosen your issue, think of a way you can tell people about it. You should be able to describe the issue you have chosen in about 15 seconds. Here are some tips to help you do that.

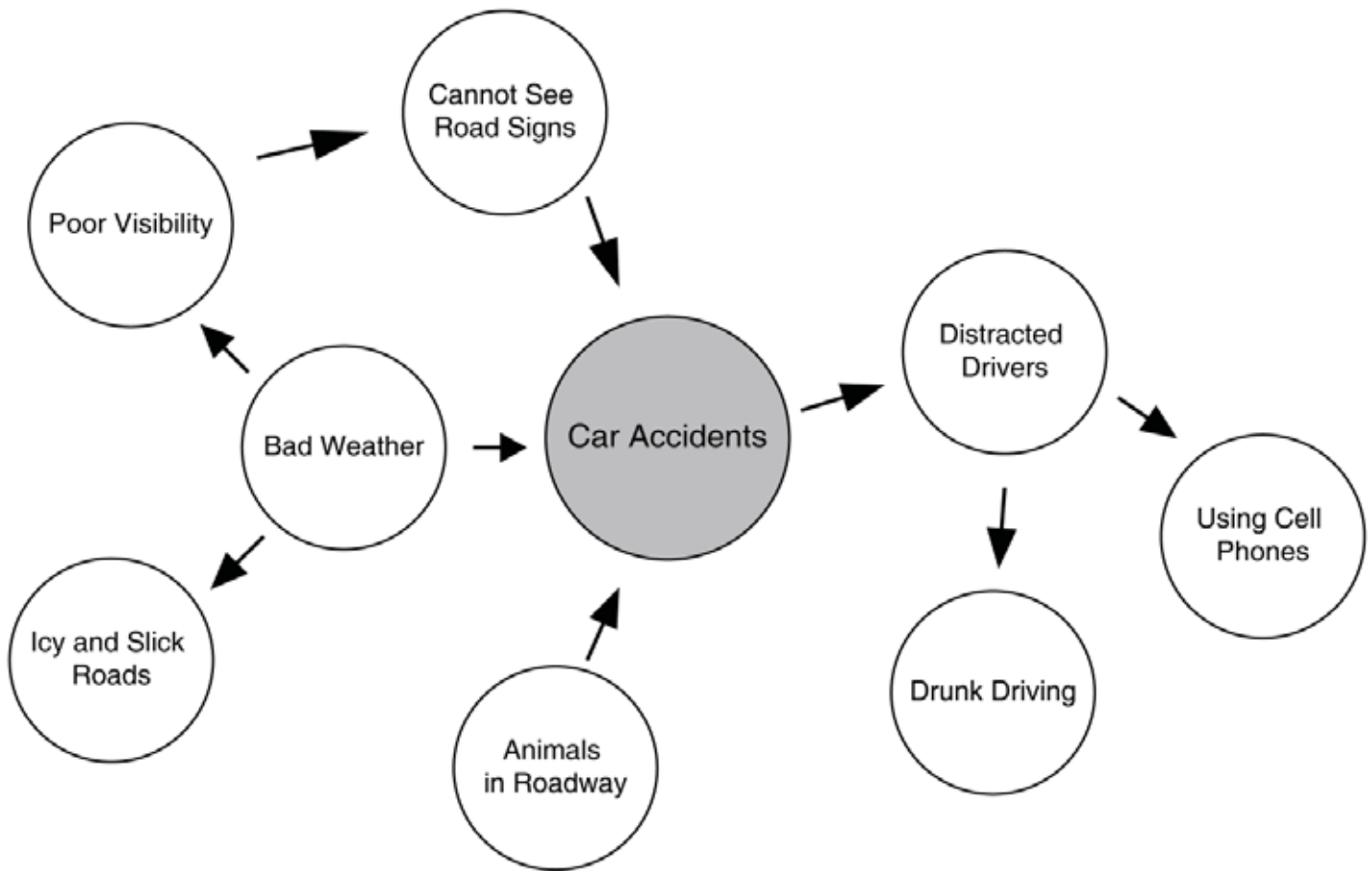
- **Make it memorable:** Develop a slogan. What makes you remember the slogan in those commercials on TV? How can you incorporate that into your pitch?
- **Target your audience:** Who are you trying to reach? If you are aiming for kids, think of a story or riddle that would relate this to them. Young kids love to rhyme. If you are reaching out to adults, no cute stories! Think about your audience and try to tailor your pitch so it connects with them.
- **How you will help:** You have gotten their attention with your story. Now tell them what your project will do to make their lives better.
- **Personalize it:** Why this project? Why this target audience? How will doing this make you a better person?
- **Do it:** Put it all together. Explain your idea in a short and motivating way that clarifies it for you, your potential team, target audience and supporters. Remember, 15 seconds. Go!

Mind-Mapping Tool

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

- Write the community issue in the middle of the paper or anywhere that works for you.
- Think about what some of the causes of this issue could be. In this example, one of the main causes of car accidents is bad weather. Notice how many different causes extend from bad weather.
- Now, try connecting the different causes you come up with to each other and to the main issue. How do the causes connect to each other?
- Do you see a pattern?

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



Teaming Tips

Think about the people who might be able to help you put your project into action. Choose people who will stay with you until the project is complete. You do not have to limit your team to people your age or just Girl Scouts.

Working in a group will help you make a bigger impact and cover more ground than you would on your own. It might be challenging at times, but remember to always be honest and fair, friendly and helpful, considerate and caring and responsible for what you say and do. Here are a few tips to keep in mind as you build your team:

- Promote a sense of trust and belonging
- Share ownership
- Clarify roles and responsibilities
- Communicate regularly and openly
- Respect diversity
- Have fun and be creative
- Be open to new ideas and different ways of working
- Keep learning and growing

Project Advisor Tips

Here you will find tips for selecting and working with your project advisor.

Give serious thought to the selection of your project advisor. Your project advisor cannot be your parent or your current troop advisor (leader). This is YOUR project and your opportunity to show off your leadership skills and be in charge. Consider choosing a person who will guide you without telling you what to do.; one who will allow you to make your own decisions while supporting and encouraging you along the way. Consider selecting an advisor who has expertise and knowledge about your project topic. Think about the skill set, education, training and work experience a potential advisor possesses. Your advisor will be a very valuable resource for you throughout your project.

- **Reach out:** You have figured out the issue you are going to address with your project. Now it is time to find an expert to help along the way and give you advice and suggestions. Ask your troop/group volunteer or your council for suggestions. Then, select a few people who are related to your issue area with whom you would like to work.
- **Safety first:** Before you meet with new people, talk to your troop/group volunteer for some safety tips and do's and don'ts. Make sure your family knows with whom you are talking and meeting.
- **Ask:** Start with your first choice, and if she or he cannot help, go to your next choice. (Hint: There may be many others who are willing to help!) Approach the people you selected one at a time. Introduce yourself by sending a brief letter or e-mail, explaining what you are working on and the advice you would like. Provide information on the time commitment and be sure to ask if they prefer phone, text or email communication.
- **Say thanks:** When an individual accepts, send her or him a thank-you note, along with a brief description of your project and a list of areas where you think you will need the most help.

- **Think ahead when asking for help:** Before you compose an e-mail or call your project advisor, think about how you can simplify a problem you are having, so that she/he can offer quick suggestions.
- **Share your progress:** Make sure to tell your project advisor (in a quick e-mail or phone call) about your progress and how her/his help is making your project better, easier and so on.
- **Celebrate together:** After your project is completed, invite her or him to your Gold Award ceremony and/or your own celebration. Do not forget to send a thank-you note!

Project Planner

A Girl Scout Gold Award Take Action project addresses the root cause of an issue, produces impact that is measurable and sustainable and is a local project that links to a national and/or global issue. Here are a few tips to help you lay out your project plan:

- **Set project goals:**

What is your project? _____

Why does it matter? _____

Who will it help? _____

The difference I intend to make in the world is _____
- **Steps to meet the goals:** List step-by-step what it will take to reach your goal. Be as specific as possible so you can put together a timeline and draw on your team to help you reach your goals.
- **Develop a timeline:** This will help you determine how much time to allot to each part of your project.
- **Think about money-earning:** Brainstorm ways to finance your project. If needed, speak with your Girl Scout troop/group volunteer to make sure that your ideas are in line with the Girl Scout policies. Check with your council. Remember, you can make an impact without spending money by influencing policy and so on.
- **Establish a global link:** Consider how to connect your project to an issue that affects people in other parts of the country or the world.

Use the following questions to help you determine what you need and what you need to do.

- What is the goal that you would you like to achieve with your project?
- How do you plan to achieve this project goal?
- What are the foreseeable obstacles?
- Aside from your team, troop/group volunteer and project advisor, who else do you need to help with your project?
- What supplies will you need?
- If necessary, how will you earn money or fundraise?
- How will you measure your success as you go?
- How will your project create lasting change?

Planning and Budgeting Tips

It is budget time! Start by figuring out what you need and where you can get it for little or no cost. A Budget sheet is included (page 23) for you to manage your expenses and must be included in your proposal and final paperwork. Think about how much it is going to cost and how you can cover those expenses. Many projects are possible when you concentrate on the issue at hand. Use your influence and leadership skills to come up with ways that you can make a difference that might not include earning money.

Does your plan sound doable? If not, take a step back and refocus. Try to find a different angle to pursue. Work with your troop/group volunteer, project advisor, and Take Action team to find solutions to problems and obstacles that come up along the way.

Sustainability Tips

Girl Scout Gold Award projects are not “one shot” projects—they are projects that create lasting change. You can ensure a lasting project by setting clear timelines, collaborating with community organizations, building alliances with adults and mentors and keeping good records. Sustainability often involves influencing others to pitch in. Here are some examples of sustainable projects.

Three definitions you will need to know are

- 1. Community Issue:** the problem in your area that you will address
- 2. Root Cause:** the most significant factor creating this problem
- 3. Take Action:** your plan to solve the problem

Example #1

Community issue: Food waste from school lunches poses a danger to the environment.

Root cause: No community composting or recycling program.

Take action: Create a food-waste composting program for the school.

Making the solution sustainable:

- Work with school officials to find biodegradable plates and cups to use in the cafeteria.
- Work with town/state food waste officials to ensure the system is in place.
- Implement a plan in your school to separate their cafeteria waste into composting, recycling and trash bins. (Farmers can use the compost to fertilize crops, improve the quality of the soil, decrease soil runoff and so on.)
- Get a commitment from school administrators to carry on when your project is complete.

Making your project bigger (national and/or global link): Recruit students at schools in the area to develop the program for their schools, and/or contact local and state officials about adopting the program.

Global link: Find out how people in other parts of the world deal with food waste in schools. What kinds of programs do they have in place? How can you learn from this?

Example #2

Community issue: Teen suicide.

Root cause: Lack of awareness and prevention.

Take action: Establish an awareness and prevention program.

Making the solution sustainable:

- Produce a short video that can be used in other communities with an online brochure outlining the steps to an awareness and prevention program.
- Share the video and online brochure with schools and community organizations.

Making your project bigger (national and/or global link): Share the program with local youth groups, health/human services agencies, community centers, church/synagogue/mosque community centers or school districts.

Sharing Tips

It is time to tell others about what you did, what you have learned, and the impact you hope your project will have on its intended audience. Your story may inspire others to take action to make their community better!

Here are a few suggestions for how you can demonstrate your project achievements and share what you learned:

- Create a website or blog, or join a social networking site (Facebook, MySpace and so on) to post updates and details about your project and its impact on the national and/or global community.
- Log on to some websites where you can share your story:
 - World Association of Girl Guides and Girl Scouts: www.waggggs.org/en/projects
 - Taking IT Global: www.tigweb.org
 - Global Youth Service Day: www.globalyouthserviceday.org
- Create a campaign that showcases your cause. Make buttons, posters and flyers to let people know about your cause.
- Present what you have learned and what your project will do for the community at a workshop for community members.
- Make a video about the effects of your project. Post it online. Invite friends, community leaders and people from organizations who are tackling the same or a similar issue to take a look at it.
- Write an article for your local newspaper or create a newsletter about your project.

Initial Interview

The Gold Award Committee wants you to be successful. This is your opportunity to present yourself and your project to the Gold Award Committee, so treat this as a professional interview. Prior to arrival, the committee will review your project proposal. Wear your Girl Scout uniform (or other business casual attire), bring a notebook to take notes and be prepared to tell the committee what your project is, why you want to do it and how it will help your community.

Girls may bring an adult to the interview for support; however, girls will meet with the committee by themselves. Adults may join the meeting once the committee has finished deliberating and is ready to give their decision regarding approval.

After all questions have been asked, the committee will ask you to leave the room while they deliberate. When you are called back, the committee will either:

1. Approve your project as is.
2. Approve your project, but ask you to submit some revisions.
3. Ask you to make revisions to your project and submit it again for approval. You will likely be asked to meet with the committee again.

If you receive approval, you may begin working on your project. The Gold Award Coordinator will send you an official letter outlining the committee's decision and any further instructions regarding your project. You will also be assigned a Gold Award Committee mentor, and her contact information will be included in your letter.

Take Action

Do the Girl Scout Gold Award Project--make a difference in your community by doing something about which you care strongly.

At this point, you have all the information you need. Follow your timeline, budget, goals and complete your project. The Gold Award Committee is looking forward to seeing your aspirations, hopes and hard work pay off. Keep in contact with your Gold Award Committee mentor, as she is there to support you.

Not everything will happen as you have planned it. Be flexible to change and realize no matter what road you take on this journey, you are moving forward.

Make sure you are not doing all of the work. Use your volunteers. An important part of the Gold Award is leadership. You cannot lead if you are doing all the work yourself.

And the most important thing is to **KEEP TRACK OF YOUR HOURS!** This can never be stressed enough. Write the time down as soon as you complete it. You **WILL** lose time due to forgetfulness if you are not diligent in writing down your hours as soon as they happen.

If you want to participate in a Council Awards Ceremony, you must finish your project and turn in all the paperwork, including the Ceremony Request and Bio Information forms, by February 15 and complete your final interview by the second Saturday in March of the current year.

Finally, have a good time, stay positive and be proud of yourself—you nearly have the Gold!

Project Planning Checklist

The answers to all of the questions below must be yes before you submit your plan for council approval.

- Will your project demonstrate your leadership skills?
- Have you set your project goal and identified what you would like to learn?
- Have you chosen your Take Action team? Have you discussed the project with them?
- Have you created a budget for the project?
- Have you created a plan to raise funds, if necessary?
- Have you made a timeline for your project?
- Does your project address a need in the local community and have you found national and/or global links?
- Can your project be sustainable?
- Does your project challenge your abilities and your interests?
- Have you made a plan for how to evaluate your success and measure your project's impact?

Once you answer yes to all the items on this checklist, you are ready to submit your Girl Scout Gold Award Project Proposal.

Gold Award Forms

On the following pages, you will find three sets of forms you will submit in order to receive your Gold Award.

- **Gold Award Proposal Forms:** These forms include a Gold Award interview schedule, documentation of the completion of the Gold Award prerequisites, a description of your Take Action team, your project proposal, a budget and a timeline. This set of forms will be submitted when you have completed all prerequisites, but before you begin working on a project.
- **Gold Award Final Report:** The Final Report forms include a Gold Award interview schedule, questions about your project and its impact, project reflection questions, a budget and a timeline. This set of forms will be submitted upon completion of your project and no later than September 30 of your graduation year.
- **Ceremony Intent Form and Bio Information Form:** If you plan to participate in one of the five Spirit of Nebraska Girl Award Ceremonies, you will submit the Ceremony Intent and Bio Information forms by February 15 and complete your final interview by the second Saturday in March of the current year.
- **The Gold Award Committee likes to see your project.** Please include action shots and before and after photos. Photos should be high resolution and submitted on a CD (CDs will not be returned.) Your photos may be printed in future Spirit of Nebraska publications.

Girl Scout Gold Award

Project Proposal

Application instructions: Please type or print legibly. Make a copy for your advisor and for yourself. In order to receive an interview in a timely manner, your proposal must be received by the 15th of the month prior to the month of the interview. Submit completed proposal to Shelly Blakley, Great Plains Service Center, 2121 S. 44th Street Omaha, NE 68105 or e-mail: sblakley@girlscoutsnebraska.org.

To help with scheduling your interview, please circle the month in which you wish to participate.

Meeting date	Paperwork Deadline
June 11, 2011	May 15, 2011
July 9, 2011	June 15, 2011
August 13, 2011	July 15, 2011
September 10, 2011	August 15, 2011
October 8, 2011	September 15, 2011
November 12, 2011	October 15, 2011
January 14, 2012	December 15, 2011
February 11, 2012	January 15, 2012
March 10, 2012	February 15, 2012
April 19, 2012	March 15, 2012

The Gold Award Committee meets from 9:00 a.m.-4:00 p.m., with a break if needed. Please indicate what times work for you and if there are any scheduling conflicts that need to be considered.

Please indicate if you plan to do the interview face to face or via conference call: -----

Name -----

Address -----

City ----- State ----- Zip -----

Phone (H) ----- Cell -----

Email -----

Age ----- Grade ----- School -----

Date of Graduation ----- Number of years in Girl Scouting -----

5-Digit Troop Number (if you are in a troop) ----- Troop Volunteer/Leader -----

Troop Volunteer's Phone -----

Troop Volunteer's E-mail -----

Girl Scout Gold Award Project Advisor _____

Project Advisor's Employer _____

Project Advisor's Phone _____

Project Advisor's E-mail _____

Prerequisites: Two Senior or Ambassador Journeys or one Journey and the Girl Scout Silver Award. List the journey(s) you completed along with your troop/group volunteer's signature, along with the Silver Award information if applicable.

Senior/Ambassador Journey Books	Date Completed	Troop/Group Volunteer's Signature

Girl Scout Silver Award Completion Date _____

Council Where You Earned the Award _____

Your Team

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

Team Member	Affiliation	Role	Contact Information

Take Action Project

Project Title _____

Proposed Start Date _____ Proposed Completion Date _____

On a separate piece of paper, please type.

- 1.** Describe the issue your project will address and who your target audience is. Remember your 15-second pitch.
- 2.** Discuss your reasons for selecting this project.
- 3.** What is your overall outcome/goal?
- 4.** Outline the strengths, talents and leadership skills that you plan to put into action. What skills do you hope to develop?
- 5.** Who do you plan to involve in your project and how?
- 6.** Describe how you plan to tell others about your project, the project's impact and what you have learned. (Website, blog, presentations, posters, videos, articles etc.)
- 7.** Describe the steps involved in putting your plan into action, including resources, facilities, equipment and approvals needed. (Attach a detailed project plan include a timeline.)
- 8.** Estimate overall project expenses and how you plan to meet these costs. (Attach project budget sheet.)
- 9.** What methods or tools will you use to evaluate the impact of your project?
- 10.** How will your project be sustained beyond your involvement?
- 11.** Please attach your Project Time Line

Impact Planning

Using the Impact Planning Chart, describe the impact you hope your project has had and will have in the future on your community, your target audience and you. You may recreate this table to use to type in.

Impact On ...	Goals	Potential Impact
Community	What community issue do you plan to address?	What examples of the project's impact might you see in future?
Target Audience (workshop participants, other youth, community members and so on)	What skills, knowledge or attitudes will your target audience gain?	How will you know that the target audience gained skills or knowledge?

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

Discover:

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

Connect:

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

Take Action:

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

Timeline

The timeline will need to be included in your proposal and final paperwork. You may attach additional sheets or write on the back of the page if necessary.

Task (use additional paper if necessary)	# of Volunteers used	Date	Time spent on activity	Subtotal of time	How leadership was demonstrated
<i>Example: By Aug. 1, held meeting with GS troop to plan work day.</i>	5	Aug. 1	1 hr. 25 min	1 hr. 25 min.	Scheduled meeting, ran meeting and assigned tasks
<i>Example: By the second Friday of August, I will turn in my project plan and schedule my initial interview on the third Saturday of August.</i>	0	Aug. 15	40 mins.	2 hrs. 5 min.	None to report.

Your Signature _____ Date _____

Project Advisor's Signature: _____ Date _____

Girl Scout Gold Award

Final Report

Application instructions: Please type or print legibly. Make a copy for your advisor and for yourself. In order to receive an interview in a timely manner, your paperwork must be received by the 15th of the month prior to the month you want to interview. Submit completed application to Shelly Blakley, Great Plains Service Center, 2121 S. 44th Street Omaha, NE 68105 or e-mail: sblakley@girlscoutsnebraska.org.

To help with scheduling your interview, please circle the month in which you wish to participate.

Meeting date	Paperwork Deadline
June 11, 2011	May 15, 2011
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January 14, 2012	December 15, 2011
February 11, 2012	January 15, 2012
March 10, 2012	February 15, 2012
April 19, 2012	March 15, 2012

The Gold Award Committee meets from 9:00 a.m.-4:00 p.m., with a break if needed. Please indicate what times work for you and if there are any scheduling conflicts that need to be considered.

Please indicate if you plan to do the interview face to face or via conference call: -----

Name -----

Address -----

City ----- State ----- Zip -----

Phone (H) ----- Cell -----

Email -----

Age ----- Grade ----- School -----

Date of Graduation ----- Number of years in Girl Scouting -----

5-Digit Troop Number (if you are in a troop) ----- Troop Volunteer/Leader -----

Troop Volunteer's Phone -----

Troop Volunteer's E-mail -----

Girl Scout Gold Award Project Advisor _____

Project Advisor's Employer _____

Project Advisor's Phone _____

Project Advisor's E-mail _____

Your Team

Your Team: List the names of individuals and organizations that worked with you on your Take Action Project.

Team Member	Affiliation	Role	Contact Information

Take Action Project

Project Title _____

Start Date _____ Completion Date _____

Total Hours _____

On a separate piece of paper, please type or write legibly in black ink.

- 1.** Describe the issue your project addressed, what impact you had hoped to make and who benefitted.
- 2.** What was the root cause of the issue? How did you address it?
- 3.** Explain the national and/or global link to your project.
- 4.** How did your project change from your initial interview to the actual implementations?
- 5.** Describe any obstacles you encountered and what you did to overcome them.
- 6.** What aspects of your project would you change or do differently if you could start over?
- 7.** Who did you involve in your project and how?
- 8.** Describe what you learned from this project, including leadership skills you developed. What did you learn about yourself as a result of this project?
- 9.** What was the most successful aspect of your project?
- 10.** Describe what steps you took to inspire others through sharing your project. (Website, blog, presentations, posters, videos, articles and so on)
- 11.** How did you evaluate the impact of your project?
- 12.** How will your project be sustained beyond your involvement?

Impact

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

Impact On . . .	Goals	Examples of Immediate Impact	Possible Future Impact
Community	What community issue do you plan to address?	What are concrete examples that you made a difference?	What examples of the project's impact might you see in the future?
Target Audience (workshop participants, other youth, community members and so on)	What skills, knowledge or attitudes will your target audience gain?	What examples demonstrate that the target audience gained skills or knowledge?	What would be examples of a long-term impact on your target audience?

Impact On . . .	Goals	Examples of Immediate Impact
You	<p>Which of the 15 Girl Scout Leadership Outcomes* listed below were you able to develop through this project?</p> <p>Discover:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I developed a stronger sense of self. <input type="checkbox"/> I developed positive values. <input type="checkbox"/> I gained practical life skills. <input type="checkbox"/> I sought challenges in the world. <input type="checkbox"/> I developed critical thinking. <p>Connect:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I developed healthy relationships. <input type="checkbox"/> I promoted cooperation and team building. <input type="checkbox"/> I resolved conflicts. <input type="checkbox"/> I advanced diversity in a multicultural world. <input type="checkbox"/> I felt more connected to my community, locally and globally. <p>Take Action:</p> <ul style="list-style-type: none"> <input type="checkbox"/> I will identify community issues. <input type="checkbox"/> I will be a resourceful problem solver. <input type="checkbox"/> I will advocate for myself and others, locally and globally. <input type="checkbox"/> I will educate and inspire others to act. <input type="checkbox"/> I will feel empowered to make a difference in the world. <p>*Want more information on the Girl Scout Leadership Outcomes? Visit www.girlscouts.org/research/publications/outcomes/transforming_leadership.asp.</p>	<p>Within each leadership key (Discover, Connect and Take Action) list one or two examples of your growth as a leader.</p>

Possible Future Impact

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

Reflection Tool

Reflection is more than talking about your feelings; it is about thinking critically, solving problems and interpreting and analyzing the results of your experiences so you can gain a better understanding of who you are and what you have accomplished. After you complete your project, take some time to assess yourself. Please answer the following questions. Attach additional sheets if necessary.

1. Which values from the Girl Scout Promise and Law did you utilize?
2. Which new leadership skills have you developed?
3. How are you better able to advocate for yourself and others?
4. How has your access to community resources and relationships with adults changed as a result of this experience?
5. How important has cooperation and team building been in developing your leadership skills?
6. What changes would you make if you were to do this project again?
7. Has this project helped you get an idea of what your future career might be?
8. Now that you have planned, developed and taken action on your project, how are you better equipped to pursue future/life goals?
9. How many people did your project help?
10. How many people were involved in your project?

Gold Award Final Report Checklist:

- Answers to the project description questions, 1-12. (Page 27)
- Impact Chart (Page 28)
- Budget (Page 23)
- Timeline (Page 24)
- Before and after project photos
- Head shot for the Girl Award Booklet
- Ceremony Intent Form (Page 31)
- Bio Information Form (Page 32)

Your Signature _____ Date _____

Project Advisor's Signature: _____ Date _____

Actions	Date
Received by Council	
Final Approval Given	

Approved _____ Date _____
Council Representative

Spirit of Nebraska

2012 Ceremony Intent Form Gold Award

Congratulations! By earning a Gold Award, you may attend a Girl Scouts Spirit of Nebraska Award Ceremony or you may have your own ceremony to honor your accomplishment. Please indicate below how you plan to celebrate your accomplishments

_____ We plan to hold our own ceremony

_____ We plan to attend a council ceremony, please check which one

_____ Guiding Star Service Center

_____ Prairie Hills Service Center

_____ Great Plains Service Center

_____ Goldenrod Service Center

_____ Homestead Service Center

Girls

Girl Name _____

Parent Name _____

Parent Email _____

Leader Name _____

Troop Number _____

Leader Email _____

Please return this form with your final report or by March 31st. Mail to Shelly Blakley at 2121 South 44th St Omaha, NE, 68105, or email to sblakley@girlscoutsnebraska.org.