



Girl Scouts of Southeast Florida, Inc. Council Level Recognition Packet Information Sheet Progression of Awards

In considering recommendation for a National or Council award, the Adult Recognition Committee (ARC) urges recommenders to follow the progression of awards criteria by nominating a person for the first award (Appreciation Pin) or the next award in the sequence of awards she/he has received. The ARC reviews the nominations very carefully; making sure all criteria for each award has been met. If criteria have not been met, the ARC will not recommend the nominee to the Board of Directors for final approval. Therefore, please do not discuss any nominee or awards with anyone other than the reference letter writers.

Awards

Individual Awards

1. Appreciation Pin
2. Honor Pin
3. Thanks Badge
4. Thanks Badge II

Other Awards

- Family Award
- Community Certificate
- President's Award

After studying the criteria and determining the award you wish to recommend, please follow this procedure:

1. Obtain the Recommendation Packet from your **Membership Manager** or the **Volunteer Development Department** which contains:
 - a. Recommendation Cover Sheet (1 form double sided)
 - b. How to write Reference letter (4 provided)
 - c. Reference Form Letters for Council Level Recognitions (4 blanks provided)
2. Complete the Recommendation Cover Sheet with your information and the nominee's information. Please provide all information.
3. Contact references and arrange for reference forms to be filled out for your nominee and returned to you. Supply references with a brief description of the award for which the reference is being written. Reference letter should relate to the qualifications required for the specific award. For example, "outstanding service to two or more service units that contributes to the council's goals and objectives" could be "to serve as a member of the management team for the Council's Programs Committee." Then explain in great detail what that person did as a member of that committee.
4. BE SURE that the **Completed Recognition Packet** (cover sheet & reference forms) is mailed to the Service Center by **November 30, 2010**. **No emails or faxes will be accepted. They should be mailed and marked CONFIDENTIAL to:**

Girl Scout of Southeast Florida, Inc.
Attn: ARC - CONFIDENTIAL
1224 West Indiantown Rd
Jupiter, FL 33458

OR

Girl Scout of Southeast Florida, Inc.
Attn: ARC - CONFIDENTIAL
4701 NW 33rd Avenue
Oakland Park, FL 33309

5. The ARC reviews recommendations and forwards them to the Girl Scouts of Southeast Florida, Inc., Board of Directors for approval. A decision letter will be sent to persons who recommend a nominee.

Packet Submission Deadline Date November 30, 2010.



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Packet Submission Deadline Date November 30, 2010.

Jupiter Service Center
1224 West Indiantown Road
Jupiter, FL 33458
Phone (561) 427-0177
Fax 561-427-0187
www.gssef.org



Oakland Park Service Center
4701 NW 33rd Avenue
Oakland Park, FL 33309
Phone (954) 739-7660
Fax 954-735-2402
www.gssef.org

Girl Scouts of Southeast Florida, Inc. Recognition Packet Cover Sheet

All persons involved in the preparation and processing of a recommendation for a Council Recognition should at all times remember the confidential and selective nature of this work.

The Award

Must check only one of the following recognitions:

- | | | |
|---|--|---------------------------------------|
| <input type="checkbox"/> Appreciation Pin | <input type="checkbox"/> Thanks Badge II | <input type="checkbox"/> Family Award |
| <input type="checkbox"/> Honor Pin | <input type="checkbox"/> Community Certificate | |
| <input type="checkbox"/> Thanks Badge | <input type="checkbox"/> President's Award | |

About the Nominee

Community Recipient (Name of Organization)

Nominee's Name: _____ Cell Phone: _____

Community Contact (Name of person to accept award for organization): _____

Street Address: _____ City, Zip: _____

Home Phone: _____ Reg. Member of GSUSA: No Yes - Number of Years: ____

*Previous Recognitions: Service Unit _____ Council: _____ Community: _____

Please provide previous history of service given within Girl Scouts (check all that apply):

- Leader or Co-Leader No. of Years: _____ Troop Committee Member No. of Years: _____
Service Team No. of Years: _____ Special Events No. of Years: _____ Association Chair No. of Years: _____
Annual Giving Chair No. of Years: _____ S.U. Cookie Manager No. of Years: _____
S.U. Fall Prod. Manager No. of Years: _____ Board Member No. of Years: _____ Trainer No. of Years: _____
Committee/Task Force No. of Years: _____ Council Event No. of Years: _____ Council Delegate:
No. of Years: _____ Fundraising – Cookies No. of Years: ____ In Other Councils: _____ No. of Years: _____
National Level – Board Member No. of Years: _____ National Delegate No. of Years: _____
Other Community Service: _____ Other Community Service: _____

*The Volunteer Development Department can provide previous history with Council and National level awards.

The ARC will not accept the Recommendation Packet if all the information has not been included.

Email and Faxes will NOT be accepted.

About the Recommender (You)

Recommender's Name: _____ Address: _____
City, State, Zip: _____ Home Phone: _____
Cell Phone: _____ Reg. Member of GSUSA: No Yes No. of Years: _____

References

The correct number of reference letters should be attached to the Recognition Packet Cover Sheet, or the recommendation will not be accepted. The reference letter form should be provided to each person you wish to write a reference. Provide a self-addressed stamped envelope for the letter to be returned to you and attach to the cover sheet to ensure that the completed packet is submitted by the deadline date.

Based on the information packet provided, or the opinion of the ARC and the Board of Directors, if the Nominee does not meet the requirements for the recognition award requested, do you wish the ARC & Board to recommend an appropriate alternate recognition award? YES NO

Reference Letter Writers

Please provide the following information for each of the letter writers:

1) Name: _____ Address: _____

City, Zip: _____ Phone: _____ Cell Phone: _____

2) Name: _____ Address: _____

City, Zip: _____ Phone: _____ Cell Phone: _____

3) Name: _____ Address: _____

City, Zip: _____ Phone: _____ Cell Phone: _____

4) Name: _____ Address: _____

City, Zip: _____ Phone: _____ Cell Phone: _____

5) Name: _____ Address: _____

City, Zip: _____ Phone: _____ Cell Phone: _____

BE SURE that the completed Recognition Packet (cover sheet & reference forms) is mailed to the service center by the deadline. ****No emails or faxes will be accepted.**
They should be mailed and marked CONFIDENTIAL to either service center:

Girl Scouts of Southeast Florida, Inc.

Attn: ARC – CONFIDENTIAL

OR

Attn: ARC - CONFIDENTIAL

1224 West Indiantown Rd
Jupiter, FL 33458

4701 NW 33rd Avenue
Oakland Park, FL 33309

For ARC Only:

Name of Candidate: _____

Recommendation: _____

Date: _____

Signature of Chair: _____

GSSFC Board of Directors: _____

Approval Date: _____



Girl Scouts of Southeast Florida, Inc. How to Write a Good Nomination or Endorsement

Writing an endorsement for an adult recognition, whether it is for a service unit award or the Thanks Badge, is a very important responsibility.

Recommendations for the Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, Community Certificate, Family Award and Presidents Award are reviewed by the Girl Scouts of Southeast Florida Recognition Committee. Council-level recognitions require a nomination as well as 2-3 endorsements.

Each nomination is considered on its own merit and is not rated against other nominations. The best nominations and endorsements include as much supporting information as possible. When writing a nomination or an endorsement, always include examples of times when the nominee made significant strides towards excellence. Facts and figures always help the review committee see the nominee in the best light. Remember, the review committee only knows the nominee by the information you include in your writing. The more details you include the better picture the committee has of the contributions the nominee has made to the organization.

Example

In approximately 100 words you can say a lot! A good endorsement might go something like this...

Anna joined our service unit 5 years ago. When she took over the Recruiter/Organizer position on the Service Unit Team 3 years ago, our membership was only 125 girls in 5 schools. Now the membership is 440 girls in all 15 schools in our area. More than 75% of the girls consistently return for another year of Girl Scouting. She started a Daisy Girl Scout program in 3 schools where no program was available to the Kindergarten girls. She was instrumental in getting 25 girls to join a Cadette Girl Scout Troop that is still growing. The adult membership has grown from only 20 adults in 2005 to more than 86 today.

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Reference Letter

The **Adult Recognition Committee** requests information about the person mentioned below in order to consider her/him for a special recognition award. I appreciate your assistance in providing your reference as quickly as possible. Please keep in mind all information is confidential. Focus your comments on the nominees work in the following area _____

Recommender

Please return the completed form in the self addressed, stamped envelope to me no later than **November 15, 2010**.

My Name: _____ Street: _____

City, State, Zip: _____ Phone: _____

If you should have any questions, please do not hesitate to contact me.

Nominee's Details

Nominee: _____

Award for the Nominee has been recommended: _____

Your Reference for the Nominee

The following information must be filled out about the nominee.

1. How long have you known the Nominee? _____
2. In what capacity have you known the Nominee? _____

3. Please describe the Girl Scout and/or community activities in which you have observed or worked with the Nominee: _____

4. Please tell us what you think is the nominee's most significant contributions to Girl Scouts (if necessary you may use the reverse side of this sheet if more room is needed): _____

5. Thank you for your time and effort in helping me to recognize this individual.

Recommender

Phone number _____