



## 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 nominators 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 Award
- 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 (Double sided Pink form provided)
  - b. How to write a Reference letter (4 Blue pages provided)
  - c. Reference Letter Form for Council Level Recognitions (4 white pages provided, nominator can also submit a reference letter)
2. Complete the Recommendation Cover Sheet with your information and the nominee's information. Please provide all information on top of each Reference letter page (white sheet - 4 provided)
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 Service Unit Leadership Team and/or a member of the Council's Program Committee." Then explain in great detail what that person did as a member of those committees.
4. BE SURE that the **Completed Recognition Packet** (cover sheet & reference letter forms) is mailed to one of the Service Centers and received by **November 30, 2010**. **NO E-MAIL OR FAXES WILL BE ACCEPTED. They should be mailed and marked CONFIDENTIAL to:**

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

**OR**

Girl Scouts of Southeast Florida, Inc.  
**Attn: ARC - CONFIDENTIAL**  
4701 N.W. 33<sup>rd</sup> 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 the Nominator.

**Packet Submission Deadline Date November 30, 2010.**



## 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 Awards

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 Award   |                                       |
| <input type="checkbox"/> Thanks Badge     | <input type="checkbox"/> President's Award |                                       |

### About the Nominee

Nominee's Name: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

Community Contact (Name of person to accept award if 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 Nominator(You)

Nominator's Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Reg. Member of GSUSA: No  Yes  No. of Years: \_\_\_\_\_

## References

A blue "how to" sheet and reference letter form should be provided to each person you wish to write a reference letter. Provide each reference a self-addressed stamped envelope for the letter to be returned to you by **November 15th**. The correct number of reference letters **must** be attached to the pink Recognition Packet Cover Sheet for the nomination to be accepted. Attach all of the reference letters to the cover sheet, and then submit the completed packet to the service center by **the deadline date November 30, 2010**.

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 **November 30, 2010**. **\*\*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**  
1224 West Indiantown Rd.  
Jupiter, FL 33458

Attn: **ARC - CONFIDENTIAL**  
4701 N.W. 33<sup>rd</sup> Avenue  
Oakland Park, FL 33309

### For ARC Only:

Name of Candidate: \_\_\_\_\_

Award: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Chair: \_\_\_\_\_

GSSEF Board of Directors: \_\_\_\_\_

Approval Date: \_\_\_\_\_



## Girl Scouts of Southeast Florida, Inc. How to Write a Good Reference Letter

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

Nominations for the Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, Community Award, Family Award and President's Award are reviewed by the Girl Scouts of Southeast Florida Adult Recognition Committee. National and Council-level recognitions require a nomination as well as 2-4 reference letters.

Each nomination is considered on its own merit and is not rated against other nominations. The best reference letters include as much supporting information as possible. When writing a reference letter, 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 Adult Recognition 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 reference letter 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 Studio 2B group that is still growing. The adult membership has grown from only 20 adults in 2003 to more than 86 today.*

### Friendly Reminders

- ✓ The Adult Recognition Process should be **confidential**.
- ✓ All References must have original signatures.
- ✓ The **Nominator** is responsible for the completed packet submission on or **by Nov. 30, 2010**.
- ✓ Completed packets must be sealed & marked "**confidential**".  
Send to: Adult Recognition Committee, Attn: Jeanne Cuddy (see above for address).
- ✓ **Faxes and emails CANNOT be accepted.**



## 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 \_\_\_\_\_

## Nominator

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: \_\_\_\_\_ has been nominated for the (Award): \_\_\_\_\_

## Your Reference for the Nominee

The following information must be filled out about the nominee.

- How long have you known the Nominee? \_\_\_\_\_
- In what capacity have you known the Nominee? \_\_\_\_\_  
\_\_\_\_\_
- Please describe the Girl Scout and/or community activities in which you have observed or worked with the Nominee:  
\_\_\_\_\_  
\_\_\_\_\_
- 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): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
- Thank you for your time and effort in helping me to recognize this individual.

\_\_\_\_\_  
Nominator (Print Name)

\_\_\_\_\_  
Reference By (Print Name)

Sign: \_\_\_\_\_

Sign: \_\_\_\_\_