

Honor a VOLUNTEER

We all know them...

- Leaders who go above and beyond
- Parents who rock as the troop product sale manager
- Volunteers who plan amazing programs and workshops

Recognize their hard work and dedication!

Nominate them for a Girl Scouts of Southeast Florida Award!



Questions?

For questions, assistance completing nominations, or tips on writing great reference letters, contact:

Our Adult Recognition Committee via email at: adultrecognition@gssef.org

The fine print...

- All nominations must be **RECEIVED** by March 15
Late submissions will not be accepted.
- A complete list of awards, along with award criteria, nomination forms and instructions are enclosed. This information can also be found on our website at www.gssef.org.
- Many of the award nominations require reference letters from additional supporters—so don't delay.
- Submitting is easy! You can submit it online. All reference letters must be submitted together with the nomination to be considered complete.

Progression of Awards

In considering recommendations 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 (Volunteer of Excellence) 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.

Nomination Process

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

1. Contact references and arrange for reference letters to be written and returned to you. Supply reference writers with a brief description of the award for which the reference is being written. Reference letters should relate to the qualifications required for the specific award.
2. Complete the Adult Recognition Online Nomination and upload the corresponding reference letters by March 15. **All required reference letters must be submitted together with the nomination or the packet will be considered incomplete.**
3. The ARC reviews nominations 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.

Important Note:

The timeframe for this nomination term is for services performed January 1, 2018 – December 31, 2018. Please note, some of the higher awards will ask for information prior to this timeframe.

Nominations must be received by midnight on March 15, 2019.

Awards Criteria and Information

Award	Criteria	Reference Letters Required	
Nominees must be a registered Girl Scout.			
INDIVIDUAL AWARDS	Volunteer of Excellence	This award recognizes 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.	1
	Appreciation Pin	The Appreciation Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience (GSLE). This service, which has had measurable impact on one geographic area of service, helps the council reach and surpass its mission-delivery goals for that area.	2
	Honor Pin	The Honor Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience (GSLE), which has had measurable impact on two or more geographic areas of service, allowing the council to reach and surpass its mission-delivery goals.	3
	Thanks Badge	The Thanks Badge honors an individual whose ongoing commitment, leadership, and service have had an exceptional, measurable impact on meeting the mission delivery goals and priorities of the entire council or the entire Girl Scout Movement.	4
	Thanks Badge II	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 measurable impact that benefits the entire Girl Scout Movement.	4
GROUP/FAMILY AWARDS	President's Award	The President's Award recognizes the efforts of a service team, committee, or volunteer team 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. The reference letter must list all team members, how the team surpassed team goals set, and how they contributed to one or more council goals in membership growth & retention, fund development, or increased community visibility.	1
	Community Award	Provided considerable contributions of service in forms of facility, financial support or other benefits to the mission and GSSEF.	2
	Family Award	A family making a significant contribution to Girl Scouting over a period of time by several members of the same family. This award may only be received once and at least one adult member must be a registered Girl Scout.	3

Who Can Nominate?

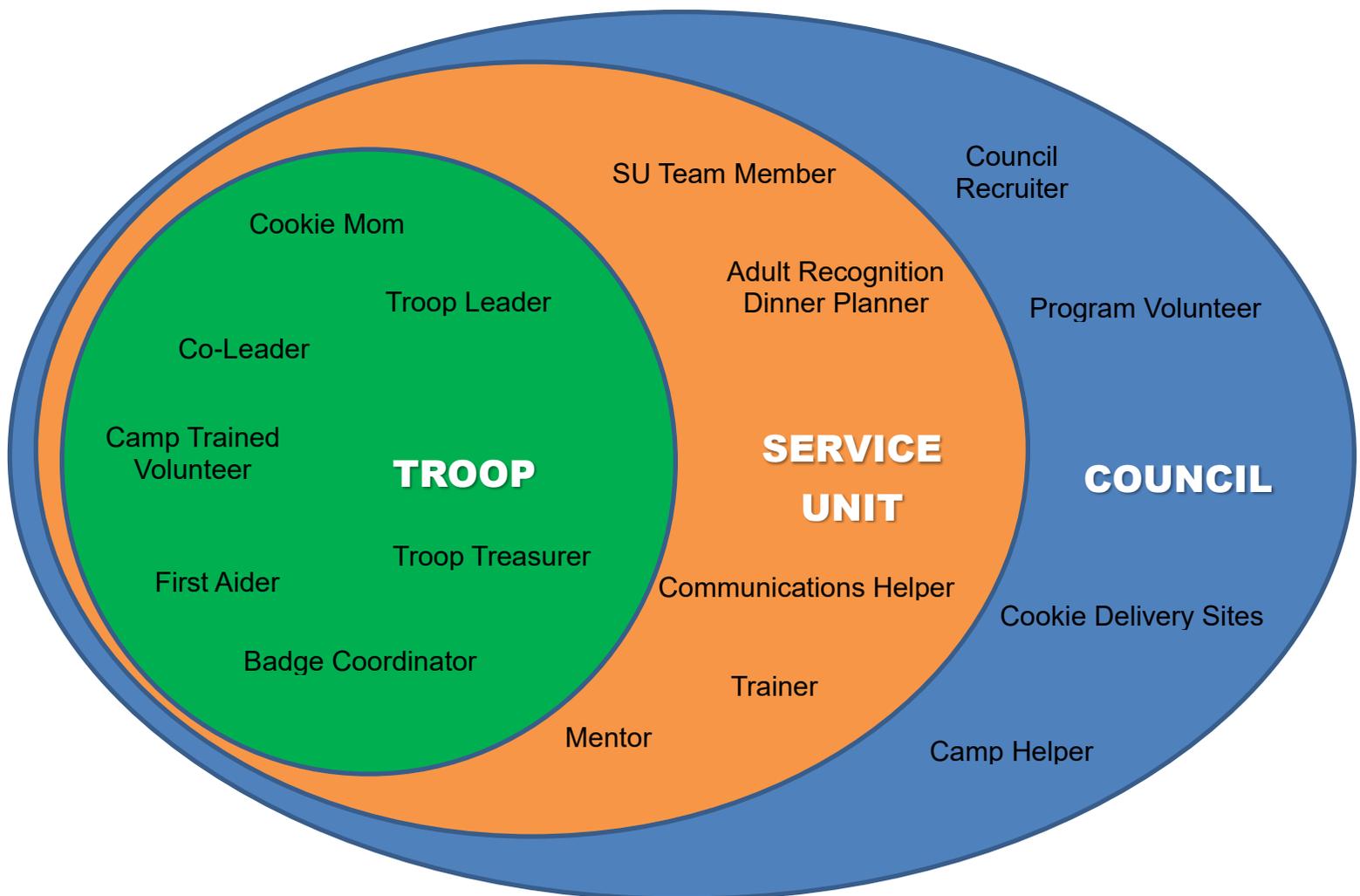
Anyone!

- A spouse
- A troop parent
- A girl
- A community partner

The person that submits the nomination does not have to be a registered member.

Geographical Areas of Service

To understand the geographical areas of service, please refer to the chart below that displays the scope of service. As you take on different roles outside of the troop environment your service impacts more girls in the council and a greater geographical area.



How to write a reference letter and example

Writing a reference letter for an adult recognition is a very important responsibility. The nominations for the awards 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, depending on the award criteria. Each nomination is considered on its own merit and is not rated against other nominations. The best nominations and reference letters include as much supporting information as possible. When writing a nomination or a reference letter, always include examples of times when the nominee made significant strides towards excellence. Facts and figures always help the reviewing 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.

The following information about the nominee should be included in each reference letter:

- Award the Nominee has been nominated for.
- How long have you known the Nominee?
- In what capacity have you known the Nominee?
- Description of 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):

Reference Letter Example

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

I have known Anna since she joined our service unit 5 years ago. I support the nomination for Anna to earn the Appreciation Pin. 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. The adult membership has grown from only 20 adults in 2003 to more than 86 today.