

# 2011 GSNEO ADULT RECOGNITION



# INFORMATION PACKET

# Adult Recognition

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## ***Why recognize adults?***

The purpose of adult recognition is to honor adult volunteers whose services directly or indirectly support or enhance girl experiences in Girl Scouting. The quality of the individual's accomplishments is a key factor for recognizing someone. These individuals go above and beyond, exceed expectation, contribute significantly, and are role models in the Girl Scout Movement. This is an opportunity to recognize their contributions to troops, groups, service units, administrative volunteer teams/groups, and the Council.

## ***Board Approved Awards***

When an individual or group in Girl Scouting has served with unusual distinction, formal recognition may be appropriate. Honoring service by recognizing Girl Scout adults is an established part of the Girl Scout program. These awards reinforce the qualities and service that Girl Scouting values provide. These awards require approval by the Board of Directors of Girl Scouts of North East Ohio.

- Appreciation Pin
- Honor Pin
- Thanks Badge
- Thanks Badge II
- President's Award

Note: GSNEO Service Area Recognition Committees may change the award that a nominee may receive based on documentation, previous awards earned, and/or endorsement letters.

## ***Guidelines for Letters of Endorsement***

It is the responsibility of the Nominator to solicit and secure the required number of endorsement letters. Endorsers may use our form or compose their own letters using that format. These guidelines should be duplicated and shared with endorsers. Endorsement letters are used to support a nomination. They should reflect the total audience served and the variety of service given. Letters that refer to different types of service are far more useful than multiple letters that all speak about the same instance of service. Extra letters are helpful only if they provide further documentation of service. Quality is more important than quantity!

Letters should come from people throughout the area served and reflect the requirements of the award. When choosing letter writers, consider what aspect of the nominee's service they can endorse and ask them to write specifically about that.

## ***Instructions for Writing Letters of Endorsement***

1. You may use the GSNEO endorsement form or compose your own letter following that format.
2. Letters must be typed or printed in blue or black ink so that they can be photocopied.
3. Use your knowledge of the nominee's activities to convey a sense of their service as fully as possible. Describe how the service benefited the troop, Service Unit, Council, or entire Girl Scout movement.
4. Please write about as many of the qualifications, activities, and service as you can personally document. You may include other relevant facts. Give accurate, pertinent facts, dates, and specific details – examples and anecdotes are especially helpful. Include what sets your nominee apart from other adults with the same responsibilities.
  - a. Tell how long you have known the nominee. Indicate whether you have worked with her/him and in what capacity. Please comment on the candidate's leadership skills, dependability, flexibility, initiative, sensitivity, etc. Please comment on the length of service to the Girl Scouts.
  - b. Indicate which group within Girl Scouts benefited from the nominee's service. Did she/he work with girls? Adults? What age level? Troop? Service Unit? Council? Include numbers served, and include dates whenever possible.
  - c. Describe how the service went above and beyond expectations for the position. Be as specific as you can. What were the results of the service performed? How long has the nominee been doing this service? Was there an unusual or lasting impact on the work of the council? Was there an extensive enrichment of troop, Service Unit, or council activities as a result of this person's leadership or activities? Did the nominee participate in the development of innovative or creative programs? Can you provide examples of girl/adult partnership? Did the service contribute to increased retention or outreach to girls or adults in underserved populations?
  - d. Include any other details you feel the reviewing committee should know.
5. Please verify accuracy. The information may be used as part of an awards ceremony. In particular, make sure that the nominee's address is correct, as it may be used for sending an invitation to the annual recognition event.
6. Sign and date your letter.

# President's Award Criteria

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## ***Purpose***

The purpose of the President's Award is to recognize the efforts of a support unit/team in moving its assigned area or audience toward the council's goals and objectives. It is assumed that the primary traditional method of delivery of service is through the service team. However, if the resources and/or needs of the area or audience to be served require flexible delivery and support, this award would be equally applicable to the group providing alternative support service.

## ***Selection Criteria***





- Each new member of the support unit/event team has taken orientation or training appropriate for the position held and is a registered adult Girl Scout.
- Delivery of Girl Scout program is effective, resulting in the retention of 75% or more of support unit/event team leadership.
- Overall girl membership for the support unit/event team has reached the membership goal agreed upon by the unit/team and the regional membership specialist assigned to the area.
- Administrative volunteer team or group reflects the diversity of the area they serve.
- The team or group has evidence of maintaining contacts in the community, such as scheduled talks to civic groups, sponsorship agreements, and community profile updates.
- Required reports have been submitted on time.
- The support unit/event team maintains ongoing communications with each member.
- The support unit/event team has developed and implemented a plan to contact representatives if they cannot attend meetings for any reason.
- The support unit/event team encourages adult participation in fund development and has reached the annual support goal agreed upon by the unit/team and council staff..

## ***Documentation List***

1. List all members of the support unit/event team.
2. Please indicate the number of volunteers participating in the support unit/event team at the beginning of the year and the percent of volunteers retained at the end of the year ready to assume leadership for the next year.
3. List the specific membership goal that was set with your regional membership specialist or other appropriate staff member. State how this goal was achieved.
4. Please state the types of diversity represented in your support unit/event team (all members). How does the composition of your support unit/event team (coordinator, organizers, program advisors, etc.) reflect the diversity of the membership that you serve?
5. Please state specific examples of community interaction by your support unit/event team during this past year.
6. Please check off the reports that have been submitted in full and note the dates when the reports were turned in to the regional office.
7. If you have a newsletter or calling tree, buddy system, etc., please include examples as well as a brief description.
8. What was your goal for cookies and fall product? How did you encourage all support unit/event team members to participate (include documents, newsletters, etc.)

**Note: GSNEO will award a maximum of three President's Awards per service area.**

# Board Approved Adult Girl Scout Recognition

Award	Description	Criteria	Approval/Purchase
<p><b>Appreciation Pin</b></p> 	<p>Recognizes an adult who has delivered outstanding service to at least one geographic area, service unit, or program delivery audience.</p>	<ol style="list-style-type: none"> <li>1. Registered Girl Scout.</li> <li>2. Outstanding service to geographic area or program delivery audience in a way that furthers the council's goals.</li> <li>3. Service exceeds the expectations for the position.</li> </ol>	<ul style="list-style-type: none"> <li>• Requirements: Nomination application and <u>two (2) letters of endorsement</u></li> <li>• Submit to: Regional Service Center</li> <li>• Reviewed by: Recognition Committee</li> <li>• Approved by: Board of Directors</li> </ul>
<p><b>Honor Pin</b></p> 	<p>Recognizes an adult who has delivered outstanding service to two or more geographic areas or program delivery audiences.</p>	<ol style="list-style-type: none"> <li>1. Registered Girl Scout.</li> <li>2. Outstanding service to two or more geographic areas or program delivery audiences in a way that furthers the council's goals.</li> </ol>	<ul style="list-style-type: none"> <li>• Requirements: Nomination application &amp; <u>three (3) letters of endorsement</u></li> <li>• Submit to: Regional Service Center</li> <li>• Reviewed by: Recognition Committee</li> <li>• Approved by: Board of Directors</li> </ul>
<p><b>Thanks Badge</b></p> 	<p>Recognizes an adult member whose performance is truly outstanding and benefits the total council or entire Girl Scout movement.</p>	<ol style="list-style-type: none"> <li>1. Registered Girl Scout.</li> <li>2. Outstanding service that benefits the total council or entire Girl Scout movement.</li> <li>3. Service so significantly beyond expectations that no other award is appropriate.</li> </ol>	<ul style="list-style-type: none"> <li>• Requirements: Nomination application &amp; <u>Four (4) letters of endorsement</u></li> <li>• Submit to: Regional Service Center</li> <li>• Reviewed by: Recognition Committee</li> <li>• Approved by: Board of Directors</li> </ul>
<p><b>Thanks Badge II</b></p> 	<p>Recognizes an adult member who has previously received the Thanks Badge from any council and who has continued to contribute in extraordinary ways that benefit the total council or entire Girl Scout movement.</p>	<ol style="list-style-type: none"> <li>1. Has received and meets the requirements for Thanks Badge.</li> <li>2. Since receiving Thanks Badge, has provided distinguished service by continuing to perform at the same high level for an extended period of time, increasing her/his sphere of influence, or using her/his skills and talents to move into another field or endeavor.</li> </ol>	<ul style="list-style-type: none"> <li>• Requirements: Nomination application and <u>Four (4) letters of endorsement</u></li> <li>• Submit to: Regional Service Center</li> <li>• Reviewed by: Recognition Committee</li> <li>• Approved by: Board of Directors</li> </ul>
<p><b>Girl Scouts of North East Ohio President's Award</b></p>	<p>Recognizes the efforts of a service unit, geographic area, or program delivery team in moving its assigned area or audience toward achievement of Girl Scouts of North East Ohio goals during a fiscal or membership year.</p>	<p>See President's Award form.</p>	<ul style="list-style-type: none"> <li>• Submit to: Regional Service Center</li> <li>• Reviewed by: Recognition Committee</li> <li>• Approved by: Board of Directors</li> </ul>



# Nomination for Board Approved Adult Girl Scout Recognitions

**IMPORTANT** →  
This application must be filled out completely (both sides) and letters of endorsement attached.

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|---|---|---|--|--|
| <input type="checkbox"/> Girl Scouts NEO<br>Central Service Center<br>One Girl Scout Way<br>Macedonia, OH 44056<br>330-467-1901 (fax) | <input type="checkbox"/> Girl Scouts NEO<br>North Service Center<br>One Girl Scout Way<br>Macedonia, OH 44056<br>330-467-1901 (fax) | <input type="checkbox"/> Girl Scouts NEO<br>South Service Center<br>1010 Applegrove St NW<br>N Canton, OH 44720<br>330-499-4475 (fax) | <input type="checkbox"/> Girl Scouts NEO<br>East Service Center<br>980 Warren Ave<br>Niles, OH 44446<br>330-544-7959 (fax) | <input type="checkbox"/> Girl Scouts NEO<br>West Service Center<br>6111 S Broadway Ave<br>Lorain, OH 44053<br>440-233-7393 (fax) |
|---|---|---|--|--|

Please refer to the Board Approved Recognition information page to determine how many letters of endorsement are required for each award. **Submissions must be received by your Service Center before February 1, 2011.**

**Nomination for:**

- Appreciation Pin  
  Honor Pin  
  Thanks Badge  
  Thanks Badge II  
  President's Award

Note: GSNEO Service Area Recognition Committees may change the award that a nominee may receive based on documentation, previous awards earned, and endorsement letters.

**Nominee Information**

Nominee's Name: \_\_\_\_\_ Service Unit (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Currently registered with GSUSA?  Yes  No # years as girl: \_\_\_\_\_ # years as adult: \_\_\_\_\_

Region: \_\_\_\_\_ Troop Number (if applicable): \_\_\_\_\_

**Endorsement Letter Information**

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

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

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

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

Focus of Service <small>Troop, Service Unit, Council, National</small>	Beginning Date <small>Best Approximate</small>	Ending Date	*Previous Recognitions <small>Girl Scout Position(s)</small>

*\*Indicate whether the nominee has been honored for this position and/or years of service. This ensures that work previously recognized is not considered in the current nomination. If you are unsure of which service has been previously recognized, simply list the recognition given under Previous Recognition, along with the year in which it was presented.*

## Nominee's Contribution to Girl Scouting

**In what capacity are you familiar with the nominee's service/contributions to Girl Scouting?** (Attach additional sheets as necessary.)

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## Nominee Volunteer Service

**Please give a detailed description of outstanding service beyond expectations of position(s) held.** (Attach additional sheets as necessary.)

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## Nominee Impact

**List the impact and results of this person's actions. Please give specific examples.** (Attach additional sheets as necessary.)

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## Nominator Information

Nominator's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ City/State/Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Signature: \_\_\_\_\_



# Outline for a Letter of Endorsement

**IMPORTANT** →  
Complete this form and submit to any service center.

Girl Scouts NEO  
Central Service Center  
One Girl Scout Way  
Macedonia, OH 44056  
330-467-1901 (fax)

Girl Scouts NEO  
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Girl Scouts NEO  
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1010 Applegrove St NW  
N Canton, OH 44720  
330-499-4475 (fax)

Girl Scouts NEO  
East Service Center  
980 Warren Ave  
Niles, OH 44446  
330-544-7959 (fax)

Girl Scouts NEO  
West Service Center  
6111 S Broadway Ave  
Lorain, OH 44053  
440-233-7393 (fax)

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

**Submitted in support of:** \_\_\_\_\_

**Nominated For:**       Appreciation Pin    Honor Pin    Thanks Badge    Thanks Badge II

**This recommendation submitted by:**

**Name** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please tell us about the nominee. Attach additional sheets as necessary.

Tips for filling out this endorsement form:

- Be as specific as possible when describing the nominee’s service and contributions to Girl Scouting.
- Include position titles and dates of service.
- Explain how the nominee meets the specific criteria for the award for which she/he has been nominated.
- Keep in mind that we may use some of your comments to introduce the nominee during the Adult Recognition ceremony.

**In what capacity have you interacted with the nominee?** \_\_\_\_\_

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**What position(s) does this nominee hold or has she/he held in the past year?** \_\_\_\_\_

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**I am recommending this award because:** \_\_\_\_\_

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**Give examples of outstanding service beyond the expectations of the position:** \_\_\_\_\_

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**Other pertinent information that may be helpful:** \_\_\_\_\_

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<p><b>For Council use only:</b> The Adult Recognition Committee</p> <p><input type="checkbox"/> <b>endorses</b> _____ Initials</p> <p><input type="checkbox"/> <b>does not endorse</b> this nomination.</p>
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Name \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please tell us about the nominee. Attach additional sheets as necessary.

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In what capacity have you interacted with the nominee? \_\_\_\_\_

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What position(s) does this nominee hold or has she/he held in the past year? \_\_\_\_\_

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**I am recommending this award because:** \_\_\_\_\_

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**Give examples of outstanding service beyond the expectations of the position:** \_\_\_\_\_

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**Other pertinent information that may be helpful:** \_\_\_\_\_

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

**Submitted in support of:** \_\_\_\_\_

**Nominated For:**       Appreciation Pin    Honor Pin    Thanks Badge    Thanks Badge II

**This recommendation submitted by:**

**Name** \_\_\_\_\_

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

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

Please tell us about the nominee. Attach additional sheets as necessary.

Tips for filling out this endorsement form:

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- Include position titles and dates of service.
- Explain how the nominee meets the specific criteria for the award for which she/he has been nominated.
- Keep in mind that we may use some of your comments to introduce the nominee during the Adult Recognition ceremony.

**In what capacity have you interacted with the nominee?** \_\_\_\_\_

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**What position(s) does this nominee hold or has she/he held in the past year?** \_\_\_\_\_

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

Submitted in support of: \_\_\_\_\_

Nominated For:       Appreciation Pin    Honor Pin    Thanks Badge    Thanks Badge II

This recommendation submitted by:

Name \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Please tell us about the nominee. Attach additional sheets as necessary.

Tips for filling out this endorsement form:

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In what capacity have you interacted with the nominee? \_\_\_\_\_

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What position(s) does this nominee hold or has she/he held in the past year? \_\_\_\_\_

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**I am recommending this award because:** \_\_\_\_\_

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**Give examples of outstanding service beyond the expectations of the position:** \_\_\_\_\_

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**Other pertinent information that may be helpful:** \_\_\_\_\_

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<p><b>For Council use only:</b> The Adult Recognition Committee</p> <p><input type="checkbox"/> <b>endorses</b> _____ initials</p> <p><input type="checkbox"/> <b>does not endorse</b> this nomination.</p>
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