

Girl Scouts of Northern California

ADULT RECOGNITION BOOKLET

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Girl Scouts of Northern California
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ADULT RECOGNITIONS IN GIRL SCOUTING



Everyone likes to feel appreciated for their volunteer service. Whether in the form of a simple thank-you for a small job well done or a formal commendation for years of faithful service in a key position of an organization, such acknowledgment is a signal to the recipient that she or he is noticed and

appreciated--that she or he is **RECOGNIZED**.

An attitude of appreciation can be created by:

1. Being aware of the extra effort put forth by an individual.
2. Taking the time to mention a person's service or thanks for a job well done.
3. Helping people to attain a higher level of achievement.
4. Developing a climate wherein work is sincerely noticed and noted at all levels.

When and how the recipient is recognized will make the expression of gratitude memorable. Recognitions might be made on special Girl Scout holidays, at Service Unit meetings, at a special recognition event, immediately following service rendered, at community recognition events, etc.

Who to Consider for Recognition

1. Adult volunteers or staff in any position in Girl Scouting.
2. People and organizations outside Girl Scouting who provide invaluable support to Girl Scouting.

Informal Recognitions

Some ways to say "thank you" informally at local service units or by committees or task groups could include:

- A framed photograph of the Girl Scouts who participated in a particular project or event (can be a blown-up snapshot)
- A thank-you statement published in a Girl Scout publication, web site or Yahoo group newsletter or community paper
- Flowers presented at a meeting
- Birthday or holiday greetings made by the girls
- A special citation read at a meeting
- Specific awards such as "Rookie of the Year", Most Valuable Team Member, Green Angel, Green Knight, etc. as developed by your service unit team, committee, or group
- Fun awards such as breath mints ('you take my breath away'), note cards ('for a noteworthy achievement'), or batteries ('you've added energy to our group')



Check this website for more ideas: <http://www.scoutingweb.com/scoutingweb/training/Awards.htm>

GSCal ADULT RECOGNITION PROGRAM

Formal Recognitions

For truly significant service, there is a formal adult recognition program in Girl Scouting. These council and national awards recognize outstanding accomplishments that go well beyond what would be expected for the position held.

The Adult Recognitions At A Glance beginning on Page 3 of this booklet should help you determine:

- Which awards would be appropriate for your candidate(s)
- Whether letters of endorsement are required, and how many, for each type of award
- Who approves the award nomination
- The deadline date for submission of nominations



The **Outstanding Volunteer** is a national award, and it is awarded by service units at local service unit meetings. These awards are approved by the service unit working with the Community Development Director.

- Form due by March 30. Submit a nomination form. No endorsement letters are needed.

The **Outstanding Leader** award is also a national award, and it is either



awarded at service unit meetings or in some areas may be awarded in the spring at local or regional recognition events.

- Outstanding Leader: Form due by March 30. Submit the nomination form along with two letters of endorsement.

The remaining national and council awards are awarded during the fall at local and regional recognition events. These awards are approved by the Adult Recognitions Task Group and the Board of Directors, and must be submitted no later than the second Friday in August via e-mail to recognitions@GirlScoutsNorCal.org (preferred) or mailed, faxed, or hand delivered to your local council office.

Got Forms?






Nomination and Letters of Endorsement Forms may be downloaded from the council website www.GirlScoutsNorCal.org or contact your local council office to have them mailed to you.

Complete the nomination form


Girl Scouts of Northern California
Adult Recognitions At-a-Glance

NATIONAL AWARDS

AWARD	CRITERIA	ENDORSEMENTS	APPROVAL	DEADLINE DATE
<p>Outstanding Volunteer</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Complete appropriate training or demonstrate ability/skills for the position • Perform at a level that exceeds the expectations of the position as outlined in the position description agreement in one or more of the following areas: <ul style="list-style-type: none"> • Membership • Program • Fund Development • Pluralism • Marketing and Communications • Strategic Leadership/Governance • Human Resources • Actively recognize, understand, and practice the values of inclusive behavior 	<p>Nomination form only</p>	<p>Service Unit Management Community Development Director</p>	<p>March 30</p>
<p>Outstanding Leader</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have Completed the required Core Leadership training • Demonstrate competence in at least two of the following: <ul style="list-style-type: none"> • Involving adults in the community to help broaden the program opportunities for girls • Increasing girl membership to support the council membership goal • Selecting a wide range of program activities with girls to provide them with the Girl Scout Leadership Experience • Helping girls to recognize, understand, and practice the values of inclusive behavior • Building an effective girl led approach with girls • Have taken the required Core Leadership training for leaders 	<p>Two</p>	<p>Service Unit Management Community Development Director</p>	<p>March 30</p>
<p>Appreciation Pin</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in one geographic area • Actively recognize, understand, and practice the values of inclusive behavior 	<p>Two</p>	<p>Recognition Task Group Board of Directors</p>	<p>Second Friday in August</p>



Adult Recognitions At-a-Glance

NATIONAL AWARDS, CONTINUED

AWARD	CRITERIA	ENDORSEMENTS	APPROVAL	DEADLINE DATE
<p>Honor Pin</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in two or more geographic areas • Actively recognize, understand, and practice the values of inclusive behavior 	<p>Three</p>	<p>Recognition Task Group Board of Directors</p>	<p>Second Friday in August</p>
<p>Thanks Badge</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have taken a leadership role at the council level in one or more of the following areas during the previous four years: <ul style="list-style-type: none"> • Increasing membership growth and retention • Increasing the percentage of adult-generated funding in the total council income • Increasing innovative program opportunities council-wide • Developing broad participation in policy-influencing through the democratic process • Ensuring that inclusive behavior is recognized, understood, and practiced at all levels 	<p>Four</p>	<p>Recognition Task Group Board of Directors</p>	<p>Second Friday in August</p>
<p>Thanks Badge II</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have taken a leadership role in developing a model that has been replicated at the national level in one or more of the following areas during the previous three years: <ul style="list-style-type: none"> • Membership • Program • Fund development • Pluralism • Marketing and Communications • Strategic Leadership • Human Resources 	<p>Four</p>	<p>Recognition Task Group Board of Directors</p>	<p>Second Friday in August</p>




Girl Scouts of Northern California
Adult Recognitions At-a-Glance

COUNCIL AWARDS:

AWARD	CRITERIA	ENDORSEMENTS	APPROVAL	DEADLINE DATE
Alliance Award (Plaque)	<ul style="list-style-type: none"> • An organization or business that has developed a council-wide alliance that facilitates Girl Scouting on a significant level, i.e. • Co-sponsor council-wide activities • Provide a substantial in-kind gift that impacts council services 	One	Recognition Task Group Board of Directors NOTE: Can be presented more than once to recognize ongoing alliances	Second Friday in August
Chris Arkley Significant Impact Award 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Perform at a level that exceeds the expectations of the position as outlined in the position description • Have significantly impacted one area of the council operations or policy such as: <ul style="list-style-type: none"> • Service unit • Board of Directors • Council task groups • Continued outstanding service for 3 years after receiving the Appreciation or Honor Pin 	Two	Recognition Task Group Board of Directors	Second Friday in August
Dennis Chew Outstanding Fundraiser Award 	<ul style="list-style-type: none"> • Promote and expand business and community support to Girl Scouts of Northern California • Have significantly contributed to a substantial increase in contributions received by the council • Perform at a level that exceeds the expectations of the position held as outlined in the position description 	Two	Recognition Task Group Board of Directors	Second Friday in August


Adult Recognitions At-a-Glance

COUNCIL AWARDS, CONTINUED:

AWARD	CRITERIA	ENDORSEMENTS	APPROVAL	DEADLINE DATE
<p>Phyllis Jones Amistad Award</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult individual or a group of registered Girl Scouts. The group can be a service team, group of teens, or group of adults • Demonstrate commitment to diversifying girl membership/girl outreach over a period of time, not just an event 	<p>Three</p>	<p>Recognition Task Group Board of Directors</p>	<p>Second Friday in August</p>
<p>Ruth Robertson Commitment to Excellence Award</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Provide service that essentially changes the organization for the better • Actively recognize, understand, and practice the Girl Scout philosophy and values • Demonstrate a high level of volunteer commitment in various fields • Demonstrate long-term commitment to the Girl Scout organization 	<p>Five</p>	<p>Recognition Task Group Board of Directors</p>	<p>Second Friday in August</p>
<p>Eleanor L. Thomas Exemplary Leadership Award</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult and active troop/group leader • Have an approved volunteer screening application on file with the council • Complete the required troop leadership courses • Have an extraordinarily profound impact on girls' lives through her/his empowerment of those girls as shown in the girls' letters • Provide the girls with exceptional leadership opportunities through exemplary implementation of the girl/adult partnership for at least five years • Must not be merely an excellent Girl Scout leader, but instead is one whose service is singularly outstanding • Serve as an exceptional role model for girls and other adults 	<p>Six Total (3 from girls and 3 from adults)</p>	<p>Recognition Task Group Board of Directors</p>	<p>Second Friday in August</p>

Girl Scouts of Northern California
Adult Recognitions At-a-Glance

COUNCIL AWARDS, CONTINUED:

AWARD	CRITERIA	ENDORSEMENTS	APPROVAL	DEADLINE DATE
<p>Maud Whalen Continued Exceptional Service Award</p> 	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have previously received the Appreciation Pin or Honor Pin • Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in two or more geographic areas over a sustained period of time • Consistently perform at a level that exceeds the expectations of the position as outlined in the position description • Serve as an exceptional role model for other adults and girls 	<p>Three</p>	<p>Recognition Task Group Board of Directors</p>	<p>Second Friday in August</p>

NOMINATION PROCESS: IT'S AS EASY AS 1-2-3



Clearly state the personal achievements of the candidate, and specifically state the reasons that the candidate's achievements meet the criteria for this particular award. Nomination forms should be neatly printed or typed, or nominations may be submitted on tape.

Recruit additional people to write the required letters of endorsement.



Be sure to communicate the deadline for submission, to whom they should return the completed letter, and share the Letter of Endorsement Tips. Letters of Endorsement should be neatly typed or printed and may also be submitted on tape. Note that the nominator may not write letters of endorsement.

Turn in the entire nomination package on or before the 2nd Friday in August



- By e-mail recognitions@GirlScoutsNorCal.org (preferred)
- Or to your local council office (by mail, fax or hand delivery)

If the Adult Recognition Task Group determines that a nomination does not meet the criteria for the award, they may decide to:

NOMINATOR CHECKLIST

- Nomination e-mailed, typed, neatly printed, or on tape?
- Submitted entire package with Letters of Endorsement no later than 2nd Friday in August?
- Endorsement Letters written by people who know the candidate's accomplishments well?
- Enough Letters of Endorsement? (NOTE nominator may not write these)
- Shown how candidate has met specific criteria for award?
- Included candidate's **specific** accomplishments?
- Included personal insights or anecdotes?
- Included evidence of the person's growth since any previous awards?
- Shown what the candidate has achieved (not just their positive personality traits)?
- Shown how the candidate has **exceeded** expectations for the position held (not just held it a long time)?





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Adult Recognitions Letter of Endorsement Tips

Do... Help make sure your candidate receives the recognition they deserve for their hard work.

- **Type** your nomination form if possible! OR **legibly print** all information using a ballpoint pen with black or blue ink.
- **Tell us all you can...**
The recognition committee can only work with what is in front of them. If you don't tell them about it, they won't know.
- **Include personal insights or anecdotes.**
- **Growth** is one of the things the committee likes to see from one award to the other. Tell how you feel the person has shown growth in her/his contributions to Girl Scouting since her/his previous award.
- **Be results-oriented.** Do not say that the candidate is responsible, friendly, etc. – tell what they achieved.
- **Explain your personal connection** to the candidate. (“I work with her/him in my role as...”)
- **Remember that details are important.**

Don't...

- **Do not be vague.** It is assumed that this is a nice person who you like and think positively of; otherwise you wouldn't be nominating them.
- **Do not write** about the many positions the candidate holds unless you have personal experience working with the candidate.
- **Do not make assumptions** about the responsibilities involved with service unit level positions. Many service units divide duties among people who are willing to do them. It does not matter that a candidate does not do all of the listed responsibilities. It is more important that s/he does them “above the expectation of the position.”
- **Do not just look at the job description** and tell us s/he does each of these things – these are considered part of the position and not above and beyond.

GSNorCal ADULT RECOGNITION TIMELINE



Second Friday in August	Nomination Package due: By e-mail (preferred) recognitions@GirlScoutsNorCal.org Or by mail, fax, or hand delivered to your local council office
Upon receipt	Adult Development Director reviews the nomination packets for accuracy, legibility and completeness
Upon receipt	Adult Development Director obtains the approval signature of the candidate's Community Development Director (or supervisor, if the candidate is a Girl Scouts of Northern California staff person)
End of August	Adult Recognitions Task Group meets Review of nominations is based on the award criteria and the information provided in the packet, not on personality or identity After review of the nomination, the Adult Recognitions Task Group members vote to recommend that the award be approved, approved but change of award category, or not approved Members casting a negative vote must be prepared to state the reasons they feel the nomination does not meet the criteria for the award Each packet is reviewed individually, and a vote is taken at the end of the review before the next packet is reviewed
Early March	Nominators are contacted regarding any nominations that were not approved, or where a change in award category was approved, within one week of the vote. At this time, information will be shared as to what is needed to make a stronger nomination if the nominator decides to use the appeal process. Nominators may follow the appeals process if they feel that the nomination was denied in error.
Within 5 Days	APPEALS: Nominations may be revised and resubmitted within 5 days. The appeals go to the Adult Development Director in your area.
2 nd Week in September	Appealed Nominations: Based on the information in the revised nomination, and discussion with the Adult Recognition Task Group Committee Chair, the Director of Adult Development will submit any nominations which still do not appear to meet the award criteria for review by the Senior Director of Adult Development, and finally, the Chief Program and Membership Officer, whose decision is final.
Mid-September	Approved nominations are submitted to the Board of Directors for final approval.
Fall	The awards are presented in the fall at local or regional recognition events

ADULT RECOGNITION APPEALS PROCESS

Approve the nomination for a different award category. For example, if a candidate's service is deemed to exceed the criteria for the nominated award, a more appropriate award might be approved. For example, if a candidate is nominated for the Appreciation Pin, but their service has benefitted the entire council, the Honor Pin might be approved instead. On the other hand, if the candidate is nominated for the Honor Pin, but no indication is given that the candidate served two or more geographic areas, then they might instead be approved for the Appreciation Pin.

Deny the nomination. In a case where there is no indication given that the candidate's service met the award criteria, (e.g. no information was given to show that the service was truly exemplary and exceeded the expectations for the position held), the nomination could be denied.

If a nomination is not approved, or if a change in award category is made, the nominator will be notified within 5 days of the vote. At this time, information will be

shared as to what is needed to make a stronger nomination if the nominator decides to use the appeal process. Nominators may follow the appeals process if they feel that the nomination was not approved or the award category was changed in error.

1. Nominations may be revised and re-submitted to the Adult Development Director within 5 days.
2. Based on the information in the revised nomination, and discussion with the Adult Recognition Task Group Committee Chair, the Director of Adult Development will submit any nominations which still do not appear to meet the award criteria for review by the Senior Director of Adult Development, and finally, the Chief Program and Membership Officer, whose decision is final.



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Adult Recognitions Task Group Position Description

ADULT RECOGNITION TASK GROUP RESPONSIBILITIES

1. Be a registered Girl Scout adult.
2. Task group members must possess good judgment and strong decision making skills, ability to synthesize information, and ability to use a council-wide perspective when making decisions.
3. Participate in promoting adult recognition to all council volunteers.
4. Review, and modify as required, the process for determining the selection committee.
5. Review nominations to determine if the nominations meet the award criteria.
6. Participate in the Adult Recognition Committee meeting to review the nominations.
7. Participate in the adult recognition ceremony as needed.
8. Communicate, through a task group representative, with other local task groups to ensure consistency of level of achievement for specific awards.

LOCAL ADULT RECOGNITION COMMITTEES

1. Each committee is made up of 5-7 people.
 - A volunteer chairperson
 - 5 voting members representing the service units
 - An alternate will also be available to fill in for any of the voting members
 - A non-voting staff member provides support to the committee
2. The Adult Development Director (ADD) appoints the voting members. The committee recommends a chairperson to the Adult Development Director, who approves the appointment.
3. The committee members serve a 2-year term. Terms are staggered so that there are always new and experienced members on the committee.