


Community Partner Letter of Support Guidelines

All content should be typed.

You **MUST** include a letter of support from a community partner if you worked with them on your Gold Award project or they are taking over an aspect of your Gold Award project to ensure sustainability.

The letter should be on the community partners' letterhead (if available), acknowledge that they partnered with you on your Gold Award Project, briefly describe the partnership, and include a signature (esignature is acceptable) and contact information.



Must be on partner organization's letterhead

Yellow highlighted information should be specific to you/your project

[MONTH][DAY], [YEAR]

To whom it may concern,

From [MONTH] [YEAR] to [MONTH] [YEAR], [GIRL SCOUT'S FIRST AND LAST NAME] partnered with [COMPANY OR ORGANIZATION NAME] to enact their multifaceted project benefiting the community and earn the Girl Scout Gold Award. [GIRL SCOUT NAME] partnered with us by [DESCRIBE PARTNERSHIP] helping us further our goals to [DESCRIBE INITIATIVES PROJECT TIES INTO].

We enjoyed working with [GIRL SCOUT NAME] to improve our community with her hard work, dedication and follow-through.

Please do not hesitate to contact me if you have any questions,

Thank you,

[TITLE]

[ORGANIZATION NAME]

Physical Signature

Your contact's name and title

Includes contact information for organization

Courage.

Confidence.

Character.

Detroit Service Center
1333 Brewery Park Blvd.
Ste. 500
Detroit, MI 48207

Clinton Township Service Center
42800 Garfield
Clinton Twp., MI 48038

Flint Service Center
Gateway Centre
5400 Gateway Centre Drive
Suite B
Flint, MI 48507

Port Huron Service Center
Birchwood Mall
4350 24th Ave, Space 518
Fort Gratiot, MI 48059

Southgate Service Center
1 Heritage Drive, Ste. 140
Southgate, MI 48195

White Lake Service Center
8545 Highland Rd.
White Lake, MI 48386

www.gssem.org
800-482-6734


Note: This SAMPLE is on GSSEM letterhead. Your letter of support must be on letterhead from the organization you are partnering with.

Community Partner Letter of Sustainability Guidelines

All content should be typed.

You **MUST** include a letter of support from a community partner if they are taking over a piece or all of your Gold Award project to ensure sustainability.

The letter should be on the community partners' letterhead (if available), acknowledge that they are taking over your project, describe what and how they are maintaining it, and include a signature (esignature is acceptable) with contact information.



Must be on partner organization's letterhead

Yellow highlighted information should be specific to you/your project

[MONTH][DAY], [YEAR]

To whom it may concern,

On [DATE], [GIRL SCOUT'S FIRST AND LAST NAME] passed maintenance of [DESCRIBE PIECE OR PROJECT BEING TAKEN OVER] to [NAME OF COMPANY OR ORGANIZATION NAME]. Their project will enhance our organization by [INSERT 2-3 BENEFITS EXPECTED]. We are excited to continue the great work serving our community utilizing the initiative started by [GIRL SCOUT NAME].

Please do not hesitate to contact me if you have any questions,

Thank you,

[TITLE]

[ORGANIZATION NAME]

Your contact's name and title

Physical Signature

Includes contact information for organization

Courage.

Confidence.

Character.

Detroit Service Center
1333 Brewery Park Blvd.
Ste. 500
Detroit, MI 48207

Clinton Township Service Center
42800 Garfield
Clinton Twp., MI 48038

Flint Service Center
Gateway Centre
5400 Gateway Centre Drive
Suite B
Flint, MI 48507

Port Huron Service Center
Birchwood Mall
4350 24th Ave, Space 518
Fort Gratiot, MI 48059

Southgate Service Center
1 Heritage Drive, Ste. 140
Southgate, MI 48195

White Lake Service Center
8545 Highland Rd.
White Lake, MI 48386

www.gssem.org
800-482-6734

Note: This SAMPLE is on GSSEM letterhead. Your letter of support must be on letterhead from the organization you are partnering with.