girl scouts of southeastern michigan

Highest Awards Committee Training Packet

Girl Scouts of Southeastern Michigan
www.gssem.org/contact

girl scouts gold award

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Position Descriptions

Committee Member Requirements:

- Be a registered adult member of GSUSA and have a council approved volunteer application on file.
- Willingness to take Girl Scout Volunteer Orientation and Leadership Experience Training and willingness to promote the Girl Scout mission
- Attend Take Action Trainings as determined by staff
- Knowledgeable of all highest award requirements
- Empower girls to Take Action, learn by doing, and cooperate with others on current issues that involve their interest and needs while having fun
- Demonstrate dependability, honesty, credibility, and professionalism
- Understand and embrace differences
- Reflect a positive, vital Girl Scout image through demeanor and appropriate dress.
- Attend GSSEM's annual High Awards Honors Reception typically held in the spring.

Mentors:

- Purpose of Position: The Gold Award Mentor supports girls in their quest to earn the highest award in Girl Scouting.
- Specific Responsibilities:
  - Adhere to processes and procedures put in place for GSSEM highest awards
  - Attend all High Awards Meetings
  - Commit to make a minimum of contact four times per year with each girl or more often as needed. Communication expectations are generally set on a case by case basis with each girl in their mentor agreement.
  - Work cooperatively with other volunteers, mentors, and staff.
  - Assume responsibility for all forms, materials, supplies, and documentations.
  - Complete annual performance evaluation
- Estimated time commitment: 10-15 hours per month

Interviewers:

- Purpose of Position: The High Award Committee Interviewers main role is aid in the final steps of the girls award. This may take the form of providing insight in topics, asking the girl further questions in the interview, or taking a deep dive into a Final Report. At least five members must be present at each interview session.
- Specific Responsibilities:
  - Provide feedback to both the girl and the committee on how to improve further a project.
  - Step in when asked to aid a mentor, give advice, or guide girls on a one on one level.
  - Attend all committee meetings and interviews.
- Estimated time commitment: 5-10 hours per month

Recruiters:

- Purpose of Position: Recruiters in the High Award Committee will promote the high awards to both girls and adults alike.
- Specific Responsibilities:
  - Attend Council wide and regional meetings to increase knowledge and stay current on policies and procedures.
  - Active participation in subcommittees that support high awards
  - Promote Council wide interest in high award for girls
  - Create interest for possible High Award Committee Member prospects
- Estimated Time Requirements: 5-10 hours per month

Trainers

- Purpose of Position: High Award Trainers ignite a girl's passion in the high awards by providing accurate and up to date material.
- Specific Responsibilities:
  - Assist in identifying new sites for training, assist in booking the training sites, and coordinate with Council staff.
  - Promote council wide interest in the highest awards for girls.
  - Review and edit Gold, Silver, and Bronze trainings on an annual basis
  - Be vercilily trained in all high awards materials and ensure consistency between all trainings
- Estimated Time Requirements: 5-10 hours per month

Supports:

- Purpose of Position: Supporters to the High Awards Committee main responsibility is to fill in the gaps other committee members are unable to do. Some examples of this may include events support or a person to take meeting minutes.

The Girl Scout Gold Award

A Girl is ready to complete her Gold Award if:

- She is in grades 9-12
- A registered Girl Scout Senior or Ambassador
- She has completed two Senior or Ambassador Journeys OR she has earned her Silver Award and one Senior or Ambassador Journey
- She feels compelled to do something meaningful that will make the world a better place

In order to earn the Gold Award a Girl must:

- Complete a Take Action Project totalling a minimum of 80 hours
- Address a root cause that they feel passionate about
- Contain a national or global link
- Throughout the project the girl must demonstrate leadership
- The project must be sustainable
- There must be a *measurable impact*

Take Action VS Community Service Project

Community Service	Take Action
Addresses an immediate need in the community A project done FOR the community	Addresses the root cause of an issue in the community
A one-time project that helps something or someone now	A project done WITH the community
Joining an existing effort to solve a problem	A long-term project that is sustainable and makes a lasting impact
Example: food drives	Creating a unique initiative to address an issue
	Example: A community garden partnered with a local school that will supply food for the community for years to come

Sustainability

The most important thing to remember about sustainability when it comes to Gold Awards is that it is never one size fits all. Commonly sustainability falls into one of these three categories:

1. Creating a permanent solution and ensuring that it's used.
2. Educate others by inspiring them to change their attitudes, beliefs, or behaviors and then prove the changes by using a measurement tool and either putting a plan in place to continue the education beyond involvement OR enacting a call to action
3. Advocate to change a rule, law or regulation while engaging others in the advocacy process.

Here are a few things to think about:

- For a Gold Award project that involved the girl leading a team, think about who will take over when the girl steps down from her leadership role? How will they be trained? Should they be involved now?
- For a Gold Award project that creates new programming such as a homework study club at an underserved school or a summer science enrichment program at the library, urge the girl to think about how those programs will continue to run year after year. Is there a school club or community organization that is willing to step up and lead? Do these groups have the funding and the resources needed to continue these programs?
- For a Gold Award project that builds a team of volunteers to create specialized care packages for medically fragile newborns, ask the girl to think about who will lead this team and recruit new volunteers in the future? What about supplies that need to be replenished periodically?
- For a Gold Award project that builds something like a community garden, animal habitat, or recycling compost system, ask the girl to think about the long term maintenance of the system. Who will take on the care and the upkeep tasks?

Measurability

A girl's impact is considered measurable when they are able to collect information or data throughout the project and show that their actions have had a positive effect on their community or target issue. Truly good Gold Award projects have several goals and measure true impacts.

The most popular method of developing a goal statement is through SMART goals. These goals are:

- **S**pecific: being specific helps to focus the effort required to achieve the goal.
  - Example: provide a nine week music education program to approximately 100 3rd and 4th graders at Kurtz Elementary School.
- **M**easurable: Girls should have a clear definition of success, this will help to measure achievement but also progress towards larger goals.
  - Example: The music program that I am creating will contain 5 different units to increase the students' scores in music.
- **A**chievable: For a goal to be meaningful it must also be achievable. While we all might wish to end world hunger that is not an obtainable goal in the timespan of the project. Instead look at the example:
  - Example: A girl may set a goal to provide a certain number of meals for a certain number of low income students during the summer when school lunch programs aren't operating.
- **R**ealistic: A girl's project and goals should align with their values and long-term objectives.
  - Example: centering a STEM exploration summer camp week for ten to twelve-year-olds around their future career choices, which are at least a decade in the future might be challenging. A more realistic, measurable goal would be to track the number of summer camp participants who go on to choose an tech-elective in the following school year, or express interest in exploring a technical elective class in the first or second year of high school.
- **T**ime-Bound: Depending on the type of project, it could be helpful to set time bound goals. By setting time bound goals, girls create markers that tell them if their project is on track, ahead of schedule, or falling behind so they can act appropriately.
  - Example: For a project that includes outreach to local area elementary schools a time-bound goal might be: "I will meet with the principal or key staff at X schools by the end of March." For projects that require a large work crew, a time-bound goal might be: "I will recruit X volunteers by June 1."

Gold Award Project Proposal Rubric

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Girl's Name: _____ Reviewer's Name: _____

		Does Not Meet Standards	Needs Improvement	Meets Standards	Exceeds Standards (National Gold Award Girl Scout) *These standards can only be evaluated at project completion*
PREREQUISITES *Related question in proposal: Prerequisite chart*					
A	**Completion of two S/A Journeys OR Silver Award and one S/A Journey**	☐ Is not a registered Senior or Ambassador Girl Scout; not in grades 9–12 ☐ Has not completed two Senior/Ambassador Journeys or the Cadette Silver Award and one Senior/Ambassador Journey		☐ Is a registered Girl Scout in grades 9–12 ☐ Has completed two Senior/Ambassador Journeys or the Cadette Silver Award and one Senior/Ambassador Journey	
B	**Gold Award Training**	☐ Has not completed Gold Award training, if applicable for council		☐ Has completed Gold Award training, if applicable for council	
STEP 1: CHOOSE AN ISSUE *Related questions in proposal: My Gold Award aims to address this issue*					
C	**Project identifies a credible community need (Pg. X, Your Guide to Going Gold (Guide))**	☐ Identified issue is based on Girl Scout's interests only and not on credible community need or ☐ Identified issue is already being fulfilled by the community the Girl Scout intends to serve		☐ Identified issue is based on credible community need	☐ Identified issue is based on credible community need **BONUS:** Identified need is important and rarely addressed
Related question in proposal: The root cause of my issue is					
D	**Project identifies a root cause of that community need and plan addresses that root cause (Pg. X, Guide)**	☐ Did not identify root cause ☐ Project addresses an immediate need with a short-term/one-off solution	☐ Identified root cause ☐ Project plan does not address it	☐ Identified root cause ☐ Project plan shows well-constructed approach to address it	☐ Identified root cause ☐ Plan shows both careful attention to detail and creative thinking; as a result, project plan is especially innovative

Related question in proposal: The target audience(s) for my Gold Award project is/are

E	**Target audience is clearly identified and engaged in project** **(Pg. X, Guide)**	☐ Target audience is not part of the community affected by the issue ☐ Project plan is designed FOR the target audience versus WITH	☐ Target audience is part of the community affected by the issue ☐ Project plan marginally benefits the target audience	☐ Target audience is clearly identified members of the community affected by the issue ☐ Project plan engages appropriate community members in the solution and demonstrates benefit to the target audience	☐ Target audience is clearly identified members of the community affected by the issue ☐ Project plan engages appropriate community members in the solution and demonstrates benefit to the target audience, and the community is committed to sustaining the Girl Scout's work
STEP 2: INVESTIGATE *Related question in proposal: The reasons I selected my issue are*					
F	**Research sources are cited and thoroughly investigated** **(Pg. X, Guide)**	☐ No validation or research conducted to help shape project	☐ Research is implied, but no sources provided	☐ Some research has been conducted and 1–2 sources are referenced	☐ Thorough research has been conducted and 3+ sources cited
Related question in proposal: My Gold Award's national and/or global link is					
G	**Project identifies national or global link to issue** **(Pg. X, Guide)**	☐ No connection to national and/or global issue	☐ Some research or evidence suggests limited connection to national or global issue	☐ Includes broad research and evidence connecting project specifically to a larger national and/or global issue; solution contributes to addressing that issue	☐ Specific connection to a larger national and/or global issue; research and evidence from other communities informs this project **BONUS:** Plan in place to share project with other communities
STEP 3: GET HELP *Related question in proposal: List the names of individuals and organizations you plan to work with on your Gold Award project*					
H	**Team members are identified** **(Pg. X, Guide)**	☐ Self and family only	☐ Self, family, and Girl Scouts only OR less than 3 team members	☐ 3–5 team members, beyond Girl Scout community and family, with skills and knowledge related to the issue, including members of the community impacted by issue	☐ 3–5+ team members, beyond Girl Scouts and family, with evidence of strategic thought for leveraging skill/expertise to impact issue; includes members of community impacted by issue

Related question in proposal: Girl Scout Gold Award Project Advisor information

I	**Project Advisor is identified and is an expert (Pg. X, Guide)**	☐ None selected	☐ Advisor is family member or troop leader/volunteer OR does not have knowledge of selected issue	☐ Advisor has expertise in one or more areas of the selected issue	☐ Advisor has expertise in one or more areas of the selected issue and additional expert advisors are listed in team

STEP 4: CREATE A PLAN

Related question in proposal: I will address the root cause by

J	**Clear project description (Pg. X, Guide)**	☐ Project is not at all described; there is no explanation of what will be done	☐ Project is vaguely described; it is unclear what will be done	☐ Project is clearly described and shows a well-constructed approach on how the root cause of the issue will be addressed	☐ Project plan shows both careful attention to detail and creative thinking; as a result, project plan is *especially* innovative

Related questions in proposal: The skills, knowledge, and/or attitudes my target audience will gain are; I will know that my audience has gained the desired skills/knowledge because; Measurement of my project's success chart

K	**Project will have a measurable impact (Pg. X, Guide)**	☐ Impact does not relate to issue OR is not defined	☐ Impact is a vague impression OR not realistically measurable	☐ Impact is clearly defined and measurable; there is a clear measurement tool defined	☐ Project's impact is clearly defined and would affect a significant number of individuals and/or affect individuals to a significant degree; clear measurement tools are defined

Related question in proposal: My Gold Award project goals are

L	**Project goals are clearly defined and realistic (Pg. X, Guide)**	☐ No goals identified	☐ Goals lack detail and are not clearly connected to planned project impact	☐ At least one goal is clearly defined and connected to project impact	☐ Multiple goals are clearly defined OR one *especially* ambitious goal is outlined

Related question in proposal: My Gold Award will be sustained by

M	**Project plan will ensure sustainability (Pg. X, Guide)**	☐ No plan for project to be continued OR the solution can't be maintained following the project (it's a service project)	☐ Unclear idea of how the project will continue OR hoping someone else will sustain	☐ Clear, thoughtful plan that leads to sustainability beyond the Girl Scout's involvement	☐ Plan for sustainability is especially strong, galvanizing others beyond target audience to participate in the solution and/or advocate for involvement across multiple communities

Related question in proposal: I will put my plan in to action by

N	**Timeline is realistic and appropriate (Pg. X, Guide)**	☐ Confusing or unrealistic plan that is missing key steps and is less than 80 hours	☐ Incomplete project plan that highlights only a few steps and is less than 80 hours	☐ Comprehensive and realistic project plan that highlights all major steps in project and is about or over 80 hours	
O	**Active leadership role planned and defined (Pg. X, Guide)**	☐ No strategy to lead a team or engage others to help with the project OR project appears driven by an adult	☐ Strategy to engage teammates is limited, includes only assigning minor roles/peripheral tasks	☐ Strategy to engage teammates is comprehensive, outlines specific roles and responsibilities	☐ Strategy to effectively lead a diverse team in execution; intention to transfer leadership skills to team members and target audience

Related question in proposal: Estimate your project expenses and how you plan to meet those costs

P	**Budget is realistic (Pg. X, Guide)**	☐ Provides incomplete information about project costs or how those costs will be met ☐ Plans to raise money/ fundraise for another organization	☐ Provides vague description of project costs; it is unclear how those costs will be met and/or the supplies listed appear inappropriate for the scope of the project	☐ Provides detailed description of project costs and clear explanation of how costs will be met
Q	**Income and money-earning activity explanations (Pg. X, Guide)**	☐ No explanation OR disregards money-earning policy	☐ Yes, but unclear if following money-earning policy	☐ Yes, follows all money-earning policies

Related question in proposal: The strengths, talents and skills I currently have and will put into action are; The skills I plan to develop as I work towards earning my Gold Award are

R	**Leadership development (Pg. X, Guide)**	☐ Does not include information about leadership or personal strengths; does not identify a goal for developing a new skill	☐ Provides incomplete information about leadership and personal strengths; partially sets goal to develop new leadership skill	☐ Describes new skills to be developed	☐ Clearly describes how new leadership skill(s) will be developed

Related question in proposal: I will let others know about my Gold Award by promoting via

S	**Tell the World: Plan to actively share project**	☐ Incomplete information	☐ Identifies the methods to be used for sharing the Gold Award project

STEP 5: PRESENT PLAN AND GET FEEDBACK

Plan presented to Gold Award Committee for feedback after proposal submitted in GoGold.

SHARE TIMELINE FOR FEEDBACK HERE

Additional Feedback:

Project Designation:

- ☐ **Approved:** Meets or exceeds standards in all categories
- ☐ **Needs Improvement:** Needs improvement in majority of categories; may have a few in meets/exceeds standards, or a few that do not meet standards -OR- majority of categories meet/exceed standards, but several categories do not meet standards
- ☐ **Does Not Meet Standards:** Majority of categories do not meet standards; may have a few categories that meet/exceed standards

Ensuring Project Relevancy

A good Gold Award project should focus on an issue that contains local, national, and global connections.

Let's look at the following project: Marketa wants to create duffel bags with essential products such as clothing, toiletries, and a stuffed animal for children entering the foster care system in her community without any belongings.

- *Local:* Marketa is working with the local foster care system and getting the community involved, donating items and putting the duffle bags together.
- *National:* There are children entering the foster care system all over the country, this could be replicated to help those entering the system without the comfort of their own items.
- *Global:* Thousands of children every year lose their parents and are forced to move into new homes. This project addresses the possible needs of a child in a new environment.

Steps of a Mentor in Terms of Communication

1. Communicate to a girl interested in getting her Gold Award within one week of receiving the assignment.
   a. During the first meeting:
      i. Sign and agree on mentor communication agreement
      ii. Get an overall pulse check of where the girl stands with an idea for a project.
2. Communicate following the meeting in accordance with the mentor communication agreement.
3. If you have not heard from a girl for three months, regardless of the mentor communication agreement, send them the Gold Award Check in form. The link to this form can be found in Base camp. Responses to this form will be sent to Leatrice and she will update when she receives the form.
   a. On this form they have the option to:
      i. Update their mentor communication agreement OR
      ii. Take a break from working on their Gold Award project and provide and date in which they wish to be recontacted OR
      iii. Note if they no longer are actively pursuing their Gold Award

Girl Scouts of Southeastern Michigan

Girl Candidate and Gold Award Mentor Expectation Agreement

Girl Name _____ Gold Award Mentor Name _____

All Gold Award Candidates are assigned a Gold Award Mentor. It is expected that both the girl and Gold Award Mentor will enter into a mutual habit of communication. The Gold Award Mentor will provide a status update from the girl to the committee at the monthly meeting.

Girl Candidate: I have provided my Gold Award Mentor with my contact information ☐ Yes ☐ No
Gold Award Mentor: I have provided my girl candidate with my contact information ☐ Yes ☐ No

Preferred communication contact method:

Girl Candidate:	Gold Award Mentor:	Both agreed to:	Details?
☐ Phone	☐ Phone	☐ Phone	
☐ Email	☐ Email	☐ Email	
☐ Face-to-Face	☐ Face-to-Face	☐ Face-to-Face	
☐ Text	☐ Text	☐ Text	
☐ Other	☐ Other	☐ Other	

Frequency of communication:

- Once the girl candidate enters the "active" phase (working on project plan/Step One of national guidelines) of the Gold Award process, both parties should agree on how often they will communicate with each other:

  ☐ Weekly ☐ Monthly ☐ Only when there is something to report

- Choose either a day of the week, or date of each month which works best for both parties to make contact for updates.
- This part of the agreement can be flexible.
- If you need to change the frequency of contact, make sure to record that change with written documentation.

Reply time to communication contact:

From the time either girl or Gold Award Mentor sends a message, when would a reply be expected?

☐ 1 day ☐ 2-5 days ☐ 1 week ☐ Special Conditions

If no reply is received, what should the next step be for the girl? _____

If no reply is received, what should the next step be for the Gold Award Mentor? _____

_____ _____

Girl Candidate Signature Date Girl Candidate Signature Date