

Service Units: use this form to request a large quantity of Years of Service and/or Tenure Pins for the volunteers within your Service Unit. Only use this form to request multiple pins at once. Present pins at a Service Unit meeting, event, or celebration. There are two pins available:

1. **The Years of Service Pin** recognizes an adult in Girl Scouting for their years of service as an adult volunteer at five-year intervals, until 40 years of service. After 40 years, GSUSA recognizes years of service in ten-year intervals. **Pins of 10 years or more of years of service are purchased by the council.** Service Units may purchase pins for 5 years of service through the council shops.
2. **The Tenure Pin** recognizes an adult in Girl Scouting for their combined years of membership as a girl AND as an adult. Membership years are recognized at five-year intervals. **Pins of 15 years or more of tenure are purchased by the council.** Service Units may purchase pins for 5 of 10 years through the council shops.

Please refer to the [GSWNY Adult Recognition page](#) prior submitting this request. It provides general information for adult recognitions and specific information for each award. Email adultrecognitions@gswny.org with questions.

- **For presentation at the Service Unit, please submit this request at least eight weeks prior to proposed presentation date.**
- A request must be received by Council for pins to be awarded. Pins are not given automatically. You may request pins for yourself or fellow volunteers within your Service Unit.
- You may request a list of your Service Unit volunteers' Years of Service and Tenure from your GSWNY Volunteer Experience Manager (VEM). **Please confirm the accuracy this list with your volunteers prior to submitting this pin request. GSWNY's records for a volunteer's girl and adult membership years is often incorrect.** Submit your corrected list back to your VEM so records may be updated.
- Pins for lesser Years of Service and Tenure than given by Council can be purchased in the GSWNY shops. We recommend celebrating all volunteers at every five-year increment, beginning at five years.
- Only complete this form for Service Unit presentation of pins. Upon request, Council will honor [Tenure](#) and [Years of Service](#) recipients at 20+ years at the Annual Meeting. If interested, please complete the online request form: <https://www.surveymonkey.com/r/arpins>.

To submit your bulk Service Unit request:

1. Prepare paper copy of this form.
2. **Submit completed request to:**
 Girl Scouts of Western New York, 1000 Elmwood Ave, Door 9, Rochester NY 14620
 Attention: GSWNY Adult Recognition Committee
 OR email form to: adultrecognitions@gswny.org

All requested pins will be mailed to the requestor in one package for distribution at a Service Unit meeting or celebration.

Service Unit Representative Information

Requestor name:		Presentation date:	
Service Unit:	Service Unit Position(s):		
Requestor mailing address:			
City:	State:	Zip:	
Email address:	Telephone:		

GSWNY Service Unit Years of Service and Tenure Pins Request

Individual Pin Requests

- This page must be filled in completely for GSWNY record keeping purposes. See the examples below.
- You may request a Years of Service Pin, Tenure Pin, or both for each volunteer. Indicate the number of years for each pin being requested per person.
- A second or third copy of this page can be submitted if you need additional spaces for more volunteers.

Volunteer Name	Troop Number or Service Unit affiliation	Volunteer Role(s)	Years of Service Pin Requested	Tenure Pin Requested
EXAMPLE – Sally Smith	Troop 12345	Troop co-leader	15	20
EXAMPLE – Julie Jones	SU 123	SUM	20	--
EXAMPLE – Becky Brown	Troop 12345	Co-leader, cookie manager	--	25

GSWNY Service Unit Years of Service and Tenure Pins Request

Years of Service Pins recognize years of *active service* as a Girl Scout volunteer.

INDICATE THE TOTAL NUMBER YEARS OF SERVICE PINS REQUESTED PER LEVEL

___ 10 YEARS ___ 25 YEARS ___ 40 YEARS
___ 15 YEARS ___ 30 YEARS ___ 50 YEARS
___ 20 YEARS ___ 35 YEARS ___ 60 YEARS



Tenure Pins recognize *combined years of Girl Scout membership* as a girl and/or adult, regardless of volunteer status.

INDICATE THE TOTAL NUMBER TENURE PINS REQUESTED PER LEVEL

___ 15 YEARS ___ 40 YEARS ___ 65 YEARS
___ 20 YEARS ___ 45 YEARS ___ 70 YEARS
___ 25 YEARS ___ 50 YEARS ___ 75 YEARS
___ 30 YEARS ___ 55 YEARS ___ 80 YEARS
___ 35 YEARS ___ 60 YEARS ___ 85 YEARS



- I have confirmed the accuracy of girl and adult years of Girl Scout membership per volunteer
- I am submitting this request for a bulk order of pins at least eight weeks prior to Service Unit presentation date

Requestor signature: _____

Date: _____

For Council Only

Nomination #: _____

Date Reviewed: _____

Application: Approved Denied Pending more information
 Pins purchased
 Pins sent – Date: _____