



Adult Recognition Guidelines

*Girl Scouting builds girls of courage, confidence and character
who make the world a better place*

INTRODUCTION

Girl Scouts of Western New York acknowledges that it could not exist without the talents and hard work of its volunteers. They are truly the driving force behind delivering the Girl Scout Experience to girls throughout the nine county area of our jurisdiction.

These volunteers help girls discover and understand themselves and to use that knowledge and skill to explore the world around them. These wonderful volunteers also help girls connect, care about, inspire, and team with others locally and globally. And finally, volunteers help those girls take action to make the world a better place. What could be more important than building the caring, committed leaders of tomorrow?

Unfortunately, the tireless, behind the scenes work of many volunteers often goes without notice. The Girl Scouts of Western New York Adult Recognition Committee is dedicated to changing that situation and recognizing as many deserving volunteers as possible. We need your help!

Please read these guidelines carefully and with a mind to identifying any and all volunteers that you know who qualify for these awards. In showing that you are a “sister to every other girl scout”, please take the time and energy to learn about and complete the recognition process for someone you know who has made a difference, it is the right thing to do. And just as it is always “better to give than to receive”, you as a nominator will gain great satisfaction.

TABLE OF CONTENTS

Service Unit Recognitions	Page
Service Unit Awards and Nomination Procedures	3-7
Leadership Development Pins	3
Leadership Development Leaves	3
Green Angel – Certificate, Patch, Pin	4
Tenure Award	4
Years of Service Award	5
Outstanding Leader Award	6
Outstanding Volunteer Award	7
Council Recognition Awards and Nomination Procedures	8-12
President's Award	8
Appreciation Pin	9
Honor Pin	10
Thanks Badge	11
Thanks Badge II	12
Suggestions of who might be nominated for Council Awards	13
Sample letter of endorsement	14
More on letters of endorsement	15
Adult Recognition Placement	16
Adult Recognitions Summary	17
GSWNY Adult Recognitions at a glance	18-19

SERVICE UNIT RECOGNITIONS



Leadership Development Pin and Leaves

Requirements:

1. The candidate is an active, registered member of Girl Scouts of the U.S.A. who has completed one year as a leader, co-leader, or a group leader (registered in 01 or 02).
2. The candidate has completed GSUSA On-Line Training, New Leader Orientation, Leadership Essentials and Level Training.
3. The candidate has participated in at least two meetings or events beyond the troop or group that are in the geographic area, council-wide or community-wide (e.g., geographic/service unit meeting, council meeting, etc.).
4. The candidate has completed training herself or has secured adult resource person(s) for the troop who has completed first aid/CPR, and Troop Camping I or II. The outdoor requirement may be eliminated if the group is not involved in outdoor activities.
5. The candidate actively recognizes, understands, and practices the values of inclusive behavior.
6. Leave requirements as below.

Approval Procedures

1. The candidate completes an application for the Leadership Development pin (or leaves) and presents it to their Service Unit Manager.
2. The Service Unit Manager (or designated member of the Service Unit Leadership Team) reviews the application and, if all requirements have been met, authorizes the award.
3. The awardee is allowed to purchase pin and/or leaves from Council Shops.

Form of Recognition

The Leadership Development pin depicts a brown owl on a yellow background. It is earned for completion of the basic criteria. Additional training is recognized with leaves, which can be attached to the Leadership Development pin. Leaves are earned as follows:

Green Leaf: Represents ten hours of training. The contact hours may be completed at one event or session or may be accumulated at several events over a period of time. Five green leaves are replaced by one silver leaf.

Silver Leaf: Represents 50 hours of training. The contact hours may be completed at one event or session or may be accumulated at several events over a period of time. Five silver leaves are replaced by one gold leaf.

Gold Leaf: Represents 250 hours of training.



Green Angel

Certificate: Recognizes single or short term contribution to Girl Scouting (6 months or less).

Patch: Recognizes long term contribution or special service (1 year or more).

Pin: Recognizes continuous contribution or unique service (2 years or more).

Green Angel Awards are approved, purchased and awarded by Service Unit Leadership Team.



Tenure Award

This award recognizes the number of years accumulated as a registered member (girl and adult), in 5-year increments. Girl Scouts of Western New York will recognize adult members with 25 years or more as a registered Girl Scout (either in print or with a pin if attending Recognition Event). All others should be recognized at the Service Unit Level.

Requirements

The candidate has been a registered Girl Scout member for at least 5 years.

Nomination

Candidate or designated member of the Service Unit Leadership Team submits an application to the Service Unit Manager

Approval Procedure

The candidate's accumulated number of years as a member (girl and adult combined) should be verified through council and/or service unit records,

A list of all approved candidates and their tenure should be forwarded to the GSWNY Adult Recognition Committee by February 1, 2011.

Form of Recognition

A numeral guard, in five-year increments, attached by a chain to the membership pin.



Years of Service Award

This award recognizes the total number of years of active, adult service to Girl Scouting in 5-year increments. Girl Scouts of Western New York will recognize adult members with 20 years or more of volunteer service. All others should be recognized at the Service Unit level.

Requirements

The candidate has been a registered, active adult Girl Scout member for 20 or more years.

Nomination

Candidate or designated member of the Service Unit Leadership Team submits an application to the Service Unit Manager

Approval Procedure

The candidate's accumulated number of years as an active adult member of Girl Scouts should be verified through council and/or service unit records,

A list of all approved candidates and their years of service should be forwarded to the GSWNY Adult Recognition Committee by February 1, 2011.

Form of Recognition

The Years of Service pin is a pewter and blue pin with the number of years of service, in 5 year increments, engraved in the middle.



Outstanding Leader Award

To recognize a troop leader, assistant leader, or group coordinator who has shown consistent leadership in the delivery of the Girl Scout program to girls and deserves area recognition.

Requirements

In order to be considered for this award, the candidate must meet all of the following criteria:

1. The candidate is a registered Girl Scout adult volunteer serving as a troop leader (01) or assistant troop leader (02)
2. The candidate has completed all mandated training
3. The candidate has demonstrated competence in the Girl Scout Leadership Experience, communication, membership development, pluralism, and program delivery
4. The candidate's work with girls has exceeded expectations for the position as outlined in the job description or agreement and is in support of GSWNY's goals and objectives.

Nomination

An individual familiar with the candidate's performance must complete the nomination form.

Approval Procedure

Completed nomination form and required letters of endorsement are submitted to the Service Unit Manager or designated Service Unit Leadership Team Member

Upon approval, name is sent to GSWNY Adult Recognition Committee

Upon approval, Service Unit purchases pin and oversees its presentation.

Form of Recognition

The Outstanding Leader Award is a gold pin with a green circle and a torch.



Outstanding Volunteer Award

To recognize an adult in a position other than leader or in addition to leader whose service benefits a geographic or program delivery unit in a way that is beyond the expectations for the position.

Requirements

In order to be considered for this award, the candidate must meet all of the following criteria:

The candidate is a registered Girl Scout adult volunteer serving in an approved service unit or council position.

The candidate has completed all mandated training

The candidate's work girls has exceeded expectations for the position as outlined in the job description or agreement and is in support of GSWNY's goals and objectives.

Nomination

An individual familiar with the candidate's performance must complete the nomination form.

Approval Procedure

Completed nomination form and required letters of endorsement are submitted to the Service Unit Manager or designated Service Unit Leadership Team Member

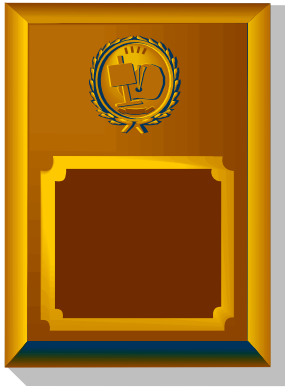
Upon approval, name is sent to GSWNY Adult Recognition Committee

Upon approval, Service Unit purchases pin and oversees its presentation.

Form of Recognition

The Outstanding Volunteer Award is a red pin with white chain and the Girl Scout trefoil.

COUNCIL RECOGNITIONS



President's Award

The President's Award recognizes the efforts of Service Units or Program Teams in moving toward achievement of the Girl Scouts of Western New York's goals and objectives.

Requirements

1. Team members are registered adult Girl Scouts.
2. Must have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility.
3. Must reflect the diversity of the area they serve.
4. Actively recognize, understand, and practice the values of inclusive behavior.

Nomination

Members of the service unit team complete and forward an application for the award to the GSWNY Adult Recognition Committee. The form will document the service, its scope and impact in relation to the award.

Approval

The GSWNY Adult Recognition Committee reviews the application and recommends approval or denial on whether or not the criteria were met

The Committee then forwards the list of awardees to the Girl Scouts of Western New York Board of Directors

After approval of the Board, the Committee notifies the nominating party and/or recipient

Form of Recognition

A plaque is presented to each qualifying unit at the GSWNY Adult Recognition Event.



Appreciation Pin

The Appreciation pin recognizes an adult who has delivered outstanding service to at least one geographic area, service unit, or program delivery audience.

Requirements

1. The candidate is a registered Girl Scout adult.
2. The candidate has significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in one geographic area.
3. The candidate actively recognizes, understands, and practices the values of inclusive behavior.

Nomination

An individual familiar with the candidate's performance must complete the nomination form and forward to the GSWNY Adult Recognition Committee by February 1, 2011

The form will document the service, its scope and impact in relation to the award

In addition, two (2) individuals or groups familiar with the service performed submit letters of endorsement. Endorsers **MUST** be individuals **OTHER THAN** those in nominating group.

Approval

The GSWNY Adult Recognition Committee reviews the application and recommends approval or denial on whether or not the criteria were met

If approved, the Committee then forwards the candidate to the Girl Scouts of Western New York Board of Directors for approval

If denied or after Board Approval the Committee notifies the nominating party and/or recipient

Form of Recognition

The Appreciation Pin is a square gold tone pin depicting the Girl Scout logo. The Appreciation pin is awarded at the Girl Scouts of Western New York Recognition Event.



Honor Pin

The Honor pin recognizes an adult member who has delivered outstanding service to two or more service units or program delivery audiences.

Requirements

1. The candidate is a registered Girl Scout adult.
2. The candidate has 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.
3. The candidate actively recognizes, understands, and practices the values of inclusive behavior.

Nomination

An individual familiar with the candidate's performance must complete the nomination form and forward to the GSWNY Adult Recognition Committee by February 1, 2011

The form will document the service, its scope and impact in relation to the award

In addition, three (3) individuals or groups familiar with the service performed submit letters of endorsement. Endorsers **MUST** be individuals **OTHER THAN** those in nominating group.

Approval

The GSWNY Adult Recognition Committee reviews the application and recommends approval or denial on whether or not the criteria were met

If approved, the Committee then forwards the candidate to the Girl Scouts of Western New York Board of Directors for approval

If denied or after Board Approval the Committee notifies the nominating party and/or recipient

Form of Recognition

The Honor pin is a green enamel pin with a gold-tone trefoil design circled by a laurel wreath. The Honor pin is awarded at the Girl Scouts of Western New York Recognition Event.



Thanks Badge

The Thanks Badge recognizes an adult member whose performance is truly outstanding and benefits the total council or the entire Girl Scout Movement.

Requirements

1. The candidate is a registered Girl Scout adult.
2. The candidate has taken a leadership role at the GSWNY council level in one or more of the following areas: increasing membership growth and retention; increase the percentage of adult generated funding; increasing innovative program opportunities council wide; or developing broad participation by policy – influencing through the democratic process.
3. The candidate actively recognizes, understands, and practices the values of inclusive behavior.

Nomination

An individual familiar with the candidate's performance must complete the nomination form and forward to the GSWNY Adult Recognition Committee by February 1, 2011

The form will document the service, its scope and impact in relation to the award

In addition, four (4) individuals or groups familiar with the service performed submit letters of endorsement. Endorsers MUST be individuals OTHER THAN those in nominating group.

Approval

The GSWNY Adult Recognition Committee reviews the application and recommends approval or denial on whether or not the criteria were met

If approved, the Committee then forwards the candidate to the Girl Scouts of Western New York Board of Directors for approval

If denied or after Board Approval the Committee notifies the nominating party and/or recipient

Form of Recognition

The Thanks Badge is a gold-filled enamel disc that can be used as a pin or worn on a ribbon or chain. The Thanks Badge is awarded at the Girl Scouts of Western New York Recognition Event.



Thanks Badge II

The Thanks Badge II recognizes an adult member who has already received the Thanks Badge and who has continued to contribute in extraordinary ways that benefit the total council or the entire Girl Scout movement.

Requirements

1. The candidate is a registered Girl Scout adult.
2. The candidate has received the Thanks Badge.
3. The candidate has taken a leadership role in developing a model that has been replicated at the national level in one or more of the following areas: membership, program, fund development, pluralism, marketing and communications, strategic leadership, human resources.
4. The candidate actively recognizes, understands, and practices the values of inclusive behavior.

Nomination

An individual familiar with the candidate's performance must complete the nomination form and forward to the GSWNY Adult Recognition Committee by February 1, 2011

The form will document the service, its scope and impact in relation to the award

In addition, four (4) individuals or groups familiar with the service performed submit letters of endorsement. Endorsers **MUST** be individuals **OTHER THAN** those in nominating group.

Approval

The GSWNY Adult Recognition Committee reviews the application and recommends approval or denial on whether or not the criteria were met

If approved, the Committee then forwards the candidate to the Girl Scouts of Western New York Board of Directors for approval

If denied or after Board Approval the Committee notifies the nominating party and/or recipient

Form of Recognition

The Thanks Badge II is similar to the Thanks Badge and has a blue band inside a gold band. It has a red stone in the center. The Thanks Badge II is awarded at the Girl Scouts of Western New York Recognition Event.

SUGGESTIONS OF WHO MIGHT BE NOMINATED FOR COUNCIL AWARDS:

For example only

Appreciation Pin:

- A person who develops and implements a successful annual family giving program that exceeds financial goals.
- A Service Unit Manager (or Team Member) whose contributions lead to an increase in membership and retention among girls and adults.
- A service unit day camp or event director whose effective management results in an increase in participation by girls and adults over a period of time.
- The manager of a highly successful product sale.

Honor Pin:

- A person who organizes and provides leadership to a successful annual giving campaign that surpasses council financial goals.
- An Event Director who implements a series of events and activities that bring girls together from different parts of GSWNY.
- A trainer whose events receive consistently high ratings resulting in increased participation by adults from several service units.
- A person whose contributions significantly increase girl and adult participation in program events and activities.

Thanks Badge:

- The director of a successful council or regional destination event that results in increased extension and retention of older girls and significant positive publicity for GSWNY.
- The chair of GSWNY's fund development committee who develops and implements a plan that significantly increases the percentage of adult-generated funding for GSWNY.
- A person who plays a policy decision-making role at a consistently high level and attracts broad participation in policy influencing through the democratic process.
- A person who has provided expansion of council training teams and opportunities that resulted in a significant increase in training effectiveness and participation council-wide.

Thanks Badge II:

- A council trainer who, after directing council-wide training events, successfully implements a statewide or regional training event.
- A board member whose continuous strong leadership in fund development has resulted in greater financial stability for GSWNY.
- A program consultant who, after developing math and science activities for girls council-wide, serves as director for a math and science event with nation-wide participation.

SAMPLE LETTER OF ENDORSEMENT

Betty Crocker
6655 Main St.
Rochester, NY 14586
(555) 886-4251

Girl Scouts of Western New York
3332 Walden Avenue, Suite 106
Depew, NY 14214

October 1, 2010

Dear Adult Recognition Committee:

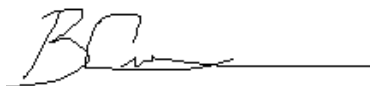
I would like to submit the name of Constance G. Scout for consideration for the (Appreciation Pin, Honor Pin, Thanks Badge, etc.). Constance is a true Girl Scout and embodies the promise and law in all of her activities with girls and adults. She has been a troop leader for 4 years, served as a member of the Lakeshore Service Unit Leadership Team for 3 years, directed the Service Unit Spring Encampment, directed Daisy Day at Camp Timbercrest, and served on the GSWNY Board Development Committee for one year.

Constance always has a positive attitude toward girls, adults, and the situation at hand. She has developed and expanded the service unit bridging ceremony, which has become an annual event. She has spearheaded efforts to recruit in difficult to serve areas resulting in the formation of 6 new troops. As a troop leader, she encourages community service with Junior Girl Scout Troop 1515 by having the troop perform one service project every month.

Constance has a long-standing belief that Girl Scouting is for all girls and makes opportunities available to all girls and adults. She has directly contributed to the Lakeshore Service Unit exceeding its membership and diversity goals for the past 2 years. Additionally, Constance makes every effort to support the council's programs by providing training and program information to leaders within the service unit and volunteering to help with numerous council wide events.

Currently, Constance is in the process of becoming a council trainer. She continues to provide outstanding programs for Troop 1515, as well as the rest of the service unit and all girls within the council. Constance has agreed to direct the day camp this summer and is already inspiring other leaders and volunteers in the service unit to step forward to help. Constance is a valuable member of both the Lakeshore Service Unit and the Girl Scouts of Western New York.

Sincerely,



Betty Crocker Co-Leader Troop 1000

MORE ON LETTERS OF ENDORSEMENT

The GSWNY Adult Recognition Committee uses letters of endorsement along with the nomination information to determine if nominees have fulfilled the criteria necessary to receive the appropriate award. Therefore, it is vital that letters be specific, well thought out, and neatly written (preferably typed).

Award recipients will be given copies of the letters that were written in support of their nomination.

Blank nomination forms can be downloaded from the website in a word document and printed or emailed. Letters of endorsement should include:

1. Name of nominee
2. Title of recognition
3. Name of the individual or group writing the letter with address and phone number for future contact.
4. The capacity in which the letter writer is associated with the nominee.
5. How the nominee's performance has been outstanding or beyond expectation.
6. How the nominee's contributions have benefited Girl Scouting.
7. How the nominee has met the level of service required to receive the award.
8. Any other comments or information that might be helpful.
9. All nominations **MUST** be submitted on current forms.

RECOGNITIONS PLACEMENT ON GS UNIFORM

Adult Girl Scout® Blouse



Note: If an adult has received more than one special recognition (e.g. Appreciation pin, Honor pin, etc.) the last one received is generally the one worn on the uniform.

ADULT RECOGNITIONS SUMMARY

Nomination Process:

1. Obtain appropriate form from website: <http://www.gswny.org/Adults/FormsLibrary/>
Under: "Volunteer Recognition Applications" Or from any GSWNY Service Center.
2. Complete the entire form. Obtain all required letters of endorsement.
3. To be recognized for nominations requiring board approval, submit completed forms on or before February 1, 2011 to:

Girl Scouts of Western New York
Attn: GSWNY Adult Recognition Committee
3332 Walden Avenue
Suite 106
Depew, New York 14043

Adult Recognition Committee will review nominations for the President's Award, Thanks Badge, Thanks Badge II, Honor Pin and Appreciation Pin. Recommendations will be presented to the Council Board of Directors for approval.

4. For nominations requiring Service Unit Team approval submit completed forms to a Service Unit Team member prior to the designated deadline date for your Service Unit.

Service Unit Teams will review nominations for Green Angel, Outstanding Leader, Outstanding Volunteer, Leadership Development Pin and Leaves. These awards are presented within the Service Unit.

GSWNY - ADULT RECOGNITIONS AT A GLANCE

RECOGNITION	WHO TO CONSIDER	CRITERIA	NOMINATION PROCESS
Tenure	All Adult Members	Currently registered GS Adult Eligible for after 5 years of membership (girl and adult years may be combined and years from other councils)	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and Submit appropriate form to Service Unit Manager Council acknowledges Awardees with more than 30 years of tenure in print and with numeral guard at Annual Recognition Event All others should be recognized at Service Unit Level
Years of Service Pin	All volunteers actively giving service	Currently registered GS volunteer actively engaged in service to GSWNY Eligible for after 5 years of adult service as a volunteer (may be in different councils)	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and submit appropriate form to GSWNY Adult Recognitions Committee Council acknowledges Awardees with more than 20 years of service in print and with "Years of Service" pin at Annual Recognition Event All others should be recognized at Service Unit Level
Outstanding Leader Pin	Troop/group leader, assistant leader, or coordinator for outstanding performance in working with girls.	Be a registered Girl Scout adult Demonstrate achievement as per GSWNY Adult Recognitions Guidelines	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and Submit appropriate form to Service Unit Manager Council acknowledges Awardees in print Should be recognized at Service Unit Level
Outstanding Volunteer Pin	Volunteers actively giving outstanding service	Be a registered Girl Scout adult Demonstrate achievement as per GSWNY Adult Recognitions Guidelines	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and Submit appropriate form to Service Unit Manager Council acknowledges Awardees in print Should be recognized at Service Unit Level

GSWNY - ADULT RECOGNITIONS AT A GLANCE

RECOGNITION	WHO TO CONSIDER	CRITERIA	NOMINATION PROCESS
President's Award	For a geographic area team or program delivery team	All be registered Girl Scout adults Demonstrate achievement as per GSWNY Adult Recognitions Guidelines	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and Submit appropriate form to Adult Recognition Committee Council acknowledges Awardees in print and at Annual Recognition Dinner with plaque
Appreciation Pin	Volunteers actively giving outstanding service to at least one geographic area, service unit, or program delivery audience	Be a registered Girl Scout adult Demonstrate achievement as per GSWNY Adult Recognitions Guidelines	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and Submit appropriate form to Adult Recognition Committee Council acknowledges Awardees in print and at Annual Recognition Dinner with pin
Honor Pin	Volunteers actively giving outstanding service in more than two geographic areas	Be a registered Girl Scout adult Demonstrate achievement as per GSWNY Adult Recognitions Guidelines	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and Submit appropriate form to Adult Recognition Committee Council acknowledges Awardees in print and at Annual Recognition Dinner with pin
Thanks Badge	Volunteers actively giving service impacting the council or the entire Girl Scout Movement	Be a registered Girl Scout adult Demonstrate achievement as per GSWNY Adult Recognitions Guidelines	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and Submit appropriate form to Adult Recognition Committee Council acknowledges Awardees in print and at Annual Recognition Dinner with pin
Thanks Badge II	Prior Thanks Badge recipient; Volunteers actively giving service impacting the council or the entire Girl Scout Movement	Be a registered Girl Scout adult Demonstrate achievement as per GSWNY Adult Recognitions Guidelines	Follow criteria in GSWNY Adult Recognitions Guidelines Complete and Submit appropriate form to Adult Recognition Committee Council acknowledges Awardees in print and at Annual Recognition Dinner with pin