going for the gold

girl scout gold award guidelines

toolkit for girls
DEAR ARIZONA CACTUS-PINE GIRL SCOUT SENIOR OR AMBASSADOR,

Congratulations on your interest in receiving the highest award in Girl Scouting, the Girl Scout Gold Award! Here are the Gold Award Guidelines and Toolkit. You will find this booklet provides you with a clear path to your Gold Award. Feel free to use your troop, troop advisors, parents, friends, or anyone else to help you with these activities. Don’t forget to use The Senior or Ambassador Journey Books, Safety Activity Checkpoints, as well as these guidelines, as a reference.

The Gold Award Committee
The Gold Award Committee is comprised of former Gold Award recipients and appointed adults. The committee assigns Gold Award Project Mentors, conducts initial and final interviews, and approves Gold Award Projects. The Committee is also available to answer questions, offer suggestions, recommendations, training and support wherever needed.

Gold Award Website
Girl and adult guidelines and forms can be downloaded from our website (www.girlscoutsaz.org/awards). The forms should be filled out on the Go Gold website (www.girlscouts.org/gogoldonline).

Initial and Final Interview
Interviews are generally held by the Gold Award Committee twice monthly, on the first Thursday and third Monday. You must complete your Project Proposal and have your initial interview by May of your Senior year in high school to receive project approval. Then you must finish your Gold Award project, complete your Final Report and have your Final Interview by September 30 of the year you graduate from high school. Submit your Project Proposal and Final Report through the GoGoldOnline website.

Gold Award Notebook
As you work on your Gold Award, you’ll find a Gold Award notebook is helpful. In this notebook, you should keep all your information about what you did for your Gold Award, from descriptions of your prerequisites and their certificates, to flyers and pictures taken while you worked on your Gold Award Project. Please bring your notebook to your Initial and Final Interviews. When you receive your award, you will be asked to bring your notebook to put on display for everyone to see.

Scholarships for Gold Award Recipients
There are many scholarships available for Gold Award recipients, given by schools both in and outside of Arizona. Girl Scouts–Arizona Cactus-Pine Council offers a scholarship only for recipients from this council. For a listing of other Gold Award scholarships, visit the GSUSA website (www.girlscouts.org) and search “scholarships.”

The Girl Scout Gold Award will give you an opportunity to stretch your skills and provide a great service to your community. If you have any questions regarding your Gold Award you may contact your Gold Award Project Mentor or any Gold Award Committee members at any time. We are committed to your success. Please contact us if we can help you in anyway in achieving your goal of earning your Girl Scout Gold Award.

Yours in Girl Scouting,

Girl Scout Gold Award Committee
goldaward@girlscoutsaz.org
GIRL SCOUT GOLD AWARD GUIDELINES FOR SENIORS AND AMBASSADORS

Since 1916, Girl Scout’s highest award has stood for excellence and leadership for girls everywhere. Soon, you will be joining the ranks of generations of young women who have made a difference in their communities and beyond.

As a Girl Scout, you are part of the sisterhood of the World Association of Girl Guides and Girl Scouts, a global movement of more than ten million girls worldwide, who are using their talents to positively impact their communities. With your talent and passion, you, too, can make changes in your community that can impact people around the world.

The Girl Scout Gold Award is the highest and most prestigious award that Girl Scout Seniors and Ambassadors can earn. Fulfilling the requirements for the Girl Scout Gold Award starts with completing two Girl Scout Senior or Ambassador journeys or having earned the Silver Award and completing one Senior or Ambassador journey. Each journey you complete gives you the skills you need to plan and implement your Take Action project.

After you have fulfilled the journey(s) requirement, 80 hours is the suggested minimum time for completing the steps: identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting your plan, gathering feedback, taking action, and educating and inspiring others. The suggested minimum hours are not a rule; they are a guide to help you plan your time for achieving your goal.

Standards of Excellence

When you decide to earn the Girl Scout Gold Award, you are on your honor to uphold the Standards of Excellence. These standards set a high benchmark for everything you do and invite you to think deeply, explore opportunities, and challenge yourself. Following the Standards of Excellence challenges you to develop yourself as a leader, achieve the Girl Scout Leadership Outcomes and make a mark on your community that creates a lasting impact on the lives of others.
## Girl Scout Gold Award Steps and Standards of Excellence

<table>
<thead>
<tr>
<th>Girl Scout Gold Award Steps</th>
<th>Standards of Excellence</th>
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| **Choose:** Use your values and skills to identify a community issue you care about. | » Live the Girl Scout Promise and Law.  
» Demonstrate civic responsibility. |
| **Investigate:** Research everything you can about the issue. | » Use a variety of sources: interview people, read books and articles, find professional organizations online. Remember to evaluate each source’s reliability and accuracy.  
» Demonstrate courage as you investigate your issue, knowing that what you learn may challenge your own and others’ beliefs.  
» Identify national and/or global links to your community issue. |
| **Get help:** Invite others to support and take action with you. | » Seek out and recognize the value of the skills and strengths of others.  
» Respect different points of view and ways of working.  
» Build a team and recruit a project advisor who will bring special skills to your Take Action project. |
| **Create a plan:** Create a project plan that achieves sustainable and measurable impact. | » Lead the planning of your Take Action project.  
» Work collaboratively to develop a plan for your project that creates lasting change. |
| **Present your plan and get feedback:** Sum up your project plan for your Girl Scout council. | » Submit a Project Proposal to your council that is concise, comprehensive, and clear.  
» Describe your plan including the Girl Scout Leadership Outcomes you want to achieve and the impact you plan to make on yourself and the community.  
» Articulate your issue clearly and explain why it matters to you.  
» Accept constructive suggestions that will help refine your project. |
| **Take action:** Take the lead to carry out your plan. | » Take action to address the root cause of an issue, so that your solution has measurable and sustainable impact. Actively seek partnerships to achieve greater community participation and impact for your Take Action project.  
» Challenge yourself to try different ways to solve problems.  
» Use resources wisely.  
» Speak out and act on behalf of yourself and others. |
| **Educate and inspire:** Share what you have experienced with others. | » Reflect on what you have learned when you present your Girl Scout Gold Award Final Report to your council.  
» Summarize the effectiveness of your project and the impact it has had on you and your community.  
» Share the project beyond your local community and inspire others to take action in their own communities. |
GIRL SCOUT GOLD AWARD TOOLKIT

Stay organized and keep track of your ideas, contact information, appointments, and plans with the Girl Scout Gold Award Toolkit. This toolkit includes a standards of excellence tracking sheet, tips, planning guides, and advice to help with each step of your Take Action project. Use these tools as you need them—and don’t forget that your journey(s) include tools and ideas, too!

1. **Choose an issue:** Use your values and skills to choose a community issue that you care about. Check out the Decision-Making Tips in your toolkit. If you have more than one issue that you are passionate about, interview others to help you decide. Practice making your pitch and see how it feels. You can also make a 15-second video, write a bumper-sticker slogan, or come up with another fun way to sum up why this issue is important to you.

   **Tools:**
   - Decision-Making Tips
   - Interview Tips
   - Making-Your-Pitch Tips

2. **Investigate:** Use your sleuthing skills to learn everything you can about the issue you’ve identified. Zoom in on your issue to identify a specific aspect of it that you would like to address, because focused effort has more impact than a big idea that’s scattered.

   - **Log on:** Check news sites and the sites of organizations related to your issue. Explore how the media in other countries cover your issue. Note: Before doing your online research, take the Girl Scout Internet Safety Pledge at [www.girlscouts.org/internet_safety_pledge.asp](http://www.girlscouts.org/internet_safety_pledge.asp).
   - **Go to the library:** Find books that offer in-depth analysis about your issue, read your local newspaper, and look for magazine articles that offer different perspectives on your issue.
   - **Interview people:** Talk to your friends, neighbors, teachers, business owners, and others who can offer information or insights about the issue you’ve chosen.

   Knowing the various causes of a problem enables you to figure out unique ways to solve it. Use the Mind-Mapping Tool in your toolkit to create a diagram that tracks a problem and its possible causes.

   **Tools:**
   - Mind-Mapping Tool

3. **Get help:** Invite other people to join your team to support your efforts and help you take action. Consider reaching out to classmates, teachers, friends, and experts from organizations and businesses. Networking with people can make you a more effective leader. Also, the more people you have behind you, the more likely you will positively influence your community. You are the leader of your team—plan your project, motivate your team, learn from others.

   Choose a project advisor, a person with expertise in the topic of your Gold Award project. An advisor can help you identify resources, provide insights, solve problems, and provide additional background information on your chosen issue.

   **Tools:**
   - Teaming Tips
   - Project Advisor Tips
4. **Create a plan:** Going for the Girl Scout Gold Award requires you to address the root cause of an issue and, thus, make a lasting impact in your community—take a look at the Sustainability Tips in your toolkit for ideas. Create a plan that outlines the best use of your time and talent, your resources, and your team’s talents. Make the most with what you have—that’s your challenge!

   **Tools:**
   - Project Planner
   - Planning and Budgeting Tips
   - Sustainability Tips

5. **Present your plan and get feedback:** Fill out the Project Planning Checklist in your toolkit to organize your thoughts and make sure you have everything you need before you hand in your Project Proposal Form to your Girl Scout council for approval. Include what you’ve learned, why your project idea matters, with whom you’re teaming, and your plan for making your project sustainable.

   Girl Scout Council approval is required before you can continue working on your project. Once your project is approved, take a look at your Project Planner from step 4. Do you have everything you need?

   **Tools:**
   - Project Planning Checklist
   - Project Proposal Form

6. **Take action:** Lead your team, carry out your plan. Use the tools you have developed in the previous steps and remember to check your journey(s) for tips. If you hit a speed bump along the way, learn from it and find ways to adjust your plan.

7. **Educate and inspire:** Tell your story and share your results. You can inspire someone who has never before considered taking action to do something! Use the Reflection Tool in your toolkit to identify how this experience has affected you and how your views may have changed. Finally, complete your Girl Scout Gold Award Final Report, which is a comprehensive account of what you’ve done, with whom you’ve connected, the lasting impact you’ve made, and what this experience has meant to you.

   **Tools:**
   - Sharing Tips
   - Reflection Tool
   - Girl Scout Gold Award Final Report

Congratulations! Celebrate! Be sure to thank your project advisor, your team, and all the other people who helped you along the way.
## GIRL SCOUT GOLD TOOLKIT

### Standards of Excellence Tracking Sheet

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<tr>
<th>GIRL SCOUT GOLD AWARD STEPS</th>
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» Describe your plan including the Girl Scout Leadership Outcomes you want to achieve and the impact you plan to make on yourself and the community.  
» Articulate your issue clearly and explain why it matters to you.  
» Accept constructive suggestions that will help refine your project. | |
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| 7. Educate and inspire | » Reflect on what you have learned when you present your Girl Scout Gold Award Final Report to your council.  
» Summarize the effectiveness of your project and the impact it has had on you and your community.  
» Share the project beyond your local community and inspire others to take action in their own communities. | |
**Decision-Making Tips**

You are about to make a big decision that will have a significant impact on your life and may even change it forever. Take some time to reflect and get inspired. Start with yourself.

» What inspires you? Is it something in your school, community, country, or the world?
» What motivates you into action? Is it people, events, activities, places?
» What skills, talents, and strengths do you have to offer?
» How do you want to make a difference? As an advocate for justice? A promoter of environmental awareness? As a trainer, mentor, or coach? As an artist, actor, or musician? As an organizer of petitions or campaigns? As an entrepreneur? Can you think of another role?
» What motivates, inspires, and interests others? Can you build a team to support your idea?
» What would benefit the community both immediately and long-term?

Check back through your Girl Scout leadership journey(s). What interested you that you might be able to translate into an award project?

Need some inspiration? Search through these sites to see what others are doing to address issues in their community.

» The Corporation for National and Community Service [www.serve.gov](http://www.serve.gov)
» Global Citizens Corps [www.globalcitizencorps.org](http://www.globalcitizencorps.org)
» Global Youth Action Network [www.youthlink.org](http://www.youthlink.org)
» Global Youth Service Day [http://gysd.org/share](http://gysd.org/share)
» Learn and Serve America [www.learnandservice.gov](http://www.learnandservice.gov)
» Prudential [www.spirit.prudential.com](http://www.spirit.prudential.com)
» Taking IT Global [www.tigweb.org](http://www.tigweb.org)
» World Association of Girl Guides and Girl Scouts [www.wagggs.org](http://www.wagggs.org)
» Youth Venture [www.genv.net](http://www.genv.net)

**Interview Tips**

Find out what you need to prepare and conduct an interview.

1. Making arrangements: Deciding who you would like to interview, contacting the person, and setting up a date and time.

2. Preparation: Gathering research and background information to help you formulate questions to ask the interview subject(s). Use these sample interview questions to get you started, and then add some of your own. If you need help choosing an issue, you’ll want to ask the following types of questions:
   » What are the biggest challenges/problems that you have faced or are facing?
   » What do you think is the root cause of these issues?
   » What will it take to address these issues?
   » Are there any resources available to do that?
   » What do you consider to be the strengths of the community?

If, on the other hand, you’ve already chosen an issue, move ahead to the interview.
3. Conducting the interview: Bring a notebook to take notes. Here are some tips:
   « Find a quiet place where you’ll have each others’ full attention, and agree to turn off your cell phones.
   « Start by thanking the interviewee for her/his time, and then briefly describe your project.
   « Keep questions simple and related to the issue at hand. Do your research. Preparation is key!
   « Ask the person you interview if she or he would like to hear more about your project as it develops.
   « Send a thank-you note to everyone you interview within a week of the interview. Mention the possibility of a follow-up interview.

4. Reviewing information and setting up a possible follow up interview: Your interview is over. Now what? You have to sift through to find the information that’s relevant to what you are working on. If there are some gaps that you need to fill, contact your interview subject(s) to get more information and to find out whether or not you have your facts correct. Remember to check and recheck your facts!

Making Your Pitch

You’ve seen the advertisements and most times you even remember the slogans. What makes them memorable? It could be because they’re clever or catchy or funny. Now that you’ve chosen your issue, think of a way that you can let people know about it. You should be able to describe the issue you’ve chosen in about 15 seconds. Here are some tips to help you do that.

   « Make it memorable: Develop a slogan. What makes you remember the slogan in those commercials on TV? How can you incorporate that into your pitch?
   « Target your audience: Who are you trying to reach? If you are aiming for kids, think of a story or riddle that would relate this to them. Young kids love to rhyme. If you’re reaching out to adults, no cute stories! Think about your audience and try to tailor your pitch so that it connects with them.
   « How you will help: You’ve gotten their attention with your story. Now tell them what your project will do to make their lives better.
   « Personalize it: Why this project? Why this target audience? How will doing this make you a better person?
   « Do it: Put it all together. Explain your idea in a short and motivating way that clarifies for you, your potential team, target audience, and supporters. Remember, 15 seconds. Go!
Mind-Mapping Tool
Create your own mind-mapping diagram like the one shown here, using one of the issues facing your community. Follow these instructions.

» Write the community issue in the middle of the paper or anywhere that works for you.
» Think about what some of the causes of this issue could be. In this example, one of the main causes of car accidents is bad weather. Notice how many different causes connect from bad weather.
» Now, try connecting the different causes you come up with to each other and to the main issue. How do the causes connect to each other?
» Do you see a pattern?

This activity will help you come up with different ways to approach a problem, as well as different ways you might go about addressing it.
Teaming Tips
Think about the people who might be able to help you put your project into action. Choose people who will stick it out until the project is complete. You don’t have to limit your team to people your age or just Girl Scouts.

Working in a group will help you make a bigger impact and cover more ground than you would on your own. It might be challenging at times, but remember to always be honest and fair, friendly and helpful, considerate and caring, and responsible for what you say and do. Here are a few tips to keep in mind as you build your team:

» Promote a sense of trust and belonging
» Share ownership
» Clarify roles and responsibilities
» Communicate regularly and openly
» Respect diversity
» Have fun and be creative
» Be open to new ideas and different ways of working
» Keep learning and growing

Project Advisor Tips
Here you’ll find tips for selecting and working with your project advisor.

» Reach out: You’ve figured out the issue you’re going to address with your project. Now it’s time to find an expert to help along the way and give you advice and suggestions. Ask your troop/group volunteer or your council for suggestions. Then, select a few people who are related to your issue area with whom you’d like to work.

» Safety first: Before you meet with new people, talk to your troop/group volunteer for some safety tips and do’s and don’ts. Make sure your family knows who you’re talking to and meeting with.

» Ask: Start with your first choice, and if she or he can't help, go to your next choice. (Hint: There may be many others who are willing to help!) Approach the people you selected one at a time. Introduce yourself by sending a brief letter or e-mail, explaining what you’re working on and the advice you would like. Give some background. Give an estimate, asking about time commitments and which way would be best to communicate.

» Say thanks: When an individual accepts, send her or him a thank-you note, along with a brief description of your project and a list of areas where you think you’ll need the most help.

» Think ahead when asking for help: Before you compose an e-mail or call your project advisor, think about how you can simplify a problem you’re having, so that she or he can offer quick suggestions.

» Share your progress: Make sure to tell your project advisor (in a quick e-mail or phone call) about your progress and how her or his help is making your project better, easier, and so on.

» Celebrate together: After your project is completed, invite her or him to your Gold Award ceremony and/or your own celebration. Don’t forget to send a thank-you note!
GIRL SCOUT GOLD AWARD PROJECT PLANNER

A Girl Scout Gold Award Take Action project addresses the root cause of an issue, produces impact that is measurable and sustainable, and is a local project that links to a national and/or global issue. Here are a few tips to help you lay out your project plan:

» Set project goals
   What is your project?__________________________________________________________
   Why does it matter?____________________________________________________________
   Who will it help?______________________________________________________________
   The difference I intend to make in the world is____________________________________

» Steps to meet the goals: List step-by-step what it will take to reach your goal. Be as specific as possible so that you can put together a timeline and draw on your team to help you reach your goals.

» Develop a timeline: This will help you determine how much time should be allotted to each part of your project.

» Think about money-earning: Brainstorm ways to finance your project, if needed, speak with your Girl Scout troop/group volunteer to make sure that your ideas are in line with the Girl Scout policies. Check with your council. Remember, you can make an impact without spending money by influencing policy and so on.

» Establish a global link: Consider how to connect your project to an issue that affects people in other parts of the country or the world.

Use the following questions to help you determine what you need and what you need to do.

» What is the goal that you would you like to achieve with your project?
» How do you plan to achieve this project goal?
» What are the foreseeable obstacles?
» Aside from your team, troop/group volunteer, and project advisor, do you need any one else to help with your project?
» What supplies will you need?
» If necessary, how will you earn money or fundraise?
» How will you measure your success as you go?
» How will your project create lasting change?
Planning and Budgeting Tips

It’s budget time! Start by figuring out what you need and where you can get it for little or no cost, if possible. If it’s not possible, think about how much it is going to cost and how you can cover those expenses. Many projects are possible when you concentrate on the issue at hand. Use your influence and leadership skills to come up with ways that you can make a difference that might not include earning money.

<table>
<thead>
<tr>
<th>LIST THE STEPS TO ACHIEVE YOUR GOAL</th>
<th>WHAT RESOURCES AND MATERIALS WILL YOU NEED?</th>
<th>WHERE CAN YOU GET THE RESOURCES AND MATERIALS?</th>
<th>HOW MUCH WILL THEY COST?</th>
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Does your plan sound doable? If not, take a step back and refocus. Try to find a different angle to pursue. Work with your troop/group volunteer, project advisor, and Take Action team to find solutions to problems and obstacles that come up along the way.
Sustainability Tips

Girl Scout Gold Award projects are not “one shot”—they create lasting change. You can ensure a lasting project by setting clear timelines, collaborating with community organizations, building alliances with adults and mentors, and keeping good records. Sustainability often involves influencing others to pitch in. Here are some examples of sustainable projects.

Example #1
Community issue: Food waste from school lunches poses a danger to the environment.

Root cause: No community composting or recycling program.

Take action: Create a food-waste composting program for the school.

Making the solution sustainable:
» Work with school officials to find biodegradable plates and cups to use in the cafeteria.
» Work with town/state food waste officials to ensure the system is in place.
» Implement a plan in your school to separate their cafeteria waste into composting, recycling, and trash bins. (Farmers can use the compost to fertilize crops, improve the quality of the soil, decrease soil runoff, and so on.)
» Get a commitment from school administrators to carry on when your project is complete.

Making your project bigger (national and/or global link): Recruit students at schools in the area to develop the program for their schools and/or contact local and state officials about adopting the program.

Global link: Find out how people in other parts of the world deal with food waste in schools. What kinds of programs do they have in place? How can you learn from this?

Example #2
Community issue: Teen suicide.

Root cause: Lack of awareness and prevention.

Take action: Establish an awareness and prevention program.

Making the solution sustainable:
» Produce a short video that can be used in other communities with an online brochure outlining the steps to an awareness and prevention program.
» Share the video and online brochure with schools and community organizations.

Making your project bigger (national and/or global link): Share the program with local youth groups, health/human services agencies, community centers, church/synagogue/mosque community centers, or school district.
PROJECT PLANNING CHECKLIST

The answers to all of the questions below must be yes before you submit your plan for council approval.

1. Will your project demonstrate your leadership skills?
2. Have you set your project goal and identified what you would like to learn?
3. Have you chosen your Take Action team? Have you discussed the project with them?
4. Have you created a budget for the project?
5. Have you created a plan to raise funds, if necessary?
6. Have you made a timeline for your project?
7. Does your project address a need in the local community? Have you found national and/or global links?
8. Can your project be sustainable?
9. Does your project challenge your abilities and your interests?

Once you answer yes to all the items on this checklist, you’re ready to submit your Girl Scout Gold Award Project Proposal.

Initial and Final Interviews

After you have discussed your Gold Award Project Plan with your Gold Award Project Advisor, you need to schedule your Initial Interview with the Gold Award Committee. Gold Award interviews take place every 1st Thursday of every month. You will receive an email to schedule your Initial or Final Interview after your forms have been submitted to the GoGold website.

Do not begin any work on your project until the Board approves your project.

Initial Interview

Be sure to invite your Gold Award Project Advisor to accompany you to your Initial Interview. You will need to bring your Gold Award Project Plan, an outline of your proposed Gold Award Project and your Gold Award Notebook. At the interview, you will present your proposed project for approval by the Gold Award Committee. The Board may ask you to modify your project, or may require further information from you before they can approve your Gold Award Project. When the Board approves your Project, you will receive written approval.

Final Interview

After you have completed your Gold Award Project, you will need to schedule a Final Interview with the Gold Award Committee. Again, please invite your Gold Award Project Advisor to your interview. The Final Interview is your chance to “brag” about your Gold Award Project! At the interview, the Board will ask you questions about each step of your Gold Award, including your project. Please bring your completed notebook and Final Report with you. Upon successful completion of your interview and approval by the Board, you will be an official Gold Award Recipient!

Please note: To be recognized at Girl Scouts—Arizona Cactus-Pine Council’s Gold Award Celebration in March, you must have completed your Gold Award Project and your Final Interview by the first Thursday in January. You must finish your Gold Award and have your final interview before September 30 after you have graduated high school.
Interview Tips
» Prepare for the interview by reviewing your notebook
» Be on time and dress appropriately for the interview
» Do not chew gum, eat or drink during the interview
» Be pleasant and courteous
» Speak distinctly and loud enough so everyone can hear
» Sit up straight and maintain eye contact with the interviewers
» Don’t hesitate to ask questions
» Take your time in answering; refer to your notebook, if needed
» Relax and be yourself

The Gold Award Committee will:
» Make the applicant comfortable before beginning the interview
» Be direct and honest
» Give the applicant time to think about the question—a period of silence is permissible
» Ask one question at a time
» Give the applicant an opportunity to ask questions

Sharing Tips
It’s time to tell others about what you did, what you have learned, and the impact you hope your project will have on its intended audience. Your story may inspire others to take action to do something to make their community better!

Here are a few suggestions for how you can demonstrate your project achievements and share what you learned:

» Create a website or blog or join a social networking site (Facebook, Instagram, etc.) to post updates and details about your project and its impact on the national and/or global community.
» Log on to some websites where you can share your story:
  » Taking IT Global: www.tigweb.org
  » Global Youth Service Day: www.globalyouthserviceday.org
» Create a campaign that showcases your cause. Make buttons, posters, and flyers to let people know about your cause.
» Present what you have learned and what your project will do for the community at a workshop for community members.
» Make a video about the effects of your project. Post it online. Invite friends, community leaders, and people from organizations who are tackling the same or a similar issue to take a look at it.
» Write an article for your local newspaper or create a newsletter about your project.
Reflection Tool

Reflection is more than talking about your feelings; it’s about thinking critically, solving problems, and interpreting and analyzing the results of your experiences so you can gain a better understanding of who you are. After you complete your project, take some time to assess yourself.

1. Which values from the Girl Scout Promise and Law did you employ?

2. Which new leadership skills have you developed?

3. How are you better able to advocate for yourself and others?

4. How has your access to community resources and relationships with adults changed as a result of this experience?

5. How important has cooperation and team building been in developing your leadership skills?

6. What changes would you make if you were to do this project again?

7. Has this helped you get an idea of what your future career might be?

8. Now that you have planned, developed, and taken action on your project, how are you better equipped to pursue future/life goals?
NEED HELP WITH GOLD AWARD REQUIREMENTS?
REQUEST A GOLD AWARD TEAM MEMBER FROM THE COUNCIL!

Gold Award Team Member - Optional
The council’s Gold Award Team Members are adult Girl Scouts who have taken special training and have worked with other girls who have earned the Gold Award in the past. They are generally assigned on a geographic or specialty basis. The council-assigned Gold Award Team Member is a mentor and coach who will offer you support and advice as you work on your Gold Award Project. When you submit your Request for a Team Member you will receive your Project Team Member assignment by email within 2 to 3 weeks. It is your responsibility to contact your Gold Award Team Member!

At your first meeting, your Project Team Member can help you further develop or refine your project to ensure it meets the Gold Award criteria. She may suggest possible resources or time limits and/or additions to consider.

If you would like to change your Gold Award Project Team Member, contact the Council Gold Award Program Department to discuss your concerns.

Gold Award Project Advisor – Required
See page 12 for further info on the role of your Project Advisor.

Your Gold Award Project Advisor is a person you select with expertise in the topic of your Gold Award project. An advisor can help you identify resources, provide insights, solve problems, and provide additional background information on your chosen issue.

Before your first meeting with your Gold Award Project Advisor:
1. Be sure you have completed the Journey requirements.
2. Prepare an outline of your proposed project plan. Don’t worry if you don’t know exactly what you want to do for your project at first.

After you have met with your Gold Award Project Advisor, you can request your Initial Interview. Please make sure to invite your Project Advisor to your Initial Interview.

After the Gold Award Committee has approved your Project Plan at your initial interview, your Project Advisor can be a resource as you work on your Gold Award Take Action Project. As your Gold Award Project progresses, you may wish to keep your Project Team Member informed.

When your Gold Award Take Action Project is complete and you have filled out your Gold Award Project Final Report, your Project Advisor must sign it. Please invite your Project Advisor to your Final Interview.
MONEY AND YOUR PROJECT

Do
» Sell cookies and use troop funds. If your whole troop agrees, troop funds may be used for your project.
» Break open your piggy bank. You can use your own money to fund your project.
» Perform service work, babysitting, car washes, lawn mowing, weeding, etc.
» Have a garage sale, a handmade crafts sale, a plant sale, a bake sale, etc.
» Ask your family for assistance. You may ask your family for cash, but not anyone else.
» Ask businesses, friends, or neighbors for money. You must work with an adult to do this, as solicitation of money from organizations can only be done by adults. All cash or check donations must run through the council using the OA-1 form. The council will then issue a check to your neighborhood or troop.

Don’t
» Sell retail items to earn money.
» Use your project as a fundraiser for any organization, including Girl Scouts.
» Hold raffles, bingos, poker nights, or other forms of gambling to raise money.
» Request or apply for a grant donation from a foundation without first receiving permission from the council.
» No tip jars.

Requesting Donations for your Project

1. Research the businesses you would like to ask for donations of items. Find the name of the business, the exact address, and the name of the manager or owner you will need to contact.

2. Write a letter, proofread, and sign it. Explain who you are, the purpose of your project, and how they can help. See the letter outline on the next page for more information. This letter reflects your writing skills and serves as a tool to promote your project. Check your writing thoroughly and have someone else proofread your letter. If necessary, the council can provide you with a letter of introduction. Contact Manuel Rojolemus, Program Coordinator, (602)-452-703, mrojolemus@girlscoutsaz.org.

3. Take your letter to the business and ask to speak to the owner or manager. You must bring an adult with you to ask for donation of items. It is okay to mail the letter if the business is not local.

4. Give the donor the In-Kind Donation Receipt Form (OA-2). If you get the donation of items, you must give the donor the In-Kind Donation Receipt form. If the value of the donation is $250 or more the donor should send a copy of the completed form to the Fund Development department. This form can be accessed on our web site at www.girlscoutsaz.org or through your Membership Services Executive (MSE).

5. Send a thank-you card to the business.

For more information regarding donations contact Cecilia Boyed, Fund Development Operations Manager, (602)-452-7006, cboyed@girlscoutsaz.org.
WRITING A DONATION REQUEST LETTER

TODAY’S DATE

CONTACT NAME (if you don’t have one, get one. This is very important)

TITLE

COMPANY’S NAME

ADDRESS

CITY, STATE, ZIP

Dear Mr. /Ms. (name),

FIRST PARAGRAPH: This is the paragraph in which you would inform the potential donor who you are and what troop you are from or if you are an IGM. This is a short paragraph—usually 2-3 sentences. Points to cover:

» Who you are.
» Why you are doing a project.
» What a Gold Award is.

SECOND PARAGRAPH: Describe your project and how it will benefit the community. The length of this paragraph will vary depending on the information you want the donor to have. Remember, this is your community service project so SELL IT!

» Your first sentence should include the title of your project and its goal.
» Give more detail about the project and describe the impact it will have on the community. If your project impacts another organization, give a brief description of that organization.
» When including location, if you are holding a workshop, for example, include the name of the facility but do not include an exact address. Do include the date with the day and time the event will take place.

FINAL PARAGRAPH: If you need just a few items, describe them in this paragraph explaining how they can help your project and the community. If you have a list of specific items, it is best to attach your list on a separate sheet. Thank your donor for how they have supported the community in the past and for supporting Girl Scouts – Arizona Cactus-Pine Council, Inc.

Sincerely,

Your Signature

Your Name
Your Title (Girl Scout Ambassador or Senior)
Your Contact Information (i.e. phone, e-mail)

To have your letter put on Council letterhead, please contact Cecilia Boyed, Fund Development Operations Manager, (602)-452-7006, cboyed@girlscoutsaz.org
GIRL SCOUT GOLD AWARD PROJECT NOTEBOOK

A Gold Award Notebook will help you stay organized. Your notebook holds the story and daily progress of your Gold Award. As you move forward, your notebook will help keep track of your research and ideas, photographs and progress, your time log, budget and expenses, your list of helpers and resources and their contact information, appointments, and other items related to your Girl Scout Gold Award. Your notebook travels with you to the initial and final interviews and serves as documentation of your work.

1. Start with a one to two inch, three-ring notebook.
2. Add dividers to break it into sections.
3. Include your name and Gold Award on the cover and spine.

Section One: Prerequisites
» Your Silver Award Final Report, if you have earned your Silver Award.
» A write-up of your Senior/Ambassador journeys, including a description of the Take Action project you did for each.

Section Two: Research
» List different issues/problems you see, their possible causes, and ways you might solve the problems.
» As you research these issues and problems, list the websites, books and/or articles you reviewed and your ideas. This will help you decide on and pinpoint your topic for your Take Action Project.
» List organizations and others who are also working on this issue. What are they trying to do? Can you partner with them? What could you do to help them succeed or be more effective with their mission?
» National / Global Links: How do other communities address this problem? What works and doesn’t work? Can you incorporate any of their solutions into your project?
» Take notes when you talk to people who are concerned about the problem, working on a solution, or experiencing the problem. What ideas do they have? Could they help you – or could you help them?

Section Three: Project Proposal
This will include your original Project Proposal, the Approval letter from the Gold Committee, any follow-up or modifications to your project, and any other Girl Scout documents gathered from your initial interview. Create a timeline of when you estimate the different tasks will need to get done so your project will be completed by your estimated completion date.

Section Four: Take Action!
This section will show what you did during your project. It will likely be the biggest section of your notebook. Include notes, emails, flyers, letters, and other items to show what happened during your project. Feel free to add additional dividers or other ways of organizing this section.

Also include photographs taken by the individual you identify as your project photographer.
Your notebook should show how you are:

» taking the lead to carry out your plan,
» addressing the root cause of an issue,
» creating measurable and sustainable impact,
» seeking partnerships to involve the community,
» challenging yourself to try different ways to solve problems.

Section Five: Final Report, Evaluations, and other Documentation

This is the most important section as this is your documentation of the tasks and time contributed towards the successful completion of your Gold Award. Include your Final Report, Time Log, Budget/Expense Report, and Evaluations of your project.

» Your time log must contain the date of contact, person or place contacted and the amount of time you spent on the task. At the end, add up the total hours you spent on the Gold Award Project. It should reach or exceed the recommended minimum of eighty hours.

» Your expense report should list each purchase and the amount paid. Also, list the source of all income you received (donations, troop contributions, money earning project, personal contributions, etc.).

» A resource list showing the people and organizations you worked with and a copy of your thank you notes, thanking them for their help and letting them know you successfully completed your Gold Award.

» Include any evaluations of your project. You may make a list of what worked and what you had to change.

In the end, you may find that your notebook is overflowing. Feel free to upgrade to a bigger notebook, add tabs and divisions, and make it pretty. Make it yours!

This history of your Gold Award will serve as a guide to others and will be displayed at your Gold Award Celebration and the Annual Council Meeting. We hope your Gold Award Notebook will be a treasured keepsake and will serve as a reminder of the amazing contribution you are making toward your community.

Notes and Suggestions to Remember:

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

______________________________________________________________________________

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______________________________________________________________________________
PHOTO TIPS: Take exciting photographs of your Gold Award Project!

Tips to Remember

» Receive written permission from parent/adult to take photo.
» Select a focal point in order to avoid an unclear subject matter.
» Pay attention to the background and how it affects to focal point.
» Capture the energy and action involved in the activity.
» Capture the interaction of volunteer and service members with each other and community members without staging scenes.
» Try different distances and perspectives – the more experimental, the more choices.
» Try to capture more than one person in each photograph.
» Keep the scene as natural as possible – even if artificial lighting needs to be used.
» Shoot for good clean detail.

What Works to Create Great Photos

» Close-ups.
» Photos in-focus and properly lit.
» Faces and smiles.
» Program caps and shirts and other logo items.
» Action – getting things done.
» Before and after shots of projects.

What Doesn’t Work to Create Great Photos

» Distant shots
» Dim, overexposed, or blurred shots
» Backs and frowns
» Other caps and shirts
» People standing around
» Shots of parked trucks, piles of lumber

The Media is Particularly Interested in Photos that Show

» Elected officials engaged in service with youth.
» Members of the media engaged in service with youth.
» Other youth serving younger youth, or youth of different ages serving together.

Final Notes

» Remember to label all photos with captions and names on the back.
» Avoid using ballpoint and felt-tip ink – it has a tendency to come through or rub off.
» Photos sent to Girl Scouts–Arizona Cactus-Pine cannot be returned.
» Send your photos to the council’s address or email jpgs to mrojolemus@girlscoutsaz.org.