



Adult Recognition Nominations Procedures

Please read this carefully and follow these procedures!

1. Complete nomination form, ensuring that all requested information is complete and accurate.
2. Nominations may be made by an individual or a group.
3. Leadership Development Pin and/or Leaves, Years of Adult GS Volunteer Service Pin, Volunteer Development Pin, Volunteer Development Keys, and End-of-Year Leader/Assistant Leader Certificates do not require endorsement letters. However, some of the applications require the signature of Service Unit team and/or membership staff.
4. Letters of endorsement to support the nomination of a person for Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, Outstanding Leader and Outstanding Volunteer are required in addition to the nomination form. Separate letters of endorsement must be written; more than one person may not sign the same letter considering it the appropriate number of endorsements. If a group or individual is nominating more than one person, a separate nomination form and endorsement letters are required for each nominee. The person nominating may also provide a letter of endorsement.

* Appreciation Pin	2 endorsements
* Honor Pin	3 endorsements
* Thanks Badge/Thanks Badge II	4 endorsements
* Outstanding Leader	2 endorsements
* Outstanding Volunteer	2 endorsements

Nomination forms must be completely filled out and the endorsement letters must support the nomination. Read carefully the criteria for council awards, which are found in *Adult Recognitions in Girl Scouting*. (Excerpts regarding criteria are also included at the end of this document.)

All nomination forms and letters for awards presented at Annual Council Meeting are due on or before the last Friday in February, at the service center in your area. All documentation must be submitted together.

All nomination forms and letters awards presented at the Service Unit level events are due on or before the last Friday in March, at the service center in your area. All documentation must be submitted together.

All Awards

1. Date letters
2. Include nominee's name and the recognition
3. Provide name, mailing address, and telephone number of nominee
4. Indicate group or individual making nomination
5. Describe the service; be specific with facts, figures, and dates
6. List the audience (age-level of girls and/or adults) who benefited
7. Since all awards must be approved, please do not inform the candidate that she/he has been nominated for an award. Nominations which are incomplete or which do not support the award will be returned to the person making the nomination.

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In addition, include the following for these awards:

Appreciation Pin:

1. List specific example of ways in which service has been beyond the expectations of the position(s) held. Refer to position description.
2. Indicate how service helped move the council toward its objectives and goals.
3. List specific examples of ways in which service impacted one or more geographic areas (Service Units).

Honor Pin:

1. List specific example of ways in which service has been beyond the expectations of the position(s) held. Refer to position description.
2. Indicate how service helped move the council toward its objectives and goals.
3. List specific examples of ways in which service impacted on two or more geographic areas (Service Units).

Thanks Badge/Thanks Badge II:

1. Provide information showing that the service performed by the nominee is truly outstanding, benefits the total council or the entire Girl Scout Organization, and is so significantly above and beyond the call of duty that no other award would be appropriate. Refer to position description.
2. Indicate how the nominee tries to apply the values of Girl Scouting in today's world.
3. Indicate what Girl Scouting has meant to the nominee as understood by the nomination individual/group.

Outstanding Leader Awards:

1. Provide information that the nominee's performance as a leader is so outstanding in nature that it merits recognition by the Service Unit.
2. Give details indicating nominee's leadership skills, communication skills (council, Service Unit, troop levels); membership skills (maintaining and increasing troop size); training received, etc..

Outstanding Volunteer Award:

1. Provide information that the nominee's performance is of benefit to the geographic or Service Unit and is beyond the expectations for the position(s) held.
2. Give details indicating nominee's skills as area event director (number of events held), area day camp director (how large and number of participants), group coordinator, area product sales chair, or consultant (who has retained or increased membership) organizer, or any other team position.

If you have questions, please contact your field executive or volunteer services staff.