



Girl Scout Gold Award

Guide for Girl Scout Seniors
and Ambassadors





Girl Scout Gold Award

Are you ready to make a
difference in the world?

The Girl Scout Gold Award is the mark of the truly remarkable. Through pursuing the Gold Award, Girl Scouts change the world by tackling issues they are passionate about to drive lasting change in their communities and beyond, while they learn essential skills that will prepare them for all aspects of life.

As a bonus, the Gold Award opens doors to a variety of scholarships, preferred admission tracks for college, strong networking, amazing career opportunities, and much more. Check out more recognition details on pg. 18.

This guide offers a comprehensive overview of everything from planning to proposals and teamwork to time logs. So, whether you've been dreaming of your Gold Award since you were a Daisy or you're a new member in high school looking to make a difference, this guide is for you. Let's get going and let's Go Gold!

As a future Gold Award Girl Scout, it is important that you take responsibility to communicate with your support system, including your Gold Award Project Advisor, your troop leader, your parent/caregiver, and your Gold Award Committee Mentor.

Congratulations on making the decision to go for the Gold Award and good luck on your journey!

For questions about the Gold Award, please contact Annie Miller, Program Manager-Highest Awards, at amiller@girlscoutsem.org or 314.592.2341.

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Gold Award Prerequisites and Training

Prerequisites

Before working on a Gold Award project, the Girl Scout must complete prerequisites, including the following:

- Earn the Silver Award and complete 1 Senior/Ambassador Journey OR complete 2 Senior/Ambassador Journeys
- Register and attend Gold Award Training provided by Girl Scouts of Eastern Missouri. Trainings are provided monthly both in-person and virtually.

Requirements

Requirements to earn the Girl Scout Gold Award include the following:

- Must be registered Senior or Ambassador Girl Scout in grade 9-12
- Complete all the prerequisites listed above
- Recruit a Project Advisor
- Create a sustainable project by demonstrating leadership skills, addressing the root cause of a community issue, adding a measurability component, and making a national/global link
- Projects must meet an 80 hour minimum
- Receive Project Proposal approval before implementing the project plan

By using this guide, Gold Award candidates will be able to:

- Understand the history, importance and benefits of the Girl Scout Gold Award
- Identify the seven steps to developing a successful Girl Scout Gold Award Project
- Identify the materials and resources available to complete a project
- Understand the key components of the Gold Award, including root cause, leadership, national/global link, measurability and sustainability
- Understand the project proposal process and the final report submission



Be a Part of History

From its beginning in 1916, the highest Girl Scout Award has been a symbol of excellence and leadership that recognizes the extraordinary efforts of extraordinary Girl Scouts. While it's gone by many names, this timeless award has inspired generations of young women to find greatness inside themselves and share their ideas and passions with their communities and the world. We hope you'll join them!



Golden Eagle of Merit
1916-1919



Golden Eaglet
1919-1939



Curved Bar
1940-1963



First Class
1963-1980



Gold Award
1980-Present

Important Guidelines



Let the Journey Begin!

Since 1916, the Gold 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 lasting impact in their communities and beyond.

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

Journey Requirement

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 Journeys. If you earned your Silver Award, you will need to complete one Senior or Ambassador Journey. If not, you will need to complete two Senior or Ambassador Journeys. Each Journey you complete gives you the skills needed to plan and implement your Take Action project.

Journeys may be completed with your troop, individually with your adult volunteer or through a Council program. Check out the *Inspire Discovery* publication for Council programs provided throughout the year, girlscoutsem.org/publications.

After you have fulfilled the Journey prerequisites, 80 hours is the suggested minimum hours for the seven steps: identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting your plan, taking action and finally sharing with others. These hours will give you the time you need to properly plan and execute your project.

What is GoGold?

GoGold is a website you will use to track your progress towards completing the seven steps of the Gold Award—from idea to proposal, to taking action and final report. You can use GoGold to brainstorm and submit your official Gold Award proposal as well as your final report. This system is designed with you in mind. It offers a lot more than just a place to upload documents.

GoGold takes you through each of the Gold Award steps while offering new ways to examine the issue you want to work on and its root causes, plan your project, set goals, map a timeline, and add your team members.

The functionality built into GoGold is going to save you time, too. The system includes options for your troop volunteer to virtually sign off on your prerequisites, like your completed Journeys or Silver Award, and for your Project Advisor to verify your proposal is ready for your council's review process.

Think of GoGold as an interactive, informative, and enormous filing cabinet up in the cloud—where every single Gold Award proposal and final report is proudly safeguarded and catalogued for all the Girl Scouts on this amazing experience.

You may start your profile as soon as your prerequisites are complete. Go to gogold.girlscouts.org to begin.

The majority of Gold Award communication occurs via email. Please ensure the email address you use for your account is current and gets checked at least three times each week. It is recommended to NOT use a school email address as you may not have permanent access to that email address.



GIRL SCOUT GOLD AWARD COMMITTEE

This committee exists to support Girl Scout Seniors and Ambassadors through the process of earning their Girl Scout Gold Award. The committee puts in place the Council framework and approval process for this national award. The committee's role is to ensure that girl projects meet national and Council guidelines. Members of the committee are volunteers who are registered Girl Scout members and have completed a background check.

The Gold Award Committee Mentor and/or Highest Awards Program Manager must approve the project proposal BEFORE project implementation may begin. Any major changes in the project, fundraising activities, and/or publicity must also be approved. Once the Girl Scout completes step #3 in GoGold (Building a Team), and moves into step #4 (Create a Plan), a Mentor from the committee will be assigned. The Highest Awards Program Manager will connect the Girl Scout and committee Mentor via email. The Mentor can assist the Girl Scout with brainstorming ideas, writing the project proposal, discussing any challenges, and more throughout the whole Gold Award process. To grow strong communication and leadership skills, the Girl Scout should stay in good contact with their assigned Mentor.

Gold Award Steps

It is time to roll up your sleeves and get to work! Planning for your Gold Award takes time and is an important part of the process. Review the following seven steps and the action items that need to occur within each step to ensure you have a strong foundation for developing and carrying out an innovative and sustainable solution to an issue in your community.

1. CHOOSE AN ISSUE

Use your values and skills to choose a community issue that you care about. If you have more than one issue you are passionate about, interview others or complete some research to help you decide.

The Gold Award project is a Take Action project and must provide a service or benefit to the community, but it must be more than just a service project. One of the key components of your project is a demonstration of leadership. It should involve girl planning and decision making and focus on addressing a real need in your community. Your project does not have to be a totally new idea, but it must have your individual mark to distinguish it from past or similar projects. Your project should include an educational piece to teach your audience about the issue and your solution.

Read the chart below to further understand the elements of a successful Gold Award project.

Community Service Project	Gold Award Project
Volunteering hours at a local park picking up litter	<ul style="list-style-type: none"> • Reseeding an area with native vegetation and ridding the area of non-native vegetation • Creating an interpretive guide on what the area was like 50 years ago • Teaching classes or a seminar on why it is important to preserve native species
Working hours at a local library doing children's story time	<ul style="list-style-type: none"> • Creating a new reading program for a homeless or women's shelter • Matching families with volunteer tutors from your high school to create a sustainable program
Volunteer to collect games and food for a teen center	<ul style="list-style-type: none"> • Creating a health access book for teens in the community • Organizing a teen health fair with various organizations presenting their services, developing a blueprint to ensure the fair will continue in subsequent years • Organizing a bi-annual drive to collect items for the teen center
Planting flowers in a park during a community service day	<ul style="list-style-type: none"> • Working with the city parks department to start a public gardening project in your community • Working with participating community members to provide vegetables to a food bank from your new garden • Raising money to set up a greenhouse which children can enjoy and start seedlings each year that will go into the garden in the spring • Working with retired members of the community to serve as organizers and mentors at the garden when your project is completed

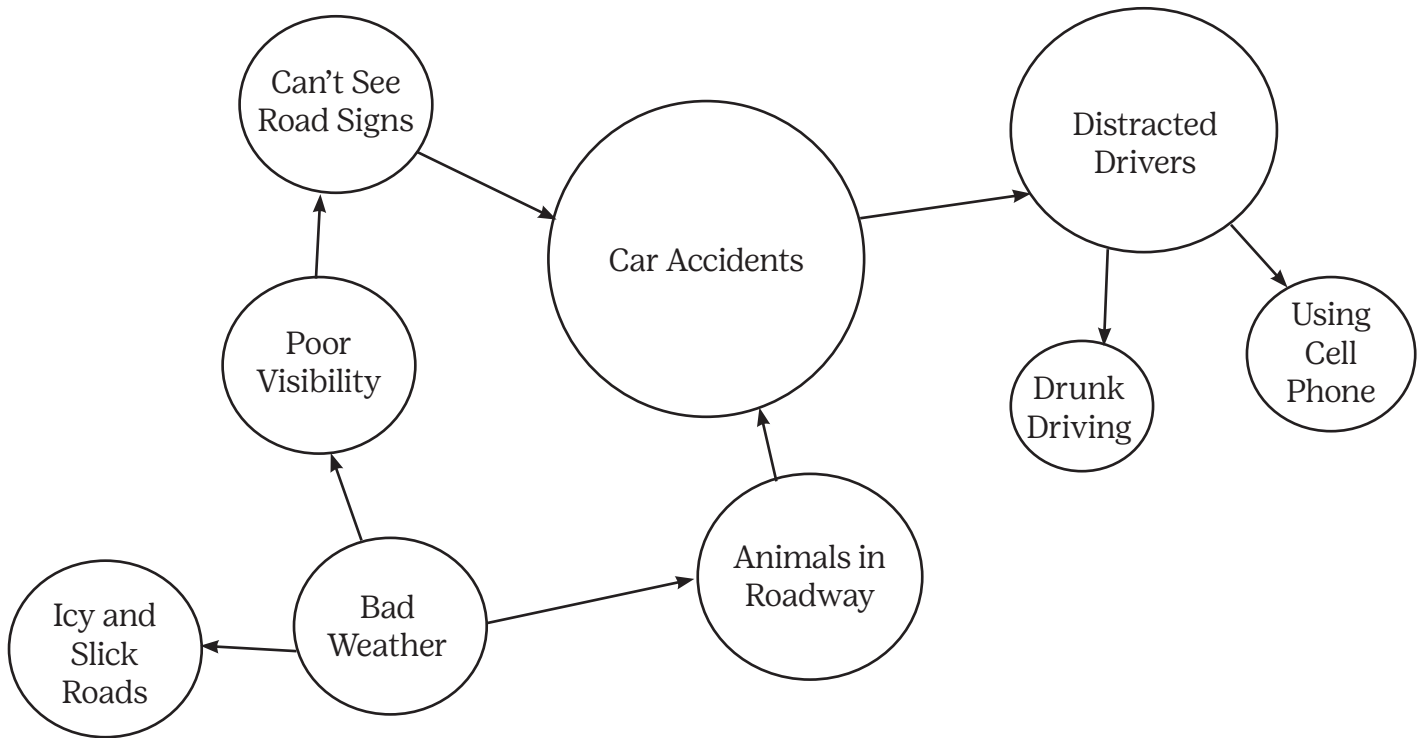
Girl Scouts may implement projects that benefit the Girl Scout community but must still meet the requirements that are key to taking sustainable action. First, consider issues you are passionate about in your community, school or the world. Think about the issues you are considering and how it would impact the community. This is the step where you'll decide if the best audience is the Girl Scout community. The project must align with Council goals and strategic initiatives or as it relates to Council properties.

If your Gold Award project is to benefit the Girl Scouts of Eastern Missouri camp community, you will need to obtain permission to conduct a project on camp property before beginning your project proposal in GoGold. Please submit your project details on the request form on the GSEM website Highest Awards page: girlscoutsem.org/highestawards.

2. INVESTIGATE

Use your research skills to learn everything you can about the community issue that you've identified. Zoom in on your issue to identify a root cause that you would like to address, because a focused effort has more impact than a big idea that is scattered.

- Log on: Check news sites and the sites of organizations related to your issue
- 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 issues you've chosen
- Start by using a mind mapping tool to explore the root cause of the issue you've chosen. Here's an example of mind map below. Turn to pg. 33 of the Workbook Appendix to learn more about mind mapping



3. BUILD YOUR TEAM

Invite other people to join your team to support your efforts and help you take action. Networking with people can make you a more effective leader. Also, the more people you have helping you, the more likely you will positively influence your community. A minimum of 5 team members is suggested to grow your leadership skills.

Your team can include classmates, teachers, friends and experts from organizations or businesses. You do not have to limit your team to just Girl Scouts or only individuals in high school. Your troop leader and caregiver can also be part of your team, but they **CANNOT** be your Project Advisor.

Teaming Tips

Think about the people who can help you put your project into action. Choose people who will support you until the project is complete. Working in a group will help you make a bigger impact 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
- Clarify roles and responsibilities
- Communicate regularly and openly
- Respect diversity
- Have fun and encourage creativity
- Be open to new ideas

As you plan and implement your project, choose a Project Advisor, who is a person with expertise in the topic you have chosen. An advisor can help you identify resources, provide insights, solve problems and provide additional background information.

After you have decided on someone who is knowledgeable, introduce yourself by sending an email with the request to schedule an introductory meeting. During this meeting, be prepared to discuss your project idea and solution, time commitments, and best ways to communicate.

Before you meet new people, talk to your caregivers and your troop leader for personal safety tips and make sure they know who you are talking to and meeting with.

To help prepare your Project Advisor for her or his role, share with them the Guidelines for Project Advisors found on pgs. 21-23.

Project Advisors who are not currently registered members of Girl Scouts of Eastern Missouri must submit a background check. Please turn to pg. 39 for the form. This should be completed by the Project Advisor and returned to Girl Scouts of Eastern Missouri.

Once you have completed this step in GoGold, by entering your team members, you will be assigned a Mentor from the Gold Award Committee. The Mentor will help the Girl Scout by brainstorming ideas, reviewing the submitted proposal for approval, discussing challenges during the project, and reviewing the submitted final report for approval. The Highest Awards Program Manager will connect both Girl Scout and Mentor via email. If you have questions regarding the Mentor, contact the Highest Awards Program Manager. Girl Scouts should keep good, constant communication with their Mentor through the Gold Award process.

4. CREATE A PLAN

Going for the Gold Award requires you to address the root cause of an issue and, thus, make a lasting impact in your community. Create a plan that outlines the best use of your time and talent, your resources, and your team's talents, making the most with what you have—that's your challenge!



You will use the GoGold website to write your proposal plan, which will be reviewed by your Council for approval. Provide as much detail as you can so your Council can evaluate your timeline, proposed solution and reasons why you chose your idea. Ensure you've clearly articulated your ideas and plans, identified your team, set clear goals, and determined how your impact will be measured so it can be easily understood and evaluated. The people reviewing your proposal may not know you personally; be specific so your vision is clear to them.

The project proposal will include the following:

- The issue, root cause and how to address
- Timeline
- Budget
- Team
- How to measure success
- A national/global link
- How the project will be sustained

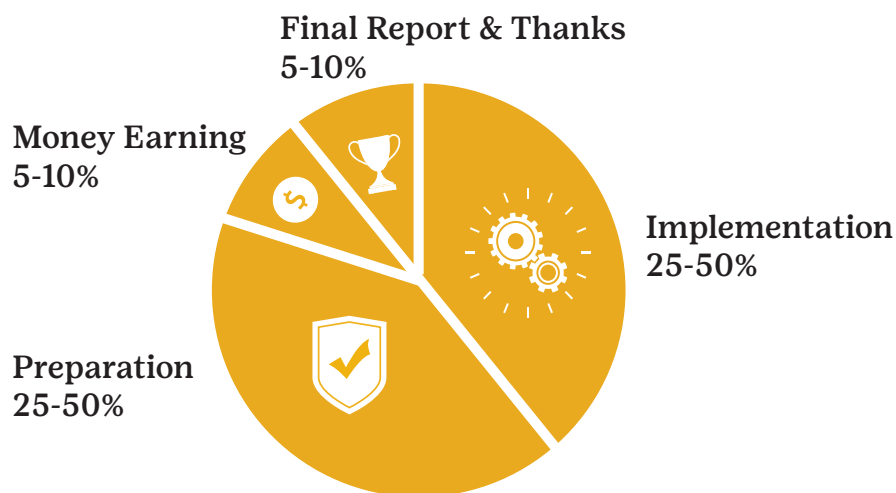
Estimated Timeline

Think about your project tasks and estimate the time it will take to plan and execute your project. This will help determine if your project will provide the **minimum of 80 hours required** and if you have enough time scheduled to meet your deadlines. Most projects will take more than 80 hours to complete.

You'll keep track of your time in a log, making note each time you work on your project. You can track your time on the GoGold website or use an app, spreadsheet or simply a notebook. You may use the Time Log template on pg. 27 of the Workbook Appendix.

Your time log should include a short description of each task and the amount of time spent. Time spent driving, getting gas, picking up volunteers, your team's volunteer hours and other secondary activities do not count toward your total hours. However, attending Gold Award training with Girl Scouts of Eastern Missouri and working in GoGold do count toward your total hours. As well as time spent brainstorming ideas, conducting research, gathering materials and supplies, meeting with the Project Advisor, Mentor and team mates, implementing your solution, creating and distributing surveys, gathering feedback from the audience, evaluating feedback, creating a sustainable solution, creating a national/global link, and sharing your project with others. (Note: this list is suggested tasks and may not include all tasks required to complete your specific project.)

Use this chart to guide you in how you spend your project time.



Establishing a budget and determining how to make that budget work is a large part of the Girl Scout Gold Award process. Your Gold Award project should be affordable. Begin by estimating what supplies you will need and where you could get these supplies for little or no cost, if possible. If this is not an option, think about how you can cover these supply expenses.

Money-Earning Approval and Ideas

All Girl Scout money-earning activities should meet Council guidelines and must be approved by Girl Scouts of Eastern Missouri prior to engaging in money-earning. Refer to Volunteer Essentials and the Blue Book of Basic Documents for appropriate money-earning activities at girlscoutsem.org/publications. Complete the Gold Award Money-Earning Application, pg. 30, and mail or email the form to the Highest Awards Program Manager.

Good Money-Earning Ideas:

- Participate in Girl Scout Product Programs
- Organize a garage or bake sale
- Offer face painting services at a community fair
- Wrap gifts at holiday time
- Complete yard work
- Offer babysitting, plant sitting, pet walking or tutoring
- Make or repair jewelry
- Create hand-made greeting cards
- Write a grant
- Write letters, make it clear to the donor that their gift is for your particular project and is NOT a tax-deductible gift to Girl Scouts of Eastern Missouri. A Sample Donor letter can be found on pg. 29 of the Workbook Appendix

Do Not Engage in the Following Activities:

- Raising money for another organization as a Girl Scout. This means Girl Scouts can't have a bake sale and tell people they are giving the proceeds to a specific organization (Example: Ask for pledges for a walk-a-thon to benefit breast cancer research)
- Sell non-Girl Scout goods and products such as candy bars, jewelry, or other restaurant fundraisers, etc.
- Product demonstration parties, raffles, drawings, games of chance. The direct solicitation of cash and the sale or endorsement of commercial products is prohibited
- Selling anything on the Internet as a Girl Scout
- Money-earning projects where Girl Scouts are performing an activity that someone normally gets paid to do. In other words, taking jobs away from people, such as store clerks, maintenance staff or service provider
- Money-earning projects where Girl Scouts of Eastern Missouri might be perceived as endorsing a product or political viewpoint or cause. This includes getting paid to pass out fliers for political candidates or freebies at business openings

When in doubt, always check with Girl Scouts of Eastern Missouri.



5. PRESENT YOUR PLAN AND GET FEEDBACK

Girl Scouts of Eastern Missouri's Gold Award Committee Mentor and/or the Highest Awards Program Manager must review and approve your proposal **BEFORE** you can continue working on your project.

Writing Your Proposal

Remember, specifics are good. Describe the issue your project will address, what you hope to achieve and who will benefit. Also, don't forget to discuss your reasons for selecting this particular project. This is where you will include details to highlight your vision. Explain the need you saw in the community and what you hope to accomplish. You should strengthen your proposal with statistics or statements of need from community leaders.

This is your time to shine! Outline your personal strengths, talents and skills that will be put into action. Be sure to explain how you will use your leadership skills and what new skills you hope to gain from this intensive process.

Once you have your proposal prepared, it is time to submit to Council for review. Be sure to complete all the sections in the proposal plan to ensure a smooth submission process. **The reader should know what your issue is, how you plan to address it, who you plan to help and why it's important.** Refer to pg. 26 in the Workbook Appendix for a copy of the Proposal Checklist to use as you review your proposal.

- Detailed timeline, including Gold Award training with GSEM, research, planning, gathering supplies and materials, implementing the solution, gathering feedback, and reflection with final report
- Detailed budget, including all items you will need to execute your solution even if you own the items
- Detailed root cause and solution: How will you address the root cause?
- Detailed target audience
- Description of measurability and sustainability: How will you measure your final impact and what are your plans to sustain it?
- National or global links: Investigate how people in other communities or other parts of the world address your issue. What kinds of programs do they have in place that you can learn from?
- Plans for education and inspiration: How will you get the word out and share your results with others?
- Send verification emails to your troop leader/volunteer and Project Advisor

Measurability

Getting feedback from your target audience will help you determine the success of your project. You can ask for feedback directly or through a questionnaire, survey or quiz. What skills or knowledge did your audience learn? Use the feedback to quantify the results and determine the success of the project. Be sure to document the feedback and include the results in your final report.

Sustainability

Your project should be a long-lasting solution to the issue. But the project information should also continue to reach your audience and community after the project is completed. Think about WHO can continue the project and share the information moving forward. This could be a project advisor or a team member. When writing the final report, you will need to receive a letter of commitment from the individual who will continue sharing your project information.

National/Global Link

How can you connect your local project to a bigger issue or audience? Research how other communities are addressing the same issue. From GSUSA: Girl Scouts should research how other areas, communities, or countries address their issues. Seeing how other people and places implement solutions might inspire their actions and will show them a national or global connection. Girl Scouts can consider reaching out, explain their ideas, and ask for advice, ideas, and even collaboration. Girl Scouts can use what they learn to inform their projects. Plus, these kinds of partnerships can be excellent ways to ensure their project's sustainability.

Submitting Your Proposal

Once you have completed all the proposal components, you are ready to submit your Girl Scout Gold Award Project Proposal.

Please submit your proposal through your account in GoGold at gogold.girlscouts.org.



GoGold works with smartphones and tablets (including iOS and Android devices), along with computers. Be sure to download a copy for your records. Upload any supporting documents.

Once received, the Gold Award Committee Mentor and/or the Highest Awards Program Manager will review the proposal and submit feedback to the Girl Scout.

Revisions to project proposals are very common. Do not feel discouraged if revisions are suggested to make your project plan more clear and robust. Most proposals go through a few drafts before they are approved. The Gold Award Committee Mentor and/or the Highest Awards Program Manager will assist the Girl Scout to make sure all components in the proposal are complete and meet GSUSA and Council requirements.

All revisions must be submitted for approval before you can implement your project plan.

Once a proposal is approved, it will be marked approved in GoGold and you may begin implementing your project.

If a proposal can not be approved as written, you may need to step back and take another look at your project plan, do a bit more investigation on what you need to do and how you can make this a Gold Award project. Talk to your Project Advisor or the benefiting agency. You may find another direction that will take you to the Gold Award level.

Do NOT begin implementing your project plan until you have received approval of your proposal.

6. TAKE ACTION

Lead your team and carry out your plan! Use the tools you have developed in the previous steps! If you hit a speed bump along the way, learn from it and find ways to adjust your plan!

Documentation

The Gold Award is the highest national award that a young woman in high school can earn in Girl Scouting and it is very important to document your project from start to finish. Proper documentation also helps Girl Scouts of Eastern Missouri to spread the word about the impact your project had on the community. Please refer to the photo tips on pg. 32 of the Workbook Appendix for ideas and helpful hints.

Show your Girl Scout pride by wearing your uniform or Girl Scout attire. Take lots of pictures—before, during and after. Track all your income and expenses, as well as all your tasks and time. A notebook or a digital worksheet can be helpful tools to track your information. You may consider typing out your statements in a digital document and then adding to the final report in GoGold when ready. This can help track helpful information as your project proceeds.

In the future, a college, university, trade school, or prospective employer may request a letter of recommendation, documenting your leadership skills or information about your Gold Award Project. The more information in your Gold Award file, the better Girl Scouts will be able to respond to these requests.

Forms of documentation might include:

- Power Point presentations
- At least 10 digital photographs of your project (before, during, after)
- Workshop outlines or lessons plans you developed
- Website information

These items, along with your Project Proposal and Final Report, will provide the information and documentation needed to support you earning the Girl Scout Gold Award.

7. EDUCATE AND INSPIRE

Tell your story and share your results! You can inspire someone who never considered taking action to do something extraordinary! 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.

Final Report

You have completed your project! Before submitting your final report, review your approved proposal to ensure all approved tasks and goals were completed. The final report statements should be very detailed so the reader understands the issue being addressed, the root cause(s) of the issue, how the solution was implemented, who was helped, how the project will be sustained, how the results were measured, and how the project will make a national/global link.

If you plan to be recognized in the current year's Reflections Ceremony, your Final Report is due by March 1, with final approval by March 15. Once submitted, the Highest Awards Program Manager will connect with you to review your final report and schedule your final report discussion with the Gold Award Committee Reviewers. Final reports submitted, reviewed, and approved after March 15 will be recognized at the next year's ceremony.

Final Report forms submitted without Project Proposal approval will NOT be accepted. A final report checklist can be found on pg. 37 of the Workbook Appendix.

Upon completion of your project, return to your GoGold account to update your project's progress and submit the Gold Award Project Final Report.



Remember to include supporting documents:

- Final signature from your Project Advisor
- Final timeline and budget
- Letter of Commitment (Sustainability)—paper letter or email copy is accepted
- Copies of your surveys, evaluations or other method you used to measure the impact

Sharing Your Story

Any interest in media coverage of your project should be directed to the Communications Manager at Girl Scouts of Eastern Missouri. Contact the Highest Awards Program Manager who will direct you to the appropriate staff member.

For other forms of publicity, please use the Gold Award Publicity Request form on pg. 34 in the Workbook Appendix to receive approval. If you plan to produce and distribute fliers as part of your project, they must be submitted and approved before you use them. Flier details can be found on pg. 31 of the Workbook Appendix.

If you will be taking photos or video that will be shown online or to a group of individuals outside of Girl Scouts of Eastern Missouri you must secure media releases from all individuals presented in the photos or videos. Media releases are available on pgs. 35-36 of the Workbook Appendix. There is a separate form for girls and adults.

Other ideas for sharing your project include:

- Creating a website to post updates and details about your project and its impact on the national and global community
- 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 look at it
- Write an article for your local newspaper or create a newsletter about your project



Award Recognition

Gold Award Recognition

Congratulations—It is time to celebrate!

Be sure to thank your Project Advisor, your team and all the other people who helped you along the way.

REFLECTIONS CEREMONY

In June each year, Girl Scouts of Eastern Missouri honors all Gold Award Girl Scouts in a special ceremony called Reflections. This is a time to celebrate your accomplishments and contributions to making the world a better place.

LIFETIME MEMBERSHIPS

Upon graduation, Gold Award Girl Scouts will be gifted a Lifetime Membership from Girl Scouts of Eastern Missouri. This will allow them to stay engaged with the organization wherever the future takes them! Being a lifetime member and volunteering can build a network of both career and social support.



SCHOLARSHIPS AND OTHER OPPORTUNITIES

Changemaker Scholarship

At Dessert First, Girl Scouts of Eastern Missouri's signature fundraising event held every February, select Gold Award Girl Scouts are recognized for their leadership and service to their community. All Gold Award Girl Scouts honored at the Reflections ceremony in June will be automatically considered for this scholarship opportunity.

National Gold Award Girl Scout Scholarship

A Gold Award Girl Scout earns the title of National Gold Award Girl Scout by implementing an exceedingly awesome Gold Award project—one that reflects extraordinary leadership, has measurable and sustainable impact, and addresses a local challenge related to a national and/or global issue. Girl Scouts who earn the Gold Award and meet eligibility requirements, can apply for the scholarship in the spring. To view all requirements, visit girlscouts.org/goldawardscholarship.

Prudential Emerging Visionaries Award

Prudential Emerging Visionaries is a national recognition program that awards young people who are leading innovative projects to address financial or societal challenges in their communities. You can visit their website for all eligibility requirements to apply: changemakers.com/challenge/emergingvisionaries.

Military Rank

Gold Award Girl Scouts are entitled to enlist at a higher pay grade when they join the military.

Other Opportunities

GSUSA has compiled a list of colleges and foundations that offer scholarships, awards and grants to Gold Award Girl Scouts. To utilize this comprehensive database, visit girlscouts.org/scholarships.



**Project
Advisors and
Additional
Support**

What to Expect As a Project Advisor

Girl Scouts can provide the following information to their Project Advisor to help understand their roles and responsibilities.

Community member, you have been chosen by a very special young Girl Scout to be her Gold Award Project Advisor. She has come to you because you have the knowledge, skills, experience and connections to resources within the community that relate to her Girl Scout Gold Award project issue.

The role of the Project Advisor is important to the Gold Award project. The Project Advisor has expertise on the topic of the Gold Award project and can provide guidance, experience and support to the Girl Scout.

The information in this packet will help define your role and explain the significance of this award and its importance to the community. Your role is to encourage her to think critically, be open to multiple perspectives, investigate thoroughly, work cooperatively and identify resources within and beyond her local community. You are supporting her as she develops into a leader for tomorrow.

If, at any time, you have questions about the Girl Scout Gold Award, process or policies of the Girl Scouts of Eastern Missouri or Girl Scouts of the USA, please contact us:

Girl Scouts of Eastern Missouri
2300 Ball Dr.
St. Louis, MO 63146
girlscoutsem.org

Annie Miller,
Highest Awards Program Manager
314.592.2341
amiller@girlscoutsem.org

Background Check

Project Advisors who are not currently registered members of Girl Scouts of Eastern Missouri must submit a background check. Please turn to pg. 39-41 in the Workbook Appendix for the instructions. This should be completed by the Project Advisor and returned to Girl Scouts of Eastern Missouri.

WHO IS A PROJECT ADVISOR?

The Project Advisor is an adult who is identified and approached by a Girl Scout who will volunteer to guide and support her through the entirety of the project. Typically, the Project Advisor is a community member who is knowledgeable about the project issue and who is not related to the Girl Scout.

The Project Advisor should be willing to work with the girl as needed. This can vary from meeting once a week to meeting once a month (should not meet less than once a month). The girl will inform their Project Advisor about the specific time commitments required for their individual project.

The Project Advisor is supposed to be a resource-guide to the girl throughout the Gold Award project. They do not need to know much about Girl Scouting—instead are meant to fill the role of the subject matter expert for the project and are expected to have a general understanding of the Gold Award requirements. They should provide project knowledge base, reference points and guidance to ensure the root cause of the issue is addressed.

TIPS FOR THE PROJECT ADVISOR

Primary Responsibilities Include:

Although the Project Advisor role is flexible, here are some ways you can show your support:

- Recognize that the girl's project is as unique as she is, so don't compare her—or her project—to other girls and their Gold Awards.
- Let her interview you to help her better understand the issue she's addressing.
- Refer her to colleagues or acquaintances of yours for interviews or advice.
- As she researches and plans her project, refer her to relevant books, web resources, and/or organizations.
- Offer to act as a sounding board for any questions that may come up over the course of her project.
- Help her brainstorm the metrics most useful in ensuring her project has a measurable impact.
- Offer to review her proposal or final report before it's submitted.

Girl Scouts will start working on their projects by first searching for issues that they care about, then investigating how they can narrow the focus of the issue that they have chosen, enlisting the help of others in the community and working collaboratively to create and implement their plan.

Before Girl Scouts start working on their project, they must submit a Project Proposal to Council for approval. Girl Scouts may seek your expertise in developing and implementing the project ideas.

Before submitting, the Girl Scout will send you a verification link through the GoGold website that you will need to complete. Please check your spam email folder if you do not see the verification link from Girl Scouts of the USA.

A Gold Award Project Must Reflect the Following:

- The Girl Scout has identified the root cause of a community issue she's passionate about
- The action she takes must address a real need and have long-term benefits
- She must show leadership by guiding a team of volunteers
- And the project must be sustainable and measurable with a national and/or global link

The Project Advisor is welcome to contact Council at any time with questions or concerns about their role, the Gold Award or Girl Scouting in general.

Ways Adults Can Support The Gold Award Girl Scout

Earning the Gold Award represents a girl's commitment to herself and to her community. It takes many hours of preparation, planning and work to accomplish the goals a girl has set for herself.

Parents, family members and troop leaders can play a significant role in supporting a girl during the process. You may be called upon to coach, mentor, chauffeur or serve as a sounding board. However, relatives and troop leaders cannot serve as a Project Advisor.

Here are ways that families and troop leaders can assist:

- Read through the Gold Award materials so that you feel comfortable providing support
- Provide transportation
- Encourage and support her, but do not pressure her
- Allow her to stumble and learn along the way
- Aid her in accessing a network of adults that can provide insight and resources
- Ensure she follows Girl Scout safety or money-earning guidelines
- Encourage her to speak for herself and develop leadership skills
- Join in the celebration as she is honored for her achievements



Workbook Appendix

Proposal Checklist



Only complete Gold Award Proposals may be submitted for review using the GoGold website.

Please double-check your Proposal attachments to confirm that you have fully completed all required actions:

Prerequisites Completed

- Completed Girl Scout Silver Award and one Senior/Ambassador Journey
- OR
- Completed two Senior or Ambassador Journeys
- AND
- Attended Girl Scouts of Eastern Missouri Gold Award Training

Project Advisor

- Project Advisor is identified and signature included
- Project Advisor background check (this can be done after approval)

Project Details

- Leadership:** Define the root cause of the issue and how you will address it
- Team:** Names, along with their affiliation and the role each will play in the project
- Timeline:** A plan is defined step-by-step along with a proposed start and end date, including estimated hours
- Budget:** Estimated projected expenses and money-earning options
- Measurability:** What methods or tools will you use to evaluate the impact and gain feedback from your audience?
- Sustainability:** How will your project be sustained beyond your involvement?
- National and/or Global Link:** Identified and defined

Other Details

- Support your root cause and solution by quoting and/or citing resources used in your research; links to websites may be added with your statements
- Target audience is identified
- Plans for sharing the project results are defined

BUDGET LOG

GIRL SCOUT GOLD AWARD PROJECT

A budget should contain all expected expenses, and room for unexpected expenses to be recorded. Some budgets allow for a breakdown of a specific category as below—this may or may not be necessary for your project. All final budget income and expenses, which will need to balance, will be detailed in your Final Report in the GoGold website. List sources of income, including personally owned materials or supplies.

Sample

Items	Breakdown	Income	Source of Funding	Actual Amount Spent
Supplies	Socks	\$10	Babysitting Money	\$14
	Felt	\$10	Donated	\$17
	Plywood	\$55	Troop Funds	\$27
	Paint	\$14	Donated	\$24
	Books	\$27	Money Donated from Parents	\$34
	Computer	\$500	Personally Owned	\$500
	Postage	\$15	Troop Funds	\$15
	Color copies	\$10	Troop Funds	\$10
	Grand Total		\$641	

Items	Breakdown	Income	Source of Funding	Actual Amount Spent
Grand Total				

SAMPLE DONOR LETTER

GIRL SCOUT GOLD AWARD PROJECT

Make it your own, but feel free to use any parts of the sample letter below. Girl Scout Seniors and Ambassadors can solicit cash and in-kind donations for their Gold Award projects, as long as the donation is used exclusively for the Gold Award project. Funds should be deposited into an approved account, such as a troop account or Girl Scout District or Neighborhood account. Monetary donations may not be kept in a personal bank account.

Date

Prospective Donor Name

Address

City, State, Zip

Dear Donor,

(Introduction) I am pursuing my Girl Scout Gold Award, the highest award a high school Girl Scout can earn.

(Brief Description of Project) My project is to build a bridge connecting two walking paths behind Jefferson Regional Medical Center. **(Benefit)** This one-mile trail will provide a safe and scenic walking area to be used by hospital staff, patients in hospital supervised exercise programs and the community in general.

(Request) I am requesting a donation of any size for the building materials for this bridge. A materials list is attached.

(Thank you) Thank you very much for your time and any assistance you can offer me in reaching my goals, the Girl Scout Gold Award.

Sincerely,

(Contact information) Phone/email

GIRL SCOUT GOLD AWARD PROJECT MONEY-EARNING APPLICATION

Review pg. 13 of this workbook before completing this form. No money-earning activities can take place without written approval from Girl Scouts of Eastern Missouri. For guidelines, review Volunteer Essentials and the Blue Book of Basic Documents. After you have received approval, you may proceed with your activities.

Please type or print (no pencil)

Gold Award Applicant's Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Girl Scout Gold Award Project Title: _____

Estimated Expenses: \$ _____ Total Amount to be Earned: \$ _____

How will be earned funds be kept until needed? _____

(All monies must be deposited in bank accounts and maintained in the name of both Girl Scouts of Eastern Missouri, Inc., and the number of the troop, district or neighborhood establishing the account. (Volunteer Essentials, Girl Scouts of Eastern Missouri policies)

Money-Earning Proposal

_____ **Solicitation** (in-kind) Attach a copy of your proposed donor letter and list of potential donors

_____ **Money-Earning Activity** (No paid advertisement is allowed)

Type of planned activity: _____

Date of planned activity: _____

Location of planned activity: _____

Copy of flier attached Yes: _____ No: _____

How will funds be kept until needed?: _____

Signatures

Gold Award Applicant: _____ Date: _____

Approved: _____ Date: _____

GSEM Council Representative

BASIC FLIER FORMAT

GIRL SCOUT GOLD AWARD PROJECT

Event Title

Day in the Park

Date and Time

Saturday, Aug. 20, 2018

10 am-2 pm

Location

XYZ Park

2300 Park Street

St. Louis, MO 63146

Briefly Describe Event

Last summer a tornado ripped through our park and left many of the facilities needing repairs. Join us as we celebrate the grand re-opening of our beloved XYZ Park! Bring the family, pack a picnic lunch and join in on the fun as we plant a tree and try out the new playground equipment, explore the trails and fish in the lake.

This work was completed as a Girl Scout Gold Award Community Take Action Project.

Adult Contact Person

For more information, call Janet Doe, at 314.111.222 or visit www.xyzparkproject.com.

Be sure to include a photo of your project on the flier!

Girl Scouts of Eastern Missouri Servicemark Usage

The Girl Scout servicemark is a registered trademark and must only be used with prior permission. We strive to maintain brand consistency which will help uphold our brand value and protect against unauthorized, inconsistent, and unlicensed use of the Girl Scout brand.

Girl Scout Gold Award projects are allowed to use the servicemark but must receive prior approval from Council. To request usage of the Girl Scouts of Eastern Missouri servicemark for your project, please email a thorough description and/or sketch of how the servicemark will be utilized to Annie Miller at amiller@girlscoutsem.org. All requests are reviewed at the end of each month and a high-resolution file will be provided upon approval.

The servicemark should not be copied from the GSEM website as it is a low-resolution image that will not print properly.

PHOTOGRAPHY TIP SHEET

GIRL SCOUT GOLD AWARD PROJECT

Documenting your hard work with photography is an important part of the Gold Award process. Take the time to review the photographs in Girl Scout publications and on the website to get a sense of our photographic style. Strive for photographs that make you want to engage with the person in the photo and feel like you are actually part of the action. Before you take a picture think “What would be the most engaging photo I could take?” A photo of a bench is not very engaging. A photo of someone planting flowers around a bench would be a much better option.

Take photos throughout the duration of your work, as they should reflect the beginning, middle and end of the project. All photos should be taken with a digital camera and submitted electronically either in your GoGold account or to the Highest Award Program Manager.

1. The Rule of Thirds

Every digital camera, even your iPhone, comes with a grid option, splitting the image into nine sections. Enable this option and place items of visual interest onto lines or at the intersection of lines for a better composition.

2. Time of Day

To capture the best natural light for outdoor photographs, take them early in the morning or at dusk.

3. Background

Check the background for clutter or distraction. A simple background works best. If there are people in the background, politely ask them to move so you can take a picture.

4. Get in Close

Always get in closer to your subject. This will really help you capture the detail in your project.

5. Find a Point of Interest

Interesting photographs have interesting things in them. They need a visual point of interest, such as a person, that should be identified before taking the photo. After you have identified the point of interest, you can position yourself to highlight it best.

6. Camera Settings

Don't be afraid to use the different setting your camera offers. Read about the effects each setting can achieve and experiment with them for optimal results.

7. Flash

Use the flash when necessary, but remember most digital camera flashes only work within 12 to 15 feet of the camera.

8. Orientation

Remember to take both vertical and horizontal photos.

9. Be the Director

Take control of your photography and it will improve dramatically. A photo director arranges people and gives them directions, such as “Now move in close and lean toward the camera.”

10. Practice

Practice makes perfect. Before you need to document your project, practice your photography skills with your friends and family to make sure you get the best possible results with your project.

MIND MAPPING TOOL

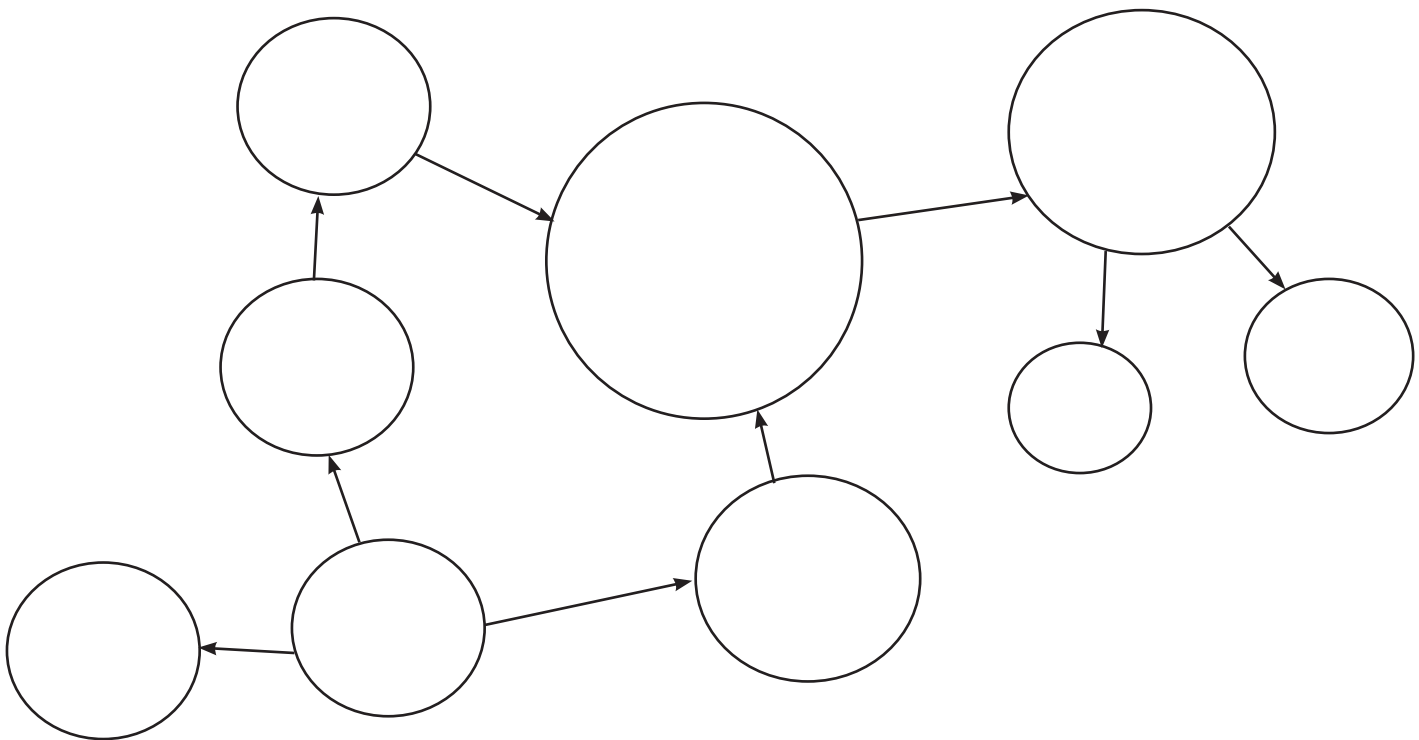
GIRL SCOUT GOLD AWARD PROJECT

Create your own mind-mapping diagram like the one shown on pg. 10, using one of the issues facing your community.

Follow these instructions:

- Write the community issue in the middle of the paper or any where 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.





GIRL SCOUT GOLD AWARD PROJECT PUBLICITY REQUEST

Any interest in media coverage or other forms of publicity must be approved by Girl Scouts of Eastern Missouri BEFORE it can be released.

Please type or print (no pencil)

Gold Award Applicant's Name: _____

Address: _____ City: _____ Zip: _____

Phone: _____ Email: _____

Girl Scout Gold Award Project Title: _____

I request permission to use the following media to publicize my Girl Scout Gold Award Project:

Check and attach copy:

Flier: _____

Brochure: _____

PowerPoint: _____

Website: _____

Video: _____

Exhibit: _____

Blog: _____

Proposed media opportunity: _____

Proposed news release: _____

I will be using the following social media accounts to document my Gold Award Project:

Facebook: _____

Twitter: _____

Instagram: _____

LinkedIn: _____

Approved: _____ Date: _____

Approval Denied: _____ Date: _____

Please send this form to Girl Scouts of Eastern Missouri, Girl Scout Gold Award, 2300 Ball Dr., St. Louis, MO 63146 or email to *communications@girlscoutsem.org*.

Media Release for Girl Scout Adult Members

Date (s): _____

Photographer/Producer: _____

Program/Assignment: _____

Location: _____

Activity: _____

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to **Girl Scouts of the USA (“GSUSA”) / Girl Scouts of Eastern Missouri (“GSEM”)**, and other **partners working or collaborating for GSUSA / GSEM or on its behalf**, and each of its respective licensees, successors and assigns (each a “Releasee”), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same), testimonials (written by me or attributed to me), interviews (written by me or attributed to me) (collectively, “Media”), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSUSA / GSEM, for any purpose including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.
2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSUSA / GSEM to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSUSA / GSEM.

Name of Adult (please print): _____

Signature: _____ Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: (_____) _____ Additional Phone (optional): (_____) _____

Email Address: _____

*(*will not be used for any other purposes or distributed to third parties)*

Media Release for Girl Scout Minors

Date (s): _____

Photographer/Producer: _____

Program/Assignment: _____

Location: _____

Activity: _____

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to **Girl Scouts of the USA (“GSUSA”) / Girl Scouts of Eastern Missouri (“GSEM”)**, and other **partners working or collaborating for GSUSA / GSEM or on its behalf**, and each of its respective licensees, successors and assigns (each a “Releasee”), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same), testimonials (written by me or attributed to me), interviews (written by me or attributed to me) (collectively, “Media”), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSUSA / GSEM, for any purpose including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.
2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSUSA / GSEM to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSUSA / GSEM.

Name of Minor (please print): _____ Minor Date of Birth: ____/____/____

Address: _____

City: _____ State: _____ Zip: _____

Daytime Phone Number: (____) _____ Additional Phone (optional): (____) _____

Release for Minors (those under the age of eighteen): I, the undersigned, being a parent or guardian of the minor, hereby consent to the foregoing conditions and warrant that I have the authority to give such consent.

Name of Legal Parent/Caregiver (please print): _____

Signature of Legal Parent/Caregiver (required): _____

Date: _____

Parent/Caregiver Email Address: _____

(*will not be used for any other purposes or distributed to third parties)

Final Report Checklist



Only complete Gold Award project final reports may be submitted for review using the GoGold website.

Please double-check your Proposal attachments to confirm that you have fully completed all required actions:

Final Report

_____ Project Advisor signature included

Project Details

_____ **Leadership:** Worked with a team of peers, community leaders and others; directing, managing, scheduling, training, organization

_____ **Timeline:** Detail of time log with start and end date, including total hours, minimum 80 hours

_____ **Budget:** Detail of final expenses and income including any donated items or personally owned items

_____ **Measurability:** List methods or tools used to evaluate the impact and give specific feedback

_____ **Sustainability:** How is project being sustained beyond your involvement; submit a letter of commitment

_____ **National and/or Global Link:** Identified and defined

Other Details

_____ Compared final report and revisions to approved project proposal

_____ Educate and Inspire: list how you shared your project results

_____ If project required producing something (power point, video or lesson plans), upload a copy as supporting documents in GoGold

_____ Electronic and actual project photos included (4-5) and professional school photo. Photos used for Reflections Ceremony and to help tell project story

If you are unable to upload supporting documents to your GoGold account, you may email them to the Highest Awards Program Manager, Annie Miller, at amiller@girlscoutsem.org. Supporting documents may include the "Letter of Commitment" from the person/organization sustaining the project once complete, link to project website, brochure or pamphlet, project photos, professional school photo, survey questions and results, etc.

GOGOLD TIPS

GIRL SCOUT GOLD AWARD PROJECT

GoGold is the Girl Scouts of USA portal to submit your project proposal and final report. GoGold works best with computers along with smartphones and tablets (both iOS and Android devices).

Creating Your Account:

- When creating your account it is important you select the appropriate Council. You are a member of Girl Scouts of Eastern Missouri.
- If you are a Juliette, your caregiver is your troop volunteer/leader and you may list your Global ID as your troop #. If you do not have your ID, the Highest Awards Program Manager can get that for you.
- When you create your account, how you choose to login is how you will always login. Make sure you use an email address that you check frequently as this will be the main point of contact throughout the Gold Award process. It is recommended to NOT use a school email address as you may not have permanent access to that email address.

Make Sure To:

- Save your progress at the end of each step. You can save and come back as many times as you need.
- Copy and paste all written answers into a digital document—just in case it does not save your work
- Be detailed in your answers
- Use the drop-down items (calendars) whenever you come across them
- Do not leave anything blank

GoGold—Step 5:

- GoGold limits the number of team members you can enter to 11—if you have more team members, include the list of names and their roles as an additional attachment during Step 5
- Send a verification email to your troop leader/volunteer and Project Advisor where they can submit the appropriate verification
- When you're ready, submit your proposal
- Once you submit your proposal, you will receive an email from the Highest Awards Program Manager for the next steps

Revisions:

- Revisions to project proposals are very common. Do not feel discouraged. Most proposals go through a few drafts before they are approved. The Gold Award Committee Mentor and/or the Highest Awards Program Manager will assist the Girl Scout to make sure all components in the proposal are complete and meet GSUSA and Council requirements
- All revisions must be submitted for approval before you can implement your project
- Once a proposal is approved, it will be marked approved in GoGold and you may begin to implement your project plan

GoGold—Step 6

- Your project has been approved, congratulations! Now you can begin implementing your project. Be sure to track all time and budget items
- You will enter all actual income and expenses, as well as have the opportunity to upload project photos/videos

GoGold—Step 7

- Be detailed in your answers and upload any zip files, including a letter of commitment from the person who will be sustaining your project, pictures, and any information that will heighten the impact your project has in the community. The additional documents should be uploaded.
- Save your answers in a separate location, either handwritten or a digital document, in case of any system errors
- Before you submit your final report, send a second verification to your Project Advisor where they can submit the appropriate verification

BACKGROUND CHECK FOR GOLD AWARD PROJECT ADVISORS

Thank you for agreeing to assist as a Project Advisor for a Gold Award Girl Scout. We appreciate the time and energy you will devote as she builds her leadership skills and makes the world a better place.

All Project Advisors need a background check through Girl Scouts of Eastern Missouri. We use Verified Volunteers for this service and it is offered at no charge to you.

Please address any questions about the background check process to Annie Miller, Highest Awards Program Manager, at amiller@girlscoutsem.org.

You can complete the background check in two ways:

1. Complete online at verifiedvolunteers.com

- Create an account and log in through the volunteer portal
- Select “Get Verified” and enter GOOD DEED code: **DDGN5LJ**
- Complete the four steps and click COMPLETE

2. Submit a hard copy of the form on pg. 40 of the Appendix to

Girl Scouts of Eastern Missouri
Highest Awards Program Manager
2300 Ball Dr.
St. Louis, MO 63146



Volunteer Consent and Disclosure

Volunteer Information:

First Name: _____ Middle: _____ Last: _____

Social Security Number: _____ Email: _____

Date of Birth: _____ Phone Number: _____

Driver's License #: _____ Driver's License State: _____

Other Names Used (alias, maiden name, etc.): _____

Address History (Within the last seven years):

Address 1: _____ From: _____ To: _____

Address 2: _____ From: _____ To: _____

Address 3: _____ From: _____ To: _____

Address 4: _____ From: _____ To: _____

Disclosure Regarding Volunteer Background Report

_____ ("COMPANY") may obtain from Sterling Volunteers, 113 South College Avenue, Fort Collins, CO, 80524, (855) 326-1860. www.verifiedvolunteers.com, a consumer report and/or an investigative consumer report ("REPORT") that contains background information about you in connection with volunteerism. Verified Volunteers may obtain further reports throughout your volunteerism so as to update your report without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to: criminal and other public records and history; public court records; motor vehicle and driving records; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be for personal references.

Volunteer Signature: _____ Date: _____

A Summary of Your Rights under the fair credit reporting act

Para informacion en espanol, visite www.ftc.gov/credit o escribe a la FTC Consumer Response Center, Room 130-A 600 Pennsylvania Ave. N.W., Washington, DC 20580. The federal Fair Credit Reporting Act (FCRA) promotes the accuracy, fairness and privacy of information in the files of consumer reporting agencies. There are many types of consumer reporting agencies, including credit bureaus and specialty agencies (such as agencies that sell information about check writing histories, medical records, and rental history records). Here is a summary of your major rights under the FCRA. **For more information, including information about additional rights, go to www.ftc.gov/credit or write to: Consumer Response Center, Room 130-A, Federal Trade Commission, 600 Pennsylvania Ave. N.W., Washington, DC 20580.**

- **You must be told if information in your file has been used against you.** Anyone who uses a credit report or another type of consumer report to deny your application for credit, insurance, or employment – or to take another adverse action against you – must tell you, and must give you the name, address and phone number of the agency that provided the information.
- **You have the right to know what is in your file.** You may request and obtain all the information about you in the files of a consumer reporting agency (your “file disclosure”). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
 - A person has taken adverse action against you because of information in your credit report;
 - You are the victim of identify theft and place a fraud alert in your file;
 - Your file contains inaccurate information as a result of fraud;
 - You are on public assistance;
 - You are unemployed but expect to apply for employment within 60 days.
 In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.
- **You have the right to ask for a credit score.** Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.
- **You have the right to dispute incomplete or inaccurate information.** If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.
- **Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information.** Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.
- **Access to your file is limited.** A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

- **You must give your consent for reports to be provided to employers.** A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.
- **You may limit “prescreened” offers of credit and insurance you get based on information in your credit report.** Unsolicited “prescreened” offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).
- **You may seek damages from violators.** If a consumer reporting agency, or, in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.
- **Identify theft victims and active duty military personnel have additional rights.** For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

TYPE OF BUSINESS:	CONTACT:
Consumer reporting agencies, creditors and others not listed below	Federal Trade Commission: Consumer Response Center - FCRA - Washington, DC 20580 1-877-382-4357
National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)	Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743
Federal Reserve System member banks (except national banks and federal branches/ agencies of foreign banks)	Federal Reserve Board Division of Consumer & Community Affairs Washington, DC 20551 202-452-3693
Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)	Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929
Federal credit unions (words “Federal Credit Union” appear in institution’s name)	National Credit Union Administration 1775 Duke Street Alexandria, VA 22314 703-519-4600
State-chartered banks that are not members of the Federal Reserve System	Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342
Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission	Department of Transportation Office of Financial Management Washington, DC 20590 202-366-1306
Activities subject to the Packers and Stockyards Act of 1921	Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051

FREQUENTLY ASKED QUESTIONS

GIRL SCOUT GOLD AWARD PROJECT

General Questions

Who can earn the Girl Scout Gold Award?

Registered Girl Scout Seniors or Ambassadors are eligible. You must be registered when you submit your project proposal and final report. A Girl Scout Ambassador has until the end of the Girl Scout membership year, which is September 30, following her graduation year.

Can a girl begin work on the Gold Award the summer after bridging from one Girl Scout level to the next?

She can begin to work on the prerequisites to earning the Gold Award, such as completing a Senior or Ambassador Journey. Completing the prerequisites and attending a Girl Scouts of Eastern Missouri Gold Award training program are required before she can begin to work on a Gold Award Project Proposal.

What if a girl's project is not complete by the Council ceremony (Reflections) time?

Final Reports are due by March 1 to be recognized at the June Reflections Ceremony. If a girl's project is not yet complete and she has not received her Final Report Approval, she will be invited to next year's ceremony.

If a girl starts working on her Take Action project and moves, can she still earn her Gold Award?

Councils and Overseas Committees are encouraged to be flexible to work and serve the girl's best interests. If a girl moves, she should work with her Council and/or Overseas Committee to complete the project, or depending on her project, she may be able to complete it with Girl Scouts of Eastern Missouri.

Proposal/Prerequisites

Can I submit my proposal without finishing my prerequisites?

No. Completing Gold Award prerequisites, including attending a Gold Award training program provided by Girl Scouts of Eastern Missouri, is required before submitting a project proposal. You need to finish all your prerequisites before sending in your proposal. The purpose of the prerequisites is to better prepare you for the challenge of the Gold Award by building your skill set.

How do girls know when a Journey has been completed?

A Journey is completed when a girl has earned the Journey awards, which includes creating and carrying out a Take Action project related to the Journey theme.

How do I register for Gold Award training with Girl Scouts of Eastern Missouri?

Gold Award training is provided both in-person and virtually each month. To find current trainings, please visit our website at girlscoutsem.org/events and view the Events Calendar or search for 'Gold Award training'.

Could I do my Gold Award project with my Girl Scout friends?

The Gold Award is an individual girl-earned award that addresses an issue in the community and has a lasting impact. However, you can recruit your Girl Scout friends to be a part of your project team. Your Gold Award project should be designed, managed and accountable to one individual girl. Linking your Gold Award project with another girl and her Gold Award project is not encouraged.

How do I submit my proposal?

Our Council uses the GoGold website for the Gold Award submission process. GoGold can be accessed at gogold.girlscouts.org. Google Chrome or FireFox are the best browsers to use when accessing GoGold.

General Questions

Take Action Project

What is the difference between a community service project and a Take Action project?

A community service project gives temporary solution to the immediate need of the community, such as hosting a food or clothing drive, planting a garden, writing a manual, etc. While these projects address a need in the community, they do so for only a short period of time and can be considered short-term projects.

A Take Action project targets the root cause of the issue. Girls take time to identify and understand the root cause of the issue they are addressing. Girls also must make sure that each project is sustainable and that the impact is measurable. Your Gold Award should be a Take Action project!

Sustainable/Measurable

What does it mean to have a sustainable project?

A sustainable project is one that lasts after the girl's involvement ends. Including a focus on education and raising awareness is one way to make sure a project is carried on. Workshops and hands-on learning sessions can inspire others to keep the project going. Another way to create a sustainable project is by collaborating with community groups, civic associations, non-profit agencies, local government and/or religious organizations to ensure the project lasts beyond the girl's involvement. Depending on the project, and the collaborating agencies, it may be necessary to expressly state how and who will sustain the project.

How does a girl measure project impact?

Girls identify their project goals for their community, target audience and themselves by developing success indicators. Projects often focus on the number of people that benefit from the project, number of people that participate in the project, survey data, before and after project data, specific behaviors that changed, attitudes affected and/or skills gained. You will need to collect, manage, analyze and report data findings in order to measure your project impact.

Review Process

How much time does it take to review my Girl Scout Gold Award Proposal?

The Gold Award Committee Mentor and/or the Highest Awards Project Manager will review submitted project proposal and return feedback to the Girl Scout within 2 weeks of the submission.

How will I receive feedback about my proposal submission?

You will receive feedback on your project proposals by email from the Gold Award Committee Mentor and/or Highest Awards Program Manager. Feedback may include suggested revisions to help make the proposal more complete.

Feedback may include some or all of the following: Detailed questions about your project, budget and project plan, clarifying questions seeking more specificity or greater vision, plan for sustainability, recommended modifications and suggestions for strengthening your project, or challenging yourself to develop new skills. You may need to resubmit a modified proposal. It is prudent to plan time for some modifications.

Could I start my Gold Award project plan even when I haven't received approval?

No. You need to secure approval from the Gold Award Committee and/or Highest Award Program Manager before implementing your project plan. Plan a starting date in your timeline that allows for possible modifications before receiving approval. Should your starting timeline prove too soon, you may risk over promising to your community partners.

Can I submit my proposal for approval, implement my project and submit my final report the summer following my high school graduation, and earn my Gold Award by Sept. 30?

The last possible date to submit a Gold Award Project Proposal for this scenario would be April 1.

While some girls may succeed in earning the Gold Award on such a timeline, this is not recommended. Remember, you are the project manager and will be communicating and working with several different people and community partners. Coordination takes time and the summer presents the increased likelihood that your project team may have prior commitments that do not fit with your compressed project plan.

Adult Support/Project Advisors

What is the difference between a troop/group volunteer and a Girl Scout Gold Award Project Advisor in the Gold Award process? Do girls need both?

A troop/group volunteer is the adult who works with a troop, group or Juliette Girl Scout. This adult works with girls to complete the prerequisites. Once a girl identifies her issue, the troop/group volunteer might help her identify a person in the community who would be a great Project Advisor.

A Gold Award Project Advisor is typically an adult identified and approached by the girl, who volunteers to guide and support a girl as she takes her project from the planning stage to implementation through to completion. The Project Advisor is not a girl's parent or the girl's troop volunteer. The Project Advisor is typically someone from the community who is knowledgeable about the issue and who can provide guidance, experience, expertise and connections to resources along the way.

At what point should a Girl Scout Gold Award Project Advisor be identified?

The Project Advisor should be identified in the planning phase before the Gold Award Project Proposal is submitted to the Council. The Project Advisor expands the network of adults and provides expertise for a girl's project. Girl Scouts of Eastern Missouri requires a Gold Award Project Advisor to submit a background check, after the project proposal is approved, as a part of the Girl Scout Gold Award Project Proposal process.

What will the digital verification look like for the troop leader/volunteer?

Before a Girl Scout submits her proposal to her Council in Step 5, she will be prompted to send a verification email to her troop leader/volunteer through GoGold. The troop leader/volunteer will receive an email requesting that they confirm the Girl Scout's Gold Award prerequisites (either two Senior/Ambassador Journeys or the Silver Award and one Senior/Ambassador Journey). The troop leader/volunteer will be guided to click a link in the email that will lead them to a webpage where they can submit the appropriate verifications.

What will the digital verification look like for Project Advisors?

Before a Girl Scout submits her proposal to her Council in Step 5, she will be prompted to send a verification email to her Project Advisor through GoGold. They will receive an email requesting that they confirm they have agreed to be her Project Advisor, and that they support her project proposal. They will be guided to click a link in the email that will lead them to a webpage where they can submit the appropriate verifications.

Before a Girl Scout submits her final report to her Council in Step 7, she will be prompted to submit a second verification to her Project Advisor. They will receive an email requesting that they confirm that they endorse her final project. Like at the proposal stage, they will be guided to click a link in the email that will lead them to a webpage where they can submit the appropriate verification.

Do you have additional questions? Please contact Annie Miller, Highest Awards Program Manager, at amiller@girlscoutsem.org.



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