



Girl Scouts®
of Connecticut

Adult Recognitions in Girl Scouting

For the 2009-2010 Membership Year

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Girl Scouts of Connecticut
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Introduction

People want, and deserve appreciation for the work they do. Whether it be in the form of a simple 'Thank you' for a small job well done, or a formal commendation for their years of faithful service in a key position of an organization; such acknowledgement is a signal to the recipient that they are noticed, appreciated, and *recognized*. – Taken from *Adult Recognition in Girl Scouting*, GSUSA Publication

Adults join Girl Scouting to be of service to girls and to the organization itself. They offer their time, talents, and skills to our Council. Their reward is in giving, in their association with girls, and with other adults that are also dedicated to a higher purpose.

When an individual or group in Girl Scouting has served with unusual distinction, special thanks are often called for.

The appropriate recognition for adult volunteer contributions is a process that the Girl Scout Council takes very seriously. It is expressed on a year-round basis and in a multitude of ways, such as when we do the following.

- * Have a genuine attitude of appreciation.
- * Write personalized thank you notes.
- * Provide training opportunities.
- * Award certificates of appreciation.
- * Encourage personal growth.
- * Ask them to help with training others.
- * Put them in charge of projects.
- * Write letters of reference.
- * Give tokens of appreciation.
- * Celebrate at year-end parties.
- * Say, "Thank You."

We know that what happens 365 days a year has much more impact than what happens at our annual adult recognitions event.

We also realize that formalized recognition is appropriate and serves to reinforce the qualities and service that we value. Official recognitions provide the means to acknowledge individuals and Service Team members publicly for their outstanding service.

Please use this booklet as a reference tool. All forms necessary to begin the recognition process are provided in this booklet and can also be obtained online at www.gsofct.org.

If you have any questions, please contact the Volunteer Development Department at 203-239-2922, x3309, or adultdev@gsofct.org.

A Philosophy of Adult Recognitions in Girl Scouting

The purpose of recognition in Girl Scouting is to facilitate, acknowledge, credit, and celebrate the achievements of volunteers. Recognition accents the spirit of volunteerism, which results in renewed motivation, commitment, and retention. There are a few things to consider in recognizing volunteers.

- Many kinds of contributions must be considered.
- The quality of accomplishments is the primary determining factor in awarding recognition.
- Quality is not judged by length of service or number of other recognitions; it is ultimately a function of impact, direct or indirect, with girls.
- Recognition is given to reinforce high expectations and encourage continual improvement. It is not a competition.
- Recognitions create a strategic advantage because they identify those who model the future.
- Publicly honoring adults emphasizes Girl Scouting's vitality in the community. It encourages greater involvement and support from other adults and organizations - all with the goal of building girls of courage, confidence, and character, who make the world a better place.

There are three types of awards for adult volunteers:

I. *Earned* (Girl Scouts of the USA)

- Membership Year Pins
- Leadership Development Pins
- Years of Service Pins

II. *Awarded* (Girl Scouts of the USA)

- Outstanding Leader
- Outstanding Volunteer
- Appreciation Pin
- Honor Pin
- Thanks Badge
- Thanks Badge II

III. *Council-Specific Awards:*

- Girl Scouts of Connecticut Pin
- Leading the Way
- Helping Hands

Recognitions for Service Units

Recognition	Description	Procedure
GSOFACT Helping Hand	Awarded for any type of noteworthy contribution by an adult acting in a leadership role.	<ul style="list-style-type: none"> ◆ The application for GSOFACT Helping Hand/Leading the Way is submitted to the Service Unit Manager and/or the Service Unit Recognitions Chair. ◆ Service Unit Manager and/or Service Unit Recognitions Chair approve or deny recognition. ◆ Membership and Marketing Manager receives copy of Helping Hands/Leading the Way Application, verifies information, and returns to Service Unit. ◆ Approved Application is presented to GSOFACT Council shop for pin purchase.
GSOFACT Leading the Way	Awarded for any type of noteworthy contribution by a Troop/Group Leader or Assistant Troop/Group Leader.	<ul style="list-style-type: none"> ◆ The Application for GSOFACT Helping Hand/Leading the Way is submitted to the Service Unit Manager and/or the Service Unit Recognitions Chair. ◆ Service Unit Manager and/or Service Unit Recognitions Chair approve or deny recognition. ◆ Membership and Marketing Manager receives copy of Helping Hands/Leading the Way Application, verifies information, and returns to Service Unit. ◆ Approved Application is presented to GSOFACT Council shop for pin purchase.
GSUSA Outstanding Volunteer	Awarded for service performed beyond expectation of the position.	<ul style="list-style-type: none"> ◆ Completion of the application for GSUSA Outstanding Leader/ Outstanding Volunteer Form. ◆ Submission of completed application along with two (2) letters of endorsement is submitted to the Service Unit Team for approval. ◆ The Service Unit Team completes the Outstanding Volunteer Section of the Service Unit Recognition Committee Report and sends a copy of the report and the approved nomination paperwork to their Membership and Marketing Manager. ◆ The Service Unit Recognition Committee Report form is presented to GSOFACT Council shop for pin purchase.
GSUSA Outstanding Leader	Awarded for leadership so outstanding in nature that it merits recognition by the Service Unit.	<ul style="list-style-type: none"> ◆ Completion of the application for GSUSA Outstanding Leader/ Outstanding Volunteer Form. ◆ Submission of completed application along with two (2) letters of endorsement is submitted to the Service Unit Team for approval. ◆ The Service Unit Team completes the Outstanding Leader Section of the Service Unit Recognition Committee Report and sends a copy of the report and the approved nomination paperwork to their Membership and Marketing Manager. ◆ The Service Unit Recognition Committee Report form is presented to GSOFACT Council shop for pin purchase.

GSUSA Awarded Recognitions
(Presented at the GSOFACT Spring Meeting)

Recognition	Description	Procedures
GSUSA Appreciation Pin	Awarded for outstanding service performed by an individual which is above and beyond expectations for the position held and is delivered to <u>at least one</u> geographic area within Connecticut.	<ul style="list-style-type: none"> ◆ Completion of the application for GSUSA Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, and GSOFACT Pin Form. ◆ Submission of completed application along with three (3) letters of endorsement to the GSOFACT Recognition Committee by March 1, 2010. ◆ The GSOFACT Recognition Committee reviews nomination paperwork and forwards their recommendation to GSOFACT Board of Directors. ◆ GSOFACT Board of Directors approves or denies the award and notifies GSOFACT Recognition Committee. ◆ GSOFACT Recognition Committee notifies the nominating group. ◆ Nominator is informed of decision.
GSUSA Honor Pin	Awarded for outstanding service performed by an individual which is above and beyond expectations for the position held and is delivered to <u>at least two</u> geographic areas within Connecticut.	<ul style="list-style-type: none"> ◆ Completion of the Application for GSUSA Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, and GSOFACT Pin Form. ◆ Submission of completed application along with three (3) letters of endorsement to the GSOFACT Recognition Committee by March 1, 2010. ◆ The GSOFACT Recognition Committee reviews nomination paperwork and forwards their recommendation to GSOFACT Board of Directors. ◆ GSOFACT Board of Directors approves or denies the award and notifies GSOFACT Recognition Committee. ◆ GSOFACT Recognition Committee notifies the nominating group. ◆ Nominator is informed of decision.
GSUSA Thanks Badge	Awarded for truly outstanding service performed by an individual which is significantly above the expected performance and that benefits <u>the total Council or entire Girl Scout movement.</u>	<ul style="list-style-type: none"> ◆ Completion of the Application for GSUSA Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, and GSOFACT Pin Form. ◆ Submission of completed application along with four (4) letters of endorsement to the GSOFACT Recognition Committee by March 1, 2010. ◆ The GSOFACT Recognition Committee reviews nomination paperwork and forwards their recommendation to GSOFACT Board of Directors. ◆ GSOFACT Board of Directors approves or denies the award and notifies GSOFACT Recognition Committee. ◆ GSOFACT Recognition Committee notifies the nominating group. ◆ Nominator is informed of decision.

GSUSA Awarded Recognitions (Con't)
(Presented at the GSOFACT Spring Meeting)

Recognition	Description	Procedures
GSUSA Thanks Badge II	Awarded for continuing service by an individual who has already received the Thanks Badge. The quality of service performed is of the same level or surpasses earlier achievement and benefits <u>the total Council or entire Girl Scout movement.</u>	<ul style="list-style-type: none"> ◆ Completion of the Application for GSUSA Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, and GSOFACT Pin Form. ◆ Submission of completed application along with four (4) letters of endorsement to the GSOFACT Recognition Committee by March 1, 2010. ◆ The GSOFACT Recognition Committee reviews nomination paperwork and forwards their recommendation to GSOFACT Board of Directors. ◆ GSOFACT Board of Directors approves or denies the award and notifies GSOFACT Recognition Committee. ◆ GSOFACT Recognition Committee notifies the nominating group. ◆ Nominator is informed of decision.

Girl Scouts of Connecticut
Awarded Recognitions
(Presented at the GSOFACT Spring Meeting)

Recognition	Description	Procedures
Girl Scouts of Connecticut Pin	<ul style="list-style-type: none"> ◆ Awarded for outstanding service to a Council-wide assignment or whose service and dedication impacts the success and development of the Girl Scout Leadership Experience for Girl Scouts of Connecticut. <u>A minimum of 2 years of service in GSOFACT is required.</u> 	<ul style="list-style-type: none"> ◆ Completion of the Application for GSUSA Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, and GSOFACT Pin Form. ◆ Submission of completed application along with three (3) letters of endorsement to the GSOFACT Recognition Committee by March 1, 2010. ◆ The GSOFACT Recognition Committee reviews nomination paperwork and forwards their recommendation to GSOFACT Board of Directors. ◆ GSOFACT Board of Directors approves or denies the award and notifies GSOFACT Recognition Committee. ◆ GSOFACT Recognition Committee notifies the nominating group. ◆ Nominator is informed of decision.

Recognitions Approved at the Service Unit Level



Helping Hand

Girl Scouts of Connecticut's Helping Hand pin recognizes any type of noteworthy contribution by an adult who is acting in a leadership role.

Examples of possible candidates may include, but are not limited to:

- an individual who has delivered a unique program to a Troop/Group,
- an individual who has organized an event for a Service Unit,
- an individual who has taken on a service team position,
- or an individual whose job performance has exceeded expectations.

Criteria

1. The candidate is a registered Adult Girl Scout volunteer.
2. The candidate supports the Girl Scout Mission.
3. The candidate has completed appropriate training for her/his position and/or has demonstrated experience related to the leadership role nominated for.
4. The candidate's work merits recognition by the Service Unit.
5. This recognition is for the current Girl Scout year.

Nomination Instructions

- An individual or group familiar with the candidate's performance submits the Application for GSOFCT Helping Hand/Leading the Way to the Service Unit Manager and/or the Service Unit Recognitions Chair.
- The Service Unit Manager and/or the Service Unit Recognitions Chair reviews and will approve or deny the recognition.
- The Service Unit Manager and/or the Service Unit Recognitions Chair forwards 2 copies of the application to their Membership and Marketing Manager for verification of information.
- Approved application is presented to GSOFCT Council shop for pin purchase.
- This recognition may be presented at any Service Unit meeting or event.

It is encouraged that Service Units award the Helping Hands pin to multiple recipients yearly. Please contact your Membership and Marketing Manager for more information.



Leading the Way

Girl Scouts of Connecticut's Leading the Way pin recognizes any type of noteworthy contribution by a Troop/Group Leader or Assistant Troop/Group Leader.

Examples of possible candidates may include, but are not limited to:

- a Leader who has taken a Troop on a unique outing,
- a Leader who has organized a unique event or activity for a Troop/Group or Service Unit,
- a Leader who acts as a mentor to a new volunteer,
- or a Leader who has incorporated a variety of supplemental programming.

Criteria

1. The candidate is a registered Adult Girl Scout volunteer.
2. The candidate supports the Girl Scout Mission.
3. The candidate has completed appropriate training for his/her position.
4. The candidate's work with girls, merits recognition by the Service Unit.
5. This recognition is for the current Girl Scout year.

Nomination Instructions

- An individual or group familiar with the candidate's performance submits the Application for GSOFCT Helping Hand/Leading the Way to the Service Unit Manager and/or the Service Unit Recognitions Chair.
- The Service Unit Manager and/or the Service Unit Recognitions Chair reviews and will approve or deny the recognition.
- The Service Unit Manager and/or the Service Unit Recognitions Chair forwards 2 copies of the application form to their Membership and Marketing Manager for verification of information.
- Approved application is presented to GSOFCT Council shop for pin purchase.
- This recognition may be presented at any Service Unit meeting or event.

It is encouraged that Service Units award the Leading the Way pin to multiple recipients yearly. Please contact your Membership and Marketing Manager for more information.

GSUSA Outstanding Leader Award



The Outstanding Leader Award recognizes Troop/Group Leaders, assistant Troop/Group Leaders or group coordinators whose performance in working with girls is so outstanding that it merits recognition by the Service Unit or program delivery unit.

Examples of possible candidates may include, but are not limited to:

- the Troop/Group Leader whose creative activities attract an increasing number of girls,
- a day-camp Leader who plans with older girl Program Aides, and who welcomes additional girls to her unit so more girls have the opportunity to attend camp,
- a Troop/Group Leader who has integrated a girl with special needs into her Troop and its activities,
- the Leader/Assistant Troop Leader who recruits and retains an active Troop Committee that results in increased program opportunities for girls in the Troop,
- or the Troop Leader who develops a series of activities that give girls the opportunity to interact with people from different cultures.

Criteria

1. The candidate is a registered Girl Scout adult and is currently serving in a Troop Leader or Assistant Troop Leader capacity.
2. The candidate's performance as a Leader is so outstanding in nature that it merits recognition by the Service Unit.
3. The candidate has completed the required Girl Scout training for their Leadership position.

Nomination Instructions

- An individual or group familiar with the candidate's service completes the Application for GSUSA Outstanding Leader or GSUSA Outstanding Volunteer (Form 6OLOV) documenting the Leader's service and the resulting impact.
- The completed application along with **two (2)** letters of endorsement (Form 6LOE) describing the outstanding leadership qualities of the candidate and how the girls have benefited is submitted to the Service Unit Team for approval.
- The Service Unit Team reviews the application and endorsements and will notify the nominator as to the action taken (approval or denial of the nomination).
- The Service Unit Team completes the Outstanding Leader Section of the Service Unit Recognition Committee Report (Form 6SUR) and sends a copy of the report and the approved nomination paperwork to their Membership and Marketing Manager.
- All paperwork must be submitted, with required signatures, to their Membership and Marketing Manager on or before **April 1, 2010**.
- The Service Unit Recognition Committee Report form is presented to GSOFCT Council shop for pin purchase. The cost of the GSUSA Outstanding Leader recognition is the responsibility of the Service Unit.

GSUSA Outstanding Volunteer Award

(Outstanding volunteer other than LEADER)



The Outstanding Volunteer Pin recognizes an adult in a position other than Leader, or in addition to that of Leader, for exceptional service to Girl Scouting in the community.

Examples of possible candidates may include, but are not limited to:

- a recruiter who has retained or increased adult and/or girl membership in an area beyond the goals set for that area,
- a person who has significantly increased Girl Scouting's positive image within a community through a wide variety of methods and media,
- an event coordinator who has managed several successful events with increased use of girl planning and involvement,
- or a Service Unit Fundraising Chair who has increased financial support from the local community and/or families in her/his Service Unit.

Criteria

1. The candidate is a registered Girl Scout adult and is currently serving in a capacity other than or in addition to Leader.
2. The candidate has completed appropriate training for the position held, or has equivalent experience.
3. The service performed by the candidate is of benefit to the geographic area or Service Unit and is beyond the expectations for the position held to an extent that warrants area-wide recognition.

Nomination Instructions

- An individual or group familiar with the candidate's service completes the Application for GSUSA Outstanding Leader or GSUSA Outstanding Volunteer (Form 6OLOV) documenting the volunteer's service and the resulting impact.
- The completed application along with **two (2)** letters of endorsement (Form 6LOE) describing the outstanding leadership qualities of the candidate and how the girls have benefited, is submitted to the Service Unit Team for approval.
- The Service Unit Team reviews the application and endorsements and will notify the nominator as to the action taken (approval or denial of the nomination).
- The Service Unit Team completes the Outstanding Volunteer Section of the Service Unit Recognition Committee Report (Form 6SUR) and sends a copy of the report and the approved nomination paperwork to their Membership and Marketing Manager.
- All paperwork must be submitted, with required signatures, to their Membership and Marketing Manager on or before **April 1, 2010**.
- The Service Unit Recognition Committee Report form is presented to GSOFCT Council shop for pin purchase. The cost of the GSUSA Outstanding Volunteer recognition is the responsibility of the Service Unit.

Recognitions Requiring Approval by Girl Scouts of Connecticut Recognition Committee and Council Board of Directors

Girl Scouts of Connecticut's Recognition Committee reviews the appropriate application and endorsements and recommends approval or denial to the Council's Board of Directors. Girl Scouts of Connecticut's Board of Directors approves or denies the recognition and notifies the Recognition Committee who then notifies the nominating group or individual. These recognitions will be presented at the Council Spring Meeting or at a local event. Girl Scouts of Connecticut provides this recognition in acknowledgement of service given to Girl Scouts of Connecticut.

GSUSA Appreciation Pin



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

Examples of possible candidates may include, but are not limited to:

- a Service Unit Manager whose management of a Service Unit has seen an increase in membership and a stable retention pattern,
- a Facilitator who has provided exceptional service,
- the Manager of a successful Product Sale program that has exceeded previous goals,
- or the Director of an outstanding local day camp or program event.

Criteria

1. The candidate is a registered Girl Scout.
2. The service performed by the candidate is outstanding, above and beyond the expectations for the position held, and is delivered to at least one geographic area or Service Unit within Connecticut.
3. The candidate actively recognizes, understands, and practices the values of inclusive behavior.

Nomination Instructions

- An individual or group familiar with the service performed by the candidate completes the application for Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II (Form 6AHTB).
- The completed application along with **three (3)** letters of endorsement (FORM 6LOE) is submitted to the Girl Scouts of Connecticut Recognition Committee by **March 1, 2010**.
- The GSOFCT Recognition Committee reviews the nomination paperwork and forwards their recommendation to GSOFCT Board of Directors.
- The GSOFCT Board of Directors approves or denies the award and notifies the GSOFCT Recognition Committee, who will then notify the nominating group.
- Girl Scouts of Connecticut provides this award in recognition of the service given.

GSUSA Honor Pin



The Honor Pin recognizes an adult member who has delivered outstanding service to two or more Service Units or geographic areas.

Examples of possible candidates may include, but are not limited to:

- a volunteer who recruits Troop leadership from both traditional and non-traditional sources,
- a volunteer who develops and implements an interactive pluralism program that helps girls and adults develop a greater appreciation of people who are different from themselves,
- a corporate volunteer who recruits co-workers to lead or sponsor Troops/Groups or provides career mentors for girls from under-served populations in the Council,
- a Board Member who goes beyond the expectations for the position,
- or a Service Unit Manager whose management results in an increase in membership and a stable retention pattern over several years (i.e. clustered Service Unit).

Criteria:

1. The candidate is a registered Girl Scout.
2. The service performed by the candidate is outstanding, above and beyond the expectations for the position held, and is delivered to at least two or geographic areas or Service Units within Connecticut.
3. The candidate actively recognizes, understands, and practices the values of inclusive behavior.

Nomination instructions:

- An individual or group familiar with the service performed by the candidate completes the application for Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II (Form 6AHTB).
- The completed application along with **three (3)** letters of endorsement (FORM 6LOE) is submitted to the Girl Scouts of Connecticut Recognition Committee by **March 1, 2010**.
- The GSOFCCT Recognition Committee reviews the nomination paperwork and forwards their recommendation to GSOFCCT Board of Directors.
- The GSOFCCT Board of Directors approves or denies the award and notifies the GSOFCCT Recognition Committee, who will then notify the nominating group.
- Girl Scouts of Connecticut provides this award in recognition of the service given.

GSUSA Thanks Badge

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



Examples of possible candidates may include, but are not limited to:

- the director of a successful Council or regional *destination* that results in increased extension and retention of older girls and significant positive publicity for the Council,
- a chair of the Council's Fund Development Committee who develops and implements a plan that significantly increases the percentage of adult-generated funding for the Council,
- a volunteer who plays a policy decision-making role at a consistently high level and attracts broad participation in policy-influencing through the democratic process,
- a volunteer who establishes a successful collaboration with a local agency that results in increased program opportunities for girls from all parts of the Council,
- a volunteer who contributes significantly to the total Girl Scout organization in the delivery of Girl Scout program on an operational level,
- or a volunteer who initiates and successfully manages the extension of Girl Scouting to underserved populations within the Council's jurisdiction.

Criteria

1. The candidate is a registered Girl Scout.
2. Has taken a leadership role at the Council level in one or more of the following areas:
 - increasing membership growth and retention,
 - increasing the percentage of adult-generated funding in the total Council income,
 - increasing innovative program opportunities Council-wide,
 - developing broad participation in policy-influencing through the democratic process,
 - or ensuring that inclusive behavior is recognized, understood and practiced at all levels.

Nomination Instructors

- An individual or group familiar with the service performed by the candidate completes the Application for Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II (Form 6AHTB).
- The completed application along with **four (4)** letters of endorsement (FORM 6LOE) is submitted to the Girl Scouts of Connecticut Recognition Committee by **March 1, 2010**.
- The GSOFCT Recognition Committee reviews the nomination paperwork and forwards their recommendation to GSOFCT Board of Directors.
- The GSOFCT Board of Directors approves or denies the award and notifies the GSOFCT Recognition Committee, who will then notify the nominating group.
- Girl Scouts of Connecticut provides this award in recognition of the service given.



GSUSA Thanks Badge II

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

Examples of possible candidates may include, but are not limited to:

- a Board Member whose continuous strong leadership in fund development has resulted in greater financial stability for the Council,
- a member of a strategic-planning task group whose leadership inspires a pluralistic, visionary plan,
- a Council Facilitator who successfully implements a statewide or regional training event,
- a program consultant who, after developing activities for girls' Council-wide, serves as director for an event with national participation,
- or an administrative volunteer who initiates a volunteer support system that successfully retains members in the Council and which has been replicated in other councils.

Criteria

1. The candidate is a registered Girl Scout.
2. Candidate's service may be at any level of Girl Scouting.
3. Candidate's eligibility may also include documented service to the Girl Scout organization worldwide.
4. The candidate has received the Thanks Badge.
5. The quality of service performed is of the same level or surpasses the earlier achievement. It is a way of saying thanks again to an outstanding individual who has contributed greatly and continuously to Girl Scouting.

Nomination Instructions

- An individual or group familiar with the service performed by the candidate completes the Application for Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II (Form 6AHTB).
- The completed application along with **four (4)** letters of endorsement (FORM 6LOE) is submitted to the Girl Scouts of Connecticut Recognition Committee by **March 1, 2010**.
- The GSOFCR Recognition Committee reviews the nomination paperwork and forwards their recommendation to GSOFCR Board of Directors.
- The GSOFCR Board of Directors approves or denies the award and notifies the GSOFCR Recognition Committee, who will then notify the nominating group.
- Girl Scouts of Connecticut provides this award in recognition of the service given.

Girl Scouts of Connecticut Pin



The Girl Scouts of Connecticut Pin recognizes any registered adult Girl Scout giving outstanding service to a Council-wide assignment, or whose service and dedication impacts the success and development of the Girl Scout Leadership Experience for Girl Scouts of Connecticut.

This pin was developed exclusively by Girl Scouts of Connecticut and is the highest award given to adults on behalf of the Council.

Examples of possible candidates may include, but are not limited to:

- area or Council-wide Committee Members who have contributed to the achievement of Council goals,
- Council Volunteers on Committees who have consistently given outstanding service,
- an adult who has given exceptional service in progressively more responsible positions,
- or an employed staff member whose service has met the criteria.

Criteria

1. Candidate has given distinctive service to a Council-wide assignment; or service that enriches the picture of Girl Scouting in the minds of the public, benefits many people in a regional area, or impacts the success and growth of Girl Scouts of Connecticut.
2. Service performed must show vision encompassing the goals of Girl Scouts of Connecticut identified by CEO and Board of Directors.
3. Candidate is a registered adult Girl Scout volunteer or staff member.
4. Candidate has held more than one position in Girl Scouts of Connecticut if a volunteer.
5. A minimum of 2 years of service in Girl Scouts of Connecticut is required.

Nomination Instructions

- An individual or group familiar with the service performed by the candidate completes the Application for Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II (Form 6AHTB).
- The completed application along with **three (3)** letters of endorsement (FORM 6LOE) is submitted to the Girl Scouts of Connecticut Recognition Committee by **March 1, 2010**.
- The GSOFCT Recognition Committee reviews the nomination paperwork and forwards their recommendation to GSOFCT Board of Directors.
- The GSOFCT Board of Directors approves or denies the award and notifies the GSOFCT Recognition Committee, who will then notify the nominating group.
- Girl Scouts of Connecticut provides this award in recognition of the service given.

Basic Tips for Completing Application Forms

Below you will find some tips for completing an award application. Following these tips will help the selections committee make an informed decision and will help to ensure recognition of the nominee. If you find you have questions, please contact the Volunteer Services Department (adultdev@gsofct.org) or 203-239-2922.

Completing the Nomination Form

- Make sure all blanks have been completed on the form. This may mean that you will have to do some research on the nominee. Contact the Service Unit Manager or Membership and Marketing Manager for assistance.
- Make sure all of your personal information is complete. Do a quick scan and be sure all information is complete.
- Check to see if the person is being nominated for any other award. Do not nominate someone for more than one award in one year.

Writing Endorsement Letters

- Inform the writer of the letters why you are nominating this person, and the award for which the person is being nominated.
- Use the questions on the back of the application form to formulate your letters. The endorsement letters should be more than one paragraph, however, try to keep all endorsement letters to 100 words or less.
- The letter must reflect how the volunteer has gone above and beyond expectations for the position in which they are being nominated.
- Content should focus on the service provided that pertains to the position stated on the application form.
- Don't wait until the last minute. Begin compiling your endorsement letters early. People need time to formulate thoughts and write good supporting letters. Give your letter writers a deadline **before March 1** allowing you enough time to review all letters prior to submitting.
- Verify what paperwork is needed for the award attaching all endorsement letters to the application form. Nominations will not be considered if submitted incomplete. Remember to make copies for your Service Unit's records.

A Checklist for Writing Endorsement Letters

The following is a guide to help you successfully write an endorsement letter. Give these pages to anyone writing an endorsement letter. It will help them stay focused and help to ensure that the nominee is recognized appropriately. Endorsement letters should be approximately 100 words or less and have the following outline.



The opening paragraph should introduce the purpose of the letter, the nominee, the position for which they are being nominated and the reason for the nomination. Here is an example:

Introduction of nominee and brief description of service

I am writing this letter to support Jane Doe, Training Consultant, Danbury Service Unit, for the Honor Pin. Jane has worked diligently in the Danbury, Waterbury, and Hartford Service Units to provide quality training to Leaders, which resulted in improved delivery of the Girl Scout program in all three Service Units.



The body of the letter should describe the specific service, who benefited from the service, and provide clear results of the service that was above and beyond the job description. For example:

Description of service or action that was above & beyond the job description*

Jane recognized that many of our Leaders have not completed the required trainings. She realized that in our community, many of the adults work in second and third shift jobs. This created a challenge when it came to training volunteers. She found out that several neighboring Service Units had the same problem. She called a meeting of the Service Unit Managers and Training Coordinators. She proposed that they offer training at “unconventional times” due to their audience. The Service Units were immediately behind her. Jane’s next step was to approach the Volunteer Development Services Department at the Council Office.

The Volunteer Development Services Department worked with her to become a Council Facilitator thus helping her to address the grade level training needs. Working together with other Council Facilitators, she orchestrated three training sessions that provided the courses needed by the volunteers.

The amazing thing was that they were offered at the local church from 7:00 – 10:00 am when everyone was off of work. She worked with the Service Units and they provided the funds for breakfast.

Results of nominee’s work

Jane’s hard work resulted in 30 Leaders in three Service Units being trained to work with their Troops. She showed Leaders that with some collaboration, things could get done. Jane’s work across three Service Units benefited over 200 girls, and has created strong relationships with each of the Service Units.

For her innovation in training across Service Units, and willingness to learn and be trained, Jane Doe deserves the Honor Pin.

*Position descriptions are available through the Service Unit Managers, the Membership and Marketing Managers, as well as on our website at www.gsofct.org in the Resource and Forms Library.

A Checklist for Writing Endorsement Letters (Con't)



The closing of the letter should have the writer's name, Service Unit, address, and phone number. Here's an example:

Sincerely,
Mary Smith
Service Unit 400
1000 Main St.
Hartford, CT 06800
860-555-5555



Remember to review the letter and make sure the service meets the criteria of the award listed in this packet.

Sample Endorsement Letter

The following letter is a good example of how the nominator presented the nominee's accomplishments and showed how the nominee went "above and beyond" the job description. The names of the nominee, nominator, and Service Unit have been changed.

January 27, 2010
111 Main Street
Hartford, CT 06800
860-555-1222

Dear Members of the GSOFCT Recognition Committee,

This letter is written in support of Sally Smith for the Appreciation Pin. Sally has been an excellent Troop Leader for at least 8 years now guiding some of her Senior Girl Scouts through the Gold Award process. She has served in many capacities on the Hartford Service Unit Service Team including: Junior Program Consultant, Newsletter Editor, and now as Service Unit Manager. I am nominating her for the Appreciation Pin, because of her contributions to the Service Unit in her role as Service Unit Manager.

One of Sally's strengths is her ability to organize not only paperwork, but also the information needed to run the Service Unit. She has improved the efficiency of the Hartford Service Unit beyond what I could imagine. I served with her as Service Unit Manager for two years and watched her work her magic. During her term as Service Unit Manager, she has accomplished the following:

- she not only purged old forms from the Service Team bins, she also reorganized them with new labels. The managers before were content to just pass them on to the next volunteers;
- she then took the Leader sign-in for Service Unit meetings; created new sheets on the computer listing all of the Leaders and Co-Leaders, organized the list by grade-level, and now we just initial next to our name to make sure addresses, phone numbers, and e-mail addresses are always up to date;
- she created a chart on Excel to track the Volunteer Application process for new Leaders. This was an enormous help to me when I was responsible for the applications. The chart included name, address, phone, application date, approval date, new Troop number, and other necessary information. For those people who are well versed in computer programs, this may not be a big deal. For me it had a huge impact on our ability to keep track of 30+ new Leaders each year. We will pass this system on to the next Service Unit Manager;
- she helped me in my job as training liaison to organize the training records of all Leaders in the Service Unit on Access. This helped me keep track of over 200 Leaders and their trainings. This is not part of the responsibility of a Service Unit Manager, however this system has helped us work together to eliminate almost all of our noncompliant Leaders by not permitting them to register for events without having completed their required trainings;
- and during her second year as Service Unit Manager, Sally assumed the Registrar's position when the Registrar's husband became critically ill. She did not just "baby-sit" the job but worked to improve the methods of record keeping. She accomplished this with no prior knowledge of the Registrar position.

Sally's contribution to the Hartford Service Unit has allowed us to better serve our Leaders with organized bins of information and reports. The parents/guardians of girls in our Service Unit can be assured that the Leaders working with their daughters are registered and trained. I don't think we could have made that promise as easily with our large number of Leaders without the tools that Sally has provided to the Service Unit. Now you can see why I strongly urge the committee to recognize Sally with the Appreciation Pin.

Sincerely,

Jane Doe
Hartford Service Unit

Where to Purchase Recognition Items

Helping Hands, Leading the Way, Outstanding Leader Award, Outstanding Volunteer Award and Membership Numerals (up to 20 years) may be purchased by Service Unit Managers or Recognitions Committee Members

Girl Scouts of Connecticut has seven retail shops around the state. The full listing of shop locations and hours can be found at www.gsofct.org. Please note – if you wish to have the recognition items mailed to your home, please send your information to the North Haven Retail Shop.

GSUSA Adult Membership Numeral guards attach to the Girl Scout Membership Pin. They are available to all adult members who have five or more years, cumulative membership both as a girl and as an adult. The membership years need not be consecutive. Membership numeral guards are available in five (5) year increments at Girl Scouts of Connecticut Retail Shops.

Application for membership numerals:

- Service Unit Manager or Service Unit Recognitions Chair completes the numeral pins section on the Service Unit Recognition Committee Report (Form 6SUR).
- The Service Unit Recognition Committee Report form is presented to GSOFCT Council shop for pin purchase.
- Numeral guards up to 15 years (5, 10, and 15) are presented in the Service Unit. Cost is the responsibility of the Service Unit.
- Numeral guards 20 years and more can be presented at the Spring Meeting by submitting the Membership Pin Application (Form 6MPA).
- Numeral guards for 20 or more years will be at no charge to the Service Unit.



Application for GSOFACT Helping Hand or GSOFACT Leading the Way
(2 copies required)

Nomination instructions:

An individual or group familiar with the candidate's performance submits this completed application to the Service Unit Manager and/or the Service Unit Recognitions Chair. The Service Unit Manager and/or the Service Unit Recognitions Chair will review and approve or deny the recognition.

The Service Unit Manager and/or the Service Unit Recognitions Chair forwards 2 copies of this application form to their Membership and Marketing Manager (MMM) for verification of information. (MMM copy & SU copy) Approved Application form is presented to GSOFACT Council shop for pin purchase.

Please contact MMM for more information. It is encouraged that Service Units award multiple volunteers.

Recognition: Helping Hand _____ Leading the Way _____

Candidate's name _____

Service Unit _____

Description of contribution _____

Audience of contribution _____

Date(s) of contribution _____

Verified by Service Unit Manager/Recognition Chair Date

Purchase Date

Verified by Membership and Marketing Manager Date



Application for GSUSA Outstanding Leader or GSUSA Outstanding Volunteer

Service Unit Recognition Committee Approved

Requirements and procedures for Girl Scouts of Connecticut Service Unit Recognition Committee, and approved awards are available at www.gsofct.org or by contacting the Volunteer Development Department in the North Haven Service Center at 203-239-2922, x3309, or adultdev@gsofct.org. Please read them carefully before completing this form.

If a volunteer has previously received any of the recognitions listed below, this nomination should only reflect service from that time on.

Applications may be submitted by any group or individual.

Each recognition has a number of endorsements required to accompany the application. Please use Letter of Endorsement (Form #LOE) for each of these. **This application form does not serve as an endorsement.**

GSUSA Outstanding Leader – two (2) endorsements needed

GSUSA Outstanding Volunteer – two (2) endorsements needed

Instructions

1. Use this form to apply for the **GSUSA Outstanding Leader** or **GSUSA Outstanding Volunteer award only**.
2. Type or write clearly. Bulleted items are fine.
3. Submit all forms to your Service Unit Recognition Committee or Service Unit Manager.
4. The Service Unit keeps this form and letters of endorsements for their records. The Service Unit sends a copy of the Service Unit Committee Report form (with appropriate signatures) to:
Girl Scouts of Connecticut Retail Shop, 20 Washington Ave, North Haven, CT 06473.
5. The cost of the GSUSA Outstanding Leader and GSUSA Outstanding Volunteer recognition is the responsibility of the Service Unit.
6. The nominator(s) requesting this recognition will be notified of the Service Unit Committee's action.
7. The deadline for these recognitions is **April 1, 2010**.

I. Nominee Information

Name of Nominee (last, first): _____

Address: _____ City/Town: _____ Zip: _____

Position currently registered in: _____

Recognition: _____ Presentation date: _____

Awards previously received by the nominee (check all that apply)

Service Unit Approved Awards

- | | |
|--|--------------------|
| <input type="checkbox"/> Leadership Development Pin | Year received_____ |
| <input type="checkbox"/> GSUSA Outstanding Leader Award | Year received_____ |
| <input type="checkbox"/> GSUSA Outstanding Volunteer Award | Year received_____ |
| <input type="checkbox"/> GSOFCT Leading the Way | Year received_____ |
| <input type="checkbox"/> GSOFCT Helping Hand | Year received_____ |
| <input type="checkbox"/> Other (list below) | |
| _____ | Year received_____ |
| _____ | Year received_____ |

Girl Scouts of Connecticut Board Approved Awards

- | | |
|---|--------------------|
| <input type="checkbox"/> GSUSA Appreciation Pin | Year received_____ |
| <input type="checkbox"/> GSUSA Honor Pin | Year received_____ |
| <input type="checkbox"/> GSUSA Thanks Badge | Year received_____ |
| <input type="checkbox"/> GSUSA Thanks Badge II | Year received_____ |
| <input type="checkbox"/> GSOFCT Pin | Year received_____ |

Check all positions held by the candidate (past or present):

- Troop Leader or other Troop position (Describe: _____)
- Group Leader for interest or short term Troop/Group
- Recruiter/Organizer
- Service Unit Product Sale Manager
- Service Unit Special Events Chairperson
- Service Unit Training Coordinator
- Service Unit Manager
- Council Facilitator (Trainer)
- Council Program Chair
- Council Committee Member (Name of committee: _____)
- Council Board member
- Employed Staff (Positions : _____)
- Day Camp Director
- Camp Staff/Summer Program Staff
- Other positions (list: _____)

Description of Service. Specific results are necessary to meet the criteria for these recognitions. Describe how the service provided by the candidate has been OUTSTANDING - ABOVE AND BEYOND THE EXPECTATIONS OF THE POSITION.

Example: Has retained _____ Troop members, has recruited _____ new members.
Has recruited _____ Leaders and other adults.
Has been in charge of _____ Service Unit Special Events.

Continue with this section for **Outstanding Volunteer** Award only. (Candidate **MUST** be serving in a position other than Leader). Describe the exceptional service provided. Describe who has benefited from this service, including the number of girls or adults being served.

II. Nominator Information

Name of individual/group requesting recognition: _____

Notification of recognition approval should be sent to: _____

Address: _____ City/Town: _____ Zip: _____

Phone number: (____) _____ Position _____

Number of endorsement letters attached _____

NOTE: Application will not be considered without required endorsements.

Service Unit Recognition Committee Use Only (circle one) Approved Denied Date: _____

If Denied, Reason: _____

Service Unit Recognition Committee Signatures:

1. _____
Print Name Signature

2. _____
Print Name Signature



Service Unit Recognition Committee Report

This form is required to purchase Numeral Pins, GSUSA Outstanding Leader, and/or GSUSA Outstanding Volunteer Pins. Signatures from your Service Unit Recognition Committee Member(s) and your GSOFC Membership and Marketing Manager are required.

Service Unit Name: _____ Membership Year: **2009-2010**

Service Unit Manager or Recognition Committee Chair: _____

Address: _____ City/Town: _____ Zip: _____

Phone (____) _____ Date of Presentation (if known): _____

Please use back of sheet for additional names/pins.

Service Unit Recognition Committee Member(s) approving these recognitions (signatures as needed):

1. _____
Print Name *Signature*

2. _____
Print Name *Signature*

Membership and Marketing Manager approving these recognitions:

1. _____
Print Name *Signature*

Numeral Pins: (5, 10, 15)

Name: _____ Town: _____ Pin: _____

Name: _____ Town: _____ Pin: _____

Outstanding Leader:

Name: _____ Town: _____

Name: _____ Town: _____

Outstanding Volunteer:

Name: _____ Town: _____

Name: _____ Town: _____

Pricing for 2009-2010 Membership Year:

Outstanding Leader & Outstanding Volunteer Pins - **\$3.50 each** Numeral Pins - **\$1.95 each**
Helping Hands & Leading the Way Pins - **\$3.50 each**

The above recognition pins can be purchased at any Girl Scouts of Connecticut Retail Shop. If you wish to have these recognition items mailed to your home, please send this form and payment in full (including shipping and handling) to: Girl Scouts of Connecticut, Retail Shop, 20 Washington Avenue, North Haven, CT 06473



Application for Numeral Pin

Name: _____

Phone: _____ Email: _____

Address: _____

Service Unit: _____ Position: _____

I am eligible to receive the following membership numeral pin at the
Girl Scouts of Connecticut Annual Meeting (Spring 2010)
(Please circle one)

There is no cost for the below pin.

20 25 30 35 40 45 50 55 60 65 70 75

Please return form no later than **March 1, 2010** to:

Girl Scouts of Connecticut
Volunteer Development Services Department
20 Washington Avenue, North Haven, CT 06473
Phone: 203-239-2922 ext #3309
Fax: 203-239-7220
adultdev@gsfct.org
www.gsfct.org



Application for GSUSA Appreciation Pin, Honor Pin, Thanks Badge,
Thanks Badge II, GSOFC T Pin

Girl Scouts of Connecticut Recognition Committee Approved

Requirements and procedures for Girl Scouts of Connecticut Service Unit Recognition Committee, and approved awards are available at www.gsofct.org and by contacting the Volunteer Development Department in the North Haven Service Center at 203-239-2922, x3309, or adultdev@gsofct.org. Please read them carefully before completing this form.

If a volunteer has previously received any of the recognitions listed below, this nomination should only reflect service from that time on.

Applications may be submitted by any group or individual.

All Girl Scouts of Connecticut Recognition Committee approved awards require **outstanding** service **above and beyond** the expectations of the position description, **significant** contributions to meeting Girl Scouts of Connecticut goals, and service known to many people. Each recognition has a number of endorsements required to accompany the application. Please use Letter of Endorsement (Form #LOE) for each of these. **This application form does not serve as an endorsement.**

GSUSA Appreciation Pin and Honor Pin - three (3) endorsements needed

GSUSA Thanks Badge and Thanks Badge II - four (4) endorsements needed

Girl Scouts of Connecticut Pin - three (3) endorsements needed

Instructions:

1. Use this form to apply for the **GSUSA Appreciation Pin, GSUSA Honor Pin, GSUSA Thanks Badge, GSUSA Thanks Badge II, and GSOFC T Pins only.**
2. Type or write clearly. Bulleted items are fine.
3. Mail this form along with required letters of endorsements to:
Girl Scouts of Connecticut, Recognition Committee,
20 Washington Avenue, North Haven, CT 06473
4. There is no charge for GSUSA Appreciation Pin, GSUSA Honor Pin, GSUSA Thanks Badge, GSUSA Thanks Badge II, or GSOFC T Pin.
5. The nominator(s) requesting this recognition will be notified of the committee's action.
6. The deadline for awards to be presented at the Girl Scouts of Connecticut Spring Meeting is: **March 1, 2010.**

I. Nominee Information

Name of Nominee (last, first): _____

Address: _____ City/Town: _____ Zip: _____

Position currently registered in: _____

Recognition: _____ Presentation date: _____

Awards previously received by the nominee: (Check all that apply.)

Service Unit Approved Awards

- | | |
|--|---------------------|
| <input type="checkbox"/> Leadership Development Pin | Year received _____ |
| <input type="checkbox"/> GSUSA Outstanding Leader Award | Year received _____ |
| <input type="checkbox"/> GSUSA Outstanding Volunteer Award | Year received _____ |
| <input type="checkbox"/> GSOFCT Leading the Way | Year received _____ |
| <input type="checkbox"/> GSOFCT Helping Hand | Year received _____ |
| <input type="checkbox"/> Other (list below) | |
| _____ | Year received _____ |
| _____ | Year received _____ |

Girl Scouts of Connecticut Board Approved Awards

- | | |
|---|---------------------|
| <input type="checkbox"/> GSUSA Appreciation Pin | Year received _____ |
| <input type="checkbox"/> GSUSA Honor Pin | Year received _____ |
| <input type="checkbox"/> GSUSA Thanks Badge | Year received _____ |
| <input type="checkbox"/> GSUSA Thanks Badge II | Year received _____ |
| <input type="checkbox"/> GSOFCT Pin | Year received _____ |

Check all positions held by the candidate (past or present):

- Troop Leader or other Troop position (Describe : _____)
- Group Leader for interest or short term Troop
- Recruiter/Organizer
- Service Unit Product Sale Manager
- Service Unit Special Events Chairperson
- Service Unit Training Coordinator
- Service Unit Manager
- Council Facilitator
- Council Program Chair
- Council Committee Member (Name of committee: _____)
- Board member
- Employed Staff (Positions : _____)
- Day Camp Director
- Camp Staff/Summer Program Staff
- Other positions (list: _____)

Description of Service. All service should be measured by how the nominee has helped carry out the Girl Scout Mission. Describe how the service provided by the candidate has OUTSTANDING - ABOVE AND BEYOND THE EXPECTATIONS OF THE POSITION.

What are the results of the service? Who benefited? How many were served?

Example: Don't say – "has been a consultant for three years."

Do say – "has consulted 20 Troops in 3 school areas for 3 years, holding monthly Leader roundtables, with a Leader retention rate of 80% in all three years..."

Add other specific indications of outstanding service, such as:

- Has organized ten recruitment meetings in six schools, resulting in _____ Troops.
- Has been a spokesperson for Girl Scouts in the community, speaking to five civic groups in one year resulting in _____.
- Has retained eight out of ten Leaders, supporting them by _____.
- Has helped develop Council program, training/membership events, or materials (describe specifics, such as how many were served, what programs, and what training).
- Has worked during summer programs for four weeks as... (Describe position and give details of program).

II. Nominator Information

Name of individual/group requesting recognition: _____

Notification of recognition approval should be sent to: _____

Address: _____ City/Town: _____ Zip: _____

Phone number: (____) _____ Position _____

Number of endorsement letters attached _____

NOTE: Application will not be considered without required endorsements.

Girl Scouts of Connecticut Recognition Committee Use Only (circle one) Approved Denied Date: _____

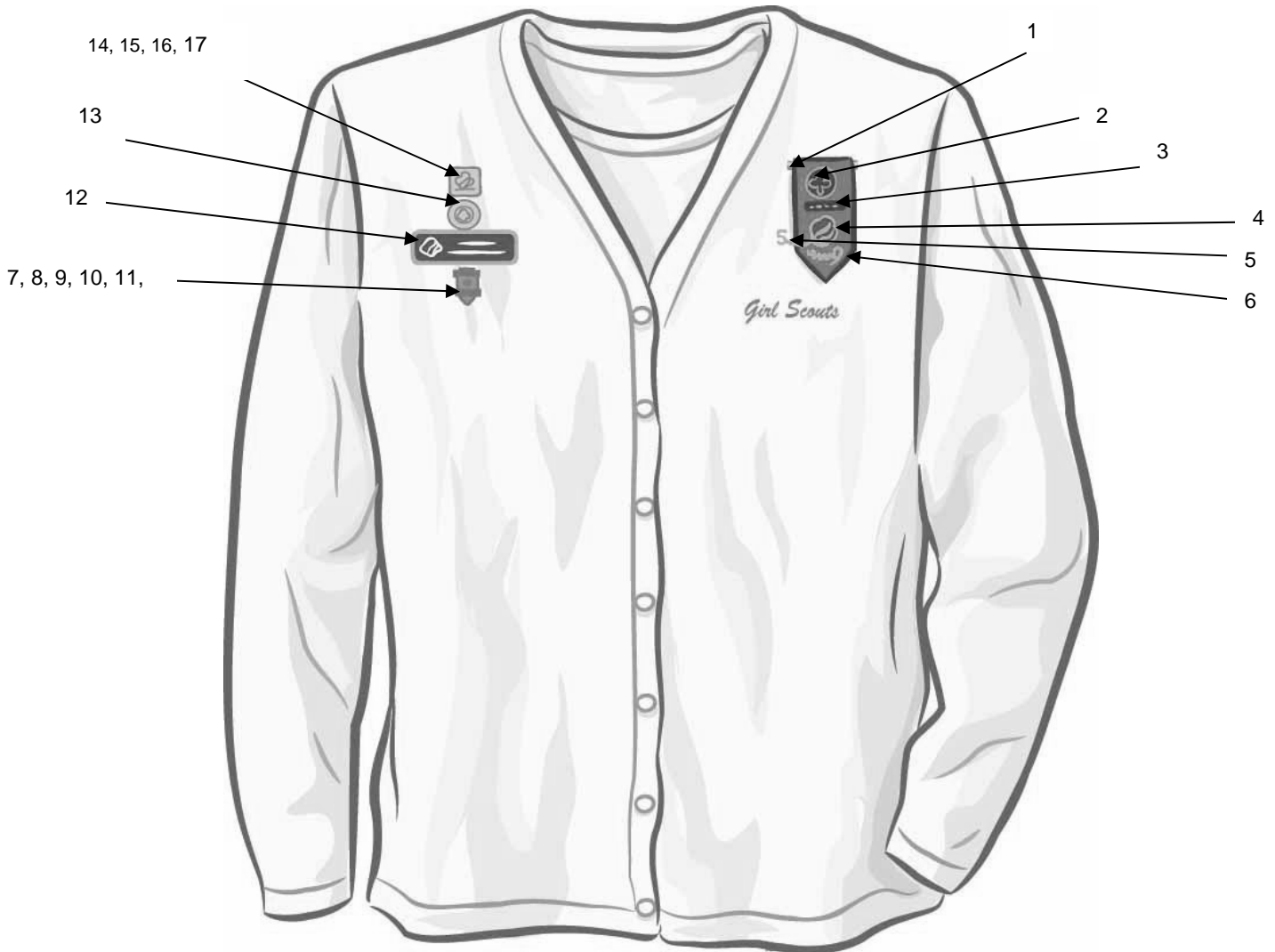
If Denied, Reason: _____

Girls Scouts of Connecticut Recognition Committee Signatures:

1. _____
Recognition Chair Print Name *Signature*

2. _____
Print Name *Signature*

Girl Scout Adult Women's Pin Placement

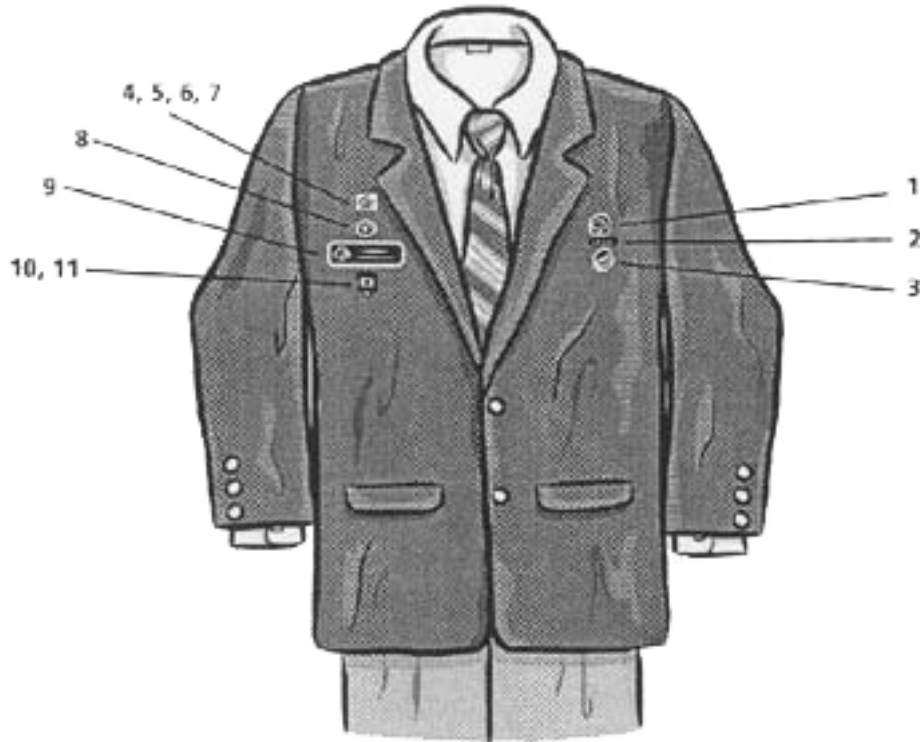


1. Adult Insignia Tab
2. World Trefoil Pin
3. Adult Position Pin
4. Girl Scout Pin (contemporary or traditional)
5. Membership Numeral Guard
6. Campus Girl Scout Guard
7. Girl Scout Gold Award
8. Bridge to Adult Girl Scouts Award

9. Years of Service Pin
10. Outstanding Volunteer Award Pin
11. Outstanding Leader Award Pin
12. Personalized ID Pin
13. Lifetime Membership Pin
14. Appreciation Pin
15. Thanks Badge
16. Thanks Badge II
17. Honor Pin

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

Girl Scout Adult Men's Pin Placement



1. World Trefoil Pin
2. Adult Position Pin
3. Girl Scout Pin (contemporary or traditional)
4. Appreciation Pin
5. Honor Pin
6. Thanks Badge
7. Thanks Badge II
8. Lifetime Membership Pin
9. Personalized ID Pin
10. Years of Service Pin
11. Outstanding Volunteer Award Pin

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