



# Board Approved Awards

# Board Approved Awards Timeline

Year-round	Recognition nominations are encouraged to be completed and forwarded to Girl Scouts of Citrus throughout the year.
March	Annual Meeting.
April	Board Approved Award Ceremony—conducted by Council.
November	<b>Suggested time that <u>Board Approved Recognition</u> nominations and endorsements be completed and forwarded to Girl Scouts of Citrus</b> (can be mailed in—address information below or emailed to Customer Care).
December	Citrus Council Board of Directors review and approves/denies nominations.
<b>December 15th</b>	<b><u>DEADLINE</u> for Board Approved Recognitions.</b> All nominations must be in the Citrus Council Service Center
January/February	Volunteer Recognition Selection Committee review and make recommendations of nominations.
Questions	(407) 896-4475
Email to:	Customer Care <a href="mailto:customercare@citrus-gs.org">customercare@citrus-gs.org</a>

# Roles in the Adult Recognition Process

**Nominator** - a person who nominates someone who is deserving of recognition. They contact others who would be willing to write endorsement letters to support the nomination. They complete the nomination form and collect the letters of endorsement, turn them in to Citrus Council – Volunteer Recognitions on or before the deadline. Any registered Girl Scout adult may nominate a registered Girl Scout adult for an adult recognition.

**Citrus Council Adult Recognition Selection Committee** reviews all nominations and documentation submitted by individual Girl Scout members, Service Community Recognitions Task Group, Board members and/or staff. Based on materials submitted, the committee recommends presentation of the awards to the Board of Directors for approval.

The Council Adult Recognition Selection Committee has the right to change the award that a person has been nominated for. For example; a nominee's accomplishments may be such that they warrant either a higher or lower award. Recognitions/Awards to be considered:

- Appreciation Pin
- Honor Pin
- Carol Braby
- Thanks Badge
- Thanks Badge II
- Presidents Award

The **Board of Directors** make the final decision regarding the presentation of these awards. They also have the right to change a recognition for which a person has been nominated.

## Nomination Process: Easy as 1 – 2 – 3!

- 1. Complete the nomination form.** Clearly state the personal achievements of the candidate and specifically state the reasons that the candidate's achievements meet the criteria for this particular award. Nomination forms should be neatly printed or typed.
- 2. Recruit additional people to write the required letters of endorsement.** Be sure to communicate the deadline for submission, to whom they should return the completed letter, and share the Letter of Endorsement Tips. Letters of Endorsement should be neatly typed or printed. Note: The nominator is not allowed to write letters of endorsement.
- 3. Turn in the entire nomination package on or before December 15<sup>th</sup>.** Send to the service center by mail, email or hand delivered.

## Do . . .

- Type your nomination form if possible or legibly print all information using a ballpoint pen with black or blue ink.
- Tell us all you can. The recognition task group can only work with what is in front of them. If you don't tell them about the candidate, they won't know.
- Include personal insights or anecdotes.
- Growth between awards is one of the areas the task group likes to see. Tell how you feel the person has shown growth in her/his contributions to Girl Scouting since their previous award.
- Be results-oriented. Do not say that the candidate is responsible, friendly, etc. – explain their achievement.
- Explain your connection to the candidate. ("I work with her/him in my role as...")

## Don't . . .

- Be vague. It is assumed that the candidate is someone you think positively of; otherwise you would not be nominating them.
- Write about the many positions the candidate holds unless you have personal experience working with the candidate.
- Make assumptions about the responsibilities involved with community level positions. Many communities divide duties among people who are willing to do them. What matters most is that the candidate performs above the expectations of the position.
- Just look at the role description and repeat the list of responsibilities – these are expectations of the position, not above and beyond.

## Remember – Details are important

### Awards:



### Appreciation Pin

**Description:** The Appreciation Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had measurable impact on one geographic area of service, helps reach and surpass the mission-delivery goals of the area.

### Criteria

- The candidate is an active, registered adult Girl Scout.
- The service performed by the candidate is above and beyond the expectations for the position held and made an impact on a geographic area within the council's jurisdiction.

**Nomination:** A nomination form is completed and submitted to the council's recognition committee, along with supporting documentation needed to indicate how the candidate or nominee meets the criteria. The recognition committee reviews the nomination documentation, then approves or denies it. The recognition committee sends notification of the decision to the council's board of directors for confirmation.



## Honor Pin

**Description:** The Honor Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience, which has had measurable impact on two or more geographic areas of service, allowing the council to reach and surpass its mission-delivery goals.

### Criteria

- The candidate is an active, registered adult Girl Scout.
- The service performed by the candidate is above and beyond the expectations for the position held and made an impact on two or more geographic areas within the council jurisdiction.

**Nomination:** A nomination form is completed and submitted to the council's recognition committee, along with supporting documentation needed to indicate how the candidate or nominee meets the criteria. The recognition committee reviews the nomination documentation, then approves or denies it. The recognition committee sends notification of the decision to the council's board of directors for confirmation.

## Carol Braby Award



**Description:** The purpose of the Carol Braby Award is to recognize adult members who have contributed significantly to Girl Scouts of Citrus Council's reach for pluralism.

### Criteria

- The candidate is an active, registered adult Girl Scout.
- The candidate has contributed significantly to the council's reach for pluralism.
- Raising awareness of those around her/him of the gifts inherent in racial, cultural and socio-economic diversity.
- Facilitating the development of common human values while respecting the differences of others.
- Extending membership to all segments of the community regardless of race, national, religious, cultural or economic background.

**Nomination:** A nomination form is completed and submitted to the council's recognition committee, along with supporting documentation needed to indicate how the candidate or nominee meets the criteria. The recognition committee reviews the nomination documentation, then approves or denies it. The recognition committee sends notification of the decision to the council's board of directors for confirmation.



## Thanks Badge

**Description:** The Thanks Badge honors an individual whose ongoing commitment, leadership, and service have had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the entire council or the entire Girl Scout Movement.

### Criteria

- The candidate is an active, registered adult Girl Scout.
- The outstanding service performed by the candidate resulted in outcomes that benefitted the total council or the entire Girl Scout organization and is so significantly above and beyond the call of duty that no other award would be appropriate.

**Nomination:** A nomination form is completed and submitted to the council's recognition committee, along with supporting documentation indicating how the candidate or nominee meets the criteria. The recognition committee reviews the nomination documentation, then approves or denies it. The recognition committee sends notification of the decision to the council's board of directors for confirmation.



## Thanks Badge II

**Description:** The Thanks Badge II honors a previous Thanks Badge award recipient who has continued to provide exemplary service in a leadership role, resulting in a measurable impact that benefits the entire Girl Scout Movement.

### Criteria

- The candidate is an active, registered adult Girl Scout.
- The candidate has received the Thanks Badge.
- The outstanding service performed by the candidate resulted in outcome(s) that benefitted the entire Girl Scout organization and is so significantly above and beyond the call of duty that no other award would be appropriate.

**Nomination:** A nomination form is completed and submitted to the council's recognition committee, along with supporting documentation indicating how the candidate or nominee meets the criteria. The recognition committee reviews the nomination documentation, then approves or denies it. The recognition committee sends notification of the decision to the council's board of directors for confirmation.



## President's Award

**Description:** The President's Award recognizes the efforts of a service community team or committee whose exemplary service in support of delivering the Girl Scout Leadership Experience surpassed team goals and resulted in significant, measurable impact toward reaching the council's overall goals.

### Criteria

- All service community team members are registered Girl Scouts.
- All service community team members have met all requirements and expectations of the position held.
- The service community team has significantly contributed to meeting one or more of the council's mission-delivery goals.
- The service community team reflects the diversity of the target audience or area it serves, in girl and adult membership, in all pathways offered.
- The service community team actively recognizes, understands and practices the values of inclusive behavior.

**Nomination:** A nomination form is completed and submitted to the council's recognition committee, along with supporting documentation needed to indicate how the team meets the criteria. The recognition committee reviews the nomination documentation, then approves or denies it. The recognition committee sends notification of the decision to the council's board of directors for confirmation.

**Examples of nominees:** Members of a service community team saw the need to better communicate information and opportunities with girls and adults in their area, so they organized a group of 15 teens and five volunteers, representing all service communities in their jurisdiction, to create new communication strategies using social media (including Facebook, Twitter, etc). As a result, 36 percent more girls attended their local events, 90 percent of open service community team positions were filled, and the council gained 1,350 friends on Facebook.



# Board Approved Awards Nomination Form

Nominations for Board Approved Awards, as described above, should be submitted to Customer Care at [customercare@citrus-gs.org](mailto:customercare@citrus-gs.org)

## Awards

- Appreciation Pin
- Thanks Badge
- Thanks Badge II
- Honor Pin
- Carol Braby
- President's Award

\*Please pay careful attention to the proper criteria and **number of endorsements** required for each.

Appreciation Pin – 2 endorsements, Honor Pin – 3 endorsements, Carol Braby Award – 2 endorsements, Thanks Badge – 4 endorsements, Thanks Badge II – 4 endorsements

### PLEASE PRINT:

Candidate name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Service Community & troop/group #: \_\_\_\_\_

Current position: \_\_\_\_\_

Other positions held (if any): \_\_\_\_\_

Previous awards received (if any):

\_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_ Date: \_\_\_\_\_

Number of Girl Scouting years (if known): \_\_\_\_\_

Nominator name: \_\_\_\_\_

Address: \_\_\_\_\_ City/Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Service Community & troop/group #: \_\_\_\_\_ Current position: \_\_\_\_\_

Other positions held: \_\_\_\_\_

How are you familiar with the candidate? \_\_\_\_\_





**Selection Committee:**

- Recommended to receive:
- Not recommended or other suggestion:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**Board of Directors:**

- Approved
- Not approved

Comments:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Notes:

# Board Approved Awards Endorsement Letter



## Awards:

- |   |  |
|---|--|
| <input type="checkbox"/> Appreciation Pin | <input type="checkbox"/> Honor Pin         |
| <input type="checkbox"/> Thanks Badge     | <input type="checkbox"/> Carol Braby       |
| <input type="checkbox"/> Thanks Badge II  | <input type="checkbox"/> President's Award |

### PLEASE PRINT:

Candidate name: \_\_\_\_\_

Endorser's name: \_\_\_\_\_

Please give a detailed description of how the nominee has delivered service that is exceptional, above and beyond the expectation of the position held. Include a description of how the candidate meets the required criteria for the recognition.  
(Attach additional sheets of paper if desired)

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Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Selection Committee:

- Recommended to receive:
- Not recommended or other suggestion:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

#### Board of Directors:

- Approved
- Not approved

Comments:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

# Nomination for President's Award



Name of person completing nomination form: \_\_\_\_\_

Best way to contact you (phone, e-mail, etc.): \_\_\_\_\_

Name of nominated team: \_\_\_\_\_

Team lead contact information: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ E-mail: \_\_\_\_\_

Are all team members current members of Girl Scouts?

- Yes
- No
- Not sure

Have all team members completed the requirements for their positions?

- Yes
- No
- Not sure

Does this team reflect the diversity of the target audience or area it serves, in girl and adult membership, in all pathways offered?

- Yes
- No
- Not sure

Please attach the following supporting documentation to indicate how the team meets the criteria for this award:

- Letter(s) of endorsement
  - Membership data
  - Program impact data
  - Volunteer support resources
  - Volunteer satisfaction data
  - Service Community team, service area and/or council goals
  - Other
- \_\_\_\_\_

Please list the names and contact information for individuals submitting letters of endorsement (if applicable):

Name: \_\_\_\_\_

Contact information: \_\_\_\_\_

Name: \_\_\_\_\_

Contact information: \_\_\_\_\_

Name: \_\_\_\_\_

Contact information: \_\_\_\_\_

Please describe how the team has delivered outstanding service that has significantly contributed to meeting one or more of the council's mission-delivery goals. Also, please describe how this team actively recognized, understood, and practiced the values of inclusive behavior. Attach additional pages, if necessary.

Signature of person submitting nomination: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE ONLY**

Recognition Committee decision:

- Approved
- Denied
- Pending, more information required

If pending, please describe the information required:

Signature of committee chair: \_\_\_\_\_ Date: \_\_\_\_\_