



Board Approved
Awards Guide &
Nominating Forms

Board Approved Awards Timeline

Year-round Recognition nominations are encouraged to be completed and forwarded to Girl Scouts of Citrus throughout the year.

March Board Approved Award Ceremony—conducted by Council at Annual Meeting.

October Board Approved Award Committee interest sent to Council via email.

November Board Approved Award Committee selected.

Suggested time for Board Approved Award Recognition nominations and endorsements to be completed and sent to Council (*can be mailed in or emailed to Customer Care—address and information below*).

December 15th **DEADLINE for Board Approved Recognitions.** All nominations must be sent to Citrus Council Service Center (*via mail or email*) by the end of the business day.

January Board Approved Awards Committee reviews and makes recommendations of nominations. Citrus Council Board of Directors review and approves/denies nominations.

February Nominees and nominators are notified of the decision. If accepted, they are invited to the Annual Meeting & Board Approved Awards Ceremony.

Questions Customer Care
(407) 896-4475

Ways to submit nomination(s):

Via email
Customer Care
Attn: Executive Office – Board Approved Award
customercare@citrus-gs.org

Via mail:
Girl Scouts of Citrus
Attn: Executive Office
341 N. Mills Ave
Orlando, FL 32803

Roles in the Adult Recognition Process

Nominator - a person who nominates a peer, a registered Girl Scout adult member, deserving of a Girl Scouts of Citrus Board Approved Award recognition. They contact others who also know this particular person and ask them to write endorsement letters to support their 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.

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
- President's 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 15th.** 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.

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, (two endorsement letters are required). 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 (three endorsement letters are required). 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 (two endorsement letters are required). 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, (four endorsement letters are required). 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 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 nominating form is completed and submitted to the council's recognition committee, along with supporting documentation indicating how the candidate or nominee meets the criteria, (four endorsement letters are required). 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.

Board Approved Awards Nomination Form

Nominations for Board Approved Awards, as described above, should be submitted to Customer Care at customercare@citrus-gs.org.

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 | |

*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 (as it appears in MyGS): _____

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? _____

Nomination letter:

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.

(If more space needed, attach to this form)

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Signature: _____ Date: _____

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:

- ☐ Appreciation Pin
- ☐ Thanks Badge
- ☐ Thanks Badge II
- ☐ Honor Pin
- ☐ Carol Braby

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)

Signature: _____

Date: _____

Selection Committee:

☐ Recommended to receive:

☐ Not recommended or other suggestion:

Signature: _____

Date: _____

Board of Directors:

☐ Approved

☐ Not approved

Comments:

Signature: _____

Date: _____

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:

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: _____

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:

- | | |
|---|--|
| <input type="checkbox"/> Letter(s) of endorsement | <input type="checkbox"/> Volunteer support resources |
| <input type="checkbox"/> Membership data | <input type="checkbox"/> Volunteer satisfaction data |
| <input type="checkbox"/> Program impact data | <input type="checkbox"/> Service Community team, service area and/or council goals |
| | <input type="checkbox"/> 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: _____