GO FOR THE GOLD
A Guide for Gold Award Training with the Girl Scouts of Eastern Pennsylvania
# TABLE OF CONTENTS

4.............................................................. Benefits of Earning the Girl Scout Gold Award
4........................................................................ Girl Scout Gold Award Resources
5................................................................................. Girl Scout Gold Award Steps
6.............................................................................Earn the Girl Scout Gold Award
8.............................................................................Gold Award Project Requirements
9...........................................................................Gold Award Project Procedures
10...........................................................................Planning a Gold Award Project
11..........................................................From Good to Great: Successful Gold Award Projects
12.......................................................................Suggested Timeline for Earning the Gold Award
13.................................................................................Money and Your Girl Scout Gold Award
15..............................................................................Some Frequently Asked Questions on Money
17.................................................................................Tips from Previous Gold Award Recipients
18..............................................................................Gold Award Project Checklist
19..............................................................................Sample Documentation for Gold Award Project
20..............................................................................Documentation for Gold Award Project
21..............................................................................Gold Award Mentor Contact Sheet
22..............................................................................Sample Documentation for Gold Leadership
23..............................................................................Documentation for Gold Leadership
24..............................................................................Sample Documentation for Gold Career Award
25..............................................................................Documentation for Gold Career Award
26..................................................................................Appendix A: Sample Budget
27..................................................................................Appendix B: Donation Letter
28..................................................................................Girl Scout Gold Award Project Proposal
34..................................................................................Girl Scout Gold Award Final Report
37................................................................................Go For It: The Girl Scout Gold Award Pyramid
Dear Gold Award Candidate,

The Gold Award is the highest honor a Girl Scout may receive before becoming an adult. Those who achieve this honor join a distinguished group of young women around the world who are committed to leadership, exploration, service, and Girl Scouting.

You have expressed an interest in pursuing the Girl Scout Gold Award by attending a Gold Award training and receiving this booklet. You may have learned about the Gold Award by reading the Girl Scout Gold Award “Go For It” insert. There you will find an outline and description of each of the specific steps toward the Girl Scout Gold Award.

This booklet contains a wealth of information about the Gold Award, and is intended as a supplement to the Girl Scout Gold Award, Go For It publication. Read both booklets completely before beginning your Gold Award planning. Initially, the Gold Award may seem like an overwhelming venture, but as you read, you will see that it is simply a series of small steps.

As you work towards your Gold Award, take pride in the lessons you are learning and the service you are volunteering. The journey will not always be easy, and sometimes things will not go as planned; but the experiences gained will be a key to your future and a mark of your accomplishment. The reward at the end of your journey is the Gold Award—the personal satisfaction of making a difference in your community and accomplishing this distinguished honor.

We are excited that you have chosen to pursue your Gold Award, and we are eager to help you when you begin work on the Gold Award Project. Also seek the advice and support of your parents, leader, and previous Gold Award recipients. We wish you the very best of luck in your journey, and look forward to hearing from you soon.

Yours in Girl Scouting,

The Gold Award Committee

Girl Scouts of Eastern Pennsylvania
BENEFITS OF EARNING THE GIRL SCOUT GOLD AWARD

- The Girl Scout Gold Award is the highest award for girls in Girl Scouting. A national award with national standards, it represents the time, leadership, creativity, and effort girls contribute to making their communities better.

- A young woman who has earned the Girl Scout Gold Award has become a community leader. Her accomplishments reflect leadership and citizenship skills that set her apart.

- An increasing number of colleges and universities have recognized the achievement and leadership abilities of Girl Scout Gold Award recipients by establishing scholarship programs for them. Although Girl Scouts of the USA does not award scholarships to Girl Scout Gold Award recipients, GSUSA does publish scholarships for Girl Scouts at www.studio2b.org.

- Girl Scouts of Eastern Pennsylvania awards several GSEP Scholarships each year, many of which give preference to Gold Award recipients. Applications are available online in November. They can also be found on the web site at www.gsep.org. The deadline to apply is January 15th.

- The ELKS Foundation presents scholarships to Girl Scout Gold Awardees who qualify for financial assistance annually. Visit their website at www.elks.org. Information is available to Councils and girls about special scholarships and other opportunities online at www.studio2b.org.

- Girls who have earned the Girl Scout Gold Award often enter the four branches of the United States Armed Services at an advanced level and salary, having been recognized for their level of leadership shown in earning the Girl Scout Gold Award.

- Many government, state and local organizations acknowledge the achievements of Girl Scout Gold Award recipients.

- The Girl Scout Gold Award projects themselves solve community issues and improve lives.

- The Girl Scout Gold Award process creates assets for the community and the future.

- The Girl Scout Gold Award is the only award earned while in high school that you will be able to include on job applications or resumes following college graduation and for the rest of your life.

Girl Scout Gold Award Resources

**For Girls**
- *Go For It Girl Scout Gold Award insert*
- *STUDIO 2B Focus Book: Write Now.* This book has ideas on building skills to help persuade others to support your project idea

**For Advisors**
- As above plus...
- www.studio2b.org/lounge/gs_stuff/ip_intro.asp. Scroll down and click on Tips For Advisors for information on the new IPs and on new requirements for the old IPs as an alternative to the requirements in Interest Projects for Girls 11–17

**Web sites**
- To learn more about the Gold Award, including FAQs for both girls and parents go to: http://www.girlscouts.org/program/gs_central/insignia/highest_awards/Goldaward.asp
- To find out more about Girl Scouting for girls 11–18 go to: www.girlscouts.org/program/gs_central
- To find out where to place insignia on the uniform go to: www.girlscouts.org/program/gs_central Then click on uniforms, then on where to place insignia on a uniform.
- To find out about the new interest projects online go to: www.gsep.org. Then click on Current Members, then click on studio2b.org in the right column. “Check Out Interest Projects” is one of the red buttons at the bottom of the page.
GIRL SCOUT GOLD AWARD STEPS

Age Requirements
A girl must be 14 or going into the ninth grade to begin work on steps 1–4 of her Girl Scout Gold Award. She must be 15 or going into grade 10 to start work on steps 5–7. She must complete her project, the paperwork and notebook, and submit it to her Council no later than September 15, following graduation from high school.

Girl Scout Gold Award Requirements
There are seven steps to the Girl Scout Gold Award. (page 4–5, Go For It)

Step 1: ORGANIZE. Build A Framework
Meet with your Troop Leader and develop a timeline for Steps 2–4. Include some thinking about where Steps 5–6 might fit on your timeline. Include Gold Award Training in your timeline.

- If you are a member of a troop, you will meet with your leader.
- If you are a Juliette Girl Scout, please contact the Older Girl Program Manager, Joan Hannahoe, at jhannahoe@gsep.org or at 888.654.2030, ext. 1509. She will connect you with your Service Unit Manager or an older girl age level consultant.
- Make an agreement with your troop leader/advisor.

Step 2: LEAD. Earn the Girl Scout Gold Leadership Award (Charm) (See page 12, Go For It)
This award focuses on learning to live specific aspects of the Girl Scout Promise and Law through earning 3 Interest Projects, and the Uniquely Me! The Real Deal! STUDIO 2B Focus book charm and then putting leadership into action.

Earn the Girl Scouts Gold Leadership Award
1. Earn three Interest Projects (page 12, Go For It).
   - Earn three Interest Projects found in Interest Projects for Girl Scouts 11–17 or check out the new IPs on the STUDIO2B website. The IPs you earn must be related to the values in the ten parts of the Girl Scout Law.
   - One IP must relate to one of the values in the first four parts of the law (honest and fair, friendly and helpful, considerate and caring, courageous and strong).
   - One IP must relate to the values in either the fifth, sixth or seven parts of the law (responsible for what I say and do, respect myself and others, respect authority).
   - One IP must relate to the values in one of the last three parts of the law (use resources wisely, make the world a better place, be a sister to every Girl Scout).
   - Answer the action questions on pages 11–12, Go For It for each IP that you do.

2. Earn STUDIO 2B Focus Book (page 12, Go For It).
   - You choose the topic you want to explore, set your own goals, and achieve those goals which you set in conversation with your troop leader.
   - Answer the reflection questions on page 12, Go For It.
   - You don’t have to complete every activity in the focus book, however, you need to complete a reasonable number of activities from each chapter in order to feel that you accomplished the overall goals of the focus book.

Gold Award training is required and should be taken two to six months prior to submitting a Gold Award Project Proposal. This workshop will guide you through the project planning process and teach you how to complete the paperwork. The workshop does not cover Steps 2–4 of the Gold Award. Girls, parents and leaders are welcome to register for the training.
3. Spend 30 hours in a leadership role—Gold Leadership Pin or Leadership Charm (page 11–12, Go For It). Do one or a combination of the following for a total of 30 hours:

- Be an officer in a group, a club at school or in your Girl Scout troop
- Chair or be a captain of an extracurricular activity
- Assist in leading a GS troop
- Serve in a leadership role in your Council, including serving on a committee or being a Delegate
- Play a leadership role in your school, town, or place of worship
- Partner with or shadow a leader in your community
- Serve on a GSUSA committee

You can use the Documentation Sheet for Gold Leadership on page 22 in this booklet to document your 30 hours of leadership. You can keep track of when you started and finished each part of the steps on the “At A Glance” Worksheet on page 38, Go For It.

**FAST TRACK** Girls pursuing specific leadership awards may apply their hours to the GS Gold Leadership Award. This includes LIT, CIT, and Program Aide. (Remember that you must be planning and carrying out activities for program aide to count.) These hours count for both the LIT/CIT/Program Aide and the Girl Scout Gold Leadership Award.

4. Put It Together. Complete the specific statements on page 13, Go For It.

**Step 3: NETWORK. The Girl Scout Gold Career Award (Charm or Career Exploration Pin)**

Do one or a combination of the following for a total of 40 hours:

- Career-shadow one or more people
- Get an apprenticeship or internship
- Visit colleges or trade schools
- Organize a career fair (attending a pre-planned affair is not enough)
- Publish a newsletter or create a Web page about careers for school

You can use the Documentation Sheet for Gold Career Award on page 24 in this booklet or the “At-A-Glance” Worksheet on page 38, Go For It to keep track of your hours.

**OR FAST TRACK** If you currently have a paying job or have started your own business and have put in 40 hours, you can use this experience in place of the above step.

**REFLECTION** Answer the questions in the reflection section on page 12, Go For It.

**Step 4: EXPLORE. The Girl Scout Gold 4Bs Challenge (page 12, Go For It)**

The challenge focuses on “become, belong, believe and build” and how activities relate to these concepts and the Girl Scout Law. The challenge is meant to lead you to a relevant Girl Scout Gold Project.

Start tracking your hours towards the 65 hours required for the Gold Award NOW on page 19 in this booklet. The time you spend working on Step 4 (up to a maximum of 15 hours) can count toward the 65 hours.

- **BECOME** yourself. Set 2 goals for your personal growth. Decide on two skills you need to improve and the steps you will take to improve them. Be specific! Record them on page 18, Go For It.
- **BELONG** to your community. Find out more about your community. Create a community profile using the list of information resources on page 18, Go For It. This list will be used to help you find the needs in your community.
- **BELIEVE** in a vision for change. Create a vision for change by focusing on needs in your community. If you don’t see any particular needs that excite you, you can call places you listed on your community profile to find out what their needs might
Step 5: CREATE. Plan Your Girl Scout Gold Award Project
You will design and lead a project that takes at least 65 hours, including the hours spent earning the 4Bs Challenge up to a maximum of 15 hours. A Girl Scout Gold Award Project can make a lasting change for the better in your community.

- **PLAN IT** *(See page 8)* Make a commitment to an issue. It can be the one you developed in the 4B Challenge or a new one. Record your issue on page 25, *Go For It*.

- **KNOW MORE ABOUT IT** Collect as much information as you can about your issue.

- **CHOOSE IT** Brainstorm as many ways as you can to solve the problem. Then decide which is the best way.

- **BUDGET IT** Create a budget and review funding sources with your Troop Leader. Read pages 31–37, *Go For It* and/or the Girl Scout Gold Award FAQs at www.girlscouts.org/program. Remember to review the health and safety standards in *Safety-Wise®* and GSEP money earning policies in The VIP. Your Troop Leader has copies of both.

- **MAP IT** Create a timeline of project steps and list of resources needed. Assign time estimates to each step. See Sample Documentation for Gold Award Project, page 19 in this booklet.

Fill out the Gold Award Project Proposal on page 23 in this booklet and submit it to Joan Hannahoe at the address below or by email to jhannahoe@gsep.org. The Gold Award Project Proposal is also available online at www.gsep.org. Do not use forms found on GSUSA website.

Submit your Gold Award Project Proposal to the GSEP Gold Award Committee at least four weeks prior to when you want to start working on your project. Send the proposal to:

Girl Scouts of Eastern Pennsylvania
Attn: Joan Hannahoe, Program Manager
2633 Moravian Avenue
Allentown, PA 18103

Step 6: Act. Take Action *(page 26, Go For It)*
- Do It. Put plans into action.
- Be flexible.
- Adjust plans if necessary with the consent of your Gold Award Committee Mentor.
- Carry out project.

Step 7: REFLECT. Reflect and Evaluate *(page 27, Go For It)*
- Use Girl Scout Gold Award: Go For It insert to keep records and journal for discussion and evaluation with Girl Scout Gold Award Committee.
- Submit signed Girl Scout Gold Award Final Report (found on page 34 of this booklet or on the website at www.gsep.org) to Joan Hannahoe at the above address or email.
- Once the Final Report is received, Joan will contact you to schedule a final presentation of your project to the Gold Award Committee.
Gold Award Project Requirements

Your Gold Award project must meet the following requirements:

• The qualifications for the Gold Award have changed within the last year. All projects need to meet the requirements of “community need”, “sustainability” “leave a lasting change,” and “leadership” to be approved.

• Your project must be a minimum of 65 hours.

• The project must be a true community need and cannot directly benefit the Girl Scout community. The project cannot be a pre-established program or “blueprinted” program (i.e. Pillowcases for ConKerr Cancer, Jared Boxes, Project Linus, etc.). It must be a project designed by the girl.

• The project must be something you have never done before. Select a project that you will make your community or world a better place. Don’t be afraid to try something new. Be Creative. Make this YOUR project; something you will be proud to have accomplished.

• It is an individual accomplishment and not a group project.

• The project idea must be one that is requested by a community agency/organization. The project idea is not simply a project that would ‘be fun’ for the community.

• A girl must include a leadership component into the project. She must spend a minimum of seven hours recruiting, training and supervising a team of three or more non-related volunteers who will assist her in helping others as she delivers/provides the program. A girl may lead and supervise at the same time in order to attain the leadership component. The Gold Award project is not meant to be a “one person does it all” project.

• The project cannot be a one time/day event since the project requires a minimum of 10 hours of program implementation, not to include set up and clean up time.

• Collection projects can only be a small part of a larger project, not a stand alone project.

• Follow all copyright laws, when applicable—no exceptions (Safety-Wise, pg. 129)

• Gold Award projects that are also counted as your school senior project must be pre-approved by the Gold Award Committee before beginning the project.

• You cannot raise money for another organization for your Gold Award project; however you can create a project that provides a service or fulfills a need for another organization.

• While the project must be yours, you may consult with others to get suggestions. Many community agencies/groups have “wish lists” of things that they would like to see happen, but can’t due to lack to resources and time.

• Community means different things to different girls. Your project might be done for your local town or township, your church, your school, your county, your state, or even another state or country.
GOLD AWARD PROJECT PROCEDURES

- Mail Project Proposal to GSEP at least 4 weeks before you want to begin your project. You cannot start the project until it is approved by the Gold Award Committee.

- Be sure you have all necessary signatures and your form is filled out using a word processing program or is typed or printed in black ink. Incomplete forms or forms written in pencil will not be accepted.

- Once your Project Proposal is received, you will receive a phone call or email requesting your attendance at a Gold Award committee meeting. The email will include a calendar of Gold Award meeting dates. The Gold Award Committee conducts four meetings per month, one at each of the following sites: Shelly Ridge Service Center, Lehigh Service Center, Berks County Office and in the West Chester area.

- Your project will be reviewed at a date agreed upon by you and the Gold Award Committee. At that time, you will be assigned a Gold Award Committee Mentor. It is your responsibility to keep in touch with your mentor on a monthly basis.

- Your mentor will help you adjust plans if necessary and go over your project agreement.

- The Project Checklist on page 18 of this booklet is a helpful tool to stay organized.

- Your Gold Award Project must be a minimum of 65 hours. A good project is more. You will be asked to document time for your project. Implementation of the project should be at least 10 hours, not to include set up and clean up.

- Girl Scouts of Eastern Pennsylvania offers scholarships to older girls. Please check the council web site in the fall of each year for updated information. The deadline to apply for GSEP scholarships is January 15th of each year. Gold Award Scholarships are also available from some colleges and universities. Check the GSUSA web site for the listing at www.gsusa.org.

- Be certain that you are aware of the deadlines to ensure that you can complete and receive the well deserved recognition for your accomplishments. At your Gold Award interview, you will receive the Checklist for Approval of a Gold Award Project Proposal form, which will include important project deadlines. In order to be recognized at the Spring Gold Award Ceremony, a girl must conduct her Gold Award Final Presentation no later than January 31st.

- The deadline for current 12th graders to submit their Gold Award Project Proposal is April 30th.

This timeframe will allow a high school graduate to interview with the committee and have 2–3 months to complete a project.
PLANNING A GOLD AWARD PROJECT

TROOP LEADER The adult who is responsible for the leadership of your troop. A relative’s signature may not appear anywhere on your Gold Award Project Proposal or Gold Award Final Report.

GOLD AWARD MENTOR The adult member of the GSEP Gold Award Committee who has been assigned to work with a specific girl on her Gold Award project.

GOLD AWARD PROJECT ADVISOR A non-related adult (not connected with Girl Scouts) who has agreed to advise a girl with specific technical aspects of her project. This adult could be a member of the agency who benefits from the girl’s project or a professional with specific expertise relevant to the project, such as a landscape architect, school counselor, clergy, etc.)

What You Can Count as Hours for Your Project
Time spent on the Gold Award 4Bs Challenge (up to 15 hours) and on your project after it has been approved. This includes the following:

• communicating with others
• research
• planning
• recruiting people to help
• training and supervising your volunteers
• buying and gathering supplies
• implementing the project

What You Cannot Count as Hours for Your Project
• Attending Gold Award training
• The time spent doing the Gold Leadership Award or the Gold Career Award
• Filling out the project proposal, the final report, and the public relations form
• Putting together your project binder, scrapbook or display
• If you receive service unit approval to conduct a money-earning project (in order to fund your project), the only hours that will count will be for research, development and planning but not the actual execution of the money-earning project.
• Time given by the people helping you

What Your 3-ring Project Binder Required Items
• Your name and project name on the cover
• Gold Award Proposal
• All written and email correspondence
• Project timeline must include each project task, the date/month/year completed, and the time spent on each task. Total the timeline hours in order to indicate how you earned the minimum of 65 project hours.
• A list of your volunteers, the hours and dates they assisted you, and their title/position (i.e. teacher, coach, Girl Scout leader, friend, relative, etc.).
• Documentation pertaining to the project such as flyers, event schedule, receipts, etc.
• Photographs that tell the story of your progress. Include “action” shots of people helping you as well as you working.
• Evaluations of project from participants, volunteers and benefactor.
• Girl Scout Gold Award Final Report
• Public Relations Form
• Email 3 digital photos of your project and a headshot of yourself to jhannahoe@gsep.org. One of the photos must include you and your volunteers.
FROM GOOD TO GREAT: SUCCESSFUL GIRL SCOUT GOLD AWARD PROJECTS

A Girl Scout Gold Award project is different from a good community service project. It should involve girl planning, leadership and decision making and focuses on addressing a real need in your community. Here are several examples of good service projects that have expanded into great Girl Scout Gold Award projects.

**Good Service Project**

Volunteering many hours at a Park Service site picking up litter.

Working at the local library doing children's story hours or conducting a book drive for the juvenile detention center.

Volunteering to collect games and food at the mall for a teen center.

Acting in a play to commemorate the 100th anniversary of a community.

Planting flowers in a park during a community service day.

**Great Girl Scout Gold Award Projects**

Reseeding an area with native vegetation and ridding area of non-native vegetation. Creating an interpretive guide on what the area was like 50 years ago and why it is important to preserve native species.

Creating a reading program for a migrant work camp in the summer. Assuring that each child receives a book (bilingual) of their own. Matching young children with volunteer tutors from the high school Spanish club to create an ongoing service project.

Creating a health access booklet for teens in the community; culminating with a teen health fair with various organizations presenting their services. Admission is canned goods for a teen center.

Researching and writing a script for a cemetery tour focusing on the founders of the community. Casting parts, creating costumes and arranging for a series of evening cemetery tours to kick off the founding of the community.

Working with the city parks department to start a public gardening project in your community. Providing food to a food bank from the garden. Using a greenhouse at a school to start plants yearly with kids and retired folks as mentors.

**SERVICE** is defined as helping or assisting others with a program already mapped out by someone else.

**LEADERSHIP** is defined as originating, planning, organizing, executing and evaluating a project to achieve a goal by inspiring others to perform within the guidelines of that planned project.
SUGGESTED TIMELINE FOR EARNING THE GOLD AWARD

This timeline is only a suggestion, but it allows enough time for all the schoolwork, extra-curricular, and Girl Scout activities to happen in addition to earning the Gold Award. Therefore, it is recommended that you set up a 2–3 year plan in order to have enough time to complete everything.

There are seven steps to completing the Girl Scout Gold Award. The first four steps will help you gain the skills necessary to select, plan and complete a successful Gold Award Project. After completing Step 1, you may work on Steps 2 and 3 simultaneously. Steps 2 and 3 must be completed before starting Step 4. Therefore, the first four steps must be completed before you submit a Gold Award Project Proposal.

YEAR 1 (AGE 14–15 OR GRADE 9)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend a Gold Award Training, read the Girl Scout Gold Award Go For It publication or read through this packet.</td>
<td>5 hours</td>
</tr>
<tr>
<td>Meet with your leader or advisor to create a timeline and discuss the process</td>
<td>3 hours</td>
</tr>
<tr>
<td>Earn 2 new Interest Project patches</td>
<td>4 days</td>
</tr>
<tr>
<td>Earn a new Focus Book charm</td>
<td>2 days</td>
</tr>
<tr>
<td>Begin to acquire leadership hours—toward the Leadership Award</td>
<td>15 hours</td>
</tr>
<tr>
<td>Begin to acquire career hours—toward the Career Award</td>
<td>20 hours</td>
</tr>
</tbody>
</table>

YEAR 2 (AGE 15-16 OR GRADE 10)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Earn the 3rd Interest Project Patch</td>
<td>2 days</td>
</tr>
<tr>
<td>Finish Leadership hours and earn the Leadership Award</td>
<td>20 hours</td>
</tr>
<tr>
<td>Finish Career hours and earn the Career Award</td>
<td>20 hours</td>
</tr>
<tr>
<td>Take the 4B’s Challenge and complete steps 1, 2, 3</td>
<td>10 hours</td>
</tr>
</tbody>
</table>

YEAR 3 (AGE 16-18 OR GRADE 11-12)

<table>
<thead>
<tr>
<th>Activity</th>
<th>Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Choose a project advisor—someone who knows about the project you hope to do. Discuss your ideas with her/him.</td>
<td>3 hours</td>
</tr>
<tr>
<td>Finish the 4B’s Challenge, write a Vision Statement, and build your network.</td>
<td>5 hours</td>
</tr>
<tr>
<td>Plan your Girl Scout Gold Award Project and discuss it with your project advisor. When you and your advisor are comfortable with it, submit the Gold Award Project Proposal to the GSEP office.</td>
<td>3 hours</td>
</tr>
<tr>
<td>Once approval is obtained, work on your project using Go For It Girl Scout Gold Award insert to keep records and journal for discussion and evaluation with your project advisor.</td>
<td>50–65 hours</td>
</tr>
<tr>
<td>Submit Gold Award Report Form to GSEP no later than September 15 following graduation from high school.</td>
<td>1 hour</td>
</tr>
</tbody>
</table>

CELEBRATE!!!
MONEY AND YOUR GIRL SCOUT GOLD AWARD

One of the challenges facing every girl “Going for the Gold” is financial. Often, when the planning gets serious, adjustments have to be made in the plans. On one hand you are asked to meet a need in your community; on the other hand, you have some major constraints outlined in Safety-Wise® and by your Council. So what’s a girl to do?

You Can’t Ask for Money as a Girl Member of Girl Scouts
This asking is considered fundraising by the IRS and Girl Scout policies—and for a lot of reasons (legal and otherwise) adults are the only people who can raise money for Girl Scouting. All requests from adults to raise money must go through the Development Department. Girls who wish to solicit goods from businesses must work with the Older Girl Program Manager. She can provide you with the GSEP Solicitation Letter that must be used when seeking donations of goods from businesses. Girls may not solicit cash from the public, nor can their families solicit cash in her stead.

Can I Hold a Money-earning Activity?
If you choose to hold a money-earning activity to raise money for their project, you must be aware of the following rules: The time spent planning the money-earning activity can count toward the 65 project hours. However, the implementation of the money-earning activity does not count toward the 65 project hours. For example: If you decide to schedule a car wash, you may count the time that’s needed to schedule the car wash, create flyers and purchase the supplies. You cannot count the actual car wash.

You Can’t Raise Money for Another Organization as a Girl Scout
That means you can’t have a bake sale and tell people that you are giving the proceeds to a homeless shelter for meals, you can’t ask for pledges for a walk-a-thon to benefit breast cancer research, and you can’t hold a benefit dance to raise money for Sally’s kidney operation.

What You Can Do
This is where it gets a bit tricky. Your troop/group can hold a bake sale or birdhouse sale and can charge a fee to an approved event that you put on to earn money for your troop/group’s activities. However, your troop/group must have Council permission for any money-earning activity. Your troop/group may then decide to use that money toward the completion of a Girl Scout Gold Award Project, such as the purchase of materials. It must be a troop/group decision on how to allocate the funds, which can be used for group or individual projects.

If you are an individually registered member, things are slightly different. You cannot earn money as an individual Girl Scout for yourself. The money you earn must go to an account held by a group (troop/group, service unit, or your Council). Next, you must present your need for funds to that group. There is no guarantee that you will get back the amount of money you earned for the group, as the dispersal of funds will be a group decision.

Ask the site which is benefitting from your project if they have funds to support your project. They often have the funds for improvements, but may not have the manpower to deliver the program or make the renovations possible. This is where you and your team of volunteers enter the picture.
Group Money-Earning Ideas

Reminder: All Girl Scout activities should meet Safety-Wise® and Council guidelines.

1. Sell Girl Scout cookies. Think big—why not fax order forms to businesses in your area, or arrange for booths at sports events or college dorms. You end up helping your Council as well as your group.

2. Provide childcare at special events during the holiday season or community events. Be sure to have an adult trained in first aid present.


4. Put on a gigantic garage sale. Don’t forget to make refreshments to sell!

5. Offer clown activities and face painting at family events or malls.

6. Wrap gift packages at holiday fairs.

7. Apply for a community improvement grant. (Check with the mayor’s or governor’s office and your Council. The money will need to go through your Council and be signed by a Council representative.)

8. Provide classroom or home birthday parties on order (cupcakes and games for the busy mom).

Do Not Engage in The Following Kinds of Activities:

1. Product demonstration parties

2. Raffles, drawings or games of chance

3. Direct solicitation of cash

4. Money-earning projects where Girl Scouts might be perceived as endorsing a product or political viewpoint or cause. This includes getting paid to pass out flyers for political candidates or freebees at a business opening. When in doubt, check with your Council.

5. Money-earning projects where the money goes to individuals rather than to your group as a group donation. You cannot be employed as a Girl Scout to earn money.

6. Selling anything on the Internet as a Girl Scout. Safety issues and Council boundaries are of primary concern here.
Some Frequently Asked Questions on Money

Can I use my own money on the Girl Scout Gold Award Project?

A: Yes. If you want to use your own money, you can. You may receive help from your family, too. However, we encourage you to work with others to earn the money. That’s part of the process. “Going for the Gold” is not meant to be a hardship on a family or individual. When designing your project, it’s important to think creatively about how you can make a difference with little or no money. Then talk to your Council and advisor about ideas for financing the project or arranging for the donation of materials and services.

Some individual money-earning projects with great potential:

- Pet walking and pet care
- Babysitting
- Lawn mowing
- Plant sitting
- Recycling
- Tutoring younger kids
- Providing respite care for family caregivers
- Refereeing sports games
- Party giving (clowning, magic shows, game leading)
- Making or repairing jewelry
- Creating hand-made greeting cards
- Providing a calligraphy service for addresses on special invitations

Can I ask friends and neighbors for help?

A: You cannot ask for donations of money, but you can ask for donations of time and stuff, such as clothing for a clothing drive or that pile of bricks left over from your neighbor’s backyard project. However, if the neighbor wants to claim the donation as a tax deduction, he or she will need to make the donation to the Council for IRS purposes and get a receipt signed by a Council staff person.

What if what I want to do costs too much?

A: It’s better to succeed with a smaller project that is within your budget than to be unable to complete a larger project because it exceeds your budget. Be realistic about what you can and can’t do. Work with your adult advisor to develop a reasonable budget for your project. If your resources are not sufficient for you to realistically accomplish your goal, then you need to rethink the project. Planning is the key to a good Girl Scout Gold Award Project. You should be prepared with a budget for your project before you meet The Gold Award Committee.
Is it all right to seek help from other organizations when doing my Girl Scout Gold Award.

Yes, with some qualifications. Many service organizations have budgets for community projects. You can use their interests (e.g., Lions Club International focus on vision care, while Soroptimists may have a committee on literacy) as leverage to support your project and get volunteers to help you. Do some research on local service organizations. Even some businesses give employees time off for community service hours and projects. Ask the site which is benefitting from your project if they have funds to support your project. They often have the funds for improvements, but may not have the manpower to deliver the program or make the renovations possible. This is where you and your team of volunteers enter the picture.

I know you can’t raise money as a Girl Scout for other organizations, but can I do it on my own?

A: As an individual, you can volunteer for other organizations, but you cannot identify work that you do to raise funds for another organization as part of your time going toward the Girl Scout Gold Award. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are a volunteer for another organization. For example: If your local Red Cross needs money to purchase supplies, you may participate under their supervision as an individual volunteer to raise funds, but you cannot count that service as part of your time toward any Girl Scout award or service hours.
TIPS FROM PREVIOUS GOLD AWARD RECIPIENTS

• Do not wait until your senior year. Start planning your project by your junior year of high school, and if possible, complete it that spring or summer.

• Do not procrastinate—contact your Gold Award committee mentor on a regular basis

• Consult often with your Gold Award mentor when things are going well or when there is a problem.

• **Make copies of all forms**, in case one gets lost or misplaced.

• Keep a notebook with everything related to your project. Keep a detailed timeline of what you do and the date.

• Set your goals and work towards them.

• Remember to be receptive to new ideas, advice and suggestions for improvement.

• Do not give up. Even if things are not going as you planned, stick with it or you will regret it.

• Do not leave your planning to the last minute.

• Use your leader, parents and friends for support when you get discouraged.

• Be prepared to spend a lot of time on your project.

• Do not let time slip away; the months pass very quickly.

• Although it is a lot of work, it is worth doing. You learn many communication skills and feel a sense of accomplishment.

• When all else fails, say to yourself, “This will look great on my job resume or college application.”

• Get the paperwork done early; don’t put it off.

• Once you get your project going, it is actually fun.

• The summertime is a great time to work on your project.

• Organization is the key to your success.

• Ask lots of questions. The only stupid ones are the ones you don’t ask.

• Remember your Gold Award mentor is around to advise you. So ask for advice!
GOLD AWARD PROJECT CHECKLIST

Name:  Adam

Project Advisor:  Jan
Project Advisor’s Phone:  123-456-7890

Check off and date each step as completed. Please keep for your personal records.

Date

______  ☐ Attended Gold Award Training.

______  ☐ Completed Steps 1 to 4.

______  ☐ Completed project proposal found at www.gsep.org “Forms” page.

______  ☐ Reviewed project proposal with service unit consultant or troop leader.

______  ☐ Submitted Gold Award project proposal and prerequisite forms to Council at least four weeks before I hope to begin (keep a copy for me).

______  ☐ Attended interview with Gold Award Committee.

______  ☐ Received approval for project proposal.

______  ☐ Started my Gold Award Project and started keeping a detailed time log of hours.

______  ☐ Kept in touch with my Gold Award Advisor frequently.

______  ☐ Informed Gold Award Mentor of my project dates and invited her to observe or participate in my project.

______  ☐ Completed Gold Award Project.

______  ☐ Submitted Final Project Report to GSEP (keep a copy for me), publicity form, record of 65 hours (with activity dates and times), and 3 digital photos of my project emailed to jhannahoe@gsep.org (with volunteers in one photo executing the project) and a head shot of me.

______  ☐ Conducted Gold Award Final Presentation to Gold Award Committee.
# Sample for Gold Award Project Timeline

Use this form, a table or Excel spreadsheet to record your 40 hours.

**Project Title:** Widen Camp Mosey Wood Trail  
**Name:** Juliette G. Low

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Description</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08</td>
<td>4 Bs Challenge—Become</td>
<td>3.5 hrs.</td>
</tr>
<tr>
<td>10/08</td>
<td>4 Bs Challenge—Belong</td>
<td>2.5 hrs.</td>
</tr>
<tr>
<td>11/08</td>
<td>4 Bs Challenge—Believe &amp; Build</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>1/09</td>
<td>Research project idea, seek permission from campsite, visit Mosey Wood to access the trail needs, and create a budget</td>
<td>5 hrs.</td>
</tr>
<tr>
<td>2/09</td>
<td>Submit project Proposal</td>
<td>NA</td>
</tr>
<tr>
<td>3/09</td>
<td>Recruit volunteers</td>
<td>1.5 hrs.</td>
</tr>
<tr>
<td>4/09</td>
<td>Visit Mosey Wood to make the final plans to widen the trail</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>4/09</td>
<td>Meet with volunteers to review plan and safety</td>
<td>1.5 hrs.</td>
</tr>
<tr>
<td>4/09</td>
<td>Purchase supplies</td>
<td>1.5 hrs.</td>
</tr>
<tr>
<td>4/09</td>
<td>Create volunteer permission slips</td>
<td>1 hr.</td>
</tr>
<tr>
<td>4/09</td>
<td>E-mail reminder to volunteers</td>
<td>10 mins.</td>
</tr>
<tr>
<td>5/2–4/09</td>
<td>Work weekend to widen the trail</td>
<td>11 hrs.</td>
</tr>
<tr>
<td>5/09</td>
<td>E-mail reminder to volunteers</td>
<td>10 mins.</td>
</tr>
<tr>
<td>5/17–18/09</td>
<td>Work weekend to widen trail</td>
<td>11 hrs.</td>
</tr>
<tr>
<td>5/24/06</td>
<td>Finish the trail</td>
<td>8 hrs.</td>
</tr>
<tr>
<td>6/1/09</td>
<td>Revise the map and hike handout</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>6/9/09</td>
<td>Create an outdoor education program for the Camp Nature Center</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>6/16–17/09</td>
<td>Lead weekend campers on new trail and deliver outdoor program</td>
<td>9.5 hrs.</td>
</tr>
<tr>
<td>7/09</td>
<td>E-mail Mosey Wood Camp Director</td>
<td>10 mins.</td>
</tr>
<tr>
<td>7/15/09</td>
<td>Train camp staff on new program</td>
<td>1.5 hrs.</td>
</tr>
<tr>
<td>7/16/09</td>
<td>Deliver outdoor program to Resident campers</td>
<td>4.5 hrs.</td>
</tr>
<tr>
<td>7/30/09</td>
<td>Write thank-you notes</td>
<td>1.5 hrs.</td>
</tr>
</tbody>
</table>

**Total pre-approval hours=14 hrs.**  
**You may count up to a maximum of 15 hrs. spent on the 4 Bs Challenge and project plan toward the 65 project hours.**

**Total post-approval hours=64 hrs.**  
**Time increments should be in blocks of five minutes and/or hours.**

**Total hours=78 hrs.**
**GOLD AWARD PROJECT TIMELINE**

Use this form, a table or Excel spreadsheet to record your 65 hours.

Project Title: ____________________________________________________________

Name: _________________________________________________________________

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Description</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours = ______
GOLD AWARD MENTOR CONTACT SHEET

You should contact your Gold Award committee mentor frequently. Keep her updated on the progress of your project, and notify her of any important dates or problems. Even when you have nothing new to report to your liaison, you should still try to maintain monthly contact. Use this page as a log of your conversations and to keep notes of questions and answers.

Project Title: _______________________________________________________________________________________________

Name: _______________________________________________________________________________________________________

Date Comments

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

_______ ___________________________________________________________________________________________________

Other Notes

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________
**DOCUMENTATION FOR GOLD LEADERSHIP**

Use this sheet to record 30 hours of Leadership.

Name: Juliette G. Low

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Description</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>7/08</td>
<td>Program Aide at day camp (5 days x 4 hrs/day)</td>
<td>20 hrs.</td>
</tr>
<tr>
<td>8/08</td>
<td>Soccer Captain—Lead team practice for one week (5 days x 3 hrs/day)</td>
<td>15 hrs.</td>
</tr>
<tr>
<td>9/08</td>
<td>Troop President—Lead first troop meeting</td>
<td>1.5 hrs.</td>
</tr>
<tr>
<td>9/08</td>
<td>Youth group leader—teach confirmation class</td>
<td>1 hr.</td>
</tr>
<tr>
<td>10–11/08</td>
<td>Assistant leader for Brownie troop—lead several try-it sessions (4 meetings x 1.25 hrs)</td>
<td>5 hrs.</td>
</tr>
</tbody>
</table>

Total leadership hours = 42.5 hrs.
## DOCUMENTATION FOR GOLD AWARD LEADERSHIP

Use this sheet to record 30 hours of Leadership.

Name: ___________________________________________ Date: _____

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Description</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours = ________
# DOCUMENTATION FOR GOLD CAREER AWARD

Use this sheet to record 30 hours of Leadership.

Name: Juliette G. Low  
Date: 9/09

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Description</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>10/08</td>
<td>Job Shadow an architect and graphic designer</td>
<td>6 hrs.</td>
</tr>
<tr>
<td>11/08</td>
<td>Job shadow a mechanical engineer</td>
<td>4 hrs.</td>
</tr>
<tr>
<td>11/08</td>
<td>Attend high school Career Fair</td>
<td>3 hrs.</td>
</tr>
<tr>
<td>1/08</td>
<td>Job shadow my pastor and youth group leader</td>
<td>5 hr.</td>
</tr>
<tr>
<td>4/08</td>
<td>Two college visits</td>
<td>7 hrs.</td>
</tr>
<tr>
<td>6–8/08</td>
<td>Tour four colleges</td>
<td>15 hrs.</td>
</tr>
</tbody>
</table>

Total career hours=40 hrs.

OR

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Description</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>4/09–9/09</td>
<td>Worked at local book store (5 hrs/week)</td>
<td>5 hrs./wk</td>
</tr>
</tbody>
</table>

Total career hours=46 hrs.
# DOCUMENTATION FOR GOLD CAREER AWARD

Use this sheet to record 30 hours of Leadership.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Description</th>
<th>Time Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Total Hours = 25
APPENDIX A: SAMPLE BUDGET

The following example of a budget is from an imaginary Girl Scout Gold Award Project. While your needs will be different, this will guide you in developing a workable budget for your Project.

<table>
<thead>
<tr>
<th>GIRL SCOUT GOLD AWARD—ESTIMATED BUDGET</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Church Basement Renovation</td>
<td></td>
<td></td>
</tr>
<tr>
<td><strong>Materials</strong></td>
<td><strong>Estimated Cost ($)</strong></td>
<td><strong>Purchased/Donated</strong></td>
</tr>
<tr>
<td>4 gallons paint ($26/gallon)</td>
<td>124</td>
<td>Church donation</td>
</tr>
<tr>
<td>Paint brushes (4@$7 ea.)</td>
<td>28</td>
<td>Home Depot donation*</td>
</tr>
<tr>
<td>Drop cloths (4@$6 ea.)</td>
<td>24</td>
<td>Home Depot donation*</td>
</tr>
<tr>
<td>Rollers (4@$4 ea.)</td>
<td>16</td>
<td>My donation</td>
</tr>
<tr>
<td>Paint trays</td>
<td>Free</td>
<td>Personal Supply</td>
</tr>
<tr>
<td>Spackle</td>
<td>10</td>
<td>My donation</td>
</tr>
<tr>
<td>Curtains (5 yds. fabric@$6/yd.)</td>
<td>30</td>
<td>My donation</td>
</tr>
<tr>
<td><strong>Total Budget for Project</strong></td>
<td><strong>232</strong></td>
<td></td>
</tr>
</tbody>
</table>

* If I don’t receive donations from businesses, I will pay for the remaining expense.
APPENDIX B: DONATION LETTER

Procedure to request letters of solicitation for materials/supplies
A girl cannot create her own solicitation letter and send it to a business without approval from the council. She must follow the guidelines listed below.

1. Contact Joan Hannahoe at jhannahoe@gsep.org and ask her to send you the e-file for the council’s solicitation of materials letter (as shown below).

2. When you receive the file containing the letter, fill in all of the blanks. You must use a separate letter for each business you wish to solicit.

3. Email the letter(s) to Joan Hannahoe. Allow one week to process the letters.

4. After Mrs. Hannahoe proofs the letter, adds her signature and inserts the council letterhead, she will mail the original letter to you, plus a copy for your award binder.

5. When you receive the letter(s) in the mail, add your signature and then deliver/mail to the business.

Your full address
City, State, Zip Code

Store Manager’s name
Name of Business
Address
City, State, Zip Code

Date January 1, 2010 (NOT 1/1/10)

Dear Sir:

My name is ________________________. I am a ______ grader at __________________________ and a Girl Scout in Girl Scouts of Eastern Pennsylvania Troop # ______. I am presently working on my Gold Award, the highest award a Cadette Girl Scout can earn. For my Gold Award leadership project, I am _____________________ __________________________, __________________________________________________________ which will benefit ___________________________________.

I am asking local stores and businesses to donate materials/supplies to help me complete the program. The list of items that I need include: ________________________________________________________________________________.

We greatly appreciate any assistance you can provide to help make my project a success. Girl Scouts of Eastern Pennsylvania is a 501©(3) non-profit organization. If you have any questions you may contact me at _______________________________.

Sincerely,

Your name

Joan L. Hannahoe
GSEP Program Manager
GIRL SCOUT GOLD AWARD PROJECT PROPOSAL

Please fill out using a word processing program, type or print in black ink. Make copies for your Girl Scout Gold Award Project Advisor and yourself to keep. Submit original proposal to Council for approval at least four weeks prior to when you want to start your project. Forms written in pencil or illegible will be returned. If you begin and complete your project without council approval, your Gold Award Final Report will not be approved.

FOR COUNCIL USE ONLY

RECEIVED BY COUNCIL ON: REVIEWED BY COMMITTEE ON:

Full Name (Include middle initial, and no nicknames, please):
_____________________________________________________________________________________________________________

Address: __________________________________________________________  County: ________________________________
City: __________________________________________________________  State: ______  9-Digit-Zip: __________________
Home Phone: (_____) ____________________  Cell Phone: (_____) ____________  E-Mail: __________________________
Birth date: ____________________________  Age: _______  Grade: _______  Graduation year: ___________________
School: ___________________________  Service Unit Name: ______________________  Service Unit #: ______________
Parent/Guardian's Names: ______________________________________________________________________________________
Troop Leader's Name: ______________________________________________________  Troop/Group Number:  ____________
Address: __________________________________________________________  County: ________________________________
City: __________________________________________________________  State: ______  Zip: ________________________
Troop Leader’s Phone: (_____) ____________  E-Mail: __________________________________________________

Young women who are developmentally delayed may have until the completion of the membership year in which she turns 21 years of age as a Girl Scout to finish their Gold Award.

Bronze Award Information
Did you earn the Bronze Award?  □ Yes  □ No

If “Yes”, describe the project and include the month and year it was completed.
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
Silver Award Information
Did you earn the Silver Award? □ Yes □ No

If “Yes”, describe the project and include the month and year it was completed.

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

PLEASE NOTE: Girl Scout recognitions earned prior to June 1st of entering 9th grade, or while still in the process of earning the Silver Award, MAY NOT be used towards the requirements for the Gold Award.

STEP 1: Get Ready
__________ (Month/Year) I read the Gold Award “Go For It” book
__________ (Month/Year) I attended Gold Award training

STEP 2: The Girl Scout Gold Leadership Award
You must have the signature of the person who worked with you for those specific requirements. It is expected that you will have different signatures for different activities.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Date Completed (Month/Year)</th>
<th>Advisor/Consultant Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>EARN IT: List the 3 Interest Project patches below.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>IP:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>BELIEVE IT: STUDIO 2B Focus Book: (name of book)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>LEAD IT: (30 hours) Attach a separate sheet indicating the date of each leadership activity, what you did that date, and how much time you spent on each leadership activity. Then total the leadership hours. Include signatures of the people who were in charge of the group(s) for each leadership segment which was completed.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
STEP 3: The Girl Scout Gold Career Award
Describe 40 hour career related activity: Attach a separate sheet listing your career hours or the college visits. Include month/year and hours worked (i.e. Grocery store clerk–40 hours from 10/06–5/07) OR list the college tours, apprenticeships, etc. with hours and month/year. Then total the hours.

You must have the signature of the person who worked with you for those specific requirements. It is expected that you will have different signatures for different activities.

<table>
<thead>
<tr>
<th>Date Completed (Month/Year)</th>
<th>Advisor/Consultant Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 4: The Girl Scout Gold 4 Bs Challenge Award
Activity –Describe each activity, goal or action taken on a separate sheet. Include the month/year each activity was completed and the hours spent on each of the four steps listed below. See pages 17-21 of the Gold Award Go For It! book for the specific questions which need to be answered.

You must have the signature of the person who worked with you for those specific requirements. It is expected that you will have different signatures for different activities.

<table>
<thead>
<tr>
<th>Activities</th>
<th>Date Completed (Month/Year)</th>
<th># of hrs.</th>
<th>Advisor/Consultant Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td>BECOME</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BELONG</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BELIEVE</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>BUILD</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>TOTAL HOURS=</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

STEP 5: The Girl Scout Gold Award Project

Title of Project: ________________________________________________________________________________________________

Proposed Start Date: ________________  Proposed Completion Date: ____________

List the full name and address of the sites/organizations (benefactor) which will benefit from your project. If you plan to provide the program to more than one site, attach a sheet with additional agency names and addresses.

Name ______________________________________________________________________________________________________

Address ______________________________________________________________________________________________________

City: __________________________________________________________  State: ______  Zip: ________________________

A. Describe the Issue Your Project Will Address
1. Who is your audience? How many people will be served (if applicable)?
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
2. What type of program/service will you provide? What do you hope to achieve? Describe in detail.

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

3. When will the program or service be delivered? Give estimated dates.

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

4. Where will the program or service be delivered? If same as above, indicate as “Same”. If there is more than one site, list all.

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

B. Discuss the reasons for selecting this project.

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

C. Describe how you will accomplish the leadership component of the Gold Award project.
Tell us how you will recruit, train and supervise a team of three or more non-related volunteers to assist you as you deliver/provide the program/service to others. You must build seven hours of leadership into your project where you lead a team of volunteers who are helping you, in turn, to teach others in your community while delivering the program.

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________

D. Outline your strengths, talents, and skills that will be put into action.

_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
_____________________________________________________________________________________________________________
E. Attach a copy of your project timeline which you have developed.
Describe all the steps involved in planning and putting your plan into action, including reserving facilities and/or equipment needed. Please estimate the time you think each step will take. Include the preliminary hours you have already spent doing the 4 Bs Challenge, up to a maximum of 15 hours. You must itemize the 4 Bs Challenge hours on the timeline, listing the date, activity and time spent on each section of the 4 Bs. The timeline must include each of the major tasks associated with the project, the estimated time to complete each task, and the estimated date/month you hope to complete each task. You must include the time needed to recruit, train and supervise your team of volunteers. Then total the estimated hours to show how you plan to earn the minimum 65 project hours.

F. Indicate methods you will utilize to evaluate the effectiveness of your project.
You must create and distribute evaluation forms to your volunteer team, program participants, benefactor, and your project advisor.

G. List the names of consultants and resources you plan to use to complete your project. Include full names, titles and organizations, if applicable. Also list their relationship to you, if applicable (i.e. parent, sibling, Girl Scout leader, teacher, friend, coach, etc.)

H. Estimate overall project expenses and how you plan to meet these costs.
All supplies needed to complete the project must be listed. Indicate if you plan to have any supplies donated. Contact the Older Girl Program Manager for the GSEP Solicitation Letter to seek supplies from businesses. This section must be completed by every applicant, even if the benefactor covers the project expenses or even if you don't need to purchase supplies.

<table>
<thead>
<tr>
<th>Materials Description</th>
<th>Estimated Cost</th>
<th>Donated/Paid by</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total Expenses $</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
How do you plan to meet these costs?

__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________

I. What is the lasting impact or benefit to the community? How will the project be sustained?

__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________
__________________________________________________________________________________________________________________________________________

Your Signature ______________________________________________________________________ Date: ___________________

The Gold Award Project Advisor cannot be a troop leader or relative. It must be an adult who has agreed to advise a girl with specific technical aspects of her project. This could be a member of an agency who is supporting the girl's project, a professional with specific expertise relevant to the project, such as a landscape architect, school counselor, clergy, etc.

Gold Award Project Advisor’s Name (please print): ___________________________________________________________________

Project Advisor’s Phone: ( ) __________________________________ Project Advisor’s E-Mail: _________________________________

Project Advisor’s relationship to the Gold Award applicant: ______________________________________________________________

Project Advisor’s Job Title: ______________________________________________________________________________________

Gold Award Project Advisor’s Signature ___________________________________________ Date: ______________

Gold Award Applicant’s racial background is: (please check as many as apply)

☐ African American ☐ American Indian ☐ Asian ☐ Caucasian ☐ Hawaiian or Pacific Islander

☐ Other (please specify: ______________________)

Gold Award Applicant’s ethnic background is: (please check one) ☐ Hispanic or Latina ☐ Non-Hispanic or Latina

Please send the Project Proposal and Project Plan timeline to:
Girl Scout Gold Award Committee
Girl Scouts of Eastern Pennsylvania
Attention: Joan Hannahoe
2633 Moravian Avenue
Allentown, PA 18103

12/09–JLH
GIRL SCOUT GOLD AWARD FINAL REPORT

Please fill out using a word processing program, or type or print in black ink. Make copies for your Girl Scout Gold Award Project Advisor and for you to keep. SUBMIT ORIGINAL REPORT TO YOUR COUNCIL. Reports written in pencil or illegible will be returned.

Name: _______________________________________________________________________________________________________

Phonetic spelling of your name for the ceremony: ___________________________________________________________________

Address: ________________________________________________________________________________________________________

City: ____________________________________________________________________________________________________________

County: _________________________________________________________________________________________________________

State: ______  9-Digit-Zip: __________________

Home Phone: ________________________  Cell Phone: ________________________  E-Mail: __________________________

Troop # _________________  Service Unit Name: _____________________  Service Unit #: __________________________

Age: _______  Grade: _______  Graduation Year: ______  School: _____________________________________________

Troop/Group Advisor’s Name: ____________________________________________  Troop/Group Number: ____________________

Troop/Group Advisor’s Phone: ____________________________ Email: _______________________________________________

Girl Scout Gold Award Project Advisor: ____________________________________________________________________________

Project Advisor’s Phone: ____________________________ Email: _______________________________________________

Title of Project: ________________________________________________________________________________________________

List the full name and address of the Site/Organization which benefitted from your Gold Award project:

Site Name ____________________________________________________________________________________________________

Full Address: _________________________________________________________________________________________________

STEP 6: Tracking Project Hours

Date started (month/year): ___________  Date Completed (month/year): _____________

How many hours did you invest in the project? _________  How many hours did your volunteers invest in the project? _______

STEP 7: Reflection and Evaluation

A. Briefly summarize your project.

Include the issue your project addressed and the methods you used for meeting the project objectives. Describe the Who, What, When, Where and Why. Please limit your summary to one paragraph.

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

12/09–JLH
B. Discuss the benefits your project provided to others in the community.

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

C. Describe how you achieved the seven hours of leadership. How did you work with your team of volunteers?

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

D. Write a brief summary of the evaluation forms you received from your volunteers, participants and project advisor.

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

E. What did you learn about yourself as a result of this project?

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

F. What aspects of your project would you change or do differently?

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

G. What was the most successful aspect of your project?

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________

_____________________________________________________________________________________________________________
H. Attach the following items to the Final Report:

1. Timeline of the 65 project hours

2. Final budget

3. List of volunteers who assisted you, the dates and hours they volunteered, and their titles/positions (i.e. teacher, coach, Girl Scout leader, friend, relative, etc.)

4. Public Relations form

Your Signature ____________________________________________ Date: ____________________

Gold Award Project Advisor’s Name (please print): ____________________________________________ Date: ____________________

Gold Award Project Advisor’s Signature ____________________________________________ Date: ____________________

Gold Award Applicant’s racial background is: (please check as many as apply)

☐ African American   ☐ American Indian   ☐ Asian   ☐ Caucasian   ☐ Hawaiian or Pacific Islander

☐ Other (please specify: ________________________ )

Applicant’s ethnic background is: (please check one)   ☐ Hispanic or Latina   ☐ Non-Hispanic or Latina

FOR COUNCIL USE ONLY

DATE RECEIVED BY COUNCIL: ____________________

DATE OF FINAL PRESENTATION: ____________________

DATE APPROVED BY Gold AWARD COMMITTEE: ____________________

COUNCIL REPRESENTATIVE SIGNATURE: ____________________
GO FOR IT: THE GIRL SCOUT GOLD AWARD PYRAMID

A girl must be age 14 or going into grade 9 to work on steps 1-4 of the GS Gold Award.

Submit GS Gold Award Project Proposal to GSEP. Your project must be approved before you begin Step 6.

You must be 15 or going into 10th grade to start Steps 5-7.

STEP 1-BUILD A FRAMEWORK
- Read “Go For It” Girl Scout Gold Award STUDIO 2B insert. Recommended that you attend a council sponsored Gold Award Workshop
- Meet with troop advisor (your leader) and develop a timeline for Steps 2-4, include some thinking about where Step 5 might fit on your timeline
- Make an agreement with troop advisor.

STEP 2-Girl Scout Gold Leadership Award
- Earn 3 IPA related to parts of the GS Promise and Law
- Earn a STUDIO 2B Focus Book
- Take action: spend 30 hours in a leadership role

Use “Go For It” GS Gold Award STUDIO 2B insert to keep record and journal Steps 2-6. Good record keeping will help you in Step 7.

STEP 3-Girl Scout Gold Career Award
- Do one or a combination of the following for a total of 40 hours:
  - Career-shadow one or more people
  - Get an apprenticeship or internship
  - Visit colleges or trade schools
  - Organize a career fair
  - Publish a newsletter or create a Web page about careers for school
  - OR: Get a paying job or start your own business—but in at least 40 hours on it

STEP 4-Girl Scout Gold 4 Bs Challenge

STEP 5-Girl Scout Gold Award Project
Your Gold Project must take a minimum of 65 hours. The time you spend working on Step 4 (up to a maximum of 15 hours) may count toward the 65 hours.
- Plan it
- Know more about it
- Choose it
- Map it

STEP 6-Take Action
Do it! After you receive council approval, put your plans into action. Be flexible and adjust plans if necessary. Work closely with your Gold Award Project Advisor and Committee Mentor.

STEP 7-Think About It
- Submit Final Report to GSEP
- Meet with the Gold Award Committee for Final Presentation.

Your Gold Award Project MUST address a problem out side of Girl Scouting.

All steps must be submitted and completed no later than September 15 after your High School graduation.