

Volunteer Recognition Award Information Packet










Volunteer appreciation awards have a long and rich history with Girl Scouts. They play an important role in recognizing volunteers for their outstanding work with and for girls. This packet contains the information you need to recognize that amazing volunteer making Girl Scouts a better place!



Volunteer can be endorsed for an award using the [form found on our website](#). Nominations are due March 15.

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Adult Volunteer Awards for Girl Scouts of Central Indiana & Girl Scouts of USA

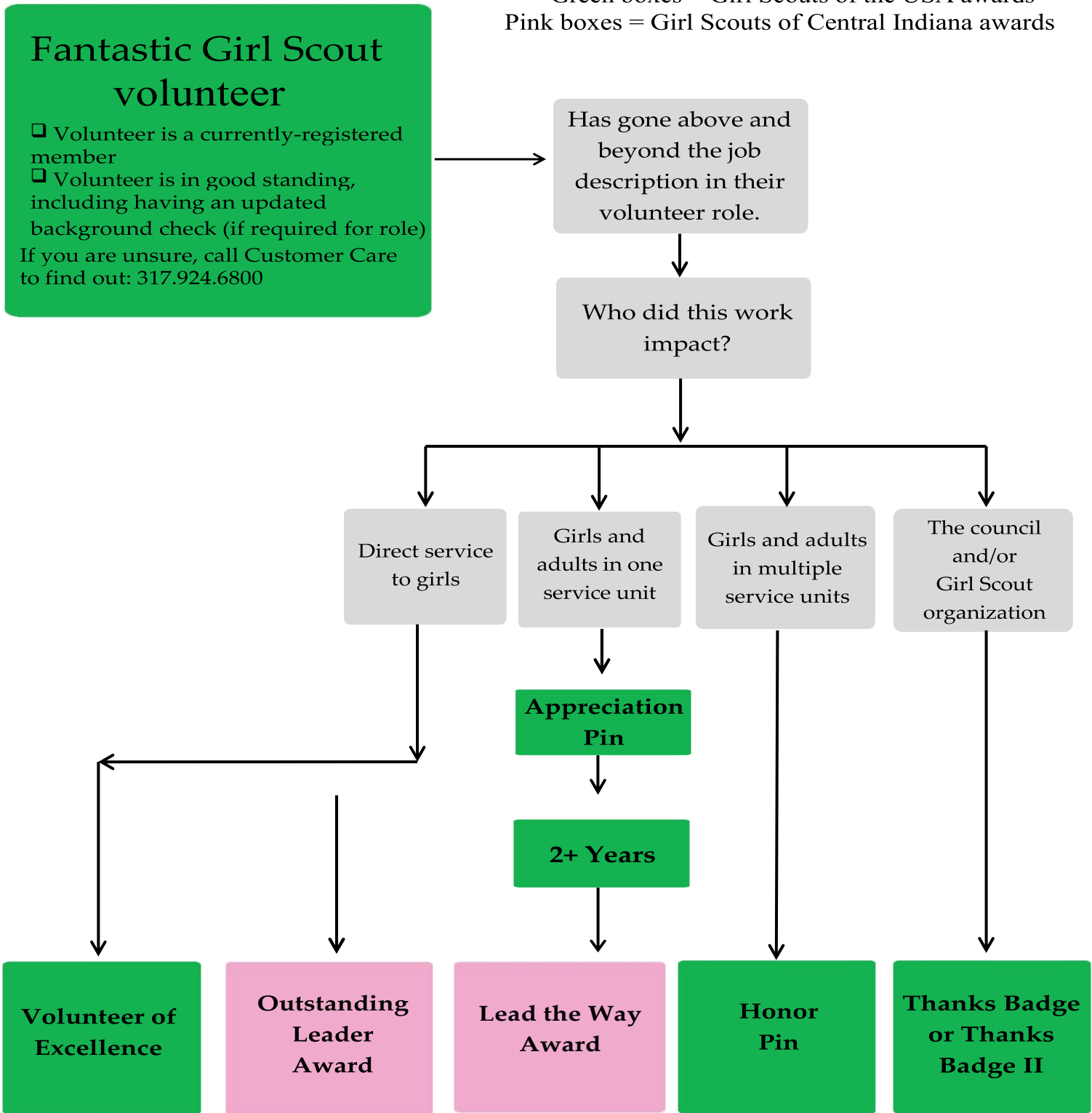
Award	Award purpose	Award requirement
<p>Volunteer of Excellence</p> 	<p>For outstanding service while partnering directly with girls to implement the Girl Scout Leadership Experience using Girl Scout Journeys, the Girls Guide to Girl Scouting, The Volunteer Toolkit or any other GSUSA resource. <i>Potential candidates: troop leader, troop assistant, day camp volunteer, service team member and many more.</i></p>	<p>Required – Nomination Form Optional – Additional Documentation</p>
<p>Appreciation Pin</p> 	<p>Recognizes a volunteer for outstanding service to one service unit or geographic area. <i>Potential candidates: day camp volunteer, service team member or series facilitator who has gone above and beyond their role.</i></p>	<p>Required – Nomination Form Optional – Additional Documentation</p>
<p>Lead the Way</p> 	<p>Recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience. Nominee has previously earned the Appreciation Pin more than 2 years prior. <i>Potential candidates: day camp volunteer, service team member or series facilitator who has gone above and beyond their role, who have already received the Appreciation Pin</i></p>	<p>Required – Nomination Form Optional – Additional Documentation</p>
<p>Honor Pin</p> 	<p>Recognizes a volunteer for outstanding service to two or more service units or geographic areas. <i>Potential candidates: learning facilitator, day camp volunteer, cookie cupboard coordinator, volunteer serving on council or regional task group, board member who has gone above and beyond their role.</i></p>	<p>Required – Nomination Form Optional – Additional Documentation</p>
<p>Thanks Badge</p> 	<p>Recognizes a volunteer for outstanding service that has benefited the entire council or Girl Scout Movement. <i>Potential candidates: council task group chair, board member, a volunteer who increased program opportunities for girls, council learning facilitator who developed new resources.</i></p>	<p>Required – Nomination Form Optional – Additional Documentation</p>
<p>Thanks Badge II</p> 	<p>Recognizes a volunteer for outstanding service that has benefited the entire council or Girl Scout Movement who has already received the Thanks Badge. <i>Potential candidates: council task group chair, board member, a volunteer who increased program opportunities for girls, council trainer who developed new resources.</i></p>	<p>Required – Nomination Form Optional – Additional Documentation</p>
<p>Outstanding Leader Award</p> 	<p>Recognized outstanding leader per service unit. Troop leader has gone above and beyond in role as troop leader, making a positive impact on girls. As a role model nominee instills lasting values and life skills that girls will use throughout their lives. Each quadrant will have one awardee. These recipients will be invited to United We Lead ceremony in June where one will receive the GSCI Outstanding Leader of the Year Award. <i>Potential candidates: troop leader in good standing, who has served in role for at least 3 years</i></p>	<p>Required – Nomination Form Optional – Additional Documentation</p>

<p>Years of Service Pin</p> 	<p>Recognizes a registered adult member for the numbers of active service as a volunteer. The council will purchase pins for 20 years and above. The pin comes in 5-year increments: 20, 25, 30, etc.</p>	<p>Service unit completes Volunteer Years of Service Pin Request Form</p>
<p>GSCI Legacy Award</p> 	<p>Recognizes all leaders or co-leaders who have led a troop from kindergarten through 12th grade.</p>	<p>Service team will confirm list of leaders provided by GSCI.</p>

Which award is the right award?

Do you know of a great volunteer who you would like to nominate for an award? Use the chart below to help you find the right award for the service they have provided to girls, the community, or a service unit.

Green boxes = Girl Scouts of the USA awards
Pink boxes = Girl Scouts of Central Indiana awards





Nomination process

Here's how you do it!

- ✓ **Step 1: Review the awards criteria to find the right award for your nominee.**
- ✓ **Step 2: Check the past awardee list (online) to see what awards your candidate already has earned (hint: control F will help you find a name quickly).**
- ✓ **Step 3: Complete the online nomination form.**
- ✓ **Step 4: Recruit an additional person(s) to complete a letter of endorsement supporting your nomination.**

Deadline is March 15 for all nominations

Writing a strong nomination

Volunteers are truly the heart of Girl Scouts and are the reason girls are changing the world. Volunteers in Girl Scouts of Central Indiana work hard every day to provide a quality program for girls. The GSUSA and Girl Scouts of Central Indiana award programs are designed to focus on what matters in Girl Scouting: girls! It is an honor for a volunteer to be recognized among his/her peers and to receive one of the seven GSUSA and Girl Scouts of Central Indiana awards through the nomination process.

All award nominations (except for the **Volunteer of Excellence award*) are reviewed by a volunteer selections committee. This committee is comprised of volunteers and staff from across the council. They review each award nomination and compare the information presented about the volunteer with the criteria established for each award. The information presented on the nomination form is vital to the decision-making process of the volunteer selection committee. They only know what is presented in the award nomination.

To help present strong, **measurable**, and **impactful** information in the nomination, use the chart below to turn frequently used general statements into strong nomination statements. The more detailed statements will inform the volunteer selection committee about the great work of the deserving volunteer and increase the likelihood of the award being approved.

Nominator Tips:
Make sure to include:

- ✓ How the candidate met the award criteria
- ✓ Specific accomplishments
- ✓ The impact the candidate has had
- ✓ How the candidate exceeded expectations for their role

Questions? Contact Meg Booth, sr. director of volunteer experience, at mbooth@girlscoutsindiana.org or 317.924.6839

General statement:	Think about this:	Stronger nomination statement:
"She has been a leader for a long time and is committed to girls."	How many years? What grade levels has she worked with? What has she done that shows her commitment to girls?	"For 8 years, she led a mixed troop of both Girl Scout Brownies and Juniors. In those 8 years she has welcomed girls from three different schools. Her philosophy is "the girls need Girl Scouts, all the girls from grades 2 to 5 are welcomed in Troop 55555."
"He is a great leader."	What kind of leadership qualities has he exhibited with the girls? What makes him stand out?	"He believes in girl-led and continually brings leadership opportunities to girls. Each of the girls in his troop have an opportunity to be a leader throughout the year. They each take a month where they are responsible for leading the troop meeting, including organizing all aspects. The girls learn how to plan, speak in front of others, create an agenda, and lead a meeting."

<p>“She always goes above and beyond.”</p>	<p>How? Be specific. Tell a story that shows how she has gone above and beyond.</p>	<p>“Her troop was working on their Silver Award. She recognized that she did not have all the skills and knowledge to guide the girls successfully through the details. She recruited parents, service unit volunteers, leaders, and several local business owners from our community that all helped the girls work through the details of their Silver Award Take Action Project. The girls’ project resulted in the local park having a nature trail with 10 new bird houses, 4 miles of safe trails, and new maps for visitors to follow. The mayor attended the grand opening of the new park along with 500 community members “</p>
<p>“They have been the best day camp administrator we have ever had.”</p>	<p>Be specific! Tell a story about the support given to the girls, and how the girls benefitted.</p>	<p>“For the past 10 years, this fabulous volunteer has headed up a day camp that supports almost 200 girls yearly They have recruited adult help when there did not seem to be any. At one point day camp was in danger of being cancelled until this volunteer stepped in and started an email and phone campaign to recruit the needed volunteers to hold the camp.”</p>

The examples above show how the volunteer selection committee looks for details including impact and results. This takes a little more work; however, the details will give the volunteer selection committee what they need to make a good decision. The results will be that more volunteers will be appreciated!

In summary, strong nominations:

- Provide detail and examples
- Give tangible numbers or results
- Demonstrate how they met criteria for the award
- Are based exclusively on their work within the Girl Scout organization

***Because of the high volume of Volunteer of Excellence (VOE) nominations, the recognition committee will provide each service unit manger a complete list of VOE nominations. If a service team has any concerns about a recipient receiving this award, they should contact the Sr. Director of Volunteer Experience within five business days. Girl Scouts of Central Indiana will provide signed Volunteer of Excellence certificates.**

Frequently Asked Questions

Q: Who can nominate a volunteer for an award?

Anyone can! Caregivers, girls, volunteers, and even a community member may endorse a volunteer for an award. The person who nominates a volunteer needs to know how the volunteer has impacted Girl Scouts or the community, the award criteria, and identify required number of award nominations and persons to submit them.

Q. When and where are awards given to volunteers?

Volunteers are recognized with both the GSUSA and Girl Scouts of Central Indiana awards in front of their peers at service unit appreciation events. These events are planned and implemented by volunteers and paid staff working together and usually take place in April and May. Volunteers receiving the Outstanding Leader Award, Thanks Badge, and Thanks Badge II are invited to United We Lead event held annually in the summer.

Q. Why does the volunteer need to be a registered member of Girl Scouts?

Girl Scouts is a membership organization, this means that to be considered an eligible volunteer for any volunteer role, being a currently registered member is required. In the *GSUSA Blue Book of Basic Documents*, it states "to participate in Girl Scouts you must be a member." Volunteers are participants; therefore, they must be a currently registered member and a member during the time for which they are being recognized to qualify for any award or earned recognition.

Q. The award criteria states that the volunteer must be a member in good standing. What does this mean?

Any volunteer receiving an award must be following the council's policies and guidelines. As an award recipient, they are being held up as a role model. Good standing means:

- The volunteer has met all eligibility for being an appointed volunteer including being a registered member and having a current background check.
- The volunteer has no outstanding cases or concerns related to their service.

If you are unsure about whether the volunteer you want to nominate is in good standing, please call the council's Customer Care number: 317.924.6800

Q. How are award recipients chosen?

A volunteer selection committee with representation from all regions across the council reviews the nomination and decides based on how the information presented fits the criteria for the award. If you would like to serve on this short-term volunteer committee, please call our Sr. Director of Volunteer Experience at 317.924.6839.

Q. Volunteer nominations are online only. What if I do not have access to the online forms?

If you need help in completing a nomination form, contact our sr. director of volunteer experience for a paper copy of form.

Q. Can a volunteer receive the same award more than once?

No! Girl Scouts of Central Indiana has created new awards for award volunteers who continue to be exemplary volunteers.

Q. Can a staff member nominate a volunteer for an award?

While we prefer that the volunteer appreciation award process should be driven by volunteers, we understand there are times when a volunteer's service was done in such a way that it would be difficult to complete the award requirements without a staff nomination. Both volunteers and staff can nominate a volunteer for any award.

Q. Where do I find the online award nominations?

Go to girlscoutsindiana.org then click on [VOLUNTEERS>VOLUNTEER AWARDS & RECOGNITION](#) and then click any of the drop down green arrows to find the award you are looking for.

Girl Scouts of Central Indiana volunteer recognition timeline

November – Online nomination forms are live on website for volunteer service between – March 1, 2023 – March 1, 2024

March 15 – Nominations form closed

March 17-April 4 – Nominations are reviewed

First week of April – Volunteer awardee lists are given to service unit managers

April 10 – Information shared with service units and any concerns sent to Sr. Director of Volunteer Experience by April 10.

Third week of April – Certificates and pins are given to campaign managers for SU recognition events

April 22-June – Service Unit Appreciation Events honoring: Volunteer of Excellence, Appreciation Pin, Honor Pin, GSCI Lead the Way, GSCI Legacy Award, GSCI Outstanding Leaders of the Year, and any community partner recognition, and troops/girls who earn the GSUSA Bronze, Silver and Gold Awards as well as girls graduating.



All award nominations are due March 15.

Special thanks to Girl Scouts of Western Ohio and Northern California for use of their criteria and design.