

Volunteer Recognition Nomination Packet

The deadline for all completed forms, with attached endorsement letters, is due to your local GSHNJ service center by March 8, 2010. Notification of approval will be sent to the sponsor in April. Typed applications are strongly encouraged. Applications and letters of endorsement must be legible.

This packet contains the following:

- Instructions for submitting award nominations
- Volunteer Recognition Guidelines (overview)
- Volunteer Recognition Nomination Form (make as many copies as needed)
- Detailed Description of each adult award

Instructions:

Please read all instructions and descriptions carefully prior to completing the nomination form. Incomplete or inaccurate nominations may result in denial of an award.

- An individual or group familiar with the service performed by the candidate may submit an application for recognition. Details of the Candidate's service must be submitted on the attached Council form. Please be specific about the quality of the nominee's contribution to Girl Scouting and its impact on girls.
- Submit completed nomination forms, with attached endorsement letters, to your service unit team.
- **Late nominations and/or endorsements will not be accepted.** The application is not considered an endorsement. The sponsor may not author a letter of endorsement.
- All endorsement letters should be specific and contain clear and concise details about how the nominee's performance has been outstanding, the nominee's unique contributions to Girl Scouting, and any other comments or information that might be helpful. The Volunteer Awards recognition Committee's decision is based upon what is written in the application and in the endorsement letters.
- All nominees must be registered adult members of GSUSA unless otherwise stipulated in the specific award criteria.
- The attached Volunteer Recognition Guidelines are to be used as a quick reference tool. For additional information necessary to nominate a candidate, please refer to the specific award description included in this packet.
- Other than the Outstanding Leader Award, the council Volunteer Awards Recognition Committee does not review nominations presented by the Service Unit.
- **Please MAKE COPIES of all nomination forms and endorsement letters for your records before submitting them to council.**



Girl Scouts.

Montclair · North Branch · Westfield · www.gshnj.org

Volunteer Recognition Nomination Form

Date Received _____
Office use only

Service Unit# _____

Candidate Identification:

Name _____ Girl Scout Position _____

Address (complete) _____

Phone (day) _____ Phone (evening) _____

Email _____

Candidate is being nominated for the following award:

_____ Thanks Badge II

_____ Thanks Badge

_____ Honor Pin

_____ Appreciation Pin

_____ Dedicated Leader

_____ Outstanding Volunteer

_____ Outstanding Leader

_____ Philanthropy Award

_____ President's Award

Candidate Information:

Please list all training, past and present, and the year in which they were completed by the candidate.

| <u>Name of Training</u> | <u>Year Completed</u> | <u>Name of Training</u> | <u>Year Completed</u> |
|-------------------------|-----------------------|-------------------------|-----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Please list past and present Girl Scout positions held by the candidate.

| <u>Name of Position</u> | <u>Year (s) Held</u> | <u>Name of Position</u> | <u>Year (s) Held</u> |
|-------------------------|----------------------|-------------------------|----------------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Did the candidate's troop (if applicable) participate in council sponsored product sales (cookie, nut) and annual family giving (The S.H.A.R.E. Program, Family Support, Family Partnership, etc.) for the last two years?

_____ Year _____ Yes _____ No

_____ Year _____ Yes _____ No

Please list past Girl Scout awards and recognitions (by date if possible) the candidate has received.

| <u>Name of Award</u> | <u>Year</u> | <u>Name of Award</u> | <u>Year</u> |
|----------------------|-------------|----------------------|-------------|
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |
| _____ | _____ | _____ | _____ |

Award Rationale:

Please describe the service of the candidate, which fulfills the criteria for the award for which she/he has been nominated. Information must be typed or printed legibly. Be specific; the decision of the Volunteer Awards Recognition Committee is based upon what is written on this application and in the attached endorsements. Include date, clear and concise descriptions, references when available, and the impact this candidate has had in Girl Scouting and the Service Unit. You may continue on a separate page if necessary. Attach all required letters of endorsement (see individual award criteria).

The award candidate is being nominated by:

Name _____ Girl Scout Position _____

Address (complete) _____

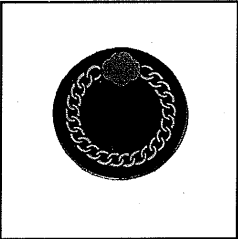
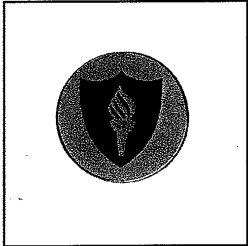
Phone (day) _____ Phone (evening) _____


Email _____

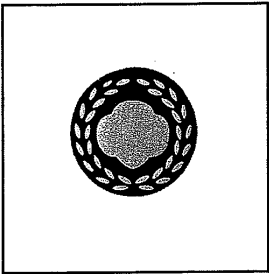

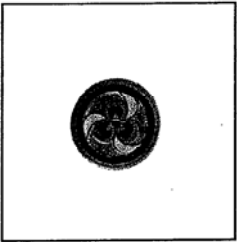
Signature of the person completing this nomination form

Date

Girl Scouts Heart of New Jersey – Volunteer Recognition Guidelines

| <i>Recognitions</i> | <i>Who to consider</i> | <i>Criteria</i> | <i>Nomination and Approval Process</i> |
|---|--|---|--|
| <p><i>Certificate of Appreciation</i> Recognized at SU Level</p> | Any individual or group | <ul style="list-style-type: none"> • Recipient has performed a service for the girls | <ul style="list-style-type: none"> • Any Girl Scout individual or group • Can be awarded at any time |
| <p><i>GS Green Angel/Green Knight</i> Recognized at SU Level</p> | Any individual | <ul style="list-style-type: none"> • Recipient has performed a service for the girls | <ul style="list-style-type: none"> • Any Girl Scout individual or group • Can be awarded at any time |
| <p><i>Tenure Pin</i></p> | <p>Recognized at SU Level:</p> <ul style="list-style-type: none"> ◦ Recognition of total years in Girl Scouting, in 5 year intervals, up to 15 years <p>Recognized at Council Level:</p> <ul style="list-style-type: none"> ◦ Recognition of total years in Girl Scouting, in 5 year intervals, beginning at 20 years and beyond | <ul style="list-style-type: none"> • Be a registered Girl Scout adult | <ul style="list-style-type: none"> • Award recipient (registered 5 years, up to 15 years) will be notified by SU Awards committee • Award recipient (registered 20 years or more) will be notified by mail |
| <p><i>Volunteer Years of Service</i> Recognized at SU Level</p> | Recognition of total years of active volunteer service in 5 year intervals, up to 15 years | <ul style="list-style-type: none"> • Be a registered Girl Scout adult | <ul style="list-style-type: none"> • Award recipient will be notified by SU Awards committee |
| <p><i>Outstanding Volunteer Award</i> Recognized at Council Level Certificate is also available</p> <div data-bbox="100 771 336 1008" style="text-align: center;">  </div> | For a volunteer in a position other than leader | <ul style="list-style-type: none"> • Be a registered Girl Scout adult • Complete appropriate training or demonstrate ability/skills for the position • Perform at a level that exceeds the expectations of the position as outlined in the position description agreement in one or more of the following areas: <ul style="list-style-type: none"> ◦ Membership ◦ Program ◦ Fund development ◦ Pluralism ◦ Marketing and Communications ◦ Strategic Leadership/Governance ◦ Human Resources • Actively recognize, understand, and practice the values of inclusive behavior | <ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the girls and the organization • Recognitions task group reviews, then approves or denies the nomination • Award recipient and sponsor will be notified by mail |
| <p><i>Outstanding Leader Award</i> Recognized at SU Level Certificate is also available</p> <div data-bbox="100 1218 346 1461" style="text-align: center;">  </div> | For a troop/group leader, assistant leader, or coordinator for outstanding performance in working with girls | <ul style="list-style-type: none"> • Be a registered Girl Scout adult • Complete appropriate training • Must be in fourth year of leadership • Demonstrate competence in at least two of the following: <ul style="list-style-type: none"> ◦ Involving adults in the community to help broaden the program opportunities for girls <ul style="list-style-type: none"> ◦ Increasing girl membership to support the council membership goal ◦ Using the four program goals to select a wide range of program activities with girls ◦ Helping girls to recognize, understand, and practice the values of inclusive behavior ◦ Building an effective By Girls, For Girls approach with girls | <ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the girls and the organization • Include three (3) letters in support of the nomination - At least one (1) from a troop parent and two (2) from girl members • Recognitions task group reviews, then approves or denies the nomination • Award recipient and sponsor will be notified by mail |

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| <p><i>Dedicated Leader Award</i> Recognized at Council Level</p> <div style="border: 1px solid black; padding: 5px; margin: 10px auto; width: fit-content;"> <p><i>Dedicated</i></p> </div> | <p>For a troop/group leader, assistant leader, or coordinator for continued outstanding performance in working with girls</p> | <ul style="list-style-type: none"> • Be a registered Girl Scout adult • Complete appropriate training • Must be in eighth year of leadership • Must have continued to provide exemplary leadership above and beyond the job description • Demonstrate competence in at least two of the following: <ul style="list-style-type: none"> ◦ Involving adults in the community to help broaden the program opportunities for girls ◦ Increasing girl membership to support the council membership goal ◦ Using the four program goals to select a wide range of program activities with girls ◦ Helping girls to recognize, understand, and practice the values of inclusive behavior ◦ Building an effective By Girls, For Girls approach with girls | <ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the girls and the organization • Include (4) letters in support of the nomination - One (1) from an adult girl scout, one (1) from a troop parent and two (2) from Girl Scout troop members • Recognitions task group reviews, then approves or denies the nomination • Award recipient and sponsor will be notified by mail |
| <p><i>President's Award</i> Recognized at Council Level</p> | <p>For a geographic area team or program delivery team</p> | <ul style="list-style-type: none"> • Be a registered Girl Scout adult • Must have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility • Must reflect the diversity of the area they serve • Actively recognize, understand, and practice the values of inclusive behavior | <ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the girls and the organization • Recognitions task group reviews, then approves or denies the nomination • Recognitions task group sends notification of its decision to the council board of directors for confirmation • Award recipient and sponsor will be notified by mail |
| <p><i>Appreciation Pin</i> Recognized at Council Level <i>Certificate is also available</i></p> <div style="border: 1px solid black; padding: 10px; margin: 10px auto; width: 100px; height: 100px; display: flex; align-items: center; justify-content: center;">  </div> | <p>For volunteers actively giving outstanding service to at least one geographic area or program delivery audience</p> | <ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in one geographic area • Actively recognize, understand, and practice the values of inclusive behavior | <ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the girls and the organization • Include two (2) letters in support of the nomination • Recognitions task group reviews, then approves or denies the nomination • Recognitions task group sends notification of its decision to the council board of directors for confirmation • Award recipient and sponsor will be notified by mail |

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|--|---|---|---|
| <p>Honor Pin Recognized at Council Level <i>Certificate is also available</i></p>  | <p>For volunteers actively giving outstanding service in more than two geographic areas</p> | <ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in two or more geographic areas • Actively recognize, understand, and practice the values of inclusive behavior | <ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the girls and the organization • Include three (3) letters in support of the nomination - One (1) letter must come from outside the nominee's SU • Recognitions task group reviews, then approves or denies the nomination • Recognitions task group sends notification of its decision to the council board of directors for confirmation • Award recipient and sponsor will be notified by mail |
| <p>Thanks Badge Recognized at Council Level <i>Certificate is also available</i></p>  | <p>For volunteers actively giving service impacting the council or the entire Girl Scout movement</p> | <ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have taken a leadership role at the council level in one or more of the following areas during the previous four years: <ul style="list-style-type: none"> ○ Increasing membership growth and retention ○ Increasing the percentage of adult-generated funding in the total council income ○ Increasing innovative program opportunities council-wide ○ Developing broad participation in policy-influencing through the democratic process ○ Ensuring that inclusive behavior is recognized, understood, and practiced at all levels | <ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the organization • Include four (4) letters in support of the nomination • Recognitions task group reviews, then approves or denies the nomination • Recognitions task group sends notification of its decision to the council board of directors for confirmation • Award recipient and sponsor will be notified by mail |
| <p>Thanks Badge II Recognized at Council Level <i>Certificate is also available</i></p>  | <p>For Prior Thanks Badge Recipients-</p> | <ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have taken a leadership role in developing a model that has been replicated at the national level in one or more of the following areas during the previous three years: <ul style="list-style-type: none"> ○ Membership ○ Program ○ Fund development | <ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the organization • Include four (4) letters in support of nomination • Recognitions task group reviews, then approves or denies the nomination • Award recipient and sponsor will be notified by mail |
| <p>Philanthropy Recognized at Council Level</p> | <p>In recognition of notable financial support to Council</p> | <ul style="list-style-type: none"> • Recognizes the importance of the Girl Scout movement and has shown its appreciation by financial support | <ul style="list-style-type: none"> • Submit an application describing the nominee(s) financial support to GSHNJ Council • Recognitions task group reviews, then approves or denies the nomination • Award recipient and sponsor will be notified by mail |

**OUTSTANDING LEADER AWARD /
DEDICATED LEADER AWARD
SUPPORT LETTER CRITERIA**

The Service Unit Awards Committee has determined that _____ of Troop # _____, SU # _____, has met the basic time-in-job requirement for the OUTSTANDING LEADER / DEDICATED LEADER AWARD (circle one). If you feel that she/he has met the additional requirements listed below, please write a letter in her/his support **describing** how she/he has met those requirements and has provided or continued to provide exemplary leadership above and beyond the basics. Thank you.

Requirements:

The nominee's performance as a leader is so outstanding in nature that it merits recognition.

The nominee will have:

- Promoted girl planning
- Developed diversified program
- Promoted inter-troop activities
- Registered on time
- Efficiently used troop adults (treasurer, cookie mom, nut mom, drivers, etc.), and
- Participated in Council-wide activities including fund raising and special events.

Signature: _____

Relationship to Troop: _____

RETURN BY: _____ TO: _____