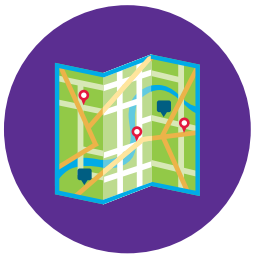
Cadette Workbook for Earning Your Silver Award

girl scouts
heart of new jersey

Silver Award at a Glance

7 Steps to the Silver Award



Prerequisite:

Complete a Cadette Leadership Award or Journey, if you haven't already earned the Bronze Award.

Step 1:

Identify issues that you're passionate about and how they affect your community.

Step 2:

Build your team. Work with a team of up to three other Cadettes or on your own. Either way, plan to partner with the community.

Step 3:

Explore your community to learn more about issues that interest you. This can be your neighborhood, your school, Girl Scouts, your place of worship, or another community of interest.

Step 4:

Choose your Silver Award project based on your passions and what you've learned by exploring your community and talking to others.

Step 5:

Make a plan and submit your Project Proposal to carry out your Silver Award Take Action project.

Step 6:

Put your plan in motion. You and your team will each spend at least 50 hours to earn the award. Planning time counts too! Use the Time Log to track your time.

Step 7:

Spread the word and submit your final report. Inspire others! You can give a presentation to another Girl Scout troop, your local Girl Scout community, or to students at school. Turn in your final report to your council before September 30 after completing 8th grade.

Then...

Celebrate! Check with your council to see if they host a local ceremony or celebration, or organize one of your own!

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How to Use This Workbook

This workbook is designed to lead you through the 7 Steps to the Silver Award. Use the sample Silver Award Take Action project in the template pages to follow all the examples provided throughout this workbook.

If you need more detailed explanations, review available resources with your leader or adult volunteer. *The Adult Guide to Going Silver* goes into more detail; the **Volunteer Toolkit** has Silver Award meeting plans; the **Girl Scout Activity Zone** has helpful videos and self-guided activities to help you explore the key requirements of the Silver Award; the **Silver Award webpage** and **gsLearn** have on-demand Silver Award training.

Excited to earn your Silver Award? Check these off first.

- ☐ You're a registered Girl Scout Cadette (in grades 6–8).
- ☐ You've earned the Bronze Award, a Cadette Leadership Award, or a Cadette Journey.
- ☐ You will be able to finish your project and submit paperwork by September 30 after 8th grade is completed (by the oldest teammate)
- ☐ You're excited to plan a **Take Action** project with the required elements by: practicing **leadership**, addressing a real **root cause** of a community issue you care about, and creating a plan to make your project **sustainable**.

What do Silver Award Girl Scouts say?

"Do what you love while helping others!"

"Definitely do it. We learned a lot!"

"Be realistic."

"We enjoyed giving back to our community!"

"Plan, and plan more."

"Time management is the hardest."

"Just start! Don't put it off because you're looking for the perfect project."

"Ask for help!"

Key Elements of the Silver Award Project

The Silver Award Take Action project may be different than other projects you've done as a Girl Scout.

If you earned a Bronze Award, some of the steps will be familiar. If you didn't earn a Bronze Award—that's OK! Any Girl Scout Cadette can rock a Silver Award Take Action project.

Take Action vs. Community Service

Before you begin, it's helpful to understand the difference between a Take Action project and a Community Service project. Here's the difference:

Take Action	Community Service
A **long-term project** with sustainable and ongoing influence that addresses an issue's root cause	A **short-term effort** that helps something or someone fulfill an immediate need
Done **WITH** the community	Done **FOR** the community
Creating a unique initiative to address an issue's root cause	**Joining an existing effort** to solve an issue
Creating and leading your own team of volunteers	Joining **an existing team,** usually as a volunteer
Setting the goals and leading a team to achieve them	Working toward **a goal that's set by others**

Often, a community service project idea can be developed into a Take Action project. For example, you may want to collect items for a crowded pet shelter. That's a service project, of course. But if you partner with the shelter to understand the root causes of overcrowded shelters and come up with a solution, like workshops to educate others about spaying and neutering pets, that's a Take Action project.

Project Requirements

Take Action projects have up to five elements: the Girl Scout Gold Award requires all five; the Girl Scout Silver Award requires three; and the Girl Scout Bronze Award requires two.

	Leadership	Root Cause	Sustainable	Measurable	National and/or Global Link
Bronze Juniors	◆	◆	●		
Silver Cadettes	◆	◆	◆	●	●
Gold Seniors/Ambassadors	◆	◆	◆	◆	◆

◆ Required element ● Introduction of new concept

To earn the Silver Award, you need to:

- Show leadership.
- Research and address a root cause of an issue in your community.
- Implement a plan to make the project sustainable.
- ***Optional:*** *"Try" to make your project measurable.*
- ***Optional:*** *"Try" to make a national and/or global link.*

These are the key elements. If they are new to you—no worries! We'll identify how to fulfill each of these requirements in this workbook. You'll be a Silver Award Take Action project expert in no time.

Prerequisites

Before getting started, make sure you complete a Cadette Leadership Award or Journey, if you haven't already earned the Bronze Award.

In your Silver Award Project Proposal, you will be asked to provide the name of the award completed and the completion date.

In addition, you will be asked to reflect on these questions:

- What did you do?
- What did you learn?
- What will you do better, or differently, next time?

This reflection will help you have a successful Silver Award project.

Step 1: Identify issues.

How to start? Begin with your passions! What makes you excited? What do you love to do? What have you always longed to know more about?

Then, look to your community. What are the challenges? Who could use some help? Is there a way to bring your passions to the community to make the world a better place?

There are no wrong answers—no pressure. In this step, you're simply exploring, jotting down what comes to mind.

Check out the sample Silver Award Take Action project in the template pages to follow all the examples provided throughout this workbook.

Use the chart on the next page to help you find the issues that interest *you*.

Tip: Once you begin this step, start tracking your time so you don't get stuck trying to recreate it at the end. Each Cadette should spend a minimum of 50 hours working toward the Silver Award. Track your time using the Time Log found in the template section, a spreadsheet, or a piece of paper—just don't lose it.

What issues are you passionate about?	Why are these issues important to you?	How do the issues affect your community?
Environment	*Trees are essential for so many animals. I see a lot of trees being cut down to make room for new buildings.*	*There is less space for the birds and their nests.*
Education	*I want to be a teacher and I enjoy working with kids.*	*All children should be able to learn and have fun while doing it. More tools are needed to assist teachers in keeping learning fun.*

Match your talents and skills with the issues you identified and the people you want to help using the Take Action Brainstorming Decision Bracket, which can be found in the template pages.

Step 2: Build your team.

To meet the Silver Award **Leadership** requirement, you'll need to build a team. You've got options:

- **Small team model:** Work with a team of up to three other Cadettes. Your team can be made up of Girl Scouts from the same troop, other troops, or individually registered Girl Scouts. Each Girl Scout must play an active role in choosing, planning, developing, and completing the team's project, and must have their own role and responsibilities in the project.
- **Solo model:** You can create and implement a project on your own. Recruiting and engaging your peers and/or adult volunteers from your network and around your community will be necessary to complete specific tasks.

Teamwork makes the dream work.

Since each Cadette will spend 50 hours on this project, focus on an issue you are really interested in. Don't just pick an issue your friend is doing because you want to work with them.

- Respect your teammates and their different points of view.
- Decide on team rules—use the Girl Scout Law as your guide.
- Contribute your share.
- Have a conflict? Resolve it quickly by talking things out.

No matter which option you choose:

- Plan to partner *with* community members to learn about your issue, discover the root cause(s), make a plan, and take action. Community members might be teachers or school administrators, neighbors, business owners, religious group leaders, or staff at a local community center working on the issue you are interested in. They should be experts in the issue you're working on.
- Show active leadership by involving others in your efforts and directing them to help you meet the goals of your project. Keep track of who helps you and how so you can thank them upon completion and list them in your Final Report.
- You should have the support of at least one **registered, background-checked adult Girl Scout volunteer** who is responsible for safety and Silver Award procedures.
- Try it: Having a **project advisor** is not required but can be very helpful. Lots of people are happy to play a part in helping a Girl Scout make the world a better place.
- The Final Report will ask you to identify and reflect on your individual leadership role, responsibilities, and experience.

A project advisor is an adult who is an expert that has some level of knowledge, skills, or access to resources that can help with your project.

While parents/legal guardians and troop leaders can be project advisors, try to expand outside your familiar circles and grow your network!

If you've chosen a group for your team, hold your first meeting.

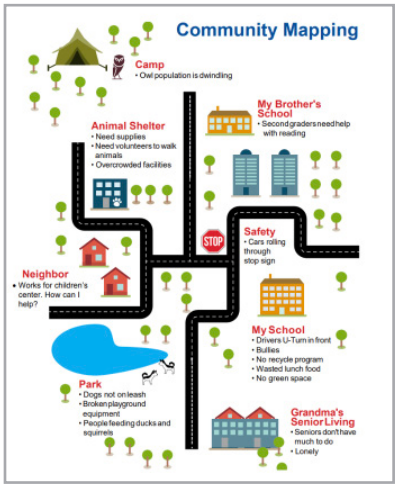
Explore how you can collaborate. Play a game or two to get the ball rolling—you might try "spider web!" First, form a circle. Then, toss a ball of yarn or string to each other. The person receiving the yarn tells the group a characteristic about themselves before tossing the yarn to the next person. The yarn should be held tightly and above the ground at all times. Use this activity to discuss how the members all depend on each other. If a single person pulls the yarn, it affects everyone in the group; if one person's yarn is cut, the whole web is broken. Have fun!

For more team-building activities, ask your adult volunteer, advisor, or another trusted adult to check out the *Volunteer Toolkit* Silver Award Meeting Plans.

Step 3: Explore your community.

1. **Draw a community map** to keep track of what you see and your ideas for change.

As you explore, remember that a community can be a physical place on a map or a group of people.



2. **List the names and contact info** of those you meet in your community who might be able to help you with your project.

Community experts are important because they can offer their knowledge or advise you on how to take action on the issue(s) you are thinking about addressing through your project.

Name and Contact Info	Organization	How might they help?
Teacher, neighbor	*Neighborhood preschool*	*Ideas on how to engage preschool students in learning*
Carpenter, local store owner	*Local hardware store*	*Ideas for the materials to use for the hands-on shoe-tying tool*

3. **Learn what others know** of your issue.

Chat with the people you know to learn about your issue in the community. It's another way of finding a project idea that might interest you.

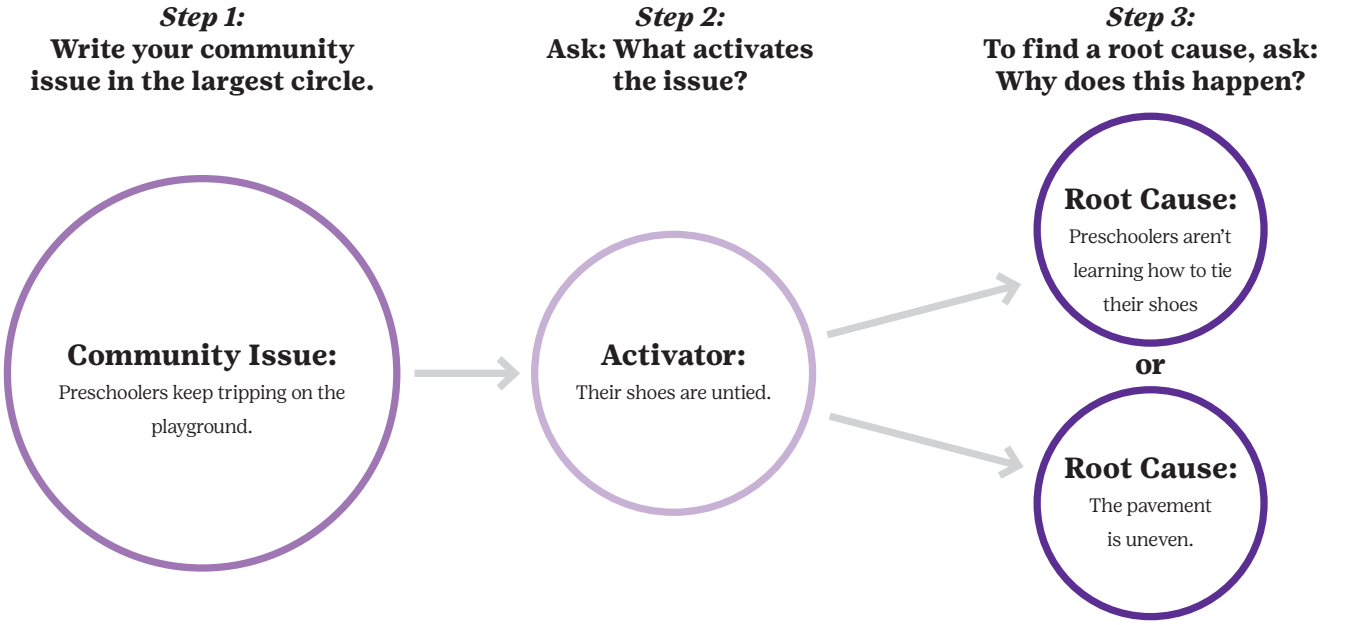
Who I Talked to	Issue(s) They Suggested	What Causes the Issue	What Worked in the Past	What Didn't Work
Teachers	*Students tripping*	*Shoelaces untied*	*Learning the skills at home*	*School nurse teaching students*
School nurse	*Students needing more support to learn how to properly tie their shoes*	*Students not getting enough practice*	*Presentation on how to tie shoes*	*Students forgot how to tie shoes after the presentation because there was no practice involved*
Parents	*No time to teach shoe tying*	*Busy schedules*	*Shoes without laces*	*Can't always wear shoes without laces*

4. **Research root causes** by asking what causes an issue and why, then ask why this happens again.

Understanding the **root causes** of your issue is an important part of a Take Action project. By looking at the root causes of an issue, you figure out why the issue is happening in the first place and then you can create a solution to stop it from happening again.

Uncovering root causes may seem hard but it can be surprisingly easy. Brainstorm with your team, use colorful sticky notes to track your ideas, or create your own mind map diagram like the one shown here. Keep asking "Why?" and you may find that there is more than one root cause!

Use the **blank mind mapping diagram** in the template pages to find the root cause of your project's issue.



Step 4: Choose your Silver Award project.

You've thought about your interests and passions. You've explored your community. You've talked to others, and you've researched to understand root causes of one or more issues. The moment you've been waiting for has arrived: it's time to choose a project!

Make it official by writing it down:

The issue my project will address is...

I care about education and I like working with children. I learned that lots of preschoolers are tripping on the school playground because they are not properly tying their shoes. The school nurse has seen an increase of injuries and is concerned someone will hurt themselves badly.

It matters because...

Injuries at school take away from children's fun and learning time. It's important that all children are safe and able to play. Mastering a task like shoe tying will help preschoolers be more independent and confident.

My target audience (who is going to benefit) is...

Preschoolers and school staff.

A root cause of my issue is...

Preschoolers are not learning how to tie their shoes. Maybe they are being taught, but they aren't remembering it. It is clear they need more practice in learning to tie their shoes.

My team's project idea plans to address the root cause by...

Developing a workshop to teach preschoolers to tie their shoes, with a hands-on tool to help them practice. The hands-on tool will stay at the school so the students can practice whenever they want.

Still not sure about your project? Try these to help you make a decision:

Review the info you've collected. Check out your issues chart, your community map, and the ideas you gathered from talking to others. If you're working with a team, sort the information you've gathered together and rank your ideas.

What matters to you most? Or, where could you or your team make the most positive change? Make a list of pros and cons you are considering. Use the Pros and Cons Chart in the template pages.

Feeling overwhelmed? Some issues are complicated and have a lot of pieces. It might help to narrow your focus. Can you break the issue down and take action on one part? Contact us at awards@gshnj.org if you have any questions.

Step 5: Make a plan and submit your Project Proposal.

By now, you have chosen a Silver Award Take Action project and are ready to make a plan to get it done.

Planning ahead helps your Silver Award Take Action project go smoothly. Answer the questions below, then review the Silver Award checklist in the template pages at the end of this workbook to decide if your plan is complete or if more planning is needed.

Your plan is just that: a plan. If it changes over time, that's OK!

Question	Example	Your Answer
How will your unique talents and **leadership** skills be used in this project?	*Gloria loves to build things, so she will lead the details of the hands-on tool. Ava likes research, so she will lead the gathering of information on fine motor and developmental skills for preschoolers for the workshop materials. Zuri prefers organizing and public speaking, so she will lead the scheduling and operational details for the actual workshop events.*	

Question	Example	Your Answer
What **community experts** will you work with?	*Gloria will meet with a teacher and the owner of the local hardware store.* *Ava will meet with preschooler parents and teachers.* *Zuri will meet with the preschool administrators.*	
How will you implement a plan to make your project **sustainable**?* Three possibilities are: 1. Create a permanent solution that can be used after the project is complete, with a plan for maintenance and use. 2. Educate and inspire others in the community or within Girl Scouts to be part of the change. Make a plan that your partner can continue. 3. Advocate to change a rule, regulation, or law and encourage others to join.	*The team chooses Option 2: They will present workshops to students at the preschool and provide the workshop outline and permanent tool to the school who will continue to teach shoe tying.*	
Proposed Start Date	*Fall of 7th Grade*	
Proposed End Date	*Fall of 8th Grade*	
Is the time frame realistic? (Y/N)		

* Your project is sustainable if the impact lasts, even after the project is over. Putting a plan into place to sustain your project is required; however, how the project is actually sustained is often outside Girl Scouts' influence or control. See *The Adult Guide for Earning the Silver Award* for specific examples.

Silver Award projects sometimes require money or nonmonetary donations of goods. If you think your project will require this, then please estimate supplies/donations needed and potential costs.

Example Budget Worksheet:

Supplies Needed	Estimate How Much They Will Cost
Pressed wood	*$25*
Yarn	*$10*
Nails	*$8*
Copies of workshop outline	*$5*

Estimated Budget Worksheet:

Supplies Needed	Estimate How Much They Will Cost

Take Action projects often focus on education and advocacy. These generally don't cost very much. If your Silver Award Take Action project has a budget that seems unrealistic, re-evaluate. Is the project truly a Take Action project?

For the Silver Award Final Report, use the Budget Worksheet in the template pages to list the items you received (including troop funds, money earned, donations, etc.), the cost of supplies purchased, and to identify who and where they are from.

GSHNJ's Silver Award Money Earning Policies

QUESTION	YES	NO
Do Silver Award money earners need to be pre-approved? Be sure to keep track of details for project budget planning and reporting.		X
Do I have to participate in the Product Programs to do a Silver Award money-earner?		X
Can I count money earner time towards project hours? **Maximum of 10% of your project hours can go towards money earning.**	X	
Can a troop intentionally raise funds to support individual Silver Award projects?		X
Can I ask my troop to support my Silver Award project by donating troop funds?	X	
Can a troop offer to allocate funds to a Silver Award project? The troop must *unanimously* decides to allocate troop treasury to assist projects.	X	
Can I use my own money to fund my Silver Award project?	X	
Can a troop hold funds for a girl or group of girls in the troop account if it was raised to support a Silver Award project?	X	
Can girls utilize a troop's electronic resources for collecting funds (e.g. PayPal)? Note: private accounts are not allowed for troop funds.	X	
Can I raise money for another organization? (e.g. pledges for a walk-a-thon)		X
Can I solicit monies or gift cards from people or businesses? (this includes canning/shake-a-can)		X
Can I host games of chance? (e.g. auctions, tickets, raffles, tricky trays, etc.?)		X
Can I host a product party (e.g. Pampered Chef) or restaurant night?		X
Can I solicit and accept in-kind donations for supplies or services?	X*	
If I am asking for in-kind donations for supplies or services, and someone offers me money, can I accept it?	X*	
Can I apply for a financial grant?	X*	

*You may apply for a grant and/or ask for donations over $250, but must **first** contact GSHNJ's Fund Development department at funddevelopment@gshnj.org before applying to be sure it does not conflict or overlap with other initiatives or grants.

Here are some examples of ways that you can earn money to support your Silver Award:

- Badge-earning or skill-building event for younger Girl Scouts
- Host a rummage sale
- Gift-wrapping for the holidays
- Hold a car wash

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Try it!

Making your project measurable and making a national and/or global link is optional. Why take these steps? They will make your project stronger and help you prepare for the Girl Scout Gold Award.

Can you make your project **measurable?**

As you work on your project, try to set one goal that will help you measure your project's success. Think about what you can count to show the impact you've made on your community issue.

Possibilities include:

- the number of people the project helped.
- the number of people who got involved.
- a number that shows the change in a community's need (survey before and after).

Write down your goal in your Project Proposal.

Can you make a **national and/or global link?**

Your project has a national and/or global link when you can identify how other people and places address your issue.

You can:

- Investigate how people in other communities or other parts of the world address your issue.
- Ask: What kinds of programs do they have in place? How can you learn from these? Can you incorporate what you learn about other communities into your project?

Share what you learn in your Project Proposal.

Submit your Silver Award Project Proposal.

When you're ready, make it official:

Paste your answers into the **Silver Award Project Proposal** and submit to your troop leader and/or council for review—they'll make sure you are on the right track!

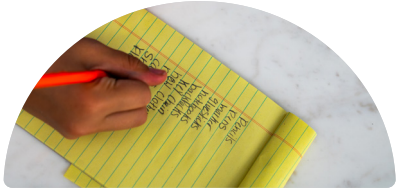
Tip: The Silver Project Proposal must be submitted and approved **BEFORE** continuing work on your project. If you are working in a group, fill it out together!

Project Proposal Review and Approval Process

- Online project proposal submission form link can also be found on our website: GSHNJ | Silver Award
- Upon receipt, we will review within 2 weeks and provide feedback on the project or approval
- You must have approval before you begin your project.

Step 6: Put your plan in motion.

Ready to take action? It's time to put your plan in motion.



Make a list of things you need to do as shown in the chart below. If you're working in a team, decide what tasks each member will do. Then, decide when each item on the list needs to be completed.

Silver Award Take Action Project: To-Do List

Example	Task	How? Supplies needed?	Date task needs to be completed
Gloria	*Develop the hands-on tool.*	*Discuss ideas with the carpenter and preschool teacher.*	*March 7*
	Get supplies for the hands-on tool.	*Donation from the hardware store: pressed wood, nails, and yarn.*	*April 8*
Ava	*Learn about fine motor skills and developmental stages of preschoolers.*	*Talk with a preschool teacher or other professional who works with preschoolers.*	*March 1*
	Find fun ways to teach preschoolers to tie their shoes.	*Review and sign the online **internet safety pledge** with my troop leader, then research online.*	*March 21*
Zuri	*Schedule shoe-tying workshops.*	*Discuss possible dates with preschool administrators, then check with the team for their availability.*	*March 4*
	Promote the workshops to preschooler families.	*Create flyers advertising the workshops.*	*April 2*
Ava and Gloria; Zuri review/edit	*Create a step-by-step guide for using the tool to leave with the school.*	*Create on a computer and print out several copies.*	*May 10*
Ava, Gloria, Zuri	*Host the workshop.*	*Bring the tool and guide.*	*May 20*

You and each of your team members must keep track of your own time spent on the project. See the start of Gloria's Time Log in the example below:

Date	Task	Time Spent	Running Total
3/7	*Meet with the carpenter.*	*1 hour*	*1 hour*
4/8	*Get supplies.*	*1 hour*	*2 hours*
4/20	*Build sample hands-on tool.*	*4 hours*	*6 hours*
5/1	*Practice how to instruct.*	*2 hours*	*8 hours*
5/10	*Test with the preschool teacher.*	*2 hours*	*10 hours*
6/1	*Build more hands-on tools to leave with the school after the workshop.*	*8 hours*	*18 hours*

You've seen Gloria's example above. **Use the blank To-Do List and blank Time Log** in the template pages to track your own work.

As you work on your project, take photos or videos to document the work you do. You can use these in Step 7: Spread the Word and share them in your Silver Award Final Report.

Be sure to wear your Girl Scout uniform, if you have one, when taking action in your community; people may be more eager to help you when they know that you are a Girl Scout!

Step 7: Spread the word and submit your Final Report.

Spread the word by sharing the story of your project.

Why? Because when you share your project, you inspire others—and you bring attention to the important issue you were addressing. Telling your story is one of the best ways to celebrate all that you have accomplished!

There are lots of possibilities. You can give a presentation to another Girl Scout troop, your local Girl Scout community, or to students at school. Create a visual display for a local library or community center. Submit an article to the local news or your school website. How will you spread the word?

Turn in your **Final Report**!

Congratulations! You've completed your Silver Award Take Action project.

Get started on your Final Report by reflecting on your experience.

- [ ] Describe in detail what you did for your leadership role.
- [ ] In completing this project, what did you discover about yourself?
- [ ] What skills did you gain, and how will these skills help you in the future?
- [ ] What part of your project would you change if you could start over, and why?

Each project team will submit a Final Report about your project to your leader and council.

The report will contain individual sections for you to share your role and reflect. Once your Final Report is approved, it's official: You're a Silver Award Girl Scout!

Keep a copy of your final report for your own records and submit before September 30 after completing 8th grade.

What if you didn't meet all of your goals?
The Silver Award is a leadership award. The most important outcomes are the ones you gain for yourself: improved confidence, better organization, stronger teamwork, and more. It's less about the perfect final product and more about what you discover along the way!

A special thank you to Girl Scouts San Diego for creating the guide that inspired this national template, to Girl Scouts of Chesapeake Bay for their definition of active leadership, to Girl Scout River Valleys inspiration on our "what Silver Award Girl Scouts say" and especially to the 2022 Silver Award Working Group for informing the updated Silver Award Guidelines for our Movement at every step:

Girl Scouts of Connecticut, Girl Scouts of Kansas Heartland, Girl Scouts of Nassau County, Girl Scouts of North Carolina Coastal Pines, Girl Scouts Northeast Kansas and Northwest Missouri, Girl Scouts of Northern California, Girl Scouts of San Gorgonio, Girl Scouts of Southern Appalachians, Girl Scouts of Western Pennsylvania, and Girl Scouts of Western Washington.

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Final Report Review and Approval Process

- Deadline for submission is September 30th of the year the oldest group member graduates 8th grade.
- Submit when the project is complete. Do not wait to the deadline.
- If you submit close to the deadline it may take us up to 30 days to review your project and grant approval.

Now, it's your turn!

Use the following template pages to plan your project.

Girl Scout Silver Award Checklist

Check items off your list once you have completed them. When you've checked off all the items from each section and received approval from your troop leader or council, you're ready for the next section!

Prerequisite

- ☐ I am a registered Girl Scout Cadette (in grades 6–8).
- ☐ I have finished the Bronze Award, a Cadette Leadership Award, or a Cadette Journey.
- ☐ I know that I need to finish my project and submit paperwork by Sept 30th after 8th grade is completed.
- ☐ I know the Silver Award **Take Action** project's required elements are 1. Practicing **leadership**; 2. Addressing a **root cause** of a community issue I care about; and 3. Creating a plan to make my project **sustainable**.
- ☐ I have completed Silver Award training from my council. (This is highly recommended if available.)
- ☐ I have reviewed the *Cadette Workbook for Earning Your Silver Award*.
- ☐ I am excited to get started!

Project Proposal

- ☐ I developed a title for my project.
- ☐ I provided information about myself (solo model) or myself and up to three other Cadettes (small team model) and additional adult resources.
- ☐ I provided the name of the completed award prerequisite (the Bronze Award, a Cadette Leadership Award or a Cadette Journey) and completion date.
- ☐ I answered the prerequisite reflection questions to remember the lessons I learned from my experience.
- ☐ I decided my project's expected start date and expected completion date.
- ☐ I researched an issue I am passionate about and identified at least one **root cause** that is based on a need in my community.
- ☐ I have identified my target audience (who is going to benefit).
- ☐ I have identified and engaged experts and others in my community who might be able to help with my project or have knowledge of how my project issue affects my community.
- ☐ I have described my plan to address my issue's root cause and make my project **sustainable** by using one of these three methods:
  - ○ Implement a permanent solution that can be used after the project is complete. Include a plan for maintenance and use.
  - ○ Educate and inspire others in the community or within Girl Scouts to be part of the change. Make a plan that your partner can continue.
  - ○ Advocate to change a rule, regulation, or law and encourage others to join.
- ☐ I have worked with my team (if applicable) to identify all team members' **leadership** roles, which are all different and will each take a minimum of 50 hours of work.
- ☐ I have reviewed my plan and confirm my project is Take Action and not Community Service.
- ☐ I have listed potential supplies needed and estimated costs.
- ☐ I am aware of my local council's requirements for any of my project's donations, money-earning activities, or the use of troop funds.
- ☐ I am aware that each individual team member should spend a minimum of 50 hours on the project and maintain a Time Log.
- ☐ *Optional: I've identified how I would try to make my project measurable by making a goal to measure the project's success.*
- ☐ *Optional: I've identified how I would try to make a national and/or global link.*
- ☐ I have worked with my team (if applicable) to complete all fields on this form, including all questions, lines, and signatures.
- ☐ I have worked with my team (if applicable) to develop and submit one Project Proposal.

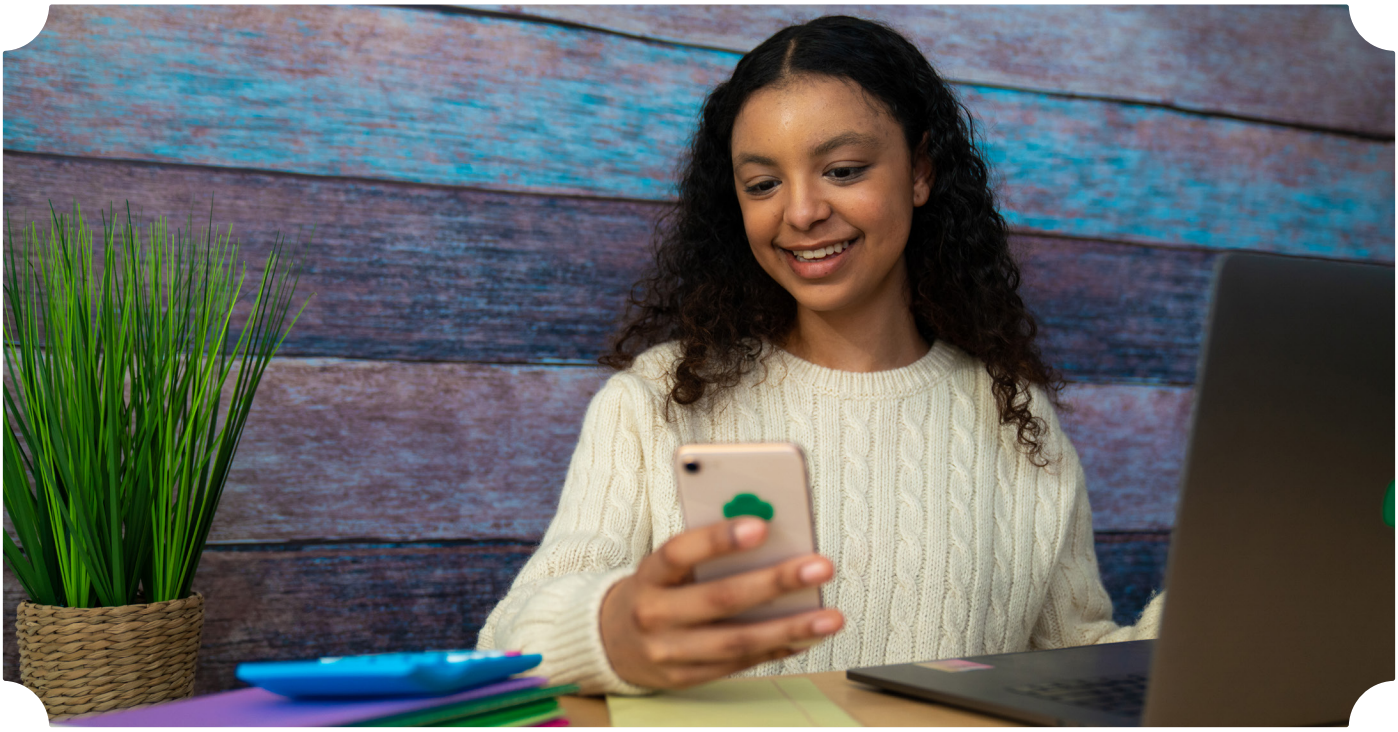
Girl Scout Silver Award Checklist

Check items off your list once you have completed them. When you've checked off all the items from each section and received approval from your troop leader or council, you're ready for the next section!

Final Report

- ☐ I have updated my Project Proposal responses, sharing my project results—including what I did, how my project went, and what my team (if applicable) and I accomplished (Section 1).
- ☐ I have submitted a Budget Worksheet,* which has a record of the funds raised (donations, money earned, and troop funds) and spent, including how they were spent. I've also provided any additional council-required documentation related to money-earning activities (Section 1).
- ☐ I have identified how I let others know about my project and the impact it had (Section 2).
- ☐ I have provided copies of photos, videos, flyers, or other evidence that documents what was accomplished (Section 2).
- ☐ I have submitted a Time Log* of my hours. Each Cadette should spend a minimum of 50 hours working towards the Silver Award (Section 3).
- ☐ I have included my reflection on this experience and how it has prepared me to pursue the Gold Award (Section 3).
- ☐ I have worked with my team (if applicable) to complete all fields on this form, including all questions, lines, and signatures.
- ☐ I have worked with my team (if applicable) to submit one Final Report, which includes individual sections that each team member completed on their own.
- ☐ I have submitted the Final Report no later than September 30 of the year the oldest team member finishes 8th grade.

*Other formats are acceptable for Time Log and Budget Worksheet



SAMPLE:
Silver Award Take Action Project
Shoe-Tying Success

Ava, Zuri, and Gloria were excited to earn their Girl Scout Silver Award. They agreed to be extra observant at school and in their neighborhood to discover potential issues that could be the focus of their Take Action project.

They came together as a team to share ideas, and they chose several ideas to explore. Their leader helped them connect with community members who could help them learn more. One of their observations was that lots of younger students don't tie their shoes. They researched to find the ***root cause****: the students were not learning how to tie their shoes because they needed more hands-on practice.*

They showed ***leadership*** *by partnering with a preschool, and by each individual Girl Scout handling different aspects of the project. Ava took the lead on research, Zuri scheduled calls with experts to learn more, and Gloria worked with a small team of volunteers to create a hands-on tool to help students practice tying their shoes. Together, they developed workshops that they led at the preschool to put their program into action. Ava doesn't feel comfortable speaking publicly, so she helped set up and took attendance while Zuri and Gloria presented to students and teachers.*

They felt proud when the preschoolers gained the skill and confidence to tie their shoes. And they made their project ***sustainable*** *by teaching preschoolers to tie their shoes, and by sharing their workshop outline and hands-on tool with the preschool, which will continue to encourage the students to practice. They made a lasting impact!*

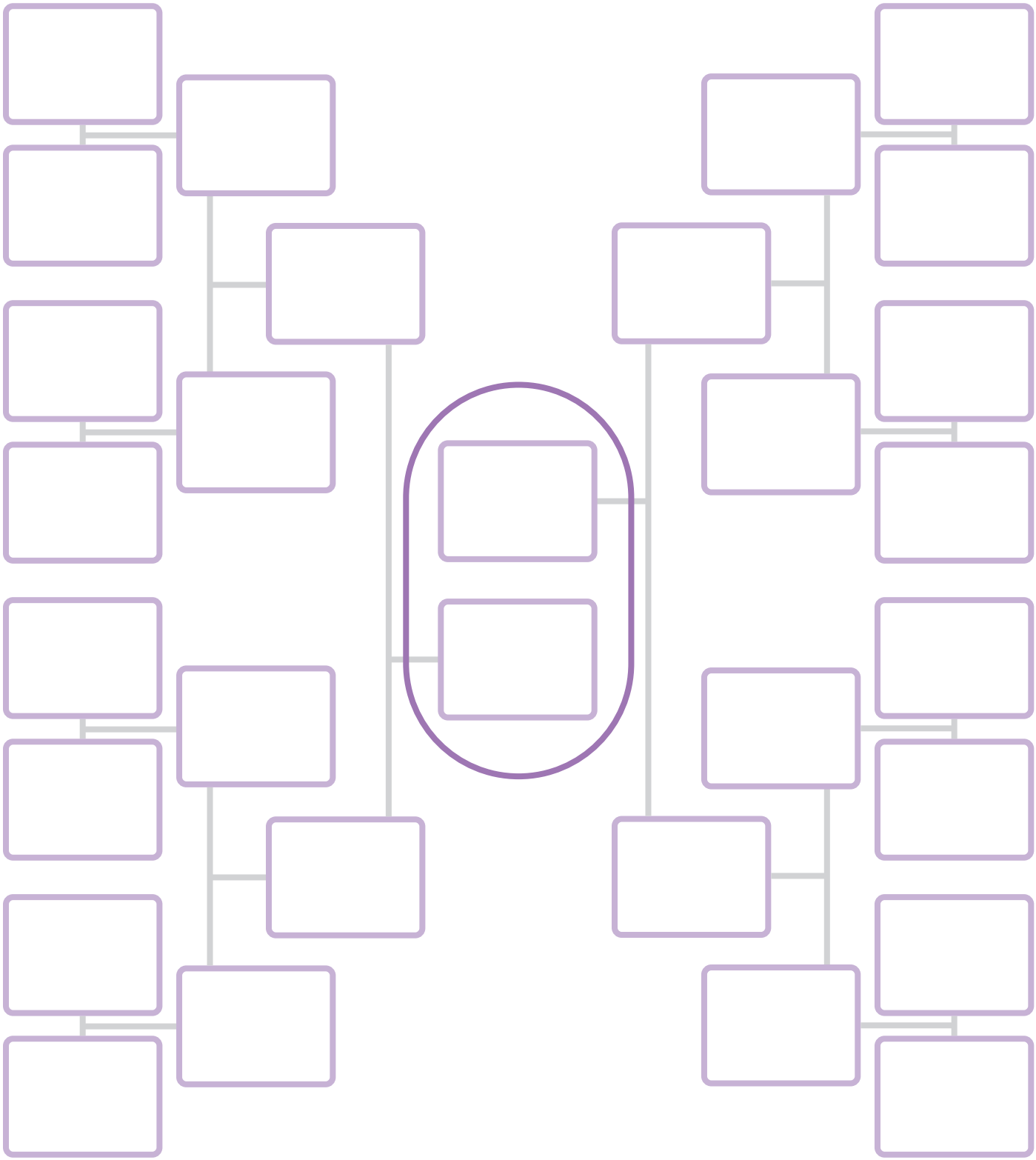
Their troop leader explained the concepts of ***measurable*** *and* ***national and/or global link****. They knew these weren't required for the Silver Award, but they made a goal to teach at least 50 students to tie their shoes. They decided to keep track of attendance at their presentations, just to practice for the Gold Award. They also discussed how their project links to a national and/or global issue because the increased demands on parents' time leads to a higher demand for more hands-on life skills programs at school.*

Take Action Project Decision Bracket

What are your talents and skills?
What did you do for fun?

Combine the final pair to create your Take Action project!

What bothers you?
What issues do you want to solve?
Who do you want to help?



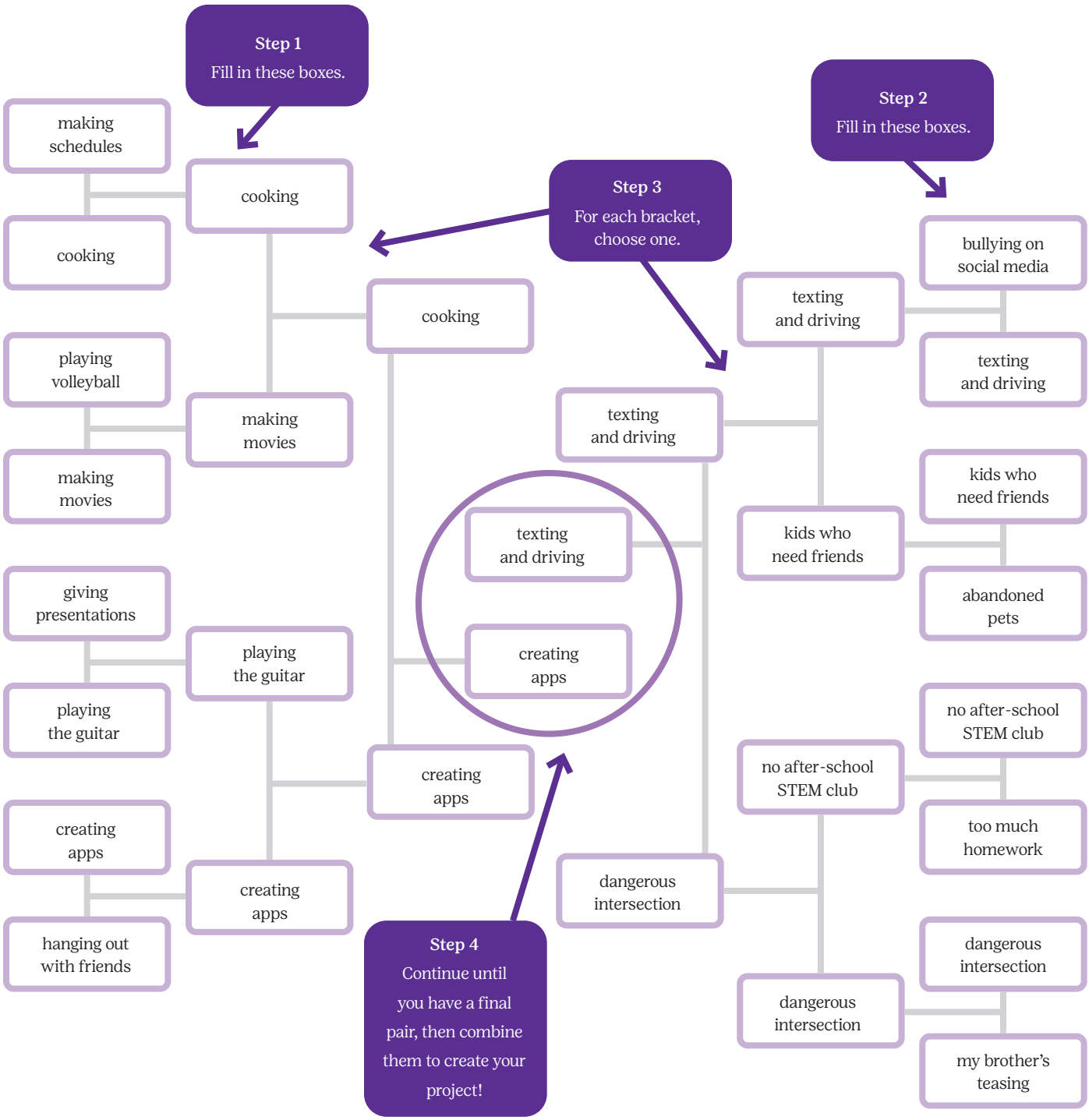
Take Action Project Decision Bracket

In this example, your Take Action project might be to create an app that locks your phone before you drive, then sends a unique code to someone who's not in the car. You can't use your phone until the person with the code unlocks it.

What are your talents and skills?
What did you do for fun?

Combine the final pair to create your Take Action project!

What bothers you?
What issues do you want to solve?
Who do you want to help?



Mind Mapping Diagram

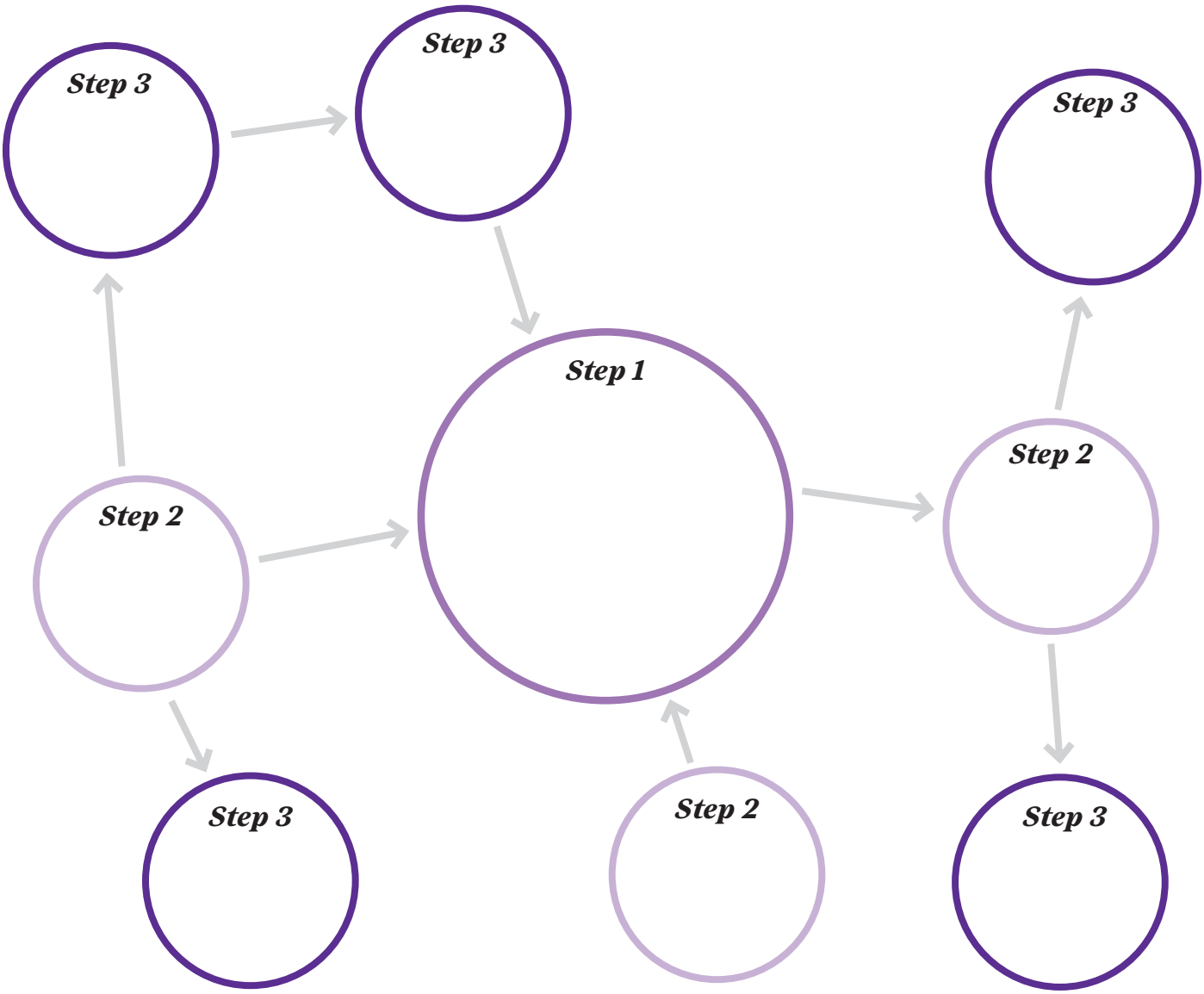
Step 1:
Write your community issue.
(Place the answer in the inner circle.)

Step 2:
Ask: "What activates the issue?" Then, explore further.
(Place answers in circles just outside the community issue.)

Step 3:
To find the root cause, ask: "Why does this happen?"
(Place answers in outer circles.)

Try it!

Write your community issue in the center circle. Ask yourself: What activates the issue? Write your answers in the circles closest to the center circle (add more if you need to). Then, explore further. Ask: "Why does this happen?" Place these answers in the smaller outer circles, like in our example on page 13. Add as many of these circles as you like. These are your root causes. Select one or two root causes and you have the foundation of a strong Silver Award Take Action project!



Pros/Cons Diagram

Try it! If you're still unsure about a project idea, list the pros and cons of the ideas you're considering.
Make a copy of this page for each idea you want to explore.

Project Idea

Pros	Cons

Budget Worksheet

Funds/Donations (+)

What is the item? [Money Earning/Troop Funds/Donations (In-kind or monetary)]	Who is it from?	Total Value

Expenses (-)

What is the item? (Purchased Supplies)	Where is it from?	Total Value

Balance	$0

(This is a sample. Other spreadsheet formats are also acceptable.)

To-Do List

Task	Who will do it?	How? Supplies needed?	Date task needs to be completed

Time Log

You must submit this log with your Girl Scout Silver Award Final Report. Only list time spent after you complete your Journey. Each Cadette should spend approximately 50 hours working towards the Silver Award.
(This is a sample. Other spreadsheet formats are also acceptable.)

Date	Task	Time Spent	Running Total

Total Hours for Girl Scout Silver Award Project	