



# Adult Recognition Nomination Information 2022

2022/AW

## Girl Scouts of Northern Indiana-Michiana

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“Volunteers are special people with a highly developed sense of responsibility. While pessimists and optimists argue whether a glass is half-empty or half-full, the volunteer sees a glass of water and starts looking for someone who might be thirsty.” ~ Unknown



**Have a question? Contact the Answer Center:**

**Call:** 1-800-283-4812 ext. 2

**Fax:** 1-855-422-0084

**Email:** [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org)

# SAYING THANK YOU: ANYONE, ANYWHERE, ANYTIME



Saying thank you and showing appreciation is appropriate at any time of the year, wherever it is suitable for an individual or group that has contributed in any aspect of our organization. Any individual or group that has helped in making the Girl Scout experience good for girls is someone that is appreciated and should be thanked. The award nomination forms in this booklet are intended for formal recognition purposes. They are specifically for those adults that have volunteered at specific levels or for a specific project. Not all volunteers should be thanked with this type of recognition every year, but they should receive some type of recognition based on what they have proved or done. A simple “thank you” to someone that helped in the Girl Scout experience for girls can continue to build great partnerships and continue to strengthen the Girl Scout relationship.

## **What are some other ways to thank volunteers? Consider these!!**

- ★ Celebrate Leader’s Day, April 22, by sending out cards or emails from the community team to the leaders of your community! Send something to the parents of the girls of your community letting them know about this special day too.
- ★ Create handmade thank you notes. Have a special crafting night to create these handmade notes. Ask the girls to come and make some too!
- ★ Check out the store at any service center. There are lots of special thank you items available there.
- ★ Plan a special luncheon, picnic, or covered-dish dinner.
- ★ Make a handmade craft, floral arrangement or another item that would be special to the person.
- ★ Dedicate a service project to the volunteer or leader.
- ★ Design special, one of a kind certificates and present them at a special event.
- ★ Give framed pictures of the girls.
- ★ Write a letter to the editor of the local newspaper praising leaders.
- ★ Plan a surprise party and invite girls and parents.
- ★ Recommend a person for a committee position for a special event or a special project.
- ★ Treat someone to a special gift certificate to their favorite store or to the Girl Scout store.

- ★ Thank them on social media.
- ★ Have a song on the radio dedicated to that special leader on Leader Appreciation Day.
- ★ Pay for the next year's Girl Scout Membership Dues.
- ★ The sky's the limit! What are some of your creative ideas?

***The ultimate responsibility for the Girl Scout movement rests with volunteers. Recognizing and expressing our thanks to them is one of the most important things we do. There are many ways to show our appreciation – from giving them a warm thank you to nominating an individual for a national award. Volunteers are enthusiastic only as long as they derive satisfaction from what they are doing. Part of this satisfaction can come from the recognition they receive for a job well done.***

### *Levels of Recognition*

Saying thank you and showing appreciation is appropriate at any time of the year, wherever it is suitable for an individual or group that has contributed in any aspect of our organization. Any individual or group that has helped in making the Girl Scout experience good for girls is someone that is appreciated and should be thanked.



**Group Recognition** - As group leaders, it is important to remember and recognize the parents and others in the community who help make Girl Scouting a positive experience for girls. A small handmade or purchased gift or certificate of appreciation is greatly appreciated by anyone.

**Community Recognition** – It is important that community team personnel take the time to remember troop leaders and other volunteers who have helped to make Girl Scouting successful in their communities. Many communities may hold special recognition opportunities for the members of their area. They may

create special awards, hold a special ceremony or dinner for the volunteers of their area and so on.

Many communities appoint someone in their communities or on their community team to coordinate recognition opportunities for their community. Often this person will:

- Coordinate a special leader recognition event or gift, especially around Leader/Volunteer Appreciation Day.
- Coordinate the nomination process for National and Council awards for the volunteers of their community.
- Keep the community team informed of special opportunities or experiences.

**Council and National Recognition** - The council has the responsibility to recognize all volunteers for the contributions they make to the Girl Scout Movement. A yearly event is planned to honor the recipients of the National and Council awards. The awards for this event are based on National and Council criteria, and the nomination process is led and approved by volunteers.

### *Types of Awards*

There are various types of awards available for adult volunteers.

#### **Earned (National [GSUSA] and Council [GSNI-M]):**

- Membership Year Pins - GSUSA
- Volunteer Years of Service Pins - GSUSA
- Trained Leader ID Pins -GSNI-M

#### **Nominated (National [GSUSA] and Council [GSNI-M]):**

- Volunteer of Excellence- GSUSA
- Appreciation Pin - GSUSA
- Honor Pin - GSUSA
- Thanks Badge and Thanks Badge II - GSUSA
- Community Recognition - GSNI-M
- GSNI-M Heart of Gold Award - GSNI-M

# RECOGNITION FORMS AND DEADLINES

Adult recognition forms may be downloaded from our website – [gsnim.org](http://gsnim.org) – on the [Awards & Recognitions](#) page.



**Online Forms:** Nomination forms for the “nominated” awards and the Trained Leader ID Pin can be submitted through an online form! The online form allows you to attach letters of endorsement. We also have an Online Endorsement Form, which volunteers can use instead of writing a formal letter of endorsement.



**The deadline for submitting recognition forms and paperwork to the council is March 5<sup>th</sup>.**

## Adult Recognitions at a Glance

**All Recognition Paperwork is due by March 5<sup>th</sup>.**

Award application/nomination forms are located on the [Awards & Recognitions](#) page of [gsnim.org](http://gsnim.org).



**All Candidates must meet the following criteria:**

- The applicant or nominee is a registered Girl Scout by the first day of March of the current year. To check the status of a volunteer’s registration, please contact your community coordinator or the Answer Center (800-283-4812 x2 or [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org). **Exception:** *Community Recognition nominees are not required to be registered Girl Scouts.*
- The applicant is in good standing currently as well as at the time of service and follows all policies and procedures of the council.
- The applicant has completed the required learning for the position or has equivalent experience.



Check out our easy to use **Recognitions at a Glance Chart** on the following pages.







## Recognitions at a Glance Chart

Award	Who to Consider/is Eligible	Award Type	Criteria “the candidate is... or has...”	Application/ Nomination Process	Presented at
<b>Trained Leader ID Pin</b> (Council Award)	Troop/Group Co-Leader	Name Badge	<ul style="list-style-type: none"> <li>Currently registered Girl Scout adult in a co-leader position.</li> <li>Complete required learning.</li> </ul>	<ul style="list-style-type: none"> <li>Leader completes own application and submits to the council for processing.</li> <li><b>NOMINATION LIMIT:</b> 1 per eligible leader.</li> </ul>	Community Meeting
<b>Year Pin</b> (National Award) 	All registered Girl Scout adults	Numeral pin with a gold chain that is worn attached to the Girl Scout membership pin	<ul style="list-style-type: none"> <li>Recognizes total <b>girl and adult</b> years in Girl Scouting.</li> <li>Eligible in five (5) year increments.</li> </ul> <p><i>NOTE: Girl members may also wear this pin, but must purchase the pin through the council store. Girls have the membership stars to represent their number of years, and therefore it's not encouraged.</i></p>	<ul style="list-style-type: none"> <li>The Community Team is responsible for completing and submitting the form to the council for processing.</li> <li>Volunteers may submit a request directly to the council for processing using the appropriate form.</li> </ul>	5-20 years = Community meeting  25+ years = Council event
<b>Volunteer Years of Service Pin</b> (National Award) 	All active volunteers registered as Girl Scouts	Pin	<ul style="list-style-type: none"> <li>Recognizes total <b>adult</b> years <b>as a volunteer</b> with active service in Girl Scouting.</li> <li>The following Years of Service pins are available: <b>5, 10, 15, 20, 25, 30, 35, 40, 50, 60</b></li> </ul>	<ul style="list-style-type: none"> <li>The Community Team is responsible for completing and submitting the form to the council for processing.</li> <li>Volunteers may submit a request directly to the council for processing using the appropriate form.</li> </ul>	5-15 years = Community meeting  20+ years = Council event
<b>Community Recognition</b> (Council Award)	Members of the community who have provided a service to GSNI-M council and/or its troops	Plaque or yearly addition plaque add-on	<ul style="list-style-type: none"> <li>Demonstrated benefit to entire council, community or group/troop.</li> </ul>	<ul style="list-style-type: none"> <li>Nominator submits the form to the council for processing.</li> </ul>	Forwarded to the person that submitted the nomination for presentation.



Award	Who to Consider/is Eligible	Award Type	Criteria “the candidate is... or has...”	Application/ Nomination Process	Presented at
<p><b>GSNIM Heart of Gold Award</b> (Council Award)</p> 	<p>Volunteers who have given outstanding long-time service to Girl Scouts</p>	<p>Pin</p>	<ul style="list-style-type: none"> <li>• The candidate has been a registered adult member of Girl Scouts for at least ten (10) years.</li> <li>• Provided exemplary service in a leadership role that has significantly enriched the members (girls/adults, council or communities) of GSNI-M.</li> <li>• Has embodied the Girl Scout mission through leading by example.</li> <li>• Has given significant contributions to the organization’s success through volunteer service and leadership to their community or council.</li> </ul>	<ul style="list-style-type: none"> <li>• Nomination Form is completed by the Community Team, group, or an individual, and is submitted to the council.</li> <li>• Requires <b>four</b> (4) endorsements in addition to the nomination form.</li> <li>• <b>NOMINATION LIMIT:</b> Three (3) per community per year.</li> </ul>	<p>Council Event</p>
<p><b>Volunteer of Excellence</b> (National Award)</p> 	<p>Volunteers who have partnered directly with girls in any pathway</p>	<p>Pin and certificate</p>	<ul style="list-style-type: none"> <li>• The candidate has completed at least one term of service and all requirements.</li> <li>• Has performed beyond expectations for the position to deliver the GSLE using the national program portfolio /OR /</li> <li>• Has performed beyond the expectations of the position and has supported GSNI-M’s mission delivery goals in one or more of the following: membership, volunteer relations and support, program, leadership and governance, fund development, and council support.</li> </ul>	<ul style="list-style-type: none"> <li>• Nomination Form is completed by the Community Team, group, or an individual, and is submitted to the council.</li> <li>• Requires <b>two</b> (2) endorsements in addition to the nomination form.</li> <li>• <b>NOMINATION LIMIT:</b> Maximum of 20% of registered adult membership (as of March 1<sup>st</sup>) per community per year.</li> </ul>	<p>Council Event</p>

Award	Who to Consider/is Eligible	Award Type	Criteria “the candidate is... or has...”	Application/ Nomination Process	Presented at
<b>Appreciation Pin</b> (National Award) 	Recognizes an individual’s exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had a measurable impact on at least one geographic area, helps reach and surpass the mission-delivery goals of the area.	Pin and certificate	<ul style="list-style-type: none"> <li>The service performed by the candidate is above and beyond the expectations for the position held and made an impact on at least one geographic area within the council’s jurisdiction.</li> </ul>	<ul style="list-style-type: none"> <li>Nomination Form is completed by the Community Team, group, or an individual, and is submitted to the council.</li> <li>Requires <b>two</b> (2) endorsements in addition to the nomination form.</li> <li><b>NOMINATION LIMIT:</b> Maximum of 15 per community per year.</li> </ul>	Council Event
<b>Honor Pin</b> (National Award) 	Recognizes an individual’s exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had a measurable impact on two (2) or more geographic areas, helps reach and surpass the mission-delivery goals of the area.	Pin and certificate	<ul style="list-style-type: none"> <li>The service performed by the candidate is above and beyond the expectations for the position held and made an impact on two (2) or more geographic areas within the council’s jurisdiction.</li> </ul>	<ul style="list-style-type: none"> <li>Nomination Form is completed by the Community Team, group, or an individual, and is submitted to the council.</li> <li>Requires <b>three</b> (3) endorsements in addition to the nomination form.</li> <li><b>NOMINATION LIMIT:</b> Maximum of 8 per community per year.</li> </ul>	Council Event

Award	Who to Consider/is Eligible	Award Type	Criteria “the candidate is... or has...”	Application/ Nomination Process	Presented at
<p><b>Thanks Badge</b> (National Award)</p> 	<p>Honors an individual whose ongoing commitment, leadership, and service have had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the entire council or the entire Girl Scout Movement.</p>	<p>Pin and certificate</p>	<ul style="list-style-type: none"> <li>• The outstanding service performed by the candidate resulted in outcomes that benefitted the total council or the entire Girl Scout organization and is so significantly above and beyond the call of duty that no other award would be appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Nomination Form is completed by the Community Team, group, or an individual, and is submitted to the council.</li> <li>• Requires <b>four</b> (4) endorsements in addition to the nomination form.</li> <li>• NOMINATION LIMIT: Maximum of 3 per community per year.</li> </ul>	<p>Council Event</p>
<p><b>Thanks Badge II</b> (National Award)</p> 	<p>Honors a <b><u>previous Thanks Badge award recipient</u></b> who has continued to provide exemplary service in a leadership role, resulting in a measurable impact that benefits the entire Girl Scout Movement.</p>	<p>Pin and certificate</p>	<ul style="list-style-type: none"> <li>• The candidate has previously received the Thanks Badge.</li> <li>• The outstanding service performed by the candidate resulted in the outcome(s) that benefitted the entire Girl Scout organization and is so significantly above and beyond the call of duty that no other award would be appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• Nomination Form is completed by the Community Team, group, or an individual, and is submitted to the council.</li> <li>• Requires <b>five</b> (5) endorsements in addition to the nomination form.</li> <li>• NOMINATION LIMIT: Maximum of 2 per community per year.</li> </ul>	<p>Council Event</p>

## Applying for Awards

To apply for Adult Recognitions, refer to the table above and complete the forms on the council website.

The following pages offer hints and suggestions to help support the nominations submitted by your team. Review these pages with your committee or provide this section for them to utilize while preparing the nominations for your community.



## Basic Tips for Completing Nomination Forms

Below you will find some tips for completing an award nomination. Following these tips will help the selections committee make an informed decision and will help support the recognition of the nominee. If you have questions, please contact the Answer Center.

### Completing the Nomination Form

- Make sure all blanks have been completed on the form. This may mean that you will have to do some research on the nominee. For example, you may not know their training record. Contact the Answer Center for the nominee's training records. Don't leave that area blank or turn in an incomplete nomination!
- Make sure all of your personal information is complete. It is common for people to leave out their community number or their zip code. Do a quick scan and be sure all information is complete.
- Check with the community team or recognitions chairperson to see if the person is being nominated for another award. **Do not nominate someone for more than one award in one year.**
- The nomination form cannot be counted as an endorsement. All endorsement letters (or online endorsement forms) are completed **in addition to** the nomination form.
- Nomination forms are also available as online forms. The online forms enable you to upload letters of endorsement and submit everything directly to the council.

### Writing Endorsement Letters

- One form of endorsement is a written letter. Communicate with the writer of the letters regarding why you are nominating this person and the position for which

the person is being nominated. Give them detailed information about the service the nominee provided in that position or send them a copy of the completed nomination form to reference. The nominator may know the person in several capacities; however, they must focus on the service provided for the position stated on the nomination form.



- Use the questions on the nomination form to formulate your letters. The endorsement letters should be more than one paragraph. Focus on two or three questions on the back of the form, and **write specific examples and present results** of the volunteer's work. The comments must be specific, the more specific the letter, the better. The letter must show how the volunteer has gone **above and beyond** the agreed upon service for the position the volunteer is being nominated. Writers should keep in mind that those reading the letter will not know the nominee. **Being specific helps to ensure the nomination is approved.**

- Start early with the endorsement letters. People need time to formulate thoughts and write the letters. Don't wait until the last minute. *Give your letter writers a deadline before your deadline.*
- Remember to attach all endorsement letters to the nomination form, make and keep copies, and send them in together. **Nominations will not be considered if they are not complete.**

## A Checklist for Writing Endorsement Letters

The following is a guide to help you successfully write an endorsement letter. *Give this page to anyone writing an endorsement letter.* It will help them stay focused and help to ensure that the nominee is recognized appropriately. Endorsement letters should be more than one paragraph and support the service of the nominee. Remember, endorsement letters **support** the nomination. They should be typed, not handwritten.

The endorsement letters should have the following outline:



**The opening paragraph should state the purpose of the letter, the nominee, the position for which they are being nominated, and the reason for the nomination. Here is an example:**

Introduction of nominee and brief description of service.

*I am writing this letter to support Jane Doe, Community Coordinator, Community 200, for the Honor Pin. Jane has worked diligently in the Goshen area to provide quality leadership, support, and training to the volunteers of her area, which resulted in more trained leaders, an increase in girl membership and the number of troops.*



**The body of the letter should describe the specific service, who benefited from the service and provide clear results of the service that was above and beyond the job description. For example:**

\*Above and beyond means the candidate has gone “way over” the responsibilities and expectations of their position

*Jane recognized that many of our leaders were not getting their training due to time constraints. She realized that in our community many of the adults work in second and third shift jobs. This created a challenge when it came to training volunteers. She found out that several neighboring communities had the same problem. She called a meeting of the community coordinators from the neighboring areas. She proposed that they offer training at “unconventional times” due to their audience. The communities were immediately behind her. Jane’s next step was to approach the volunteer learning department.*

Description of service or action that was above and beyond\* the position description

*The volunteer learning department put her in touch with some of the trainers in her area as well as got Jane involved in the next Effective Learning Facilitation session. Working together with both the volunteers and paid staff, she orchestrated three training sessions that offered the courses needed by the volunteers. The amazing thing was that they were offered at the local church from 6 a.m. – 9 a.m. when everyone was getting off work. She worked with the communities, and they provided the funds for breakfast, so the volunteers felt appreciated as well.*

Results of nominee’s work

*Jane’s hard work resulted in 30 leaders in three communities being trained to work with their troops. She showed leaders that with some collaboration, things could get done. Jane’s work across three communities benefited over 200 girls and had created strong relationships with each of the communities. For her innovation in training across the community, and willingness to learn and be trained, Jane Doe deserves the Honor Pin.*



**The closing of the letter should have the writer’s name, community (when applicable), address, phone number, and email. Here’s an example:**

*Sincerely,  
Suzie Snowflake  
Community 200  
1000 Main St.  
Goshen, IN 46500  
574-555-1111  
Suzie.snowflake@gmail.ne*



## Sample Endorsement Letter

*The following letter is another example of how a letter should be written to support the nominee's accomplishments and show how a nominee went "above and beyond" the position requirements.*

Dear GSNI-M,

This letter is written in support of Sally Jones for the Appreciation Pin. Sally has been an excellent troop leader for at least 8 years now guiding some of her Senior Girl Scouts through the Gold Award process. She has served in many capacities in our community including Junior Program Consultant, Newsletter Editor, former Service Unit Manager, and now as a Recruiter. I am nominating her for the Appreciation Pin, because of her contributions to the service unit in her role as a community coordinator.

One of Sally's strengths is her ability to organize not only paperwork but also the information we use to run the community. She has improved the efficiency of Community 200 beyond what I could imagine. I served with her as community coordinator for two years and watched her work her magic. During her term as a community coordinator, she has accomplished the following:

- She not only purged old forms from the community bins, but she also reorganized them with new labels. The managers before her were content to just pass them on to the next volunteers.
- She then took the leader sign-in for community meetings; created new sheets on the computer listing all of the leaders and co-leaders, organized the list by grade-level, and now we just initial next to our name to make sure addresses, phone numbers, and e-mail addresses are always up to date.
- She created a chart on Excel to track the progress of new volunteers. This was an enormous help to me when I was responsible for welcoming new volunteers. The chart included name, address, phone, approval date, group number, and other necessary information. For those people who are well versed in computer programs, this may not be a big deal. For me, it had a huge impact on our ability to keep track of 30+ new leaders each year. We have passed this system on to the next community coordinator.
- She helped me in my job as a volunteer support person to organize the training records of all leaders in the community on Access. This helped me keep track of over 200 volunteers and their learning progress. This is not part of the responsibility of a community coordinator. However, this system has helped us work together to eliminate almost all of our non-compliant volunteers by not permitting them to register without completing their required learning.
- During her second year as a community coordinator, Sally took over the recruiter's job when the recruiter's husband became critically ill. She did not just "baby-sit" the job but worked to improve the methods of recruiting in our community. She accomplished this with no prior knowledge of the recruiter position.



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Sally's contribution to Community 200 has allowed us to better serve our leaders with organized bins of information and reports. The parents of girls in our community can be assured that the leaders working with their daughters are recruited, approved, registered, and trained. I don't think we could have made that promise as easily with our large number of leaders without the tools that Sally has provided to the community. I strongly urge the committee to recognize Sally with the Appreciation Pin.

Sincerely,

Jane Doe, Community 200, 12 Main St, Howe, IN, 555-123-4567, [jane.doe@gmail.com](mailto:jane.doe@gmail.com)

## The Online Endorsement Form

We know that letter-writing isn't everyone's cup of tea. That's why GSNI-M has created the **Online Endorsement Form**! Volunteers can now use this form instead of writing a formal letter.

When using the online form, you will be prompted to answer questions about the volunteer's service. You'll still need to include specific examples that demonstrate why the nominee is deserving of the award. Answering all the questions and giving specific examples will go a long way in helping the nomination be confirmed.

**The Online Endorsement Form is submitted directly to GSNI-M.** So, when filling out the nomination form, the nominator will need to be sure and include the names of any people that are choosing to fill out the online form.

The Online Endorsement Form is available on the [Awards & Recognitions](#) page of [gsnim.org](http://gsnim.org).

*Hard-copy nominations may be emailed to [frontdesk@gsnim.org](mailto:frontdesk@gsnim.org), faxed to 855-422-0084, or mailed to the Northern Indiana Service Center.*

*Remember: nomination forms and endorsements may also be submitted online!*

***All nominations are due to the council by***

***March 5<sup>th</sup>***