Adult Recognitions Handbook
Guidelines and procedures set forth in this handbook are in accordance with the Adult Recognition Plan approved by the Board of Directors on November 18, 1984.

This handbook supersedes all previous guidelines.

**NEW IN 2020**, In an effort to streamline the adult awards process, Council-Level nominations no longer require the District Manager's signature and can be submitted directly to Council electronically! Anyone can nominate a deserving, adult volunteer. Volunteers can only be nominated for one award a year.

These nominations must be submitted no later that **February 7, 2020**.

Click [HERE](#) to be directed to the new online submission form.

PLEASE NOTE: Both new and previously used designs in recognition insignia are valid and can appropriately be displayed on Girl Scout uniforms.

Girl Scouts of Eastern Missouri places a high value on recognizing the adults who make a difference in girls’ lives. Appreciation for their contributions are expressed in many ways to recognize individuals, in or out of Girl Scouts. Awards and earned recognitions provide a means to acknowledge individuals, troops, neighborhoods and districts for their unique service.

This handbook contains all of the information needed to nominate a special volunteer for a recognition and highlight their accomplishments. Included in this handbook are descriptions of the recognitions, as well as how to submit an Adult Recognition Nomination.

What Are Adult Recognitions?

Recognition is given to acknowledge service. People volunteer for countless reasons, but underneath it all most volunteers are motivated by the quality of their service and the people they serve. When volunteers know their time and energy are appreciated and they are valued by Girl Scouts, they commit themselves even more to the organization and the mission of building girls of courage, confidence and character who make the world a better place. Adult recognition can be one of the most powerful tools for retaining the invaluable women and men who volunteer for our organization.

The Girl Scouts of Eastern Missouri Adult Recognition Program reflects:

- Quality of accomplishment as the primary determining factor in recognizing adult contributions
- Impact on girls as the leading measure of quality
- Acknowledgment of many kinds of contributions (time, talent and treasure)
- Support of the Girl Scout mission through policies and procedures outlined in *Volunteer Essentials*
- Understanding and practice of inclusive behavior

Recognition reinforces high expectations and encourages continued growth and development. It is not a competition. Awards encourage adults to commit to greater levels of involvement and support while they help girls develop skills, values and ideals to reach their fullest potential.
**Forms of Recognition**
Recognition comes in many forms throughout the year.

- **Thank You:** Everyone should get one! Informal recognitions, like thank you’s, should be used throughout the year. A thank you could include a greeting card, note or certificate (certificate can be secured by Girl Scout staff)
- **Special Thank You:** These are reserved for a job well done. A special thank you could include a bouquet of flowers, small gift or a cake
- **Service Awards:** Service Awards are given for years of service with the organization
- **Adult Recognitions:** Adult Recognitions are given for outstanding service that leaves a lasting legacy or impact

**How Do I know Who to Recognize?**

1. List all of people who helped you this year in Girl Scouts
2. Write next to each name what kind of recognition is most meaningful and applicable for the individual. Would it be fun for them to receive recognition in front of a crowd? Would they appreciate recognition in private?
3. Highlight the individuals who went above and beyond. Should they receive a special thank you?
4. Mark the one person who stands out to you the most and nominate that person for a recognition
5. Make sure to search the adult recognition DATABASE to ensure the volunteer you would like to nominate has not already received the specific reward. (Please be aware when searching the database that names may have changed over the years. If you need assistance determining past award recipients, please contact the Adult Education department).

**WHAT RECOGNITIONS CAN DO**

**For the Adult Girl Scout**
Recognitions help the individual appreciate her/his own accomplishments and the worth of their position as a part of the Girl Scout Movement.

**For the Troop**
Recognitions for parents at the troop level build a base of support for the girls in the troop.

**For the Neighborhood**
Recognitions can be part of neighborhood traditions and contribute to the continuity of Girl Scouting.

**For the District**
Recognitions acknowledge the hard work of the “behind-the-scenes” volunteers who keep the system working.
What Can the Neighborhood Do?
A neighborhood can provide guidance by recognizing adults at the Neighborhood level (First Year Leader Award Certificate, Service Certificate, Award of Merit Certificate, Daisy Pin, Promise Award Pin and Outstanding Leader Award Pin).

The Neighborhood Service Team should:
• Provide information about the kinds of recognitions available
• Help implement procedures necessary for recommendation
• Initiate recommendations for the Outstanding Leader Award
• Make sure local members who made significant contributions are recommended for formal presentations at the District or Council level

Planning a time for recognitions in the Neighborhood, whether it be a special thank you or recognizing outstanding service, builds unity and appreciation for local volunteers.

What Can the District Do?
A District can provide guidance by recognizing adults at the District Level (Outstanding Volunteer Award Pin, Appreciation Pin and Honor Pin).

The district can provide guidance to neighborhoods by explaining:
• Appropriate types of recognitions for Girl Scout and non-Girl Scout individuals and groups
• How to plan recognition presentations, gifts and events without undue strain on the schedules and finances of the neighborhoods
• Dates and deadlines for submitting nomination documentation for certain recognitions
The Neighborhood Pin Approval Form (VP-87) (if required) should be completed and signed by the Neighborhood Manager by Feb. 7, 2019. The completed form (VP-87) can be brought to the Girl Scout Shop to purchase pins.

<table>
<thead>
<tr>
<th>Recognition</th>
<th>PRESENTED TO</th>
<th>RECOGNIZES</th>
<th>PRESENTED BY</th>
<th>SUPPORT DOCUMENTS</th>
<th>FORM OF AWARD</th>
<th>COST BORNE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>First-Year Leader Award Certificate</td>
<td>Troop/group leader or assistant leaders</td>
<td>Troop/group leaders or assistant leaders who have completed one year of service and completed the required Leader Prep Series Course</td>
<td>Neighborhood Manager or designate</td>
<td>N/A</td>
<td>Certificate, suitable for framing. Pick up in the Girl Scout shop.</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>Service Certificate</td>
<td>Adult member completing either five or 10 years of service</td>
<td>Members serving the organization for the number of years indicated</td>
<td>Neighborhood Manager or designate</td>
<td>N/A</td>
<td>Certificate, suitable for framing. Pick up in the Girl Scout shop.</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>Award of Merit Certificate</td>
<td>Adult member or community friend who has contributed to Girl Scouts</td>
<td>Outstanding service and dedication to the organization</td>
<td>Any individual or group</td>
<td>N/A</td>
<td>Certificate, suitable for framing. Pick up in the Girl Scout Shop.</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>Daisy Pin</td>
<td>Leader, Neighborhood Service Team member, any adult member in neighborhood</td>
<td>Outstanding service within the neighborhood</td>
<td>Neighborhood Manager or designate</td>
<td>N/A</td>
<td>Complete form VP-87 and bring to the Girl Scout shop for purchase.</td>
<td>Neighborhood</td>
</tr>
<tr>
<td>Promise Award Pin</td>
<td>Any adult member serving in a capacity other than or in addition to leader</td>
<td>Sustained service benefiting the entire neighborhood and exceeding expectations</td>
<td>Neighborhood Manager or designate</td>
<td>Complete form VP-87 and bring to the Girl Scout shop for purchase</td>
<td></td>
<td>Neighborhood</td>
</tr>
<tr>
<td>Outstanding Leader Award Pin</td>
<td>Girl Scout troop/group leader</td>
<td>Outstanding performance as a leader or assistant leaders</td>
<td>Neighborhood Manager or designate</td>
<td>Complete form VP-87 and bring to the Girl Scout shop for purchase</td>
<td></td>
<td>Neighborhood</td>
</tr>
</tbody>
</table>
First-Year Leader Award Certificate

Description
Certificate presented by the Neighborhood Manager or designate to a troop/group leader or assistant leaders.

Criteria
- No approval process is required
- The recipient is an active, registered adult Girl Scout
- The recipient must have completed one year as a Girl Scout leader or assistant leader and completed the required New Leader Prep Series courses

Procedures for Recommendation
Neighborhood Service Team members assist the Neighborhood Manager in identifying those who have earned the recognition. Recognitions are presented at neighborhood meetings. Girl Scouts of Eastern Missouri supplies certificate. Certificates can be picked up in the Girl Scout Shop. No form required.

Service Certificate

Description
Certificate presented by the Neighborhood Manager or designate to adult members with service of five or 10 years in the organization.

Criteria
- No approval process is required
- The recipient is an active, registered adult Girl Scout
- The recipient must have completed 5 or 10 years of service for the organization

Procedures for Recommendation
Neighborhood Service Team members assist the Neighborhood Manager in identifying those who have earned the recognition. Recognitions are presented at Neighborhood meetings. Girl Scouts of Eastern Missouri supplies certificates. Certificates can be picked up in the Girl Scout Shop. No form required.
Award of Merit Certificate

Description
Certificate presented by any individual or group to adult members or community friends who have made a contribution to Girl Scouts of Eastern Missouri.

Criteria
- No approval process is required
- Recipients can be in or outside of Girl Scouts
- Recipients have demonstrated outstanding service

Procedures for Recommendation
Recognitions are presented at troop/group meetings or any suitable location. Girl Scouts of Eastern Missouri supplies certificates. Certificates can be picked up in the Girl Scout Shop. **No form required.**

Daisy Pin

Description
The Daisy Pin recognizes outstanding service within a neighborhood. It is presented by the Neighborhood Manager or designate to a leader, Neighborhood Service Team member or any adult within a neighborhood.

Criteria
- Neighborhood Manager’s approval on Neighborhood Pin Approval Form (VP-87)
- The candidate is an active, registered adult Girl Scout
- The candidate has exceeded expectations as outlined in the position description

Examples of Candidate
A volunteer who directed a local event offering fun, skill-building activities and an opportunity to meet with other Girl Scouts.

A volunteer serving as a mentor.

A volunteer who works with troop members to develop goals and techniques to drastically increase cookies sales.

Procedures for Recommendation
Neighborhood Service Team members or any adult recommends candidates to the Neighborhood Manager. Recognitions are presented at a neighborhood meeting or event. Daisy Pins can be purchased from the Girl Scout Shop. Complete the **Neighborhood Pin Approval Form** (VP-87) and bring to the Girl Shop shop to purchase pin(s).
Promise Award Pin

Description
The Promise Award Pin recognizes sustained service which exceeded expectations and benefited an entire neighborhood. It is presented by the Neighborhood Manager or designate to any adult member serving the organization in a capacity other than or in addition to leader or assistant leader.

Criteria
- Neighborhood Manager's approval on Neighborhood Pin Approval Form (VP-87)
- The candidate is an active, registered adult Girl Scout
- The candidate serves the organization in a capacity other than or in addition to Leader or Assistant Leader
- The candidate has acquired appropriate training or equivalent experience for the position held
- The candidate has exceeded expectations as outlined in the position description

Examples of Candidate
A Troop Organizer who consistently exceeds membership goals.

A Neighborhood Education Promoter who ensures all new leaders are matched with a Mentor and complete required training.

Procedures for Recommendation
Neighborhood Service Team members or any adult recommends candidates to the Neighborhood Manager. Recognitions are presented at neighborhood meetings or event. Promise Award Pins can be purchased from the Girl Scout Shop. Complete the Neighborhood Pin Approval Form (VP-87) and bring to the shop to purchase pin(s).

**Turn to pg. 6 of this handbook for an easy chart to help you compare all of the Neighborhood Recognitions.**
Outstanding Leader Award Pin

Description
The Outstanding Leader Award Pin recognizes exceptional performance by leaders or assistant leaders in working with girls. It is presented by the Neighborhood Manager or designate.

Criteria
- Neighborhood Manager’s approval on Neighborhood Pin Approval Form (VP-87)
- The candidate is an active, registered adult Girl Scout
- The candidate serves the organization in a capacity in addition to leader or assistant leader
- The candidate has completed the required New Leader Prep Series courses
- The candidate has exceeded expectations as outlined in the position description

Examples of Candidate
An assistant troop leader who recruits and retains an active troop committee that results in additional program opportunities for girls in the troop.

A group leader whose creative activities attract an increasing number of girls to an after-school program.

A troop leader who develops a series of activities offering girls the opportunity to interact with people from different cultures.

Procedures for Recommendation
At least two individuals familiar with the candidate’s performance as a Leader or Assistant Leader submits a written account of the candidate’s accomplishments to the Neighborhood Manager. The recommendation outlines how girls benefited from the service provided. Awards are presented at a neighborhood meeting or event. Outstanding Leader Award Pins can be purchased from the Girl Scout Shop. Complete the Neighborhood Pin Approval Form (VP-87) and bring to the Girl Scout Shop to purchase pin(s).
The District Pin Approval Form (VP-88) should be completed and signed by the District Manager by Feb. 7, 2019. The completed form (VP-88) can be brought to the Girl Shop to purchase pins.

## District-Level Recognitions At-A-Glance

<table>
<thead>
<tr>
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</thead>
<tbody>
<tr>
<td>Outstanding Volunteer Award Pin</td>
<td>Any adult member</td>
<td>An adult in a position other than leader or in addition to leader whose service benefits the district in a way that is beyond the expectations for the position</td>
<td>District Manager or designate</td>
<td>Complete form VP-88 and bring to the Girl Scout shop for purchase.</td>
<td></td>
<td>District</td>
</tr>
<tr>
<td>Appreciation Pin</td>
<td>Any adult member</td>
<td>An individual’s exemplary service in support of delivering the Girl Scout Leadership Experience, which had measurable impact on one neighborhood</td>
<td>District Manager or designate</td>
<td>Complete form VP-88 and bring to the Girl Scout shop for purchase.</td>
<td></td>
<td>District</td>
</tr>
<tr>
<td>Honor Pin</td>
<td>Any adult member</td>
<td>An individual’s exemplary service in support of delivering the Girl Scout Leadership Experience, which had measurable impact on two or more neighborhoods</td>
<td>District Manager or designate</td>
<td>Complete form VP-88 and bring to the Girl Scout shop for purchase.</td>
<td></td>
<td>District</td>
</tr>
</tbody>
</table>
Outstanding Volunteer Award Pin

Description
The Outstanding Volunteer Award Pin is awarded to an adult in a position other than Leader, or in addition to Leader, whose outstanding service benefits the District. The service is beyond the expectations of the position(s) such that it warrants District recognition.

Criteria
• District Manager's approval on District Pin Approval Form (VP-88)
• The nominee is an active, registered adult Girl Scout
• Benefits the district in a capacity other than or in addition to troop leader, assistant leader or advisor
• Service benefits the district in a way that is above expectations for the position

Example of Candidate
A Day Camp Director who has managed a successful area-wide event on three or more occasions, increasing participation by five percent each year with a total of 112 girls in attendance this year.

Procedures for Recommendation
Individual or group submits written account of service performed to the District Manager. Outstanding Volunteer Award Pins can be purchased from the Girl Scout Shop. Complete the District Pin Approval Form (VP-88) and bring to the Girl Scout Shop to purchase pin(s).
Appreciation Pin

Description
The Appreciation Pin recognizes an individual’s exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had measurable impact on at least one neighborhood, helps the Council reach and surpass its mission-delivery goals for that area.

Criteria
- District Manager's approval on District Pin Approval Form (VP-88)
- The nominee is an active, registered adult Girl Scout
- The service performed by the nominee is above and beyond the expectations for the position held and made an **impact on one or more neighborhoods** within the Council’s jurisdiction

Examples of Candidate
When the Neighborhood Manager stepped down, a troop leader stepped up into the position and took it on full force. She immediately met with the Service Team to see what could be done to increase girl and adult membership throughout their neighborhood. She worked closely with her team and Council staff to start three new Daisy troops, making sure the new leaders were included in upcoming trainings and events.

As of 2018, in order to nominate a candidate for the Appreciation Pin, it is no longer required to complete a letter of recommendation or forward the Council-Approved Nomination Form to Council, as this award is no longer required to go through the Recognition Panel for approval.

Procedures for Recommendation
Individual or group submits written account of service performed to the District Manager. Appreciation Award Pins can be purchased from the Girl Scout Shop. Complete the [District Pin Approval Form](#) (VP-88) and bring to the Girl Scout Shop to purchase pin(s).
Honor Pin

Description
The Honor Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had measurable impact on two or more neighborhoods allows the Council to reach and surpass its mission-delivery goals.

Criteria
• District Manager's approval on District Pin Approval Form (VP-88)
• The nominee is an active, registered adult Girl Scout
• The service performed by the nominee is above and beyond the expectations for the position held and made an impact in two or more neighborhoods within the Council's jurisdiction

Examples of Candidate
After declining participation at a district event, a volunteer took charge to revitalize it. The event was traditionally only offered to 5th grade girls. The volunteer decided to open up the event to 5th and 6th grade girls, so enough registrations would come in and the event wouldn’t have to be canceled. Forty girls attended the event. The following year, there was enough interest from 5th graders that it was able to return to its original format.

As of 2018, in order to nominate a candidate for the Honor Pin, it is no longer required to complete a letter of recommendation or forward the Council-Approved Nomination Form to Council, as this award is no longer required to go through the recognition panel for approval.

Procedures for Recommendation
Individual or group submits written account of service performed to the District Manager. Honor Award pins can be purchased from the Girl Scout Shop. Complete the District Pin Approval Form (VP-88) and bring to the Girl Scout Shop to purchase pin(s).

“The work of today is the history of tomorrow and we are its makers.”

Juliette Gordon Low
Council Recognition Forms and letters of recommendation should be submitted electronically by February 7, 2020.

## Council-Level Recognitions At-A-Glance

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<th>FORM OF AWARD</th>
<th>COST BORNE BY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Special Service Award</td>
<td>Adult members with a minimum of 15 years of service as an adult member, given at five-year intervals</td>
<td>Years of service</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit the Special Service Award Application electronically by February 7, 2020</td>
<td>Engraved plate</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>Gold Trefoil Award</td>
<td>Any individual or group outside of Girl Scouting whose superior contribution creates pronounced Council-wide impact</td>
<td>Individual or group outside of Girl Scouting</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach one letter of recommendation by February 7, 2020</td>
<td>Personal plaque and acknowledgment on plaque in Girl Scout Service Center</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>Diversity Hall of Fame</td>
<td>Any individual, group, agency, institution or organization</td>
<td>Individuals, groups, agencies, institutions or organizations that have made outstanding contributions with respect to diversity in Girl Scouts</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach two letters of recommendation by February 7, 2020</td>
<td>Personal plaque and acknowledgment on plaque in Girl Scouts Service Center</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>Gold Laurel Award</td>
<td>Any adult member</td>
<td>Superior contribution of outstanding, unusual and lasting service in support of the Girl Scout Leadership Experience</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach three letters of recommendation by February 7, 2020</td>
<td></td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>RECOGNITION</td>
<td>PRESENTED TO</td>
<td>RECOGNIZES</td>
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<tr>
<td>Thanks Badge</td>
<td>Any adult member</td>
<td>An individual whose ongoing commitment, leadership and service had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the entire Girl Scout organization</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach three letters of recommendation by February 7, 2020</td>
<td>Girl Scouts of Eastern Missouri</td>
<td></td>
</tr>
<tr>
<td>Thanks Badge II</td>
<td>Any adult member who has already earned the Thanks Badge</td>
<td>Continuing service of adult member who has already received the Thanks Badge and who has continued to contribute in extraordinary ways</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach four letters of recommendation by February 7, 2020</td>
<td>Girl Scouts of Eastern Missouri</td>
<td></td>
</tr>
<tr>
<td>Volunteer of Excellence Award</td>
<td>Volunteers partnering directly with girls or in support of the Council's mission</td>
<td>An individual who has performed beyond expectations for the position to deliver the Girl Scout Leadership Experience</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach one letter of recommendation by February 7, 2020</td>
<td>Committee or Team Chair: personal plaque; Committee or Team Members: certificate</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>Pearl Award</td>
<td>Any adult member serving as a volunteer for a minimum of six months and a maximum of two years</td>
<td>An individual who is new to Girl Scouts and made an immediate impact on the organization through service in a specific geographic district or neighborhood</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach two letters of recommendation by February 7, 2020</td>
<td>Mother of Pearl Pendant</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>Spark Award</td>
<td>An individual or group</td>
<td>An individual or group who served in a short-term, non-traditional volunteer role and contributed outstanding service to support a program, event or the mission of Girl Scouts</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach one letter of recommendation by February 7, 2020</td>
<td>Committee or Team Chair: personal plaque; Committee or Team Members: certificate</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
<tr>
<td>President's Award</td>
<td>A Service Delivery Team or committee</td>
<td>Exemplary service in support of delivering the Girl Scout Leadership Experience, surpassed team goals and resulted in significant, measurable impact toward reaching the Council's goal</td>
<td>Board Committee Chair or designate</td>
<td>Complete and submit Council Award Nomination Application (VP-86) electronically and attach two letters of recommendation by February 7, 2020</td>
<td>Committee or Team Chair: personal plaque; Committee or Team Members: certificate</td>
<td>Girl Scouts of Eastern Missouri</td>
</tr>
</tbody>
</table>
Gold Trefoil

Description
To recognize an individual or group outside of Girl Scouting whose superior contribution creates a pronounced Council-wide impact.

Criteria
• The individual or group is outside of the Girl Scout organization
• The nominee has made a superior contribution to Girl Scouts
• The outstanding service performed by the nominee has had a impact Council-wide

Example of Candidate
An organization that has provided meeting space free of charge to the neighborhood for troop meetings, Council adult trainings, Neighborhood events and meetings and District dinners.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with ONE letter of recommendation through our electronic submission process by February 7, 2020.
Diversity Hall of Fame

Description
To recognize an individual, group, agency, institution or organization that has made outstanding contributions with respect to diversity in Girl Scouts.

Criteria
• The nominee has significantly contributed to the advancement of diversity in Girl Scouts
• The nominee has made a contribution that was unusual, innovative and outstanding

Examples of Candidate
A volunteer who spent her time planning, creating and implementing urban and outreach programs. She has dedicated herself to girls served through Project Anti-Violence Education (PAVE and Girl Scouts Beyond Bars. Her tireless effort and devotion help make Girl Scouting available to every girl.

A Troop Organizer in an under-served school district who has taken the school from three troops to a total of seven troops with one at every level. She inspired parents to step up and volunteer to lead troops and participate in Girl Scouts with their daughters.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with TWO letters of recommendation through our electronic submission process by February 7, 2020.
Gold Laurel Award

Description
To recognize an individual who made a superior contribution of outstanding, unusual and lasting service in support of the Girl Scout Leadership Experience.

Criteria
- The nominee is an active, registered adult Girl Scout
- The nominee has demonstrated superior leadership qualities and performance in her/his position
- The outstanding service performed by the nominee resulted in **lasting outcomes that benefited the Council or the entire Girl Scout organization**

Example of Candidate
A volunteer who is passionate about camp was looking for new and exciting ways to promote Resident and Day Camp in her District. She created exciting videos that showed what girls do at camp. These videos were used in all neighborhoods in her District. She had camp staff and girls attend her presentations to share their stories and get others excited about camping. Her love of camp is known by everyone she meets. She now helps with camp at a Council level by co-chairing a Troop Camp certification training which certifies leaders to take their troops camping. This training requires countless hours of dedication to the outdoors.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with **THREE** letters of recommendation through our electronic submission process by February 7, 2020.
Thanks Badge

Description
The Thanks Badge honors an individual whose ongoing commitment, leadership and service had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the Council or the entire Girl Scout organization.

Criteria
• The nominee is an active, registered adult Girl Scout
• The outstanding service performed by the nominee resulted in outcomes that benefited the 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

Example of Candidate
A volunteer who has a passion for training other volunteers which is evidenced by her many positions in the district. Along with being a Council Learning Facilitator, she personally mentors new troop leaders to help them sort through all the information they receive in the first few months. She also served in her district as District Manager, as well as District Equipment Manager. She assisted her District with an event in which record numbers of girls and adults participated. She goes beyond the local level by regularly volunteering as Camp Supervisor and at Council events like Shades of Green and Troop Round Up.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with THREE letters of recommendation through our electronic submission process by February 7, 2020.
Thanks Badge II

Description
The Thanks Badge II honors a previous Thanks Badge recipient who continued to provide exemplary service in a leadership role, resulting in a measurable impact that benefits the Council or entire Girl Scout organization.

Criteria
- The nominee is an active, registered adult Girl Scout
- The nominee has received the Thanks Badge
- The outstanding service performed by the nominee resulted in outcomes that benefited the 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

Example of Candidate
After receiving the Thanks Badge, this volunteer continued to dedicate herself to Girl Scouts. She served in her district as chair on various event committees, as Neighborhood Manager and District Manager for multiple terms. She taught numerous workshops and modules in an extra effort to bring more resources and tools to other volunteers. In everything she does, she worked to ensure girls come first and that programing is educational and fun. She serves the Girl Scout organization as a whole by sharing her Girl Scout experience with others around the country as a delegate at the National Convention. She continues to bridge the gap between seasoned volunteers while supporting new leaders.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with FOUR letters of recommendation through our electronic submission process by February 7, 2020.
Volunteer of Excellence Award

Description
The Volunteer of Excellence Award recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience or who have contributed outstanding service in support of the Council’s mission delivery to girl and adult members.

Criteria
• The nominee is an active, registered adult Girl Scout
• The nominee has completed a term of service and all requirements for the position
• The nominee’s performance has been beyond the expectations of the position to deliver the Girl Scout Leadership Experience and has supported the Council’s mission-delivery goals in one or more of the following functional areas: membership development/community cultivation, volunteer relations and support, program, fund development or Council support service

Example of Candidate
Wanting to see more girls earn higher level awards, a volunteer worked closely with Council to develop materials for the Gold Award. She worked hard to ensure the girls understood the process and helped them reach their goals. She gets the reward of seeing the girls full of pride as they complete their Gold Award projects. Retention of girls and adults is important to her and she has therefore written many modules and workshops for trainers to use throughout Council, many of them still being used today.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with ONE letter of recommendation through our electronic submission process by February 7, 2020.
Pearl Award

Description
To recognize the outstanding service of an individual who is new to Girl Scouts and has made an immediate impact on the organization through service in a specific geographic district and/or neighborhood. An ideal candidate for this recognition is a volunteer who hit the ground running in their first two years as a Girl Scout volunteer.

Criteria
- The nominee is an active, registered adult Girl Scout
- The candidate will have served as an adult Girl Scout volunteer for a **minimum of six months and a maximum of two years**
- The service performed benefits the Council, district or neighborhood in a way that is above and beyond the expectations for the position held to an extent that warrants Council-wide recognition

Example of Candidate
Though she just became a troop leader for the first time, this volunteer stepped up to be the Neighborhood Manager in an area that desperately needed leadership. As the new Neighborhood Manager, she revitalized the area by putting plans for new events into action. She networked with volunteers that ran fantastic events for their troops and encouraged them to offer these events neighborhood-wide as well. She increased morale and overall participation in the neighborhood within her first six months as a Girl Scout volunteer.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with **TWO** letters of recommendation through our electronic submission process by February 7, 2020.
Spark Award

Description
To recognize an individual and/or group who served in a non-traditional volunteer role and contributed outstanding service to support a program, event or the mission of Girl Scouting.

Criteria
• The service performed benefited the Council in a way that is above and beyond expectations in support of the Girl Scout mission
• The nominee is a short-or mid-term volunteer who does not hold a traditional position in Girl Scouts

Examples of Candidate
This volunteer in the district is passionate about Girl Scouts but does not have the availability to commit to a traditional service team or troop leader role. Whenever the district is putting on an event that needs additional adult volunteers, she always says yes to helping out and takes on multiple roles to make sure the event goes off without a hitch. For example, she takes on all of the administrative functions of the event so other volunteers can spend time with their troops.

A local garden society who supports Girl Scouts at many levels, hosts an event each spring for Girl Scouts of all ages as well as provides gardening information to local troops. The organization also has badge workshops for Girl Scout Brownies and Juniors.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with ONE letter of recommendation through our electronic submission process by February 7, 2020.
President’s Award

Description
The President’s Award recognizes the efforts of a Service Delivery Team or committee whose exemplary service in support of delivering the Girl Scout Leadership Experience surpassed team goals and resulted in significant, measurable impact toward reaching the Council’s overall goals.

Criteria
- All Service Delivery Team Members are active, registered adult Girl Scouts
- All Service Delivery Team Members have met all requirements and expectations of the positions held
- **The Service Delivery Team or committee has significantly contributed to meeting one or more of the Council’s mission-delivery goals**
- The Service Delivery Team reflects the diversity of the target audience or area it serves, in girl and adult membership, in all pathways offered

Example of Candidate
A neighborhood service team saw an opportunity to recruit more girls within their schools. They implemented a new approach to recruitment by hosting individual school recruitments and then having one large recruitment night for the whole neighborhood. This allowed schools a second chance to get more girls interested in Girl Scouts. This new method of recruitment led to an overall increase in girl membership by two percent. They lead their district in number of girls in troops in which these girls sell above the Council per girl average in Product Programs. The service team also promotes community service by including a community service project element to all neighborhood events which have already benefited many causes.

Procedures for Recommendation
Complete and submit Council Award Nomination Application (VP-86), along with **TWO** letters of recommendation through our electronic submission process by February 7, 2020.
How to Submit an Adult Recognition Nomination Documentation

1. Review the recognition criteria thoroughly to determine the appropriate recognition for an individual/group.

2. Ensure all criteria is met and provide detailed information. It is the sole responsibility of the person submitting the nomination to make sure all documentation is included with the application. Missing documentation forfeits nomination.

3. Provide a copy of the requirements for the recognition and sample letters to the people writing letters of recommendation in support of the nominee. The letters need to give **clear examples of how the nominee fulfills the criteria**. A sample recommendation letter can be found on pg. 27.

4. The nominator is responsible for collecting and reviewing all information to ensure the nomination and letters document how the nominee meets the recognition criteria. The documentation should include the nomination form and all letters of recommendation. Make sure the documentation is complete. Save the letters of recommendation electronically so they can be submitted electronically along with the Council Award Nomination Application (VP-86).

5. When you are ready to submit your Council nomination, click **HERE** and complete the electronic nomination form. You can attach your letter(s) of recommendation at the bottom, then click submit!

What Happens Next?
Council will receive your nomination and provide confirmation of receipt. At the end of February Council will organize a Recognition Panel made up of volunteers from varying areas and roles to review each nomination and approve or deny them. All identifying information is removed from the forms during this process in order to ensure a fairness.

Volunteer Recognition Ceremony
All approved Council Level award recipients will be presented with their award at the Girl Scouts of Eastern Missouri Volunteer Recognition Ceremony. Watch for details regarding the date, time and location.
Sample Letter of Recommendation

<Date>

To the Girl Scouts of Eastern Missouri Recognition Panel:

This letter is in support of the nomination of (candidate’s name) for the (title of recognition.) Through service as (title of candidate’s position), (candidate’s name) has (description of lasting accomplishment).

I have come to know of (candidate’s) outstanding service to Girl Scouting (description of how and when you worked with candidate).

(Now consider writing 2-3 brief paragraphs that describe details of the candidate’s qualifications or contributions.)

How the candidate demonstrated criteria specific to the recognition:

a.

b.

c.

How the contribution is unique to the support of the Girl Scout mission:

a.

b.

c.

The impact the contribution has made/will make on adults, girls and/or the community:

a.

b.

c.

I believe (candidate’s name) is deserving of the (title of recognition) because (concise statement of why they deserve the recognition).

Sincerely,

Your Signature

Email and phone number