Are you ready to make a difference in the world?

The Girl Scout Gold Award is the highest award for Girl Scout Seniors and Ambassadors. Open only to girls in high school, the Gold Award is the most prestigious award in the world for girls—and the most difficult to earn—and it’s only available to Girl Scouts. As a Gold Award Girl Scout, you’re challenged to change the world!

Gold Award Girl Scouts show remarkable dedication to improving their communities. These young women are inspiring leaders whose Gold Award projects are impacting the worlds of STEM (science, technology, engineering and mathematics), community development and more on a local, national or global level.

By the time you put the final touches on your seven-step Gold Award project, you’ll have solved a community need—not only in the short term, but for years into the future!

So, what are you waiting for? Let’s get started!

This handbook will serve as your go-to guide for completing your Gold Award. From presenting your initial proposal to walking across the stage at the Reflections Ceremony, reference this handbook for all your questions along the way.

As a future Gold Award Girl Scout, it is important that you take responsibility to communicate with your support system, including your Gold Award Project Advisor, your troop leader and parent/guardian. It is up to you, the project manager, to determine what you do, how you do it and who will help you along the way.

Congratulations on making the decision to go for the Gold Award and good luck on your journey!
# Table of Contents

Gold Award Candidate Training Summary 4

History of the Girl Scout Gold Award 5

**Important Guidelines**
Let the Journey Begin! 7
Gold Award Toolkit 8
  Choose an Issue 8
  Investigate 9
  Get Help 10
  Create a Plan 11
    Money-Earning FAQs 12
  Present Your Plan and Get Feedback 13
  Take Action 15
  Educate and Inspire 15

**Award Recognition**
Gold Award Showcase 18
Reflections Ceremony 18
Scholarship Opportunities 19

**Guidelines for Project Advisors**
What to Expect 21
Who is a Project Advisor? 22
Tips for the Project Advisor 22
Ways Adults Can Support Their Girl Scout Gold Award Applicant 23

**Workbook Appendix**
Proposal Checklist 25
Project Proposal 26
Time Log 36
Budget Template 37
Sample Donor Letter 38
Money-Earning Application 39
Basic Flier Format 40
Photography Tip Sheet 41
Community Mapping 42
Publicity Request 43
Adult Photo Release 44
Minor Photo Release 45
Proposal Checklist 46
GoGold 2.0 Online Tips 47
Background Check for Project Advisors 48
Frequently Asked Questions 51
Gold Award Candidate Training

By the end of this training, and with the materials provided in this workbook, participants will be able to:

1. Understand the history, importance and benefits of the Girl Scout Gold Award.
2. Identify the seven steps to developing a successful Girl Scout Gold Award Project.
3. Identify the materials and resources needed to complete the Girl Scout Gold Award requirements and process.
4. Understand how to find the root cause of an issue and how to develop a Take Action Project that has measurable and sustainable impact—locally, nationally and/or globally.
5. Understand how to identify and form a team of volunteers including peers, adults and a project advisor.
6. Understand how to develop and follow a timeline, budget and fund a project.
7. Identify the materials and process of submitting a Gold Award Proposal and Final Report.
Be a Part of History

From its beginning in 1916, the highest Girl Scout Award has been a symbol of excellence and leadership that recognizes the extraordinary efforts of extraordinary girls. While it’s gone by many names, it’s a timeless award that has inspired generations of young women to find greatness inside themselves and share their ideas and passions with their communities and the world. We hope you’ll join them!

Golden Eagle of Merit
1916-1919

Golden Eaglet
1919-1939

Curved Bar
1940-1963

First Class
1963-1980

Gold Award
1980-Present
Important Guidelines
Let the Journey Begin!

Since 1916, the Gold Award has stood for excellence and leadership for girls everywhere. Soon, you will be joining the ranks of generations of young women who have made a lasting impact in their communities and beyond.

As a Girl Scout, you are part of the sisterhood and a global movement comprised of more than ten million girls worldwide who are using their talents to positively impact their communities. With your talent, you, too can make changes in your community that can reach people around the world.

The Girl Scout Gold Award is the highest and most prestigious award that Girl Scout Seniors and Ambassadors can earn. Fulfilling the requirements for the Girl Scout Gold Award starts with completing two Girl Scout Senior or Ambassador Journeys or having earned the Silver Award and completing one Senior or Ambassador Journey. Each Journey you complete gives you the skills needed to plan and implement your Take Action project.

After you have fulfilled the Journey prerequisites, 80 hours is the suggested minimum hours for the seven steps: identifying an issue, investigating it thoroughly, getting help and building a team, creating a plan, presenting your plan, gathering feedback, taking action and educating and inspiring others. The suggested minimum hours are not a rule; they are a guide for you to plan your time in achieving your goal.
Gold Award Toolkit

It is time to roll up your sleeves and get to work! Planning for your Gold Award takes time and is an important part of the process. Review the following seven steps and the action items that need to occur within each step to ensure you have a strong foundation for developing and carrying out an innovative and sustainable solution to an issue in your community.

1. **CHOOSE AN ISSUE**

Use your values and skills to choose a community issue that you care about. If you have more than one issue you are passionate about, interview others or complete some research to help you decide.

Your Take Action Project must provide a service or benefit to the community, but it must be more than just a service project. One of the key components of your project is a demonstration of leadership. It should involve girl planning and decision making and focus on addressing a real need in your community. Your project does not have to be a totally new idea, but it must have your individual mark to distinguish it from past or similar projects.

Read the chart below to further understand the elements of a successful Gold Award project.

<table>
<thead>
<tr>
<th>Community Service Project</th>
<th>Gold Award Project</th>
</tr>
</thead>
</table>
| Volunteering hours at a local park picking up litter | • Reseeding an area with native vegetation and ridding the area of non-native vegetation  
• Creating an interpretive guide on what the area was like 50 years ago  
• Teaching classes or a seminar on why it is important to preserve native species |
| Working hours at a local library doing children’s story time | • Creating a new reading program for a homeless or women’s shelter  
• Matching families with volunteer tutors from your high school to create a sustainable program |
| Volunteer to collect games and food for a teen center | • Creating a health access book for teens in the community  
• Organizing a teen health fair with various organizations presenting their services, developing a blueprint to ensure the fair will continue in subsequent years  
• Organizing a bi-annual drive to collect items for the teen center |
| Planting flowers in a park during a community service day | • Working with the city parks department to start a public gardening project in your community  
• Working with participating community members to provide vegetables to a food bank from your new garden  
• Raising money to set up a greenhouse which children can enjoy and start seedlings each year that will go into the garden in the spring  
• Working with retired members of the community to serve as organizers and mentors at the garden when your project is completed |

Often times a project that sounds good on paper does not work out as planned. The key is to learn from what went wrong and move on from there. In most cases, it will not affect the completion of your Gold Award. Remember, always evaluate what went astray so you can learn and grow from the experience!

We recommend that as soon as your pre-requisites are complete, you start a profile on the GoGold 2.0 Online system at girls scouts.org/gogoldonline.
2. INVESTIGATE
Use your research skills to learn everything you can about the community issue that you’ve identified. Zoom in on your issue to identify a root cause that you would like to address, because a focused effort has more impact than a big idea that is scattered.

- Log on: Check news sites and the sites of organizations related to your issue

- Go to the library: Find books that offer in-depth analysis about your issue, read your local newspaper and look for magazine articles that offer different perspectives on your issue

- Interview people: Talk to your friends, neighbors, teachers, business owners and others who can offer information or insights about the issues you’ve chosen

- Start by using a mind mapping tool to explore the root cause of the issue you’ve chosen. Here’s an example of mind map below. Turn to pg. 42 of the Workbook Appendix to learn more about mind mapping

![Mind Map Example]

Can’t See Road Signs
Poor Visibility
Bad Weather
Icy and Slick Roads

Car Accidents

Distracted Drivers
Using Cell Phone

Drunk Driving

Animals in Roadway
3. GET HELP
Invite other people to join your team to support your efforts and help you take action. Networking with people can make you a more effective leader. Also, the more people you have behind you, the more likely you will positively influence your community.

Your team can include classmates, teachers, friends and experts from organizations or businesses. You do not have to limit your team to just Girl Scouts or only individuals in high school. Your troop leader and parents can also be part of your team, just not your Project Advisor.

Teaming Tips
Think about the people who can help you put your project into action. Choose people who will support you until the project is complete. Working in a group will help you make a bigger impact than you would on your own. It might be challenging at times, but remember to always be honest and fair, friendly and helpful, considerate and caring and responsible for what you say and do.

Here are a few tips to keep in mind as you build your team:
• Promote a sense of trust and belonging
• Clarify roles and responsibilities
• Communicate regularly and openly
• Respect diversity
• Have fun and encourage creativity
• Be open to new ideas

As you plan and implement your project, choose a Project Advisor, a person with expertise in the topic you have chosen. An advisor can help you identify resources, provide insights, solve problems and provide additional background information.

After you have decided on someone who is knowledgeable, introduce yourself by sending an email with the request to schedule an in-person meeting. During this in-person meeting, be prepared with time commitments and the best ways to communicate.

Before you meet new people, talk to your parents and your troop leader for personal safety tips and make sure they know who you are talking to and meeting with.

To help prepare your Project Advisor for her or his role, share with them the Guidelines for Project Advisors found on pgs. 21-23.

Project Advisors who are not currently registered members of Girl Scouts of Eastern Missouri must submit a background check. Please turn to pg. 49 for the form. This should be completed by the Project Advisor and returned to Girl Scouts of Eastern Missouri.
4. CREATE A PLAN
Going for the Gold Award requires you to address the root cause of an issue and, thus, make a lasting impact in your community. Create a plan that outlines the best use of your time and talent, your resources, and your team's talents, making the most with what you have—that's your challenge!

GoGold 2.0 Online is a very helpful resource when you arrive at Step 4. It has tools and tips for SMART goals, planning for obstacles, ensuring sustainability and setting budgets.

Girls may implement projects that benefit the Girl Scout community and must still meet the requirements that are key to taking sustainable action. First, consider issues you are passionate about in your community, school or the world. Think about the issues you are considering and how it would impact the community. This is the step where girls working on their award will decide if their best audience is the Girl Scout community. Girls should present their Girl Scout-focused ideas to the Gold Award Staff Advisor for further discussion. The project must align with Council goals and strategic initiatives or as it relates to Council properties.

For example: A Girl Scout is concerned about childhood obesity, and wants to start a fun nutrition and exercise program for kids. After doing her research, she learns about a kids fitness trail that features active challenges along the way, and recruits her team to help her plan a trail and build the elements. As a CIT at her summer camp, she realizes that there are lots of campers who could benefit from her program and she works with the Council to build the trail and a nutritionist to develop a cookbook for kids on healthy snacks and meals.

Estimated Timeline
Think about your project tasks and estimate the time it will take including when you will complete these tasks. This will help determine if your project will provide the suggested **minimum of 80 hours** required and if you have enough time scheduled to meet your deadlines. Most projects will take more than 80 hours to complete.

You'll keep track of your time in a log, making note each time you work on your project. You can track your time on GoGold 2.0 Online or use an app, spreadsheet or simply a notebook.

Your time log should include a short description of how you spend your time and the actual time spent on the project. Time spent driving, getting gas, picking up volunteers, attending training and other secondary activities do not count toward your total hours.

Use this chart to guide you in how you spend your project time.
Budgeting and Money-Earning

All Girl Scout money-earning activities should meet Council guidelines and must be approved by Girl Scouts of Eastern Missouri prior to engaging in money-earning. Refer to Volunteer Essentials and the Blue Book of Basic Documents for appropriate money-earning activities at girlscoutsem.org/publications.

Establishing a budget and determining how to make that budget work is a large part of the Girl Scout Gold Award process. Your Gold Award project should be affordable. Begin by estimating what supplies you will need and where you could get these supplies for little or no cost, if possible. If this is not an option, think about how you can cover these supply expenses.

Money-Earning Approval and Ideas

Complete the Gold Award Money-Earning Application, pg. 39, and mail or email the form to the Gold Award Staff Advisor.

Good Money-Earning Ideas:
- Participate in Girl Scout Product Programs
- Organize a garage or bake sale
- Offer face painting services at a community fair
- Wrap gifts at holiday time
- Complete yard work
- Offer babysitting, plant sitting, pet walking or tutoring
- Make or repair jewelry
- Create hand-made greeting cards
- Write a grant
- Write letters, make it clear to the donor that their gift is for your particular project and is NOT a tax-deductible gift to Girl Scouts of Eastern Missouri

Do Not Engage in the Following Activities:
- Raising money for another organization as a Girl Scout. This means girls can’t have a bake sale and tell people they are giving the proceeds to a specific organization (Example: Ask for pledges for a walk-a-thon to benefit breast cancer research)
- Sell non-Girl Scout goods and products such as candy bars, jewelry, Krispy Kreme or other restaurant fundraisers, etc.
- Product demonstration parties, raffles, drawings, games of chance. The direct solicitation of cash and the sale or endorsement of commercial products is prohibited
- Selling anything on the Internet as a Girl Scout
- Money-earning projects where girls are performing an activity that someone normally gets paid to do. In other words, taking jobs away from people, such as store clerks, maintenance staff or service provider
- Money-earning projects where Girl Scouts of Eastern Missouri might be perceived as endorsing a product or political viewpoint or cause. This includes getting paid to pass out fliers for political candidates or freebies at business openings

When in doubt, always check with Girl Scouts of Eastern Missouri.
5. PRESENT YOUR PLAN AND GET FEEDBACK

Girl Scouts of Eastern Missouri’s Gold Award Committee must review and approve your proposal before you can continue working on your project.

Writing Your Proposal

Remember, specifics are good. Describe the issue your project will address, what you hope to achieve and who will benefit. Also, don’t forget to discuss your reasons for selecting this particular project. This is where you will include details to highlight your vision. Explain the need you saw in the community and what you hope to accomplish. You should strengthen your proposal with statistics or statements of need from community leaders.

This is your time to shine! Outline your personal strengths, talents and skills that will be put into action. Be sure to explain how you will use your leadership skills and what new skills you hope to gain from this intensive process.

Once you have your proposal prepared, it is time to submit your project to the Girl Scout Gold Award Committee! Follow the steps below to ensure a smooth submission process:

1. **Mark your calendar:** All Gold Award Project Proposals are due the first business day of the month for review that month. Upon receipt, the staff advisor will contact you to set up a 30-minute presentation.

2. **Get your paperwork in order**
   - Use the Gold Award Proposal Form as your guide (available online at girlscoutsem.org/highestawards)
   - Articulate your answers clearly and answer all the questions
3. Include the following items
   • Detailed timeline (see pg. 36 for a template)
   • Detailed budget (see pg. 37 for a template)
   • Description of measurability and sustainability: How will you measure your final impact and what are your plans to sustain it?
   • SMART Goals
   • National or global links: Investigate how people in other communities or other parts of the world address your issue. What kinds of programs do they have in place that you can learn from?
   • Plans for education and inspiration: How will you get the word out and share your results with others?
   • Request verification emails to your troop leader/volunteer and project advisor

Submitting Your Proposal
Once you have completed all the above items, you are ready to submit your Girl Scout Gold Award Project Proposal.

Please submit your proposal through GoGold 2.0 Online at girlscouts.org/gogoldonline. GoGold 2.0 Online works with smartphones and tablets (including iOS and Android devices), along with computers. Be sure to download a copy for your records. Upload any supporting documents.

The majority of Gold Award communication occurs via email. Please ensure the email address you provide in your Project Proposal is current and gets checked at least three times each week. If you would like another person included on our emails, please provide their email address as well. Ultimately, you are the individual earning the award and you are expected to communicate directly with Council staff, and the Girl Scout Gold Award Committee.

Present Your Plan and Get Feedback
Presenting your project proposal in person or via a teleconference is required by the Girl Scout Gold Award Committee. Proposal reviews are scheduled once a month.

Tips for a successful presentation:
1. Practice your 15-second pitch
2. Have a friend, parent, leader or teacher read your proposal
3. Prepare your oral summary
4. Assume you will leave with feedback
5. Come prepared to take notes, bring pen and paper
6. Take good notes and ask follow-up questions if needed
7. Display good manners by turning off your cell phone, maintaining eye contact and being engaged
8. Relax and enjoy the process

After the Review
The following are examples of committee approvals and suggestions.

• Approved as written: You nailed it and may begin your project!

• Approved with revisions: The committee may have discussed ways to improve your Gold Award project. You may be required to provide additional information. All revisions must be submitted for approval before you can work on your project.
• **Cannot approve, please resubmit:** You may need to step back and take another look at your project plan, do a bit more investigation on what you need to do and how you can make this a Gold Award project. Talk to your Project Advisor or the benefiting agency, you may find another direction that will take you to the Gold Award level. DO NOT begin your project until you have received a Letter of Approval for your project.

**Resubmits**
- Once you receive a decision letter from the staff advisor, visit GoGold 2.0 Online and as necessary make the changes requested by the committee.
- After you make the changes, download your revisions and resend. Don’t be discouraged! The Gold Award is a learning process!

**6. TAKE ACTION**
Lead your team and carry out your plan! Use the tools you have developed in the previous steps! If you hit a speed bump along the way, learn from it and find ways to adjust your plan!

**Documentation**
The Gold Award is the highest national award that a young woman in high school can earn in Girl Scouting and it is very important to document your project from start to finish. Proper documentation also helps Girl Scouts of Eastern Missouri to spread the word about the impact your project had on the community. Please refer to the photo tips on pg. 41 of the Workbook Appendix for ideas and helpful hints.

In the future, a college, university or prospective employer may request a letter of recommendation, documenting your leadership skills or information about your Gold Award Project. The more information in your Gold Award file, the better Girl Scouts will be able to respond to these requests.

Forms of documentation might include:
- Power Point presentations
- Flash drives or discs containing at least 10 digital photographs of your project (before, during, after)
- Workshop outlines or lessons plans you developed
- Website information

These items, along with your Project Proposal and Final Report, will provide the information and documentation needed to support your earning the Girl Scout Gold Award.

**7. EDUCATE AND INSPIRE**
Tell your story and share your results! You can inspire someone who never considered taking action to do something extraordinary! Complete your Girl Scout Gold Award Final Report, which is a comprehensive account of what you’ve done, with whom you’ve connected, the lasting impact you’ve made and what this experience has meant to you.

**Final Report**
You have completed your project! Before sending in your Final Report, take a look at your original project proposal, the approval letter and any approved revisions from the Girl Scout Gold Award Advisory Committee and make sure you do what was indicated in these recommendations.

If you plan to be recognized in the current year’s Reflections Ceremony your Final Report is due by March 1, with final approval by March 31. Final Reports are due to the Council office by the first business day of the month. Once submitted, contact the Gold Award Staff Advisor to schedule your final presentation interview at the monthly Gold Award proposal/final review meeting.
Final Report forms submitted without Project Proposal approval will NOT be accepted.

Upon completion of your project, return to your GoGold 2.0 Online profile to update your project's progress and submit the Gold Award Project Final Report.

Remember to include supporting documents:
• Final signature
• Final timeline and budget
• Letter of completion/sustainability
• Copies of your surveys, evaluations or other method you used to measure the impact

Sharing Your Story
Any interest in media coverage of your project should be directed to the Communications Manager at Girl Scouts of Eastern Missouri. Contact the Gold Award Staff Advisor who will direct you to the appropriate staff member.

For other forms of publicity, please use the Gold Award Publicity Request form on pg. 43 in the Appendix to receive approval. If you plan to produce and distribute fliers as part of your project, they must be submitted and approved before you use them.

If you will be taking photos or video that will be shown online or to a group of individuals outside of Girl Scouts of Eastern Missouri you must secure media releases from all individuals presented in the photos or videos. Media releases are available on pgs. 44-45 of the Workbook Appendix. There is a separate form for girls and adults.

Other ideas for sharing your project include:
• Creating a website to post updates and details about your project and its impact on the national and global community
• Present what you have learned and what your project will do for the community at a workshop for community members
• Make a video about the effects of your project. Post it online, invite friends, community leaders and people from organizations who are tackling the same or a similar issue to look at
• Write an article for your local newspaper or create a newsletter about your project
Award Recognition
Gold Award Recognition

Congratulations—It is time to celebrate!

Be sure to thank your project advisor, your team and all the other people who helped you along the way.

GOLD AWARD SHOWCASE
At the Girl Scouts of Eastern Missouri Gold Award Showcase, Gold Award recipients display and present their accomplishments to Girl Scout families, younger Girl Scouts and leaders in the community. It is encouraged that all Gold Award recipients participate in the Showcase. The Showcase occurs directly before the Reflections Ceremony.

REFLECTIONS CEREMONY
Girl Scouts of Eastern Missouri honors all Gold Award recipients with a special ceremony, Reflections, each June. This is a time to celebrate your accomplishments and showcase your contributions to making the world a better place.
SCHOLARSHIP OPPORTUNITIES

Dessert First Scholarship Application
At Dessert First, Girl Scouts of Eastern Missouri’s signature fundraising event, two outstanding Gold Award Girl Scouts are recognized for their leadership and service. Each Girl Scout is awarded a $5,000 scholarship to be used for higher education. Three additional $500 scholarships are awarded to semi-finalists. Scholarship recipients must be working on, or have completed, their Girl Scout Gold Award. Applications are due each October. For more information, visit girlscoutsem.org/DessertFirst.

National Gold Award Girl Scout
This is the designation given by Girl Scouts of the USA to the top ten Gold Award Girl Scouts in the country each year. A Gold Award Girl Scout earns the title of National Gold Award Girl Scout by implementing an exceedingly awesome Gold Award project—one that reflects extraordinary leadership, has measurable and sustainable impact, and addresses a local challenge related to a national and/or global issue. Girl Scouts of Eastern Missouri can submit three nominations to Girl Scouts of the USA. Girls must use the GoGold 2.0 Online system to be considered for nomination. The National Gold Award Girl Scouts are then honored at a national ceremony.

Prudential Spirit of Community Award
Each year, Prudential Financial offers the Spirit of Community Awards in partnership with the Prudential and the National Association of Secondary School Principals (NASSP), the program honors middle and high school students for outstanding service to others at the local, state and national level. Girls wishing to apply should visit spirit.prudential.com for application procedures and deadlines.

Military Rank
Gold Award Girl Scouts are entitled to enlist at a higher pay grade when they join the military.

GSUSA has compiled a list of colleges and foundations that offer scholarships, awards and grants to Gold Award Girl Scouts. To utilize this comprehensive database, visit girlscoutsem.org/highestawards.
Guidelines for Project Advisors
What to Expect

You have been chosen by a very special young woman to be her Gold Award Project Advisor. She has come to you because you have the knowledge, skills, experience and connections to resources within the community that relate to her Girl Scout Gold Award Project issue.

The role of the Project Advisor is important to the Gold Award Project. The Project Advisor have expertise on the topic of the Gold Award Project, provide guidance, experience and support to the Girl Scout.

The information in this packet will help define your role and explain the significance of this award to a Girl Scout Senior or Ambassador and its importance to the community. Your role is to encourage her to think critically, be open to multiple perspectives, investigate thoroughly, work cooperatively and identify resources within and beyond her local community. You are supporting her as she develops into a leader for tomorrow.

If, at any time, you have questions about the Girl Scout Gold Award, process or policies of the Girl Scouts of Eastern Missouri or Girl Scouts of the USA, please contact us:

Girl Scouts of Eastern Missouri
2300 Ball Dr.
St. Louis, MO 63146
girlscoutsem.org

Girl Scout Gold Award Staff Advisor
314.592.2359, BSGawards@girlscoutsem.org

Background Check
Project Advisors who are not currently registered members of Girl Scouts of Eastern Missouri must submit a background check. Please turn to pg. 48-50 for the instructions. This should be completed by the Project Advisor and returned to Girl Scouts of Eastern Missouri.

Girl Scout Gold Award Advisory Committee
This committee exists to support Girl Scout Seniors and Ambassadors through the process of earning their Girl Scout Gold Award. The committee puts in place the Council framework and approval process for their national award. The committee’s role is to ensure that girl projects meet national and Council guidelines.

Gold Award proposals are due the first business day of the month and girls are required to present their proposals in person or by teleconference. Girl Scout Gold Award Project Proposal Reviews are usually scheduled by the committee the third week of the month.

The Girl Scout Gold Award Advisory Committee must approve the project proposal BEFORE a project may begin. Any major changes in the project, fundraising activities and publicity must also be approved before proceeding. The committee may determine the project needs revisions or that it cannot be approved and must be resubmitted.
WHO IS A PROJECT ADVISOR?

The Project Advisor is an adult who is identified and approached by a Girl Scout who will volunteer to guide and support her through the entirety of the project. Typically, someone from the community who is knowledgeable about the issue the Gold Award is about and who is not related to the Girl Scout.

The Project Advisor should be willing to work with the girl as needed. This can vary from meeting once a week to meeting once a month (should not meet less than once a month). The girl will inform their Project Advisor about the specific time commitments required for their individual project.

The Project Advisor is supposed to be a mentor and resource-guide to the girl throughout the Gold Award Project. They do not need to know much about Girl Scouting—instead are meant to fill the role of the subject matter expert for the project and are expected to have a general understanding of the Gold Award requirements. They should provide project knowledge base, reference points and guidance to ensure the root cause of the issue is addressed.

TIPS FOR THE PROJECT ADVISOR

You Primary Responsibilities Include:
- Partnering with a girl to support her in completing her Take Action project
- Understanding the steps to the Girl Scout Gold Award
- Sharing knowledge about the issue and providing guidance, expertise and connections to resources along the way

Girls will start working on their projects by first searching for issues that they care about, then investigating how they can narrow the focus of the issue that they have chosen, enlisting the help of others in the community and working collaboratively to create and implement their plan.

Before girls start working on their project, they must submit a Project Proposal to Council for approval. Girls will seek your expertise in developing and implementing the project ideas.

Girl Scout Gold Award Projects Require the Following:
- Making a lasting impact in the local community, region or beyond
- Puts the Girl Scout Promise and Law into action
- Includes provisions to ensure measurability and sustainability
- Identifies national and global links to the girl’s selected issue
- Inspires others

The Project Advisor is welcome to contact Council at any time with questions or concerns about their role, the Gold Award or Girl Scouting in general.
WAYS ADULTS CAN SUPPORT THE GIRL SCOUT GOLD AWARD APPLICANT

Earning the Gold Award represents a girl's commitment to herself and to her community. It takes many hours of preparation, planning and work to accomplish the goals a girl has set for herself.

Parents, family members and troop leaders can play a significant role in supporting a girl during the process. You may be called upon to coach, mentor, chauffeur or serve as a sounding board. However, relatives and troop leaders cannot serve as a project advisor.

Here are ways that families and troop leaders can assist:

• Read through the Gold Award materials so that you feel comfortable providing support
• Provide transportation
• Encourage and support her, but do not pressure her
• Allow her to stumble and learn along the way
• Aid her in accessing a network of adults that can provide insight and resources
• Ensure she follows Girl Scout safety or money-earning guidelines
• Encourage her to speak for herself and develop leadership skills
• Join in the celebration as she is honored for her achievements
Workbook Appendix
Proposal Checklist

Only complete Gold Award Proposals may be submitted for review. Remember that a complete Proposal is your GoGold 2.0 Online Steps 1-5, as well as a detailed timeline and budget, which should be uploaded to GoGold 2.0 Online.

Please double-check your Proposal attachments to confirm that you have fully completed all required actions:

Prerequisites Completed
- Completed Girl Scout Silver Award and one Senior/Ambassador Journey
  OR
- Completed two Senior or Ambassador Journey
  AND
- Attended Girl Scouts of Eastern Missouri Gold Award Candidate Training Workshop

Project Advisor
- Project Advisor is identified and signature included
- Project Advisor background check (this can be done after approval)

Project Details
- Leadership: Working with a team of peers, community leaders and others; directing, managing, scheduling, training, organization
- Team: Names, along with their affiliation and the role each will play in the project
- Timeline: A plan is defined step-by-step along with a proposed start and end date, including estimated hours
- Budget: Estimated projected expenses and money-earning options anticipated is defined
- Measurability: What methods or tools will you use to evaluate the impact
- SMART Goals: Specific, measurable, attainable, realistic and timely
- Sustainability: How will your project be sustained beyond your involvement?
- National and/or Global Link: Identified and defined

Other Details
- Root case and reason for selecting project is defined
- Target audience is identified
- Plans for sharing the project results are defined
NOTE: BEFORE COMPLETING THIS FORM, CHECK WITH YOUR COUNCIL TO DETERMINE IF THEY REQUIRE GOLD AWARD TRAINING AND/OR ONLY ACCEPT APPLICATIONS ONLINE. IF YOUR APPLICATION MUST BE SUBMITTED ONLINE, PLEASE GO TO: HTTPS://GOGOLD.GIRLSCOUTS.ORG.

Prior to starting your project, submit this proposal to:

Council Name:________________________________________________________

Street Address:_______________________________________________________

City:___________________________ State:_________ Zip Code:__________

Email:_________________________ Phone:______________________________

NOTE: BE SURE TO SUBMIT YOUR PROPOSAL BY THE DATE ESTABLISHED BY YOUR COUNCIL.

Your Name:__________________________________________________________

Street Address:_______________________________________________________

City:___________________________ State:_________ Zip Code:__________

Email:_________________________ Phone:______________________________

Age:_______ Grad Year:___________ School:_____________________________

Troop/Group Number:___________ Troop/Group Volunteer:_____________________

Troop/Group Volunteer’s Phone:________________________ Email:____________________

Girl Scout Gold Award Project Advisor:_______________________________

Project Advisor’s Organization:_________________________________________

Project Advisor’s Phone:________________________ Email:____________________
Prerequisites: You must have either completed A) the Girl Scout Silver Award and one Senior or Ambassador Journey, or B) two Journeys. Please list the prerequisites you completed below and obtain your troop/group volunteer's signature.

<table>
<thead>
<tr>
<th>Senior/Ambassador Journey</th>
<th>Date Completed</th>
<th>Troop/Group Volunteer’s Signature</th>
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<td>2.</td>
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<thead>
<tr>
<th>Girl Scout Silver Award Completion Date</th>
<th>Council Where You Earned the Award</th>
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</table>

Your Team: List the names of individuals and organizations you plan to work with on your Gold Award project. This is a preliminary list that may grow over the course of your project.

<table>
<thead>
<tr>
<th>Individual (if applicable)</th>
<th>Organization</th>
<th>How my team will help</th>
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</table>
Proposed Project Description

Gold Award Title: ________________________________

Proposed Start Date: __________________________ Proposed Completion Date: _______________________

The theme(s) my Gold Award will address is/are:

- Animals
- Arts, Culture, Heritage
- Children’s Issues
- Civic Engagement
- Disability Issues
- Disaster Relief
- Education
- Elderly Issues
- Entrepreneurship
- Environment & Sustainability
- Health
- Healthy Relationships
- Human Rights
- Lifeskills
- Military/Veterans Affairs
- Outdoors
- Poverty
- Public Safety
- Sports
- STEM
- Other: _____________________

My Gold Award aims to address this issue:

The reasons I selected my issue are:
Root Cause

The root cause of my issue is:

I will address the root cause by:

Target Audience

The target audience(s) for my Gold Award project is/are:

The skills, knowledge, and/or attitudes my target audience will gain are:

I will know that my audience has gained the desired skills/knowledge because:

Proposed Impact—National and/or Global Link

My Gold Award’s national and/or global link is:
**Proposed Impact—Measurable Goals**

**Measurement of my project's success:**

<table>
<thead>
<tr>
<th>What my audience will learn/gain</th>
<th>How I will measure impact</th>
<th>When I will measure impact</th>
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If you need more space, please use the extra page at the end of the application.

**My Gold Award project goals are:**

**Proposed Impact—Sustainability**

**My Gold Award will be sustained beyond my involvement by:**
Create Your Plan

I will put my plan into action by:

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Teammate(s) Needed</th>
<th>Resources Needed</th>
<th>Hours of Work</th>
</tr>
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<tbody>
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If you need more space, please use the extra page at the end of the application.

Estimate your project expenses and how you plan to meet those costs (e.g., donations, cookie proceeds, money-earning project):

<table>
<thead>
<tr>
<th>Item</th>
<th>Source of Funding</th>
<th>Amount</th>
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If you need more space, please use the extra page at the end of the application.
The strengths, talents, and skills I currently have and will put into action are:

- Project Management
- Public Speaking
- Budgeting
- Courage
- Confidence
- Character
- Collaboration
- Community Building
- Decision Making
- Empathy
- Implementation
- Presentation Skills
- Problem Solving
- Time Management
- Research
- Organization
- Risk Taking
- Innovation

The skills I plan to develop as I work toward earning my Gold Award are:

Tell the World!

I will let others know about my Gold Award (the impact of my project, what the Gold Award is, and what I learned in earning it) by promoting via:

*Note: This is NOT about your Gold Award’s sustainability.*

- Website
- Blogs
- Social Media
- Presentations
- Posters
- Videos
- Articles
- Public Demonstrations
- Workshops

Your Signature: ___________________________  Date: ___________________________

Project Advisor Signature: ___________________________  Date of Approval: ___________________________

Date of Proposal Submission: ___________________________
If you need extra space, please continue your answers here:

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</table>
If you need extra space, please continue your answers here:
If you need extra space, please continue your answers here:
TIME LOG  
GIRL SCOUT GOLD AWARD PROJECT

Please record all time you spend on your project, including planning, phone calls, etc. Completing a Gold Award Project should take at least 80 hours. Turn in a copy of your estimated time log with your project proposal and actual log with your Final Report. Please include additional pages if necessary.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity/Notes</th>
<th>Estimated Time</th>
<th>Actual Time</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>9/12/2018</td>
<td>Met with project team to plan workdays</td>
<td>2 hours</td>
<td></td>
</tr>
</tbody>
</table>
A budget should contain all expected expenses, and room for unexpected expenses to be recorded. Some budgets allow for a breakdown of a specific category as below—this may or may not be necessary for your project. The Early Estimate column should be completed when turning your detailed budget with your Project Proposal. The Amount Spent column will be completed as you work on your project. The full budget worksheet should be submitted with your Final Report.

### Sample

<table>
<thead>
<tr>
<th>Items</th>
<th>Breakdown</th>
<th>Early Estimate</th>
<th>Notes</th>
<th>Actual Amount Spent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supplies</td>
<td>Socks</td>
<td>$10</td>
<td></td>
<td>$14</td>
</tr>
<tr>
<td></td>
<td>Felt</td>
<td>$10</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Plywood</td>
<td>$55</td>
<td></td>
<td>$27</td>
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<tr>
<td></td>
<td>Paint</td>
<td>$14</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Books</td>
<td>$27</td>
<td></td>
<td>$34</td>
</tr>
<tr>
<td>Thank You</td>
<td>Stationary</td>
<td>$20</td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>Postage</td>
<td>$15</td>
<td></td>
<td></td>
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<tr>
<td></td>
<td>Color copies</td>
<td>$10</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td></td>
<td>$161</td>
<td></td>
<td>$75</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Items</th>
<th>Breakdown</th>
<th>Early Estimate</th>
<th>Notes</th>
<th>Actual Amount Spent</th>
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</table>

Grand Total
SAMPLE DONOR LETTER
GIRL SCOUT GOLD AWARD PROJECT

Make it your own, but feel free to use any parts of the sample letter below. Girl Scout Seniors and Ambassadors can solicit cash and in-kind donations for their Gold Award projects. As long as the donation is used exclusively for their Gold Award projects, the fund are deposited in an approved bank account, and then Council is aware of the donation and it is not in violation of IRS regulations.

Date
Prospective Donor Name
Address
City, State, Zip

Dear Donor,

(Introduction) I am pursuing my Girl Scout Gold Award, the highest award a high school Girl Scout can earn.

(Brief Description of Project) My project is to build a bridge connecting two walking paths behind Jefferson Regional Medical Center. (Benefit) This one-mile trail will provide a safe and scenic walking area to be used by hospital staff, patients in hospital supervised exercise programs and the community in general.

(Request) I am requesting a donation of any size for the building materials for this bridge. A materials list is attached.

(Thank you) Thank you very much for your time and any assistance you can offer me in reaching my goals, the Girl Scout Gold Award.

Sincerely,

(Contact information) Phone/email
GIRL SCOUT GOLD AWARD PROJECT
MONEY-EARNING APPLICATION

Review pg. 12 of this workbook before completing this form. No money-earning activities can take place without written approval from Girl Scouts of Eastern Missouri. For guidelines, review Volunteer Essentials and the Blue Book of Basic Documents. After you have received approval, you may proceed with your activities.

Please type or print (no pencil)
Gold Award Applicant’s Name: _______________________________________

Address: __________________________________________ City: __________ Zip: __________

Phone: __________________________ Email: __________________________

Girl Scout Gold Award Project Title: ______________________________________

Estimated Expenses: $_________ Total Amount to be Earned: $_________

How will earned funds be kept until needed?
(All monies must be deposited in bank accounts and maintained in the name of both Girl Scouts of Eastern Missouri, Inc., and the number of the troop, district or neighborhood establishing the account. (Volunteer Essentials, Girl Scouts of Eastern Missouri policies)

Money-Earning Proposal

______ Solicitation (in-kind) Attach a copy of your proposed donor letter and list of potential donors

______ Money-Earning Activity (No paid advertisement is allowed)
- Type of planned activity: ______________________________________
- Date of planned activity: ______________________________________
- Location of planned activity: ______________________________________
- Copy of flier attached Yes: _______ No: _______
- How will funds be kept until needed?: __________________________

Signatures
Gold Award Applicant: __________________________________________ Date: ______________________

Approved: __________________________________________ Date: ______________________

GSEM Council Representative
BASIC FLIER FORMAT
GIRL SCOUT GOLD AWARD PROJECT

Event Title
Day in the Park

Date and Time
Saturday, Aug. 20, 2018
10 am-2 pm

Location
XYZ Park
2300 Park Street
St. Louis, MO 63146

Briefly Describe Event
Last summer a tornado ripped through our park and left many of the facilities needing repairs. Join us as we celebrate the grand re-opening of our beloved XYZ Park! Bring the family, pack a picnic lunch and join in on the fun as we plant a tree and try out the new playground equipment, explore the trails and fish in the lake.

This work was completed as a Girl Scout Gold Award Community Take Action Project

Adult Contact Person
For more information, call Janet Doe, at 314.111.222 or visit www.xyzparkproject.com

Be sure to include a photo of your project on the flier!
PHOTOGRAPHY TIP SHEET
GIRL SCOUT GOLD AWARD PROJECT

Documenting your hard work with photography is an important part of the Gold Award process. Take the time to review the photographs in Girl Scout publications and on the website to get a sense of our photographic style. Strive for photographs that make you want to engage with the person in the photo and feel like you are actually part of the action. Before you take a picture think “What would be the most engaging photo I could take?” A photo of a bench is not very engaging. A photo of someone planting flowers around a bench would be a much better option.

Take photos throughout the duration of your work, as they should reflect the beginning, middle and end of the project. All photos should be taken with a digital camera and submitted electronically via a flash drive.

1. The Rule of Thirds
Every digital camera, even your iPhone, comes with a grid option, splitting the image into nine sections. Enable this option and place items of visual interest onto lines or at the intersection of lines for a better composition.

2. Time of Day
To capture the best natural light for outdoor photographs, take them early in the morning or at dusk.

3. Background
Check the background for clutter or distraction. A simple background works best. If there are people in the background, politely ask them to move so you can take a picture.

4. Get in Close
Always get in closer to your subject. This will really help you capture the detail in your project.

5. Find a Point of Interest
Interesting photographs have interesting things in them. They need a visual point of interest, such as a person, that should be identified before taking the photo. After you have identified the point of interest, you can position yourself to highlight it best.

6. Camera Settings
Don’t be afraid to use the different setting your camera offers. Read about the effects each setting can achieve and experiment with them for optimal results.

7. Flash
Use the flash when necessary, but remember most digital camera flashes only work within 12 to 15 feet of the camera.

8. Orientation
Remember to take both vertical and horizontal photos.

9. Be the Director
Take control of your photography and it will improve dramatically. A photo director arranges people and gives them directions, such as “Now move in close and lean toward the camera.”

10. Practice
Practice makes perfect. Before you need to document your project, practice your photography skills with your friends and family to make sure you get the best possible results with your project.
Create your own mind-mapping diagram like the one shown on pg. 9, using one of the issues facing your community.

Follow these instructions:
• Write the community issue in the middle of the paper or any where that works for you
• Think about what some of the causes of this issue could be. In this example, one of the main causes of car accidents is bad weather. Notice how many different causes connect from bad weather
• Now, try connecting the different causes you come up with to each other and to the main issue. How do the causes connect to each other?
• Do you see a pattern?

This activity will help you come up with different ways to approach a problem, as well as different ways you might go about addressing it.
GIRL SCOUT GOLD AWARD PROJECT
PUBLICITY REQUEST

Any interest in media coverage or other forms of publicity must be approved by Girl Scouts of Eastern Missouri BEFORE it can be released.

Please type or print (no pencil)

Gold Award Applicant’s Name: ________________________________

Address: ____________________________________________ City: __________________ Zip: ________________

Phone: ___________________________ Email: ________________________________

Girl Scout Gold Award Project Title: ________________________________

I request permission to use the following media to publicize my Girl Scout Gold Award Project:
Check and attach copy:

Flier: ____________
Brochure: ____________
PowerPoint: ____________
Website: ____________
Video: ____________
Exhibit: ____________
Blog: ____________

Proposed media opportunity: ________________________________________________

Proposed news release: ________________________________________________

I will be using the following social media accounts to document my Gold Award Project:

Facebook: ________________________________________________
Twitter: ________________________________________________
Instagram: ________________________________________________
LinkedIn: ________________________________________________

Approved: __________________________________ Date: ________________________________

Approval Denied: __________________________________ Date: ________________________________

Please send this form to Girl Scouts of Eastern Missouri, Girl Scout Gold Award, 2300 Ball Dr., St. Louis, MO 63146 or email to BSGawards@girlscoutsem.org.
DATE(s): __________________________________________________________________________

PHOTOGRAPHER/PRODUCER: ______________________________________________________

ASSIGNMENT: _____________________________________________________________________

COUNCIL (IF APPROPRIATE): ______________________________________________________

LOCATION: _______________________________________________________________________

ACTIVITY: _______________________________________________________________________

RELEASE FOR ADULTS

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I acknowledge that I am eighteen (18) years of age or older. I hereby grant to Girl Scouts of the USA (“GSUSA”), and its successors and assigns (each a “Releasee”), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same), testimonials (written by me or attributed to me), interviews (written by me or attributed to me) (collectively, “Media”), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSUSA, for any purpose including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.

2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSUSA to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSUSA.

SIGNATURE: _______________________________________________________________________

NAME (please print): _______________________________________________________________

DATE: __________________________________________________________________________

HOME ADDRESS: __________________________ CITY ____________ STATE _____ ZIP _________

DAYTIME PHONE: (____)___________________ ADDITIONAL PHONE (optional): (____)_________________

EMAIL ADDRESS*: __________________________@____________________________

(*will not be used for any other purposes or distributed to third parties)

Any revisions to the text of this Release must first be approved in writing by GSUSA prior to the activity in order for the changes to be effective.

PLEASE RETURN COMPLETED AND SIGNED RELEASE TO VIDEO PRODUCTION, GSUSA

10/2017
DATE(S): ________________________________

PHOTOGRAPHER/PRODUCER: ________________________________

ASSIGNMENT: ________________________________

COUNCIL (IF APPROPRIATE): ________________________________

LOCATION: ________________________________

ACTIVITY: ________________________________

RELEASERS FOR MINORS

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to Girl Scouts of the USA ("GSUSA"), and its successors and assigns (each a "Releasee"), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same), testimonials (written by me or attributed to me), interviews (written by me or attributed to me) (collectively, "Media"), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSUSA, for any purpose including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.

2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSUSA to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSUSA.

NAME OF MINOR (please print): ________________________________

DATE OF BIRTH OF MINOR ___/___/___

ADDRESS: ________________________________________________________________

CITY_______________________________________________ STATE_________________________ ZIP__________

DAYTIME PHONE NUMBER: (_____)________________ ADDITIONAL PHONE (optional) (____)__________________

Release for Minors (those under the age of eighteen): I, the undersigned, being a parent or guardian of the minor, hereby consent to the foregoing conditions and warrant that I have the authority to give such consent.

NAME OF PARENT/LEGAL GUARDIAN (please print): ________________________________

SIGNATURE OF PARENT/LEGAL GUARDIAN (REQUIRED): ________________________________

DATE: ________________________________

PARENT/LEGAL GUARDIAN EMAIL ADDRESS*: ________________________________ @____________

(*will not be used for any other purposes or distributed to third parties)

Any revisions to the text of this Release must be approved in writing by GSUSA prior to the activity in order for the changes to be effective.

PLEASE RETURN COMPLETED AND SIGNED RELEASE TO VIDEO PRODUCTION, GSUSA 10/2017
Final Report Checklist

Gold Award Final may be submitted for review. Remember that a complete Final is your Go Gold Online Steps 6-7, as well as a detailed timeline and budget, which should be uploaded to Go Gold Online.

Please double-check your Proposal attachments to confirm that you have fully completed all required actions:

Final Report
- Girl signature included
- Project Advisor signature included
- Letter of Completion/Acknowledgment from benefiting agency

Project Details
- Leadership: Worked with a team of peers, community leaders and others; directing, managing, scheduling, training, organization
- Timeline: Detail of time log with start and end date, including total hours, suggested minimum 80 hours
- Budget: Detail of final expenses including any donated items listed
- Measurability: What methods or tools will you use to evaluate the impact, include
- SMART Goals: Specific, measurable, attainable, realistic and timely
- Sustainability: How is project being sustained beyond your involvement, if required a letter of commitment included
- National and/or Global Link: Identified and defined

Other Details
- Compared final report and revisions to approved project proposal
- Educate and inspire how project results shared
- If project required producing something (power point, video or lesson plans), copies or photos included
- Electronic and actual project photos included (4-5) and professional school photo. Photos used for Reflections Ceremony and to help tell project story
GoGold 2.0 Online is the Girl Scouts of USA portal to submit your project proposal and final report. GoGold 2.0 Online works best with smartphones and tablets (both iOS and Andriod devices) along with computers.

Creating Your Account:
- When creating your account it is important you select the appropriate Council. You are a member of Girl Scouts of Eastern Missouri
- If you are a Juliette your parent is your troop volunteer/leader
- When you create your account, how you choose to login is how you will always login. If you create your account using Twitter or Facebook, you will always use that same information to login.

Make Sure To:
- Save your progress at the end of each step. You can save and come back as many times as you need.
- Copy and paste all written answers into a Word document—just in case it does not save your work
- Be detailed in your answers
- Use the drop-down items (calendars) whenever you come across them
- Do not leave anything blank

GoGold 2.0 Online – Step 5:
- GoGold 2.0 Online limits the number of team members you can enter to 11 – if you have more team members, include the list of names and their roles as an additional attachment during Step 5
- Send a verification email to your troop leader/volunteer and project advisor where they can submit the appropriate verification
- When you’re ready, submit your proposal. Send a copy to yourself as well
- Send an email to BSGawards@girlscoutsem.org when you have submitted your proposal. This allows the staff advisor to review and print. You will receive a follow up email letting you know the next steps

Resubmits:
- Once you have presented your proposal to the Gold Award Committee in person you will receive a decision email (approved, approved with revisions or not approved), you’ll need to log back into GoGold 2.0 Online and edit the different Steps to make the changes requested.
- After you make any changes, save your revised information and submit to Council again. Send an email to BSGawards@girlscoutsem.org when you have submitted your revised proposal

GoGold 2.0 Online Step 6
- Your project has been approved, congratulations! Now you can begin recording your project hours.
- You will be asked to create a post at this step and is required, but you do not have to share it. The post is a great place to upload photos, videos or even a blog post that you have written

GoGold 2.0 Online Step 7
- Be detailed in your answers and upload any zip files, including a letter of completion from your project advisor or benefiting agency, pictures and any information that will heighten the impact your project has in the community. The additional documents should be uploaded.
- Save your answers in a separate location, either handwritten or a word document, in case of any system errors
- Before you submit your final report, send a second verification to your project advisor where they can submit the appropriate verification
- Send an email to BSGawards@girlscoutsem.org when you have submitted your final report
Thank you for agreeing to assist as a Project Advisor for a Gold Award candidate. We appreciate the time and energy you will devote as she builds her leadership skills and makes the world a better place.

All Project Advisors need a background check through Girl Scouts of Eastern Missouri. We use Verified Volunteers for this service and it is offered at no charge to you.

Please address any questions about the background check process to the Gold Award Staff Advisor at BSGawards@girlscoutsem.org.

You can complete the background check in two ways:

1. **Complete online at verifiedvolunteers.com**
   - Create an account and log in through the volunteer portal
   - Select “Get Verified” and enter GOOD DEED code: DDGN5LJ
   - Complete the four steps and click COMPLETE

2. **Submit a hard copy of the form on pg. 49 of the Appendix to**
   Girl Scouts of Eastern Missouri
   Gold Award Staff Advisor
   2300 Ball Dr.
   St. Louis, MO 63146
Volunteer Consent and Disclosure

Volunteer Information:

First Name: ___________________________  Middle: ___________________________  Last: ___________________________

Social Security Number: ___________________________  Email: ___________________________

Date of Birth: ___________________________  Phone Number: ___________________________

Driver’s License #: ___________________________  Driver’s License State: ___________________________

Other Names Used (alias, maiden name, etc.): ___________________________

Address History (Within the last seven years):

Address 1: ___________________________  From: __________  To: __________

Address 2: ___________________________  From: __________  To: __________

Address 3: ___________________________  From: __________  To: __________

Address 4: ___________________________  From: __________  To: __________

Disclosure Regarding Volunteer Background Report

______________________________ (“COMPANY”) may obtain from Sterling Volunteers, 113 South College Avenue, Fort Collins, CO, 80524, (855) 326-1860. www.verifiedvolunteers.com, a consumer report and/or an investigative consumer report (“REPORT”) that contains background information about you in connection with volunteerism. Verified Volunteers may obtain further reports throughout your volunteerism so as to update your report without providing further disclosure or obtaining additional consent.

The REPORT may contain information about your character, general reputation, personal characteristics and mode of living. The REPORT may include, but is not limited to: criminal and other public records and history; public court records; motor vehicle and driving records; and Social Security verification and address history, subject to any limitations imposed by applicable federal and state law. This information may be obtained from public record and private sources, including credit bureaus, government agencies and judicial records, and other sources.

If an investigative consumer REPORT is obtained, in addition to the description above, the nature and scope of any such REPORT will be for personal references.

Volunteer Signature: ___________________________  Date: __________
A Summary of Your Rights
under the fair credit reporting act

You have the right to know what is in your file. You may request and obtain all the information about you in the files of a consumer reporting agency (your "file disclosure"). You will be required to provide proper identification, which may include your Social Security number. In many cases, the disclosure will be free. You are entitled to a free file disclosure if:
- A person has taken adverse action against you because of information in your credit report;
- You are the victim of identify theft and place a fraud alert in your file;
- Your file contains inaccurate information as a result of fraud;
- You are on public assistance;
- You are unemployed but expect to apply for employment within 60 days.
In addition, by September 2005 all consumers will be entitled to one free disclosure every 12 months upon request from each nationwide credit bureau and from nationwide specialty consumer reporting agencies. See www.ftc.gov/credit for additional information.

You have the right to ask for a credit score. Credit scores are numerical summaries of your credit worthiness based on information from credit bureaus. You may request a credit score from consumer reporting agencies that create scores or distribute scores used in residential real property loans, but you will have to pay for it. In some mortgage transactions, you will receive credit score information for free from the mortgage lender.

You have the right to dispute incomplete or inaccurate information. If you identify information in your file that is incomplete or inaccurate and report it to the consumer reporting agency, the agency must investigate unless your dispute is frivolous. See www.ftc.gov/credit for an explanation of dispute procedures.

Consumer reporting agencies must correct or delete inaccurate, incomplete or unverifiable information. Inaccurate, incomplete or unverifiable information must be removed or corrected, usually within 30 days. However, a consumer reporting agency may continue to report information it has verified as accurate.

Access to your file is limited. A consumer reporting agency may provide information about you only to people with a valid need - usually to consider an application with a creditor, insurer, employer, landlord, or other business. The FCRA specifies those with a valid need for access.

You must give your consent for reports to be provided to employers. A consumer reporting agency may not give out information about you to your employer, or a potential employer, without your written consent given to the employer. Written consent generally is not required in the trucking industry. For more information, go to www.ftc.gov/credit.

You may limit "pre-screened" offers of credit and insurance you get based on information in your credit report. Unsolicited "pre-screened" offers for credit and insurance must include a toll-free phone number you can call if you choose to remove your name and address from the lists these offers are based on. You may opt-out with the nationwide credit bureaus at 1-888-5-OPTOUT (1-888-567-8688).

You may seek damages from violators. If a consumer reporting agency, or in some cases, a user of consumer reports or a furnisher of information to a consumer reporting agency violates the FCRA, you may be able to sue in state or federal court.

Identity theft victims and active duty military personnel have additional rights. For more information, visit www.ftc.gov/credit.

States may enforce the FCRA, and many states have their own consumer reporting laws. In some cases, you may have more rights under state law. For more information, contact your state or local consumer protection agency or your state Attorney General. Federal enforcers are:

<table>
<thead>
<tr>
<th>TYPE OF BUSINESS</th>
<th>CONTACT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consumer reporting agencies, creditors and others not listed below</td>
<td>Federal Trade Commission: Consumer Response Center - FCRA - Washington, DC 20580 1-877-382-4357</td>
</tr>
<tr>
<td>National banks, federal branches/agencies of foreign banks (word “National” or initials “N.A.” appear in or after bank’s name)</td>
<td>Office of the Comptroller of the Currency Compliance Management Mail Stop 6-6 Washington, DC 20219 1-800-613-6743</td>
</tr>
<tr>
<td>Federal Reserve System member banks (except national banks and federal branches/ agencies of foreign banks)</td>
<td>Federal Reserve Board Division of Consumer &amp; Community Affairs Washington, DC 20551 202-452-3693</td>
</tr>
<tr>
<td>Savings associations and federally chartered savings banks (word “Federal” or initials “F.S.B.” appear in federal institution’s name)</td>
<td>Office of Thrift Supervision Consumer Complaints Washington, DC 20552 800-842-6929</td>
</tr>
<tr>
<td>Federal credit unions (words “Federal Credit Union” appear in institution’s name)</td>
<td>National Credit Union Administration Alexandria, VA 22314 703-519-4600</td>
</tr>
<tr>
<td>State-chartered banks that are not members of the Federal Reserve System</td>
<td>Federal Deposit Insurance Corporation Consumer Response Center 2345 Grand Avenue, Suite 100 Kansas City, Missouri 64108-2638 1-877-275-3342</td>
</tr>
<tr>
<td>Air, surface, or rail common carriers regulated by former Civil Aeronautics Board or Interstate Commerce Commission</td>
<td>Department of Transportation Office of Financial Management Washington, DC 20590 202-386-1306</td>
</tr>
<tr>
<td>Activities subject to the Packers and Stockyards Act of 1921</td>
<td>Department of Agriculture Office of Deputy Administrator - GIPSA Washington, DC 20250 202-720-7051</td>
</tr>
</tbody>
</table>
FREQUENTLY ASKED QUESTIONS
GIRL SCOUT GOLD AWARD PROJECT

General Questions

Who can earn the Girl Scout Gold Award?
Registered Girl Scout Seniors or Ambassadors are eligible. You must be registered when you submit your project proposal and final report. A girl has until she turns 18 or until the end of the Girl Scout membership year, which is September 30, following her graduation year.

Can a girl begin work on the Gold Award the summer after bridging from one Girl Scout level to the next?
She can begin to work on the prerequisites to earning the Gold Award, such as completing a Senior or Ambassador Journey. Completing the prerequisites and attending a Girl Scouts of Eastern Gold Award workshop are required before she can begin to work on a Gold Award Project Proposal.

What if a girl’s project is not complete by the Council ceremony (Reflections) time?
Final Reports are due by March 1 to be recognized at the June Reflections Ceremony. If a girl’s project is not yet complete and she has not received her Final Report Approval, she will be invited to next year’s ceremony.

If a girl starts working on her Take Action project and moves, can she still earn her Gold Award?
Councils and Overseas Committees are encouraged to be flexible to work and serve the girl’s best interests. If a girl moves, she should work with her Council and/or Overseas Committee to complete the project, or depending on her project, she may be able to complete it with Girl Scouts of Eastern Missouri.

Proposal/Prerequisites

Can I submit my proposal without finishing my prerequisites?
No. Completing Gold Award prerequisites and then attending a Girl Scout Gold Award Workshop is required. You need to finish all your prerequisites before sending in your proposal. The purpose of the prerequisites is to better prepare you for the challenge of the Gold Award by building your skill set.

How do girls know when a Journey has been completed?
A Journey is completed when a girl has earned the Journey awards, which include creating and carrying out a Take Action project related to the Journey theme.

Could I do my Gold Award project with my Girl Scout friends?
The Gold Award is an individual girl-earned award that addresses an issue in the community and has a lasting impact. However, you can recruit your Girl Scout friends to be a part of your project team. Your Gold Award project should be designed, managed and accountable to one individual girl. Linking your Gold Award project with another girl and her Gold Award project is not encouraged.

How do I submit my proposal?
Our Council uses the GoGold 2.0 Online for the Gold Award submission process. GoGold 2.0 Online can be accessed at girlscouts.org/gogoldonline. Google Chrome or FireFox are the best browsers to use when accessing GoGold 2.0 Online.
General Questions

Take Action Project

What is the difference between a community service project and a Take Action project?
A community service project gives temporary solution to the immediate need of the community, such as hosting a food or clothing drive, planting a garden, writing a manual, designing a website, etc. While these projects address a need in the community, they do so for only a short period of time and can be considered short-term projects.

A Take Action project targets the root cause of the issue. Girls take time to identify and understand the root cause of the issue they are addressing. Girls also must make sure that each project is sustainable and that the impact is measurable. Your Gold Award should be a Take Action project!

Sustainable/Measurable

What does it mean to have a sustainable project?
A sustainable project is one that lasts after the girl’s involvement ends. Including a focus on education and raising awareness is one way to make sure a project is carried on. Workshops and hands-on learning sessions can inspire others to keep the project going. Another way to create a sustainable project is by collaborating with community groups, civic associations, non-profit agencies, local government and/or religious organizations to ensure the project lasts beyond the girl’s involvement. Depending on the project, and the collaborating agencies, it may be necessary to expressly state how and who will sustain the project.

How does a girl measure project impact?
Girls identify their project goals for their community, target audience and themselves by developing success indicators. Projects often focus on the number of people that benefit from the project, number of people that participate in the project, survey data, before and after project data, specific behaviors that changed, attitudes affected and/or skills gained. You will need to collect, manage, analyze and report data findings in order to measure your project impact.

Review Process

How much time does it take to review my Girl Scout Gold Award Proposal?
Project Proposals are due the first business day of the month. Projects received by the first business day will be reviewed that month. The 30-minute presentations are scheduled each month. Dates can be found at girlscoutsem.org/goldaward.

How will I receive feedback about my proposal submission?
The committee will send you a letter documenting their decisions. DO NOT begin your project before you receive approval from the committee. Meeting in person or via teleconference with the Gold Award Committee will give you an opportunity to get and give answers about your project that might otherwise get lost in an email or during phone tag.

Feedback may include some or all of the following: Detailed questions about your project, budget and project plan, clarifying questions seeking more specificity or greater vision, plan for sustainability, recommended modifications and suggestions for strengthening your project, or challenging yourself to develop new skills. You may need to submit an addendum to your proposal or resubmit a modified proposal. It is prudent to plan time for some modifications.
How will I know if I need to make modifications to my proposal?
A letter will be sent after your Project Proposal review documenting the committee’s decision. If you took good notes during the review, you should have a pretty good idea of what needs to be done.

How much time do I have to turn in the changes to Council?
It depends on you, your personal time line and goals. Is it a simple addition or total revision? Do you need to discuss changes with your Project Advisor or benefiting agencies? A short turnaround time is highly recommended.

Could I start my Gold Award project even when I haven't received approval?
No. You need to secure approval from the Gold Award Committee before starting your Gold Award project. Plan a starting date in your timeline that allows for possible modifications before receiving Council approval. Should your starting timeline prove too soon, you may risk over promising to your community partners.

Can I expedite my proposal and final report review?
We receive a high volume of submission for girls pursuing their Gold Award. As such, we review submissions according to the date of receipt. The committee is not able to accommodate last minute or expedited requests for reviews. Please plan ahead.

Can I submit my proposal for approval, do my project and submit my final report the summer following my high school graduation, and earn my Gold Award by Sept. 30?
The last possible date to submit a Gold Award Project Proposal for this scenario would be April 1.

While some girls may succeed in earning the Gold Award on such a timeline, this is not recommended. Remember, you are the project manager and will be communicating and working with several different people and community partners. Coordination takes time and the summer presents the increased likelihood that your project team may have prior commitments that do not fit with your compressed project plan.

Adult Support/Project Advisors

What is the difference between a troop/group volunteer and a Girl Scout Gold Award project advisor in the Gold Award process? Do girls need both?
A troop/group volunteer is the adult who works with a troop or group. This adult works with girls to complete the prerequisites. Once a girl identifies her issue, the troop/group volunteer might help her identify a person in the community who would be a great project advisor.

A Gold Award Project Advisor is typically an adult identified and approached by the girl, who volunteers to guide and support a girl as she takes her project from the planning stage to implementation through to completion. The Project Advisor is not a girl’s parent or the girl’s troop volunteer. The Project Advisor is typically someone from the community who is knowledgeable about the issue and who can provide guidance, experience, expertise and connections to resources along the way.

At what point should a Girl Scout Gold Award Project Advisor be identified?
The Project Advisor should be identified in the planning phase before the Gold Award Project Proposal is submitted to the Council. The Project Advisor expands the network of adults and provides expertise for a girl’s project. If a girl has an idea before she starts any work on her Girl Scout Gold Award, she might want to identify her Project Advisor from the very beginning. Girl Scouts of Eastern Missouri requires a Gold Award Project Advisor submit a background check, after the project is approved, as a part of the Girl Scout Gold Award Project Proposal process.
What will the digital verification look like for the troop leader/volunteer?
Before a Girl Scout submits her proposal to her Council in Step 5, she will be prompted to send a verification email to her troop leader/volunteer through GoGold 2.0. The troop leader/volunteer will receive an email requesting that they confirm the Girl Scout’s Gold Award prerequisites (either two Senior/Ambassador Journeys or the Silver Award and one Senior/Ambassador Journey). The troop leader/volunteer will be guided to click a link in the email that will lead them to a webpage where they can submit the appropriate verifications.

What will the digital verification look like for project advisors?
Before a Girl Scout submits her proposal to her Council in Step 5, she will be prompted to send a verification email to her project advisor through GoGold 2.0. They will receive an email requesting that they confirm they have agreed to be her project advisor, and that they support her project proposal. They will be guided to click a link in the email that will lead them to a webpage where they can submit the appropriate verifications.

Before a Girl Scout submits her final report to her Council in Step 7, she will be prompted to submit a second verification to her project advisor. They will receive an email requesting that they confirm that they endorse her final project. Like at the proposal stage, they will be guided to click a link in the email that will lead them to a webpage where they can submit the appropriate verification.

Do you have additional questions? Please contact BSGawards@girlscoutsem.org