

## **POSSIBLE TASKS TO COMPLETE A GOLD AWARD PROJECT**

Attending Gold Award training with GSEM

Brainstorm ideas

Research possible project partners/organizations

Communicate with possible project partners

Find a Project Advisor (unrelated person who is an expert on the issue)

Meeting with Team (including project advisor and Gold Award Committee Mentor)

Writing the project proposal in GoGold

Meeting with Mentor for proposal approval (proposals typically have 2-3 drafts)

Creating supply list

Gathering supplies

Fundraising, if needed

Carrying out the project plan (implementation)

Continuing to meet with team

Time spent creating flyers, brochures, etc

Presenting to your audience- tell others about the project- raise awareness (can be flyers, brochures, presentations, etc)

Taking project pictures and uploading to GoGold

Entering time and budget pieces in GoGold

Creating and distributing surveys to target audience; evaluate feedback

Creating a sustainability plan and gain commitment letter/email from person/group

Creating National/Global Link (Mentors are great for helping with this component)

Writing final report in GoGold, including reflection statements

Meeting with Mentor to review final report

Writing thank you notes to Team

Meet with Gold Award Committee Reviewers for final report approval (can be in person or Zoom)

Revise report as needed and gain approval in GoGold