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## Girl Scouts of Michigan Shore to Shore Gold Award Project Proposal

### Gold Award Project Proposal Guidelines:

The Girl Scout Gold Award Proposal is an opportunity for girls to receive feedback and often redefine their Gold Award Take Action project. You may need to submit several proposals before you are approved to begin work on your Gold Award Take Action project. Once approved, your proposal becomes an agreement between you and Girl Scouts of Michigan Shore to Shore as to what your Gold Award project will accomplish. If your project needs to change for any reason (your project advisor moves away, the organization you are working with has a change in staffing, you are unable to secure needed permits to undergo your project, forest fire in the park you are working in, etc.), you must contact and inform your Gold Award committee liaison and may need to submit a modified Project Proposal.

The Girl Scout Gold Award Project Proposal Form must be **submitted and approved *before* work on the Gold Award Take Action project begins**. The review process takes 3 to 6 weeks depending on the timing of your submission and the quality of your proposal. Proposals received by the first Friday of the month will be invited to present the project to the Gold Award committee that month, usually on the third Tuesday of the month, provided the proposal is complete. Please remember that The Girl Scout Gold Award is a national award with standards set by GSUSA. The GSMISTS Gold Award committee strives to be certain that all projects approved by the council meet these standards.

**Instructions:**

1. All proposals and supplemental information (budgets, project plans, etc.) **must be typed.**
2. Please provide detailed, accurate and complete information in your proposal. Incomplete proposals will not be approved. **Remember, you are writing this proposal for someone who does not know you or your community. Be detailed and specific so they fully comprehend the Gold Award project you are proposing. Make copy for yourself.**
3. All proposals **must** include:
  - proposal form
  - project plan including a detailed timeline
  - budget proposal
  - application(s) for money-earning (if applicable)
  - signatures of candidate (you), project advisor (someone with special expertise, not a parent) & adults supporting the candidate while earning the prerequisites (usually your troop/group advisor).
4. The majority of Gold Award communication occurs over email. Please ensure the address you provide in your proposal is current and gets checked often. If you would like another person included in our emails to you, please provide their email address as well, though understand that you are ultimately responsible for all communications. **You** are expected to communicate directly with Girl Scouts of Michigan Shore to Shore.
5. Send your completed proposal forms to the Traverse City Service Center. **The preferred method of submission is via e-mail to: "Andrea Hornby" <ahornby@gsmists.org>**  
You may also mail to:
  - Girl Scouts of Michigan Shore to Shore
  - ATTN: Gold Award
  - 1820 Oak Hollow Drive
  - Traverse City MI 49686

**GIRL CONTACT INFORMATION**

Name: \_\_\_\_\_

Address:

City:

State:

Zip code:

County :

Primary E-mail\*:

Secondary E-mail:

Phone:

Age:

Current Grade:

School:

Expected graduation date:

Check box to verify that you are a currently registered member of Girl Scouts of Michigan Shore to Shore

Check box to verify that you have completed Gold Award Training

Date completed:

**ADULT SUPPORT**

Name of the adult supporting you with prerequisites (usually your Troop Advisor):

Phone:

E-mail:

**GIRL SCOUT GOLD AWARD PROJECT ADVISOR**

Remember: Your project advisor is not our troop/group advisor or your parent.

Girl Scout Gold Award Project Advisor:

Project Advisor's Organization:

Project Advisor's Phone:

E-mail:

\* MUCH of Gold Award communication occurs over email. Please ensure the address you provide in your proposal is current and gets checked often (at least 3 times per week). If you would like another person included in our emails, please provide their email address as well, though know that you, as the person working towards the Gold Award, are ultimately responsible for communications. You are expected to communicate directly with the Gold Award committee.

**GOLD AWARD PREREQUISITES:**

Girl Scouts of Michigan Shore to Shore will no longer accept the “Go For It” requirements for projects as per guidelines directly from GSUSA.

Please check which of the following prerequisites you have completed and fill in the tables below:

- Two Senior or Ambassador Leadership Journeys, or
- One Senior or Ambassador Leadership Journey and the Girl Scout Silver Award

Council where you earned the Silver Award:	Date Completed	Description (In one paragraph or less, describe your Silver Award project)

Senior/Ambassador Leadership Journey	Date Completed	Description (In one paragraph or less, describe your experience)

*By signing this document, I verify that the information given about my prerequisites is complete and accurate.*

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this document, I verify that all the prerequisites for the Gold Award were completed as indicated.*

Signature of adult supporting you with prerequisites:

\_\_\_\_\_

List the names of individuals and organizations that you plan to work with on your Gold Award Take Action project. This is a preliminary list that may grow through the course of your project.

Team Member Name	Organization or Affiliation	Title or Role

**PROPOSED GOLD AWARD TAKE ACTION PROJECT**

Remember: this is the first time we are learning of your project so please provide clear and detailed information so we can fully understand the scope of your proposed Gold Award Take Action Project.

Proposed Project Title: \_\_\_\_\_

Proposed Start Date: \_\_\_\_\_

Proposed Completion Date: \_\_\_\_\_

**Project: Issue, Goals and Impact**

1. Briefly in one paragraph, describe your proposed Gold Award Take Action Project. What will you be doing?
2. Discuss your reasons for selecting this project.
3. What issue will your project address? Please name one: Community Development, Economic Development, Disaster Recovery and Relief, Education, Environment and energy, Health and Wellness/Nutrition, Public Safety, Youth Development, Veterans Assistance. Please explain.
4. What is the root cause of this issue in the community where your project will occur?
5. What is the ultimate goal or outcome you hope to achieve through your Gold Award Take Action project?

**Target Audience**

6. Who is your target audience? Include specific information about the people your project will impact (age, gender, etc.)

**Leadership Development**

- 7. Outline the strengths, talents, and skills that you plan to put into action.
- 8. What skills do you hope to develop?
- 9. How will you develop the skills identified in the question above?

**Sustainability and Next Steps**

- 10. What methods or tools will you use to evaluate the impact of your project (survey, focus groups, interviews, etc.)?
- 11. How will your project be sustained or continue beyond your involvement?
- 12. Describe how you plan to tell others about your project, the project’s impact, and what you have learned (website, blog, presentations, posters, videos, articles, and so on).
- 13. Explain the national and or global link to your project (see the Girl Guidelines in your training packet for more information).

**14. Impact Planning**

Using the Impact Planning Chart, describe the impact you hope your GS Gold Award project will have on your community, your target audience, and you.

Impact On . . .	Goals	Potential Impact
<b>Community</b>	What community issue do you plan to address?	What examples of the project impact might you see in future?
<b>Target Audience</b> (workshop participants, other youth, community members, and so on)	What skills, knowledge, or attitudes will your target audience gain?	How will you know that the target audience gained skills or knowledge?

15. **The Girl Scout Leadership Experience:** The following is a list of the 15 Girl Scout Leadership Outcomes.\* Select the top **3** outcomes you think you will achieve through your Gold Award Take Action project and specifically describe how you will attain each of the 3 outcomes in the box below.

**Discover**

- I will develop a stronger sense of self.
- I will develop positive values.
- I will gain practical life skills.
- I will seek challenges in the world.
- I will develop critical thinking.

**Connect**

- I will develop healthy relationships.
- I will promote cooperation and team building.
- I will resolve conflicts.
- I will advance diversity in a multicultural world.
- I will feel more connected to my community, locally and globally.

**Take Action**

- I will identify community issues.
- I will be a resourceful problem solver.
- I will advocate for myself and others, locally and globally.
- I will educate and inspire others to act.
- I will feel empowered to make a difference in the world.

How will you attain at least 3 of the outcomes selected above in your project? Provide specific examples.

1.

2.

3.

\*For more information on the Girl Scout Leadership Outcomes, visit [www.girlscouts.org/gsle](http://www.girlscouts.org/gsle).



**Gold Award Budget Proposal** (submit with your Gold Award Project Proposal)

You must plan out your project completely in order to develop a realistic budget. Once you have developed all phases of your project, figure out what you need and where you might be able to get it for little or no cost, if possible. Use your influence and leadership skills to come up with ways that you can make a difference that might not include earning money. If that is not successful, research how much it is going to cost if you must purchase items outright, and then decide how you can cover those expenses through money earning activities.

Use this form to share your plan for earning money, or securing donations for your project, and the money you will be spending to implement your Gold Award Take Action Project. Remember, Gold Award projects cannot be used as money-earning opportunities; however you may do a money-earning activity to fund your Gold Award project.

For specific guidance regarding money earning activities, please see GSMISTS’ “Money -- Earning Guidelines” at the end of this document.

**BUDGET:**

Material and Quantity	Estimated Cost	Purchased/donated
<b>TOTAL</b>		

\*Please include all items (supplies, food, mailing costs, mileage/gas, etc) you will need to spend money on or borrow or have donated as you work toward earning your Gold Award.



*By signing this document, I verify that the information provided in my Gold Award Project Proposal is accurate. I understand that my Gold Award Project Proposal is an agreement with Girl Scouts of Michigan Shore to Shore as to what my Gold Award project will accomplish. If my project needs to change for any reason, I will contact and inform my Gold Award committee liaison (assigned after project approval) and may need to submit a modified Project Proposal. I also understand that I will need to be in regular e-mail contact with my Gold Award committee liaison to keep her/him informed of my progress.*

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*By signing this document, I verify that I reviewed this document and agree to support \_\_\_\_\_'s successful development of this project.*

Project Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Next Steps (for council use only)**

Approved, you may begin work on your Gold Award Take Action Project

Gold Award Committee Liaison

Name: \_\_\_\_\_

e-mail \_\_\_\_\_ phone \_\_\_\_\_

Suggestions?

Further information needed before approval (see notes below)





## Money – Earning Guidelines

Helping girls earn and manage money is an integral part of the Girl Scout Leadership Experience. Your Girl Scout group is responsible for planning and financing its own activities with the guidance of adults. This puts girls in charge, giving them the opportunity (with adult guidance) to cooperatively set goals, manage a budget, spend responsibly, maintain records, and develop social skills along with marketing and entrepreneurial skills, math and financial skills. As girls participate in money earning activities they learn key skills including goal setting, decision making, money management, people skills and business ethics.

### Money Earning vs. Fundraising

- Girl Scouts are never allowed to fundraise; this is an activity undertaken by adults to support the council as a whole or for large projects. Girls participate in money earning which they plan and carry out to support their troops' activities.

### Money Earning Timeframes

- Girls may not participate in money earning during Fall Product and Cookie Sale seasons.
- Please check the Product Sales calendar for information as to when these dates occur.

### Getting Started

- A money earning activity has a purpose that helps develop skills.
- Participation is voluntary, permission is given by parents/guardians and the activity is age appropriate.
- Girls need to be able to explain why they are earning money.
- Girls help develop the budget for the amount of money that is needed.
- Girls have participated in BOTH Fall Product and Cookie Sales.
- ALL policies and procedures in Volunteer Essentials and Safety Activity Checkpoints are followed. This includes appropriate girl to adult ratios of approved Girl Scout volunteers.
- With the exception of the ideas listed below, money earning activities must be submitted for Council approval using the Money Earning Application. This application is included at the end of this document and can be submitted to [mvp@gsmists.org](mailto:mvp@gsmists.org)

### Money Earning Activities may NOT

- Involve girls directly asking for cash.
- Involve games of chance such as raffles, drawing or silent auctions. (These activities are not allowed by the IRS for girls.)
- Per GSUSA, endorse other products. (Thirty One, Tupperware, Candle Light, etc)
- Fundraise for other organizations such as Relay for Life, March of Dimes, etc. Girls may participate as Girl Scouts in these activities in the role of event-support. They may help pass out water, lead the flag ceremony, opening ceremonies, etc. If girls are serving in this capacity they should be in Girl Scout uniform. (Sashes or Vests and/or Khaki bottoms with white shirts). Girls may not participate by seeking sponsorships to raise money.

### **Ideas for Money Earning Activities**

(The list below does not need Council approval)

- Create hand made crafts to sell, such as homemade cards at craft shows or special events.
- Face paint at a community event.
- Offer services such as washing windows, raking leaves or shoveling snow.
- Offer gift wrapping services during the holidays.
- Make and sell baked goods.
- Create and sell a cookbook.
- Collect pop cans.
- Hold a car wash.
- Offer tutoring services.
- Provide party giving services for younger children(clowning, game leading, magic tricks)
- Provide a calligraphy service for addresses on special invitations
- Celebrity Servers: Restaurants may offer “Celebrity Server” opportunities that girls may participate in. This is where girls may help clear tables and the restaurant donates a portion of monies to the troop.

### **Non-Girl Scout Related Opportunities**

- Girls do not operate in their Girl Scout role when they are working a job, but they may choose to donate their earnings to their troop or Bronze, Silver or Gold Award project.
- Girls may use proceeds from jobs such as:
  - Babysitting
  - Pet sitting
  - Working at a local restaurant or grocery store
  - Plant sitting
  - Refereeing sports games

### **Gold Award Projects**

Girls working on their Gold Award project may need additional monetary opportunities to complete their projects. Please review the Gold Award packet for more information.

## Money-Earning Progression by Grade Level

Girls must participate in both Fall Product Sales and Cookie sales in order to be eligible for money earning consideration. Consideration is given to girls that have joined Girl Scouts after these sales opportunities have passed.

### Daisies

It is not appropriate for Daisies to be handling money or budgets directly. However, they can be involved in making decisions about what activities they would like to do, and discussing ideas about how they might utilize the proceeds from product sales. This process will help the girls understand that activities they are interested in doing cost money.

### Brownies

Brownies can be involved in making decisions about activities they would like to do as a troop and how they will earn money to do these activities. Leaders can also suggest ideas that they know the girls are capable of doing. Brownies often want to finish everything they start so make sure there is adequate time to do so. (Bake sales, collecting pop cans, selling handmade cards, plant sitting.)

### Juniors

This age should be able to come up with some of their own money-earning ideas. Help them brainstorm ideas and make choices as a group. Juniors should begin to learn the basics of a budget. Guide them through the basics of setting up a budget for the activities they want to do for the year and how to earn money to accomplish those activities. (Examples: bake sales, collecting pop cans, selling handmade cards, plant sitting, celebrity server, raking leaves.)

### Cadettes

Cadettes should be able to carry out budgeting, planning and group money earning projects with guidance from leaders. They should also be able to plan and carry out the money-earning projects they decide on as a group. Girls at this age will need support and guidance from leaders to stay focused on the task at hand. . (Examples: bake sales, collecting pop cans, selling handmade cards, plant sitting, celebrity server, raking leaves.)

### Seniors and Ambassadors

Girls should be able to carry out budgeting, planning and group money earning projects with guidance from leaders. They should also be able to plan and carry out the money-earning projects as a group. They may need minimal guidance with leaders acting more like advisors during this time. . (Examples: bake sales, collecting pop cans, selling handmade cards, plant sitting, celebrity server, raking leaves babysitting.)

## Money – Earning Application Form

All groups must apply and receive written approval before starting any money-earning project. Submit the application to the Program Department at least four weeks before the anticipated project date.

Leader/Advisor Name: \_\_\_\_\_ Leader/Advisor e-mail: \_\_\_\_\_

Troop # \_\_\_\_\_ Troop GS Level: \_\_\_\_\_ Date(s) of money-earning project: \_\_\_\_\_

Where will the project take place? \_\_\_\_\_ When are proceeds for this project needed? \_\_\_\_\_

Troop profit from Fall Sale: \_\_\_\_\_ Troop profit from Cookie Sales: \_\_\_\_\_

Describe the money-earning project (garage-sale, bake sale, etc.):

What is the role of the girls in this project?

Why is this money-earning project needed?

Will the proceeds from this project be used to support a high level Girl Scout Award project? (Girl Scout Bronze, Silver or Gold Award)

Group Budget	Project Budget
Beginning Balance:	Anticipated Income:
Profit from Fall Sale:	Anticipated Expenses:
Profit from Cookie Sale:	Net Profit:
Other income:	
Total income:	
Cost of Trip/Activity:	
Amount Needed:	

Group \_\_\_\_\_ will adhere to all GSMISTS procedures for group money-earning projects and guidelines for donations to groups as well as all GSUSA and *Safety-Wise* standards. We will submit a project report and evaluation within two weeks of the money-earning project and will report all income on the Annual Group Finance Report. I will obtain written parent/guardian permission for each girl who participates.

Leader/Advisor Signature: \_\_\_\_\_ Date: \_\_\_\_\_

For Office Use Only Submit to Program Department	
Date Received: _____	___ Approved ___ Not Approved Date Leader emailed _____
Received by: _____	Staff Signature: Date: _____