

girl scouts 
of michigan
shore to shore



Adult Recognitions

Council-wide recognition handbook

GSUSA Adult Awards fact sheet & requirements

Volunteer of Excellence



Does the volunteer give service exclusively at the troop level?

The Volunteer of Excellence recognizes volunteers who have contributed outstanding service in support of mission-delivery to girl and adult members at a troop level.

Requirements:

- The nominee is an active, registered Girl Scout volunteer who has successfully completed a term of service and all requirements for the position beyond expectations.
- The nominee actively recognizes, understands, and practices the values of inclusive behavior.

Nomination process:

Requires the Nomination Form and one Letter of Endorsement from someone other than the nominator indicating how the nominee meets the criteria of the award.

Appreciation Pin



Does the volunteer give service benefiting a single service unit?

The Appreciation Pin recognizes an active Girl Scout volunteer's exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had a measurable impact on one service unit, helps reach and surpass the mission-delivery goals of the area.

Requirements:

- The nominee is an active, registered Girl Scout volunteer whose service is above and beyond the expectations for the position held.
- The nominee has made an impact on one service unit within the council's jurisdiction.

Nomination process:

Requires the Nomination Form and two Letters of Endorsement from people other than the nominator indicating how the nominee meets the criteria of the award.

Honor Pin



Does the volunteer give service benefiting two or more service units?

The Honor Pin recognizes an active Girl Scout volunteer's exemplary service in support of delivering the Girl Scout Leadership Experience, which has had measurable impact on two or more service units, allowing GSMISTS to reach and surpass its mission-delivery goals.

Requirements:

- The nominee is an active, registered Girl Scout volunteer whose service is above and beyond the expectations for the position held.
- The nominee has made an impact on two or more service units within the council's jurisdiction.

Nomination process:

Requires the Nomination Form and two Letters of Endorsement from people other than the nominator indicating how the nominee meets the criteria of the award. A Letter of Endorsement is required from each service unit served.

Thanks Badge



Does the volunteer give outstanding service benefiting all of GSMISTS or Girl Scout Movement?

The Thanks Badge honors an active Girl Scout volunteer whose ongoing commitment, leadership, and service have had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of GSMISTS or the entire Girl Scout Movement.

Requirements:

- The nominee is an active, registered Girl Scout volunteer.
- The outstanding service performed by the nominee resulted in outcomes that benefited all of GSMISTS or the entire Girl Scout organization and is so significantly above and beyond the call of duty that no other award would be appropriate.

Nomination process:

Requires the Nomination Form and three Letters of Endorsement from people other than the nominator indicating how the nominee meets the criteria of the award.

Thanks Badge II



Has the volunteer received the Thanks Badge and continues to give outstanding service benefiting all of GSMISTS or the Girl Scout Movement?

The Thanks Badge II recognizes a previous Thanks Badge recipient who has continued to provide exemplary service in a leadership role significantly above and beyond the call of duty, resulting in a measurable impact that benefits the entire Girl Scout Movement.

Requirements:

- The nominee is an active, registered Girl Scout volunteer.
- The nominee has received the Thanks Badge.

Nomination process:

Requires the Nomination Form and three Letters of Endorsement from people other than the nominator indicating how the nominee meets the criteria of the award.

President's Award

Is the award for a team or group?

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

Requirements:

- All team or committee members are registered Girl Scout volunteers and have met all requirements and expectations of the positions held.
- The team or committee has significantly contributed to one or more of the council's mission-delivery goals.
- The team or committee reflects the diversity of the target audience or area it serves.
- The team or committee actively recognizes, understands, and practices the values of inclusive behavior.

Nomination process:

Requires the Nomination Form and two Letters of Endorsement from people other than the nominator indicating how the team/committee meets the criteria of the award.

Council-Wide Adult Recognitions

A few reminders

- At least three years should pass in between receiving GSUSA Adult Awards. For example, if a volunteer receives the Volunteer of Excellence award in 2020 at least three years should pass before she/he is eligible to be nominated for another GSMISTS Adult Award. * The Recognitions Committee reserves the right to allow for less time to pass under extenuating circumstances. *
- Volunteers may earn a GSUSA Adult Award multiple times. For example, if a volunteer received the Honor Pin for their service un a different council she/he may also receive the Honor Pin for her/his service in GSMISTS.
- When completing a Nomination Form or writing a Letter of Endorsement, remember that the awards are awarded for service within the Girl Scout organization. They are not awarded for outside service in a volunteer's community or for service already recognized by GSMISTS or GSUSA.

Nomination process

Each GSUSA Adult Award requires a completed Nomination Form and Letter(s) of Endorsement (varies from one to three Letters of Endorsement depending on the award). The nominator who completed the Nomination Form may not write a Letter of Endorsement as well. The Nomination Form and Letter(s) of Endorsement must be turned in together as one submission.

Deadline

All submissions (Nominations Form and Letter(s) of Endorsement submitted as one submission) must be received by February 1st, fully completed. No late or partial submissions will be accepted.

Committee information

GSMISTS Adult Recognition Committee is comprised of volunteers who review submissions for GSUSA Adult Awards. All submissions that are complete, submitted on time, and fulfill the requirements of the award are put forth for approval by GSMISTS Board of Directors. If you are interested in serving on the committee, please contact customer care@gsmists.org.

Edie Budnik – Adult Recognition Committee Chair
Joanne Boorsma Shari Hintz Rosemary Mills Jamie Wilson

Nomination do and do nots



Nominate a person for only one award. Check the list of previous awardees to see if the volunteer has earned an award. The list can be found at <https://www.gsmists.org/en/for-volunteers/recognition-and-awards.html>

Nominate someone who you feel deserves recognition for their work with Girl Scouts and meets all of the requirements of the award.

Nominate someone you know and have worked with in Girl Scouts.

Fill out the entire Nomination Form. Take the opportunity to share what the nominee has done that is above and beyond their position description.

Focus on what the nominee has done for Girl Scouts on the Nomination Form and Letter(s) of Endorsement.

Ask people like girls, parents, or fellow troop leaders to write the Letter(s) of Endorsement. Make sure you submit the required number of letters.

Ensure the Nomination Form and Letter(s) of Endorsement are submitted as packet to customer-care@gsmists.org by February 1st.



Nominate someone who has received an award in the last three years.

Nominate someone who does not meet all the requirements of the award.

Nominate someone you do not know.

Leave questions on the Nomination Form blank.

Include information about what the nominee does for other organizations or for her/his family, etc.

Wait until the last minute to ask for Letter(s) of Endorsement.

Submit the same Letter of Endorsement for different people within a Service Unit or Troop.

Submit a Nomination Form and the Letter(s) of Endorsement separately and/or after February 1st.

Volunteer of Excellence Nomination Form

Submission instructions

1. If you are using the fillable PDF
 - a) Save the file to your computer before you type anything into it.
 - b) Open the file from your computer, complete the form, and save your changes.
 - c) Double check that your changes have saved prior to sending to GSMISTS.
2. Complete all sections of the Nomination Form.
3. Submit the Nomination Form and Letter of Endorsement as a single submission to customercare@gsmists.org by February 1st.

Checklist to determine eligibility for Volunteer of Excellence

Is the nominee a registered member of Girl Scouts?	Yes	No
Has the nominee successfully completed a term of service and all requirements for their position beyond expectations?	Yes	No
Has the nominee contributed outstanding service in support of mission delivery to girl and adult members at the troop level?	Yes	No
Does the nominee actively recognize, understand, and practice the values of inclusive behavior?	Yes	No

Nominator information

Name: _____ Service Unit: _____

Address: _____

Telephone: _____ E-mail: _____

What is the best way to contact you?

Nominee information

Name: _____ Service Unit: _____ Troop: _____

Current Position(s) in Girl Scouting: _____

Appreciation Pin Nomination Form

Submission instructions

1. If you are using the fillable PDF
 - a) Save the file to your computer before you type anything into it.
 - b) Open the file from your computer, complete the form, and save your changes.
 - c) Double check that your changes have saved prior to sending to GSMISTS.
2. Complete all sections of the Nomination Form.
3. Submit the Nomination Form and Letters of Endorsement as a single submission to customercare@gsmists.org by February 1st.

Checklist to determine eligibility

Is the nominee a registered member of Girl Scouts? Yes No

Has the nominee's service had a measurable impact which helps reach and surpass the mission-delivery goals in the following areas:

Appreciation Pin At least one Service Unit

Name of Service Unit: _____

Has the nominee successfully completed a term of service and all requirements for their position beyond expectations? Yes No

Has the nominee performed above the expectations for their position? Yes No

Nominator information

Name: _____ Service Unit: _____

Address: _____

Telephone: _____ E-mail: _____

What is the best way to contact you? _____

Nominee information

Name: _____ Service Unit: _____ Troop: _____

Current Position(s) in Girl Scouting: _____

Appreciation Pin Nomination Form

Letters of Endorsement

Two Letters of Endorsement are required for the Appreciation Pin. Individuals or groups familiar with the service performed may submit letters. The person making the nomination may not submit a Letter of Endorsement.

Name:

Telephone:

E-mail:

Position in Girl Scouting:

Name:

Telephone:

E-mail:

Position in Girl Scouting:

Nomination Questions (to be completed by the Nominator)

1. What exemplary service has the nominee provided to support the delivery of the Girl Scout Leadership Experience to the Service Unit?

Appreciation Pin Nomination Form

2. How has the nominee completed all requirements for their position beyond expectations?

3. How has the nominee's service provided for measurable impact which has helped the Service Unit reach and surpass their mission-delivery goals?

Honor Pin Nomination Form

Submission instructions

1. If you are using the fillable PDF
 - a) Save the file to your computer before you type anything into it.
 - b) Open the file from your computer, complete the form, and save your changes.
 - c) Double check that your changes have saved prior to sending to GSMISTS.
2. Complete all sections of the Nomination Form.
3. Submit the Nomination Form and Letters of Endorsement as a single submission to customercare@gsmists.org by February 1st.

Checklist to determine eligibility

Is the nominee a registered member of Girl Scouts? Yes No

Has the nominee's service had a measurable impact which helps reach and surpass the mission-delivery goals in the following areas:

Honor Pin At least two Service Units

Name of 1st Service Unit:

Name of 2nd Service Unit:

Has the nominee successfully completed a term of service and all requirements for their position beyond expectations? Yes No

Has the nominee performed above the expectations for their position? Yes No

Nominator information

Name: _____ Service Unit: _____

Address: _____

Telephone: _____ E-mail: _____

What is the best way to contact you? _____

Nominee information

Name: _____ Service Unit: _____ Troop: _____

Current Position(s) in Girl Scouting: _____

Honor Pin Nomination Form

Letters of Endorsement

Two Letters of Endorsement are required for the Honor Pin. A Letter of Endorsement is required from each service unit served for the Honor Pin. Individuals or groups familiar with the service performed may submit letters. The person making the nomination may not submit a Letter of Endorsement.

Name:

Telephone:

E-mail:

Position in Girl Scouting:

Name of Service Unit:

Name:

Telephone:

E-mail

Position in Girl Scouting:

Name of Service Unit:

Nomination Questions (to be completed by the Nominator)

1. What exemplary service has the nominee provided to support the delivery of the Girl Scout Leadership Experience to at least two Service Units?

Honor Pin Nomination Form

2. How has the nominee completed all requirements for their position beyond expectations?

3. How has the nominee's service provided for measurable impact which has at least two Service Units reach and surpass their mission-delivery goals?

Thanks Badge or Thanks Badge II Nomination Form

Submission instructions

1. If you are using the fillable PDF
 - a) Save the file to your computer before you type anything into it.
 - b) Open the file from your computer, complete the form, and save your changes.
 - c) Double check that your changes have saved prior to sending to GSMISTS.
2. Complete all sections of the Nomination Form.
3. Submit the Nomination Form and Letters of Endorsement as a single submission to customercare@gsmists.org by February 1st.

Checklist to determine eligibility

Is the nominee a registered member of Girl Scouts? Yes No

Has the nominee's service had a measurable impact which helps reach and surpass the mission-delivery goals in the following areas:

Thanks Badge	Entire Council or Girl Scout Movement
Thanks Badge II	Entire Council or Girl Scout Movement Previous Recipient of Thanks Badge

Has the nominee successfully completed a term of service and all requirements for their position beyond expectations? Yes No

Has the nominee performed above the expectations for their position? Yes No

Nominator information

Name: _____ Service Unit: _____

Address: _____

Telephone: _____ E-mail: _____

What is the best way to contact you? _____

Nominee information

Name: _____ Service Unit: _____ Troop: _____

Current Position(s) in Girl Scouting: _____

Thanks Badge or Thanks Badge II Nomination Form

Letters of Endorsement

Three Letters of Endorsement are required for the Thanks Badge and Thanks Badge II. Individuals or groups familiar with the service performed may submit letters. The person making the nomination may not submit a Letter of Endorsement.

Name:

Telephone:

E-mail:

Position in Girl Scouting:

Name:

Telephone:

E-mail:

Position in Girl Scouting:

Name:

Telephone:

E-mail:

Position in Girl Scouting:

Nomination questions (to be completed by the Nominator)

1. What exemplary service has the nominee provided to support the delivery of the Girl Scout Leadership Experience to the entire council or the Girl Scout Movement?

Thanks Badge or Thanks Badge II Nomination Form

2. How has the nominee completed all requirements for their position beyond expectations?

3. How has the nominee's service provided for measurable impact which has helped the entire council or Girl Scout Movement reach and surpass their mission-delivery goals?

President's Award Nomination Form

Submission instructions

1. If you are using the fillable PDF
 - a) Save the file to your computer before you type anything into it.
 - b) Open the file from your computer, complete the form, and save your changes.
 - c) Double check that your changes have saved prior to sending to GSMISTS.
2. Complete all sections of the Nomination Form.
3. Submit the Nomination Form and Letters of Endorsement as a single submission to customer-care@gsmists.org by February 1st.

Checklist to determine eligibility for the President's Award

Are all team/committee members registered members of Girl Scouts?	Yes	No
Have all team/committee members completed the requirements of their positions?	Yes	No
Does this team/committee reflect the diversity of the target audience or area it serves?	Yes	No
Has this team/committee significantly contributed to meeting one or more of GSMISTS' mission-delivery goals?	Yes	No
Does this team/committee actively recognize, understand, and practice the values of inclusive behavior?	Yes	No

Nominator information

Name: _____ Service Unit: _____

Address: _____

Telephone: _____ E-mail: _____

What is the best way to contact you? _____

Nominee information

Team/Committee Name: _____ Service Unit (if applicable): _____

Lead Contact Name: _____

Telephone: _____ E-mail: _____

Letters **of Endorsement**

Two Letters of Endorsement are required. Individuals or group(s) familiar with the service performed by the team/committee may submit the letters. The person completing the Nomination Form may not submit a Letter of Endorsement.

Name:

Telephone:

E-mail:

Position in Girl Scouting:

Name:

Telephone:

E-mail:

Position in Girl Scouting:

Nomination questions (to be completed by the Nominator)

1. How have the members of this team/committee met all requirements and expectations of the positions held?
2. How has the team/committee significantly contributed to one of more of the council's mission delivery goals?
3. How has the team/committee reflected the diversity of the target audience or area it serves?
4. How does the team/committee actively recognize, understand, and practice the values of inclusive behavior?

How to write a great Letter of Endorsement

Be specific

Do not assume the GSMISTS Recognition Committee knows what position the nominee holds or what it requires. Use detail to describe the position the nominee holds within Girl Scouts and why they deserve the recognition. For example, if the nominee held an event, what was it and what was necessary to make it happen.

Keep it brief

A Letter of Endorsement does not need to be six pages to be effective. It needs to be a minimum of one page and a maximum of two pages.

Make sure it's relevant

Check the award requirements and description to make sure you are nominating the right person for the right award. Your Letter of Endorsement must speak to the qualifications and achievements the award honors. Do not include all the wonderful things the nominee does outside of Girl Scouting in the letter.

Write what you know

You should only write a Letter of Endorsement about a person you know and have worked with personally and only write about an event or attribute you have personally witnessed.

Do not just make a list

It is easy to just list the job description of a position but what did the candidate do that went above and beyond the normal job? How did they make an impact? Why do they deserve this special honor?

Proofread

It is important your Letter of Endorsement makes sense and can be read clearly by the GSMISTS Recognition Committee. Take a moment to proofread and check for errors before submitting.

Coordinate

The Nomination Form and Letter(s) of Endorsement should all be turned in as one submission. Make sure you are communicating with the nominator and other endorsers.

Be on time

Do not wait until the last minute.

Late submissions will not be accepted, even if just one Letter of Endorsement is missing.

Make sure you, and everyone else who is completing the Nomination Form or writing a Letter of Endorsement, turn in everything by February 1.

Adult Recognition Letter of Endorsement example

A Letter of Endorsement must be specific, measurable, and results oriented. The letter should resemble the following outline:

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

Introduction of candidate and brief description of service.	I am writing this letter to support <u>Jane Doe, Service Unit Director</u> for Service Unit 700, for the <u>Honor Pin</u> . Jane has worked diligently in the Any Town area to <u>provide quality leadership, support, and training</u> to the volunteers in her area, which <u>resulted in more trained leaders, an increase in girl members and an increase in the number of troops.</u>
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The body of the letter should describe the specific service, who benefitted from the service, and provide clear results of the service that was above and beyond the volunteer position description. For example:

Description of service or action that was above the volunteer position description.	Jane recognized that many of our leaders were not getting their training due to time constraints. She realized that in our community many of the adults work in second or third shift jobs. This created a challenge when it came to training volunteers. She found out that several neighboring Service Units had the same problem. She called a meeting of the Service Unit Directors from neighboring areas to propose that they offer training at "unconventional times" due to their audience. The Service Units were immediately behind her. Jane's next step was to contact the Volunteer Development department at the council office.
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"Above and Beyond" means the nominee has gone over the responsibilities and expectations of their volunteer position description.	The Volunteer Development Manager put her in touch with some facilitators in her area to involve Jane in the next Facilitating Adult Learning Course. Working together with both volunteers and council staff, Jane orchestrated three training sessions that offered the courses needed by the volunteers. The amazing thing is they were offered at a local church from 6 to 9 a.m. when everyone was getting off of work. Jane worked with the Service Units and they provided the funds for breakfast so the volunteers felt appreciated as well.
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Results of the nominee's work.	Jane's hard work resulted in 30 leaders in three Service Units being trained to work with their Troops. She showed leaders that with some collaboration things could get done. Jane's work across three Service Units benefitted over 200 girls and has created strong relationships with each of the Service Units. For her innovation in training across Service Units and her willingness to learn and to be trained as a Facilitator, Jane Doe deserves the Honor Pin.
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The closing of the letter needs to include the writer's name, Service Unit, address, phone number, and e-mail.

Here is an example:

Sincerely,
Juliette Low
Service Unit 700
1000 Main Street, Savannah, GA 10100
800-555-1234 jgl@gmail.com

Letter of Endorsement template

Submission Instructions

In detail, please explain why you chose to endorse this person for an award, including how they have met the requirements of the award as written in the award description.

1. If you are using the fillable PDF
 - a. Save the file to your computer before you type anything into it.
 - b. Open the file from your computer, complete the form, and save your changes.
 - c. Double check that your changes have saved prior to sending to GSMISTS.
2. Complete all sections of the Nomination Form.
3. Submit the Nomination Form and Letter(s) of Endorsement as a single submission to customercare@gsmists.org by February 1st. Please refer to the award descriptions for each award's specific requirements and nomination processes.

Endorser's Name:

Nominee's Name:

Letter of Endorsement template (continued)

Years of Membership/Volunteer Service, Green Angel Request Form - Page 1

Years of Membership and Volunteer Service in Girl Scouting

Individuals who have been registered members for 50 years and higher (girl and adult years combined, in five year increments) will be recognized at the Adult Recognition Ceremony.

Volunteers who have given five years of volunteer service or more (5 year increments) to Girl Scouts will be recognized at the Adult Recognition Ceremony.

There is no charge for the pins if ordered by February 1st. Pins can be purchased through the GSMISTS Shop if the February 1st order deadline is not met.

Green Angel

The Green Angel is presented to one volunteer who has greatly supported the Service Unit Director or Service Unit Team. The Service Unit Director or Service Unit Team selects the Green Angel recipient. If the Service Unit does not have a Director or Team the Community Membership Manager can select a Green Angel recipient. Each Service Unit can award one Green Angel each year. A volunteer should not receive the Green Angel in consecutive years.

The Service Unit will present this award at their local end of year celebration. The pin can be picked up at the Adult Recognitions Ceremony or from a GSMISTS Service Center.

Years of Membership, Volunteer Service, and Green Angel Requests must be received by February 1st. Please send completed Request Form (2 pages) to customercare@gsmists.org.

Date:

Service Unit:

Service Unit Position:

Name:

E-mail:

Phone Number:

Will someone from your Service Unit attend the Adult Recognition Ceremony?

Yes

No

Years of Membership

Years of Volunteer Service

<p>Number of 50 Year Membership Pins Needed </p> <p>Names of those receiving 50 Year Membership Pins</p>	<p>Number of 5 Years of Volunteer Service Pins Needed </p> <p>Names of those receiving 5 Years of Volunteer Service Pins</p>
<p>Number of 55 Year Membership Pins Needed </p> <p>Names of those receiving 55 Year Membership Pins</p>	<p>Number of 10 Years of Volunteer Service Pins Needed </p> <p>Names of those receiving 10 Years of Volunteer Service Pins</p>
<p>Number of 60 Year Membership Pins Needed </p> <p>Names of those receiving 60 Year Membership Pins</p>	<p>Number of 15 Years of Volunteer Service Pins Needed </p> <p>Names of those receiving 15 Years of Volunteer Service Pins</p>
<p>Number of 65 Year Membership Pins Needed </p> <p>Names of those receiving 65 Year Membership Pins</p>	<p>Number of 20 Years of Volunteer Service Pins Needed </p> <p>Names of those receiving 20 Years of Volunteer Service Pins</p>
<div data-bbox="131 1314 269 1476" data-label="Image"> </div> <p>Green Angel</p> <p>Are you requesting a Green Angel Pin?</p> <p>Yes</p> <p>No</p> <p>Please list recipient:</p> <hr/>	<p>Number of 25 Years of Volunteer Service Pins Needed </p> <p>Names of those receiving 25 Years of Volunteer Service Pins</p>
	<p>Number of 30 Years of Volunteer Service Pins Needed </p> <p>Names of those receiving 30 Years of Volunteer Service Pins</p>
	<p>Please list year number (in increments of 5 years) and recipient name for Volunteer Service Pins exceeding 30 Years of Volunteer Service</p>