



Girl Scouts®

Girl Scouts of the Northwestern Great Lakes, Inc.

Girl Scout Gold Award Mentor Committee Packet

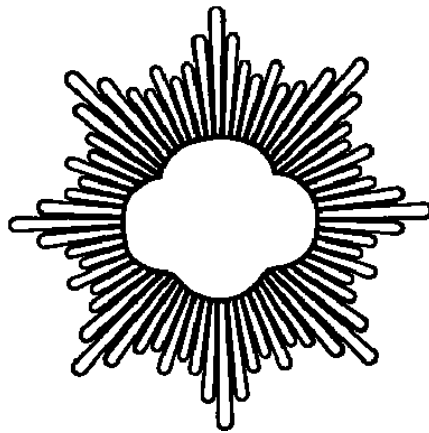


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Dear Girl Scout Gold Award Mentor Committee Volunteer,

The Girl Scout Gold Award is the highest award that a Girl Scout can earn and requires hard work and the willingness of a girl to challenge her self to take on significant responsibilities. To earn this award expresses a girl's special commitment to herself, her community, her work, and her future. Earning the Girl Scout Gold Award symbolizes outstanding accomplishments in the areas of leadership, career planning, community service, and personal development. A Girl Scout Gold Award project should involve leadership, goal setting, decision making, networking, planning, enlisting the help of others, and more, resulting in a leadership project that will help others by meeting an expressed need in her community outside of the Girl Scout community.

The Girl Scout Gold Award Mentor Committee plays an important role in supporting a girl's path to earning the Girl Scout Gold Award. On the committee, your role is as mentor and coach. You will provide support for girls embarking on the rigorous path towards earning this prestigious award through the interview and approval process, project implementation, and recognition.

Without adults playing many pivotal roles, Girl Scouting could not happen. As a volunteer on the committee, you will be working directly with girls. We are committed to the safety of the girls under our protection. We request that all adult volunteers complete a *Volunteer Application* and register as an adult member of the Girl Scouts of the USA. Registering as an adult member shows your acceptance of the organization's principles and beliefs.

This packet contains much of the information you will need to serve on the Girl Scout Gold Award Mentor Committee. Should you have any questions regarding the Girl Scout Gold Award or your role on the committee, please contact the Schofield (Wausau) Service Center at mcarr@gsnwgl.org or 715.355.9850 / 888.747.6945, ext. 4517.

Green Bay Service Center
P.O. Box 9427
Green Bay, WI 54308-9427
920.469.4860

Marquette Service Center
131 W. Washington/Ste. C
Marquette, MI 49855
906.225.8020

Appleton Service Center
4693 N. Lynndale Dr.
Appleton, WI 54913
920.734.4559

Eau Claire Service Center
4222 Oakwood Hills Pkwy.
Eau Claire, WI 54701
715.835.5331

Schofield (Wausau) Service Center
3511 Camp Phillips Road
Schofield, WI 54476
715.355.9850

Wisconsin Rapids Service Center
3910 Chestnut St.
Wisconsin Rapids, WI 54494
715.423.6360

Sincerely,

Girl Scouts of the Northwestern Great Lakes, Inc.

The Girl Scout Gold Award Mentor Committee Responsibilities

Purpose of the Girl Scout Gold Award Mentor Committee

The Girl Scout Gold Award Mentor Committee exists to support girls 14-18 in their journey to earn the Girl Scout Gold Award, the highest award in Girl Scouting. Its role may include ensuring:

- A system for orienting Girl Scout Gold Award Project Advisors and girls prior to embarking upon projects.
- A quality learning experience for the individual girl, based upon her needs and abilities.
- An expanding network of adults available to provide expertise to girls.
- Coaching opportunities for girls to make projects even better.
- Timely Girl Scouts of the Northwestern Great Lakes, Inc. project approval based upon correct interpretation of GSUSA and Girl Scouts of the Northwestern Great Lakes, Inc. safety and program guidelines, particularly those related to safety, money earning, and use of the Girl Scout name.
- A system for honoring girls who have attained the award.

Note: Any meetings should be informal and supportive and have some form of documentation of changes agreed upon in writing. A girl and her project advisor should be allowed to approach the committee together, with the girl taking the lead in asking questions and responding. Avoid placing girls in a “hearing” situation.

Qualifications for Girl Scout Gold Award Mentor Committee Members

The Girl Scout Gold Award Mentor Committee can be comprised of young women who have earned the Girl Scout Gold Award, community members, educators, and Girl Scout trainers and advisors of girls age 14-18. The committee reports to a Girl Scouts of the Northwestern Great Lakes, Inc. staff person who oversees Girl Scout Gold Awards. Each member should demonstrate their:

- Ability to be flexible and consider a variety of options
- Familiarity and support of the “By girls, for girls” philosophy and the GSUSA mission
- Recognition of, and ability to, relate to a diverse community
- An ability to communicate respectfully with girls age 14-18
- Understanding of developmental needs of girls age 14-18
- Knowledge of *Safety-Wise* and Girl Scouts of the Northwestern Great Lakes, Inc. guidelines
- Knowledge of community needs, networks, and/or project management
- Agreement to the purpose and job responsibilities of the Girl Scout Gold Award Mentor Committee as outlined in current GSUSA materials

Responsibilities of Committee Members

- Learn the Girl Scout Gold Award process via training and materials.
- Assist in disseminating information and opportunities around the Girl Scout Gold Award through training and community networking as assigned.
- Assist in the recruitment of project advisors in the community.
- Assist in establishing and/or administering a special Girl Scouts of the Northwestern Great Lakes, Inc. fund for Girl Scout Gold Award projects through a grant application process, particularly for individually registered girl members.
- Attend Girl Scout Gold Award Mentor Committee meetings as required.
- Assist in the review of Girl Scout Gold Award projects as assigned.
- Develop a system for acknowledging receipt of the plan and notification of the agreement to proceed. Contact should be made within one month of project submission. If there is a delay, girls must be contacted and informed of the delay.
 - If the application is missing project information, contact the girl as soon as possible to obtain any missing details.
 - Approval must come within four weeks. Both the girl and Girl Scouts of the Northwestern Great Lakes, Inc. should agree that the Girl Scout Gold Award project plan is acceptable. If there are suggestions for change or community contact, they should be in writing.
 - Any money earning or gift-in-kind requests slated to be part of the Girl Scout Gold Award process must be approved according to Girl Scouts of the Northwestern Great Lakes, Inc. policies.
- Keep channels of communication open and clear.
- Consider each project as individual. Avoid comparing projects with one another.
- Review the Girl Scout Gold Award *Final Report*.
- Inform the girl about Girl Scout Gold Award ceremony options.
- Request letters of congratulations and certificates from Girl Scouts of the USA.
- Assist with publicizing the Girl Scout Gold Award projects through Girl Scouts of the Northwestern Great Lakes, Inc.
- Network information regarding Girl Scout Gold Award scholarships and special recognitions at community and national level.

Suggested Ways of Work

- It is recommended that a Girl Scout Gold Award email account be created that can be overseen by Council staff and committee members for questions, submission of reports, etc.
- A list of all girls working on the Girl Scout Gold Award is another way to keep information about the girls and leaders/advisors current.
- Web pages are also an option. Password-protected sites can be created for girls to keep their work, exchange ideas, and ask questions. Committee meetings can also be held online or via phone conference.

Avoid: Being perceived as the “Girl Scout Gold Award Police” and imposing additional requirements for awards; for example, the absolute final date for submission of project plans imposed as a Girl Scouts of the Northwestern Great Lakes, Inc. policy: A girl has until September 30 of the year she is a graduating high school senior or 18 years old to complete her project and paperwork by national standards. If there is a Girl Scouts of the Northwestern Great Lakes, Inc. awards cycle, it is acceptable to announce a final date for public recognition that year, so that girls may use it as a milestone. However, the girl can return for the next year’s ceremony or be honored by her own group.

Limiting options for girls is not a function of this group. Instead, work with individual girls so that they might experience learning and success in their journey to the Girl Scout Gold Award through options that allow flexibility when needed.



Girl Scouts of the Northwestern Great Lakes, Inc.

Girl Scout Gold Award Mentor Committee Member Volunteer Position Description

Position: Girl Scout Gold Award Mentor Committee Member

Purpose: To support girls 14-18 in their journey to earn the Girl Scout Gold Award, the highest award in Girl Scouting.

Reports to: Girl Scouts of the Northwestern Great Lakes, Inc. staff

Responsibilities and Accountabilities:

- Assist in the facilitation of the Girl Scout Gold Award girl trainings.
- Review *Girl Scout Gold Award Project Proposal* and *Final Report* paperwork.
- Assist in the review of Girl Scout Gold Award projects during interviews.
- Review the size, scope, timeline, and budget of proposed projects and make recommendations to ensure that it is, in fact, an appropriate project to earn the Girl Scout Gold Award.
- Introduce interviewees to adults or organizations who can be of assistance to a project.
- Approve projects in a timely manner; follow up if suggestions have been made.
- Assist with recognition of Girl Scout Gold Awardees as requested.
- Promote Girl Scouting and the Girl Scout Gold Award to girls and the community.
- Fulfill orientation and training requirements for position.
- Attend Girl Scout Gold Award Mentor Committee meetings as required.
- Perform other duties as requested.
- Complete all registration and other paperwork required by Girl Scouts of the Northwestern Great Lakes, Inc.

Desired Skills: flexibility, creativity, patience, understanding, and ability to work well with girls ages 14-18.

Girl Scout Volunteer Core Competencies

1. **Girl Focus:** Demonstrates dedication and commitment to guiding girls toward reaching meaningful outcomes through the three keys to leadership. (Discover, Connect and Take Action.)
2. **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
3. **Fostering Diversity:** Understands and embraces human diversity, and promotes inclusion of all people.
4. **Oral Communication:** Expresses ideas clearly and concisely.
5. **Personal Integrity:** Demonstrates honesty, credibility, and dependability.

Volunteer Agreement

I have read and accept the expectations as stated to this volunteer position as well as the operational volunteer policies and practices. I understand that I will be required to complete an online volunteer application along with reference and background checks and be a member in good standing.

Print Name

Signature

Date

Print and sign two copies of the *Volunteer Position Description*. Keep one copy for yourself and submit the second copy to the nearest Girl Scout Service Center with a completed *Girl Scout Adult Registration* form and *Volunteer Application*.

Working with Teen Girls

Characteristics of girls 14-18

- Learning to drive, increasing their independence
- Like driving, career opportunities, self-defense and traveling
- Completed puberty
- Pressure to achieve success
- Stressed out
- Applying for colleges, universities, and jobs
- Seek increased power over their own lives
- Have the capacity to develop long-lasting, mutual, and healthy relationships with friends and family
- Understand their own feelings and have the ability to analyze why they feel a certain way
- Begin to place less value on appearance and more on personality
- Are focused on how they can build their future

Tips for working with girls 11-17

- Discuss issues/conflicts in a positive way
- Don't underestimate the depth of their feelings
- Show them respect for their views and they'll show you respect in return
- Reinforce girls' abilities to make decisions while providing information on which they can base those decisions
- Be open and non-judgmental about their insights and suggestions
- Actively seek girls' opinions
- Know and recognize girls as individuals
- Know their interests, life goals, and fears
- Remember it takes time to develop rapport with girls this age
- Help teach them life skills
- Be confidential when necessary and respect their privacy
- Recruit "experts" in topics in which girls tell you they are interested.
- Keep them informed and remind them about events and opportunities
- Encourage goal setting
- Be flexible and understand they are increasingly busy year after year

The volunteer:

- Encourages girls to be independent
- Welcomes all girls
- Is an expert at something
- Tries to stay up to date on the latest movies, music, celebrities, and fashions for girls
- Understands the issues that face teens today
- Can do physical activities
- Encourages girls to explore possibilities
- Volunteers to help others
- Understands when girls make mistakes
- Listens to what girls are really saying
- Doesn't nag
- Understands that sometimes girls just need to talk to unwind
- Doesn't pressure girls
- Acts as an advisor, not a leader
- Can step back

Girl Scout Gold Award Mentor Committee Key Interview Questions

Suggested approval interview questions (select those that apply):

- Describe your project in detail.
- Why did you choose this project?
- How does this project benefit your community? Is it an expressed need?
- What is your leadership role in this project? How will you be using your leadership skills?
- What about this project is different from anything you have done before?
- What about this project is different from anything else that is already being done in the community?
- Who is your project advisor? What expertise can this person provide towards the success of your project?
- If your project is being done through another organization, have you discussed it with the person with whom you will be working? What was the result of that discussion?
- How will you introduce/advertise your project to the community?
- If you are working on this project with another girl, what is each person's role?
- What do you hope will be the end result of your project?
- How will you measure whether or not this project is successful?
- Are there plans for this project to continue to help others in the community after you are finished? If so, what are they?
- Other questions specific to the girl's project? (i.e., budget, timeline, recruiting, advertising to community, safety, resources, facilities, etc.)

Girl Scout Gold Award Mentor Committee approval interview tips for the girl:

- Keep detailed notes
- Take pictures (make sure you're in some)
- Stay organized; keep all project paperwork in a binder or folder
- Make copies of receipts for final budget
- Keep detailed timeline
- Review and follow all GSUSA and Girl Scouts of The Northwestern Great Lakes, Inc. policies and procedures as described in approval letter, *Safety-Wise (does girl need copy of Safety-Wise?)*, etc.
- Other suggestions specific to the girl's project (i.e., expanding project, funding opportunities, resources, media, safety, deadlines, etc.)

Suggested final interview questions (select those that apply):

- Briefly summarize your project.
- What went well?
- What could have gone better?
- What was the hardest part about "going for the Gold"?
- What would you change if you had it to do all over again?
- What leadership skills did you feel were used or strengthened?
- What did you learn about yourself from the Girl Scout Gold Award process?
- Do you feel "going for the Gold" will help you in college/career/life after high school? How?
- How was it working with your project advisor? Would you suggest this person be a project advisor again for another project?
- What advice would you give other girls working on the Girl Scout Gold Award or girls that are thinking about "going for the Gold"?

If working in group:

- How was it working with each other?
- What challenges did you face working as a team?
- How did each of you use your individual skills to support the project and planning?
- Who took ownership over what aspects of the project?

Cover all your bases. Here are some final tips and reminders:

- Ensure the components of your project are **outside** of Girl Scouting and continue to ask yourself, *what leadership role am I taking and how does this benefit the community?*
- This is a great opportunity to capture Girl Scouts doing great things for the community. Contact the Council to discuss issuing press releases.
- Only the Chief Executive Officer or designee can sign agreements or contracts on behalf of Girl Scouts.
- If your project requires youth involvement, you must have the minimum number of responsible adults/leaders required present at all times. Consult *Safety-Wise* to determine the number of required adults.
- Does your project require that a first aid or CPR-certified adult be present? Consult *Safety-Wise* for potential safety issues and program standards regarding every aspect of your project.
- Will you be doing money earning or soliciting donations for your project? Contact the Council to get approval beforehand.
- If people that are not registered as Girl Scouts will be involved in your project, contact your local Girl Scout Service Center to purchase additional insurance. Do this at least two weeks ahead of time.
- Taking pictures? You will need a *Photo Release* form from everyone that participates in your project.
- Obtain parental permission for any participants under the age of 18 that are participating in your project. Contact the Council to determine the best way for obtaining parental permission for your project.
- Keep a detailed time log explaining each task and the time it takes to complete each task.
- Keep a detailed list of income and expenses in your final budget and save receipts.
- Stay in contact with your project advisor and update the Council on your progress.
- Don't get stuck by running out of time to complete your project. Be aware of all the deadline dates. Meeting all deadlines is your responsibility.
- Be flexible. Sometimes a Girl Scout Gold Award project takes on a life of its own. Keep the Council informed of any significant changes to your Girl Scout Gold Award project, such as, but not limited to: project advisor, location, and date/time.
- There are some policies and procedures that may be cumbersome, but they are in place for your protection and that of Girl Scouts, whom you are representing. When in doubt about a policy, procedure, or what is expected of you, contact the Council.
- Ensure your Girl Scout membership remains current while you are working on all steps of the Girl Scout Gold Award.