

Girl Scout Gold Award Troop Leader/Advisor Packet

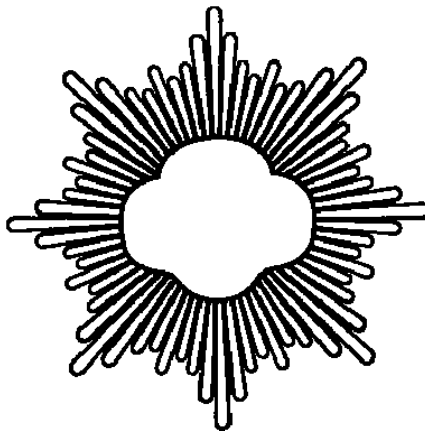


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Girl Scouts®

Girl Scouts of the Northwestern Great Lakes, Inc.

Dear Troop Leader/Advisor,

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.

Troop leaders/advisors play a significant role in supporting a girl’s path to earning the Girl Scout Gold Award. As the troop leader your role is as coach and advocate; you are not expected to be a taskmaster - this is the girl’s project. After reviewing the Girl Scout Gold Award process and requirements, you will be able to assist the girl by advising on the project timeline, providing support as she earns interest project awards, works from *STUDIO 2B* Focus books, serves in a leadership role, and explores careers. You will also be responsible for doing the “ask” for any solicitation of funds.

This packet contains much of the information you will need as a troop leader to serve a girl “Going for the Gold.” Should you have any questions regarding the Girl Scout Gold Award or your role as the troop leader, 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 Scout Gold Award Mentor Committee

The Girl Scout Gold Award at a Glance

Girl Role	Girl Scouts of the Northwestern Great Lakes, Inc. Role	Advisor Role	Project Advisor Role
<p>Step 1: Build a Framework</p> <ul style="list-style-type: none"> ▪ Contact Girl Scouts of the Northwestern Great Lakes, Inc. ▪ Review Girl Scouts of the Northwestern Great Lakes, Inc. information ▪ Identify and meet with advisor ▪ Create timeline for seven steps 	<ul style="list-style-type: none"> ▪ Appoint a staff member to coordinate Girl Scout Gold Award process ▪ Market the award to advisors, girls, parents and the community ▪ Recruit, contract and orient a Girl Scouts of the Northwestern Great Lakes, Inc. Girl Scout Gold Award Mentor Committee to assist girls ▪ Keep Go for It! Girl Scout Gold Award inserts and related materials in stock ▪ Provide an overview of the Girl Scout Gold Award for girls, group advisors and Girl Scout Gold Award Project Advisors ▪ Approve Girl Scout Gold Award Project Advisors through established volunteer management system ▪ Help girls identify Project Advisors ▪ (See STEP 5 for further steps regarding building framework) 	<ul style="list-style-type: none"> ▪ Learn the process ▪ Provide support and encouragement ▪ Share new information with girls ▪ Start by reviewing the <i>Go for It! Girl Scout Gold Award</i> insert with the girl ▪ Help girl create timeline ▪ Advise on safety and budget matters ▪ Help girl identify options for Girl Scout Gold Award Project Advisor 	<p>Note: GSUSA recommends identifying Project Advisors for girls — an adult with expertise in the area covered by the project. This person can get involved early on or later, depending upon the needs of the girl and the Girl Scouts of the Northwestern Great Lakes, Inc.</p> <p>This role may be assumed by the troop/group advisor; however, if that is the case, GSUSA strongly encourages consultation with individuals in the community people who have expertise in the project area.</p>
<p>Step 2: Earn the Girl Scout Gold Leadership Award</p> <ul style="list-style-type: none"> ▪ Three interest project awards ▪ <i>STUDIO 2B</i> Focus book of choice ▪ Leadership role (30 hours.) 	<ul style="list-style-type: none"> ▪ Make interest project and <i>STUDIO 2B</i> Focus books available to girls ▪ Create collaborations with community groups providing potential leadership opportunities for girls ▪ Provide orientation, if needed, for girls who are not in groups 	<ul style="list-style-type: none"> ▪ Advise on setting goals for each interest project and Focus book ▪ Encourage use of <i>Go For It! Girl Scout Gold Award</i> insert ▪ Approve activities and sign off on award ▪ Provide avenue for girl to mark milestone of achievement 	<p>Note: This person may not be on board at this step. If she is, follow advisor role.</p>

The Girl Scout Gold Award at a Glance

Girl Role	Girl Scouts of the Northwestern Great Lakes, Inc. Role	Advisor Role	Project Advisor Role
<p>Step 3: Earn the Girl Scout Gold Career Award</p> <ul style="list-style-type: none"> ▪ 40 hours career-related activity 	<ul style="list-style-type: none"> ▪ Network career-related opportunities in the community ▪ Provide orientation, if needed, for girls who are not in groups ▪ Create collaborations within the community for potential career activities 	<ul style="list-style-type: none"> ▪ Advise on related careers ▪ Encourage use of <i>Go for It! Girl Scout Gold Award</i> insert ▪ Approve activities ▪ Sign off on award ▪ Provide avenue for girl to mark milestones of achievement 	<p>Note: This person may not be on board at this step. If she is, follow advisor role.</p>
<p>Step 4: Earn the Girl Scout Gold 4 B's Challenge Award</p> <ul style="list-style-type: none"> ▪ Become: Goals 1 & 2 ▪ Belong: Community profile and reflection on project planning ▪ Believe: Develop vision statement ▪ Build: Identify networks ▪ <i>STUDIO 2B</i> Focus book: <i>Write Now!</i> 	<ul style="list-style-type: none"> ▪ Help advisors give guidance on steps ▪ Provide resources for community profile ▪ Help identify community networks or create collaborations that will give entry to networks and Project Advisors for girls (i.e., connect with women's professional groups) ▪ Provide Girl Scout Cookie Program participation opportunity for individual members, so that a fund can be established to take the place of troop/group funds for girls to apply for financial assistance for projects ▪ Set up a process for applying for mini-grants 	<ul style="list-style-type: none"> ▪ Support where needed ▪ Let go when needed ▪ Help Project Advisor understand role ▪ Help girl identify person who will be her Project Advisor (or act as project advisor with additional input from community specialist) ▪ Sign off on Girl Scout Gold 4 B's Challenge Award ▪ Provide avenue for girl to mark milestones of achievement 	<p>Note: This person may not be on board at the beginning of this step. Girl may find Project Advisor during this exploration.</p> <ul style="list-style-type: none"> ▪ Advise on project timeline ▪ Assist in shaping vision statement ▪ Work with troop/group advisor, if needed (see troop/group advisor role)

The Girl Scout Gold Award at a Glance

Girl Role	Girl Scouts of the Northwestern Great Lakes, Inc. Role	Advisor Role	Project Advisor Role
<p>Step 5: Plan your Girl Scout Gold Award</p> <ul style="list-style-type: none"> ▪ Put the project plan on paper ▪ Get Girl Scouts of the Northwestern Great Lake's approval through interview process ▪ Make adjustments? 	<ul style="list-style-type: none"> ▪ Make forms available ▪ Review proposed projects ▪ Provide feedback on projects, if needed ▪ Give "go ahead" on projects within a reasonable time ▪ Provide guidance on projects that are done by more than one girl ▪ Approve any money earning or gifts-in-kind plans ▪ Provide definition for projects and partnerships which are appropriate for your community 	<ul style="list-style-type: none"> ▪ Support where needed ▪ Doing the "ask" for any solicitation of funds ▪ Let go when needed ▪ See Project Advisor steps if acting as project advisor 	<ul style="list-style-type: none"> ▪ Contract with girl ▪ Advise on budget, safety matters ▪ Make the "ask" for any solicitation of funds ▪ Establish regular "touch base" meetings with girl ▪ Coach girl in project planning
<p>Step 6: Take action and track the 65 project hours</p>	<ul style="list-style-type: none"> ▪ Be there for Girl Scout Gold Award Project Advisors and girls who are working on projects ▪ Girl Scouts of the Northwestern Great Lakes, Inc. staff might attend girl event or visit project for photo opportunities 	<ul style="list-style-type: none"> ▪ Provide support ▪ See Project Advisor steps if acting as project advisor 	<ul style="list-style-type: none"> ▪ Coach girl in recordkeeping ▪ Coach girl in project implementation ▪ Coach in safety and topic areas ▪ Sign off on hours for project and project planning

The Girl Scout Gold Award at a Glance

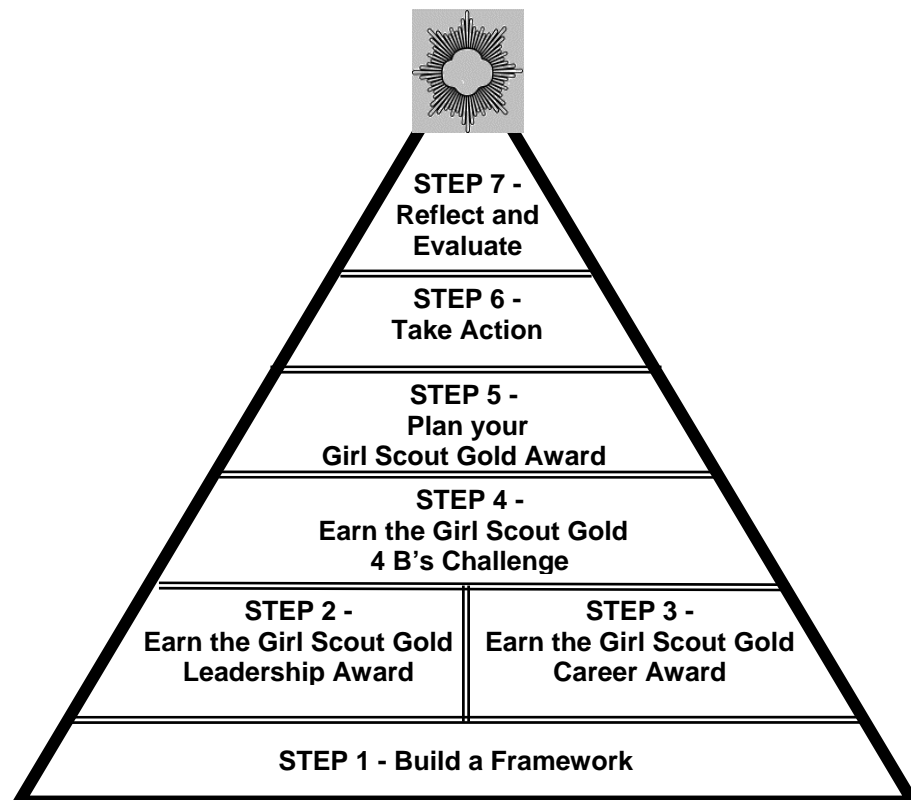
Girl Role	Girl Scouts of the Northwestern Great Lakes, Inc. Role	Advisor Role	Project Advisor Role
<p>Step 7: Reflect and Evaluate</p>	<ul style="list-style-type: none"> ▪ Provide opportunity for reflection and evaluation via <i>Girl Scout Gold Award Final Report</i> that must be submitted to the Girl Scouts of the Northwestern Great Lakes, Inc. ▪ Sign off on the project evaluation after the Girl Scout Gold Award Project Advisor 	<ul style="list-style-type: none"> ▪ Provide support where needed ▪ See Project Advisor steps if acting as Project Advisor 	<ul style="list-style-type: none"> ▪ Coach girl with self-evaluation ▪ Coach girl for presentation of project, if needed ▪ Sign off on the project evaluation and <i>Final Report</i>
<p>Celebrate</p> <ul style="list-style-type: none"> ▪ Be a role model for younger girls ▪ Create an invitation list for the Girl Scout Gold Award ceremony ▪ Possibly help with the planning process ▪ Attend a Girl Scout Gold Award ceremony ▪ Enjoy 	<ul style="list-style-type: none"> ▪ Publicize a girl's achievements ▪ Honor a girl's achievements ▪ Coordinate the Girl Scout Gold Award ceremonies if at Girl Scouts of the Northwestern Great Lakes, Inc. or state level ▪ Recognize advisors and parents ▪ Request Girl Scout Gold Award letters of congratulations from community and national organizations ▪ Request Girl Scout Gold Award certificate and folder and CEO/National President letter from GSUSA ▪ Collect data on a girl's achievements 	<ul style="list-style-type: none"> ▪ Enjoy ▪ Possibly help with the planning process ▪ Possibly do the introduction of the girl at the ceremony 	<ul style="list-style-type: none"> ▪ Enjoy ▪ Possibly do the introduction at the ceremony

The Girl Scout Gold Award

Process

- There are **seven STEPS** to completing the Girl Scout Gold Award. The first four steps must be completed before the Girl Scout Gold Award project is undertaken.
- A girl must be age 14 or going into grade 9 to work on STEPS 1-3 of her Girl Scout Gold Award. She must be 15 or going into grade 10 to start work on STEPS 4-7. She must complete the Girl Scout Gold Award project and the *Final Report* paperwork before age 18 or by the end of her final girl membership year, September 30. (Note: Since young women who are developmentally delayed may retain their girl membership through their 21st year, they may have until that time to earn their Girl Scout Gold Award.)
- Accomplishments prior to age 14 or prior to going into ninth grade cannot be used toward the Girl Scout Gold Award.
- Girl Scouts of the Northwestern Great Lakes, Inc. approval must be given for any money earning and gift-in-kind solicitation activities (to be done by adults only) associated with the Girl Scout Gold Award project.
- A girl and her Girl Scout Gold Award Project Advisor must work together to make the “ask” for any solicitation of funds on any project that might impact Girl Scouting or Girl Scouts of the Northwestern Great Lake’s property.
- The Girl Scout Gold Award project must meet all *Safety-Wise* and Girl Scouts of the Northwestern Great Lake’s guidelines.

Overview



Steps

Note: STEPS 1-3 are completed by the girl usually under the advisement of her troop leader/ advisor, but may be completed under the advisement of the Project Advisor. Girls are expected to identify and have a project advisor on board at some point during STEP 4.

STEP 1: Build a Framework *(For reference only if girl completes under the advisement of the project advisor)*

- Review project requirements and process with the girl.
- Meet with girl and provide advice on her timeline for STEPS 1-4. She should include some thinking about where STEP 5 (Girl Scout Gold Award project) might fit on her timeline.
- Make an agreement with the girl.

STEP 2: Earn the Girl Scout Gold Leadership Award *(For reference only if girl completes under the advisement of the project advisor)*

- Coach girl in earning three interest project awards related to parts of the Girl Scout Law. Resources: *Interest Projects for Girl Scouts 11-17* or online at www.studio2b.org.
 - o Ten interest projects are only available online at www.studio2b.org. The structure, category names and requirements of these interest projects are different from those offered in the *Interest Projects for Girls 11-17* book. For tips and more information on the “learn, do, share” model, go to the website. Girls can continue to earn interest project awards as designed in the *Interest Projects for Girls 11-17* book or they can choose to complete the interest projects in the book in a manner similar to the one used in the interest projects online instead.
- Advise girl on setting goals and earning a charm from a *STUDIO 2B* Focus book.
 - o Help the girl to set goals for herself on a *STUDIO 2B* Focus book’s particular topic. The girl then completes the activities in the book that will help her reach the goals she set for herself. Once the girl has reached her goals and discussed it with her troop leader, she earns the charm.
- Inform girl of potential leadership opportunities.

STEP 3: Earn the Girl Scout Gold Career Award *(For reference only if girl completes under the advisement of the project advisor)*

- Coach girl in earning 40 hours in career exploration.

STEP 4: Earn the Girl Scout Gold 4 B’s Challenge *(For reference only if girl completes under the advisement of the project advisor)*

- Help girl identify options for Girl Scout Gold Award Project Advisor if she hasn’t recruited one yet.
- Help Project Advisor understand his/her role.

Note: STEPS 4-7 are completed by the girl under the advisement of her project advisor. Girls are expected to identify and have a project advisor on board at some point during STEP 4. Continue to provide support where needed during STEPS 4-7 as the girl works on her project with her Project Advisor.

STEP 5: Plan your Girl Scout Gold Award (*For reference only – girls **must** complete STEPS 5-7 under the advisement of the project advisor*)

Planning and action steps should take girl a **minimum of 65 hours**.

- Establish regular “touch base” meetings with the girl.
- Help girl to identify a Girl Scout Gold Award project that meets the following guidelines:
 - Something that she is passionate about.
 - The project must be done to address a problem in her community outside of the Girl Scout community.
 - The project should encompass organizational, leadership, and networking skills.
 - If working with a group, each girl must have a distinct part and put in the hours required.
 - She may enlist others to help her or work through organizations to put the project in place, but it is her vision and leadership that should make it happen.
 - If the project is to be ongoing, she should plan how it can be sustained or maintained.
- Advise girl on project timeline and budget.
- The girl must submit a *Project Proposal* to Girl Scouts of the Northwestern Great Lakes, Inc. for project approval**, including proposed timeline, budget, and detailed description of project, following submission guidelines. A girl cannot start on her project until “go ahead” is received from Girl Scouts of the Northwestern Great Lakes, Inc.
 - The Girl Scouts of the Northwestern Great Lakes, Inc. Mentor Committee will meet on a quarterly basis, beginning of February, May, August, and November. After reviewing the project proposal, the committee will contact the girl/girls to set up an informal interview. For more information, contact the Schofield (Wausau) Service Center 715.355.9850 / 888.747.6945.
- Girl will notify project advisor of her interview date.
- Girl will attend approval interview date and receive feedback from Girl Scout Gold Award Mentor Committee. Adjustment of plans if necessary. A girl and her project advisor are allowed to approach the committee together, with the girl taking the lead in asking questions and responding. You can help prepare a girl for the interview by coaching her on possible questions she may be asked:
 - Describe your project in detail.
 - Why did you choose this project?
 - What is your leadership role in this project? How will you be using your leadership skills?
 - Who is your project advisor? What expertise can this person provide towards the success of your project?
 - Are there plans for this project to continue to help others in the community after you are finished? If so, what are they?
- After project approval, support girl in following: all policies, standards, and guidelines for Girl Scouts of the USA and Girl Scouts of the Northwestern Great Lakes, Inc. This includes but is not limited to *Safety-Wise*, money earning and gift-in-kind solicitations, additional insurance, contracts, and agreements.
- Advise girl to notify the Council of any changes to her Girl Scout Gold Award project, such as, but not limited to: description, budget, project advisor, location, date, and time.

STEP 6: Take Action (*For reference only – girls **must** complete STEPS 5-7 under the advisement of the project advisor*)

- Establish regular “touch base” meetings with the girl.
- Support girl in project implementation.
- Coach girl in recordkeeping, safety, and topic areas.

STEP 7: Reflect and Evaluate (For reference only – girls **must** complete STEPS 5-7 under the advisement of the project advisor)

- The girl must submit a *Final Report* to Girl Scouts of the Northwestern Great Lakes, Inc. upon project completion**, including final timeline, budget, and detailed description of project, following submission guidelines.
 - If she is a high school senior, she must complete the Girl Scout Gold Award project and submit the *Final Report* paperwork before age 18 or by September 30 of the year she graduates. Her final interview must be scheduled by November 30 of the year she graduates.
 - The Girl Scouts of the Northwestern Great Lakes, Inc. Mentor Committee will meet on a quarterly basis, beginning of February, May, August, and November. After reviewing the project proposal, the committee will contact the girl/girls to set up an informal interview. For more information, contact the Schofield (Wausau) Service Center 715.355.9850/888.747.6945.
 - Girl will notify project advisor of final interview date.
- Coach girl for final interview.
- Girl attends final interview date. A girl and her project advisor are allowed to approach the committee together, with the girl taking the lead in presenting her project. Girl should bring scrapbook or display of her project to showcase what she did.

Celebrate

- Help girl provide information on her project to the Council for press releases.
- Recognize girl for her achievement in a letter to the girl.
- Attend recognition celebrations held in her honor.



M*O*N*E*Y and the Girl Scout Gold Award

(Adapted from *Go for It! Girl Scout Gold Award STUDIO 2B* insert)

One of the challenges facing every girl “going for the Gold” is financial. Often, when the planning gets serious, adjustments have to be made in the doing. Girls are asked to meet a need in the community; yet, for safety and legal reasons, they have some major constraints outlined in *Safety-Wise* and by Girl Scouts of the Northwestern Great Lakes, Inc. As the girl’s adult partner you can work with her to overcome her financial challenges.

Below are some guidelines on raising money. A more detailed list of financial guidelines and possible suggestions are included in the girl’s materials.

1. Girls can’t ask for money as a girl member of Girl Scouts. Girls can’t ask for materials or services (technically called gifts-in-kind) either. This asking is considered fundraising by the IRS. Girl Scout policies (legal and otherwise) allow only for adults to raise money for Girl Scouting.
2. You can’t raise money for another organization as a Girl Scout. That means the girl can’t have a bake sale and tell people that she is giving the proceeds to a homeless shelter for meals; she can’t ask for pledges for a walk-a-thon to benefit breast cancer research; and she can’t hold a benefit dance to raise money for Sally’s kidney operation.

What she can do: This is where it gets a bit tricky. The troop/group **can** hold a bake sale or birdhouse sale and can charge a fee to an approved event that they put on to earn money **for the troop/group’s activities**. However, the **troop/group must have Council permission for any money earning activity**. The **troop/group may then decide to use that money toward** the completion of a Girl Scout Gold Award project, such as the purchase of materials. It must be a troop/group decision on how to allocate the funds, which can be used for group or individual projects.

If the girl is an individually registered member, things are slightly different. Girls cannot earn money as an individual Girl Scout for themselves. The money earned must go to an account held by a group (troop/group, Service Area, or Council). Next, the girl must present her need for funds to that group. There is no guarantee that she will get back the amount of money she earned for the group, as the dispersal of funds will be a group decision. We suggest the girl first check with the Council about the options open.

In addition, the Council may have a list of grants from community organizations that any girl earning her Girl Scout Gold Award may apply for. Have the girl check with the Council as to what is available.