



Girl Scout Bronze Award Final Report Form

Submit your final report along with a few pictures from your Bronze Award experience to info@gsnwgl.org after your project completion (but no later than September 30 after you complete 5th grade). To be included in the council's annual recognitions, submit your final report by March 1.

Troop Number:

Date:

Girl Scout Juniors: *(If more space is needed, attach an additional sheet of paper.)*

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Troop Leaders:

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Project Title:

Project Completion Date:

1. Tell us about your completed Bronze Award Project. (Provide a 3–4 sentence recap of what you accomplished).
2. Did your project go as planned, or did you have to make adjustments? How did you handle this as a group?
3. How did you spread the word about your project in your community?

A Bronze Award project should take the group 20 hours to complete. Use this form to show us how your group broke down the hours to get the work done and submit it along with your final report. Time entries should be in increments of five hours or less.

- Brainstorming and project selection meetings
- Communication between the group and community partners
- Filling out the Project Proposal and Final Report
- Time spent actively working on the project
- Thanking your supporters and celebrating your success

- The time spent on completing the prerequisites
- Fundraising for Bronze Award expenses (unless the fundraiser is part of the Bronze Award Take Action project)
- Time accumulated by volunteers you enlist outside of your troop's work

Date	Activity or task	Hours
Total hours		

Total hours

Section 1: Expenses. List all items/supplies you have purchased for your project and their costs. This includes items such as lumber, landscaping supplies, building rental fees, and other materials. Even items that you got donated should be listed here along with their value. List the total amount for all items/supplies to be purchased or donated in Box A.

Section 3: In-kind Donations. List all items/supplies that were donated for use in your project. For each item that was donated, please include the value of that item/supply. Enter the total value of all in-kind donations in Box C.

Section 4: Summary. In this section, add Total Cash/Checks (B) and the Total Value of In-Kind Donations (C). Subtract this number from the Total Expenses (A) for your project. The result (D) should be “0” since the intent of your project is not to have extra money, but to make sure all expenses and needs are covered.

Section 2: Income (cash and/or checks)	
Source (earned or donated)	Amount (\$)
B. Total Cash/Checks (earned or donated)	

Section 3: In-Kind Donations	
Source	Value (\$)
C. Total Value of In-Kind Donations	

Section 4: Summary			
1	Enter amount from Box B (<i>Total Cash/Checks [earned/donated]</i>)		
2	Enter amount from Box C (<i>Total Value of In-Kind Donations</i>)	+	
3	Total Income (<i>Add Box B and Box C</i>)	=	
4	Enter amount from Box A (<i>Total Expenses</i>)	-	
D. Total (subtract total in line 4 from total in line 3):			