



*Adult  
Volunteer  
Recognition  
Handbook*

Revised 2014

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RECOGNITION . . .

“Do it Well . . . Do it Often . . . Make it Meaningful”



## Volunteer Recognition Handbook

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Heart of PA	GSHPA	VRCN-01	23-25
Heartfelt Thanks	GSHPA	VRCN-02	19-21
Honor Pin	GSUSA	VRCN-01	23-25
Leader of Distinction	GSHPA	VRCN-03	31-32
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Heartfelt Thanks	GSHPA	VRCE-02	22
Honor Pin	GSUSA	VRCE-01	26
Thanks Badge	GSUSA	VRCE-01	26
Thanks Badge II	GSUSA	VRCE-01	26
Volunteer of Excellence	GSUSA	VRCE-01	26

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Summary & Receipt for Completed Nominations with Endorsements	N/A	VRCO-03	27-28

*This handbook and forms are available at [www.gshpa.org](http://www.gshpa.org).*

## INTRODUCTION

### ***Why recognize volunteers?***

Appreciation is an ongoing, everyday process for anyone, anywhere, anytime. Showing appreciation for one another is a good way to show respect, to relate to each other's strengths, and to build mutual commitment. We give of our time, skills, knowledge, friendliness, and love for many reasons. One reason is that it makes us feel good. People don't volunteer because they expect a reward—they see a job to be done...and they do it.

Giving and receiving awards is part of every phase in the process of managing human resources. Awards/recognitions are tangible reminders of rewarding relationships between people and Girl Scouting. The volunteer recognition system is designed to be a valuable component of every volunteer support system. It offers visible acknowledgement of significant service.

### ***Who deserves to be recognized?***

Any individual or organization that has been of service may be considered for recognition. Who deserves recognition? Anyone...

- whose service goes above and beyond,
- who exceeds expectations,
- whose contributions are significant, or
- who is a model of outstanding performance.

Do you know someone like this? Consider taking time to say "thank you" in one way or another.

### ***When is recognition appropriate?***

When an individual or group in Girl Scouting has served with unusual distinction, official recognition may be appropriate. Honoring superior service by Girl Scout adults and community friends is an established part of the program. This booklet contains information about official awards that are available.

The desire to recognize all dedicated volunteers must be balanced with an obligation to preserve the value of the awards/recognitions. The descriptions in this booklet and chart should be carefully reviewed.

Previous work already honored by a Girl Scout award should not be included in a new request. Work that occurred during the same time period, but was not included in a previous honor, may be referenced. For example, if a volunteer was awarded the Appreciation Pin in 2012 for work in her Girl Scout Community from 2009-12, council work during the same time period may be used in a request for the Thanks Badge in the future.

### ***When are some appropriate times to present recognitions/awards?***

April 22 – Leader/Volunteer Appreciation Day	February 22 – Thinking Day (birthday of Lord and Lady Baden Powell)
March 12 – Girl Scout Birthday	At a Girl Scout Community event
October 31 – Juliette Low's birthday (Founder's Day) Community or county recognition	Year-end ceremony/banquet

### **Recognition for Organizations and Sites**

Just as Girl Scout volunteers should be thanked, organizations that offer support to Girl Scouts should be thanked and recognized. A simple thank you note or certificate may be sufficient, or troops/groups may offer gifts of service to a sponsoring organization. For more extended service, a plaque may be appropriate.

## GSUSA Survey Results

GSUSA's Volunteerism Unit and the Girl Scout Research Institute conducted research during 2006 and 2007 on volunteer recognition inside and outside of Girl Scouting. The purpose was to understand the likes, needs, and concerns of a wide variety of Girl Scout volunteers regarding how they are recognized at the council level.

Participants rated several items as, "Overwhelming Appeal," "Strong Appeal," "Moderate Appeal," or "Low Appeal." Some of the most noted results of the survey, in order of appeal, were as follows:

Recognition by troops/individual girls (E-cards or traditional thank you notes; Girl Scout thank you patches; computer-generated cards or letters; flowers, balloons, and edible treats) .....	88%
Free Girl Scout trainings and workshops .....	88%
Council shop discount certificates .....	87%
Acknowledgement in publications .....	82%
GSUSA awards (badges, pins) and certificates .....	80%
Council-specific awards (badges, pins) and certificates .....	78%
Acknowledgement on council or national website.....	72%
Acknowledgement in local or national newspaper or TV.....	67%

As you can see, volunteers appreciate a variety of indications of thanks. Many of the things that are most appreciated require time and thought, not large amounts of money. Please take the time to recognize deserving individuals for their hard work in supporting girls.

## TYPES OF VOLUNTEER RECOGNITIONS/AWARDS

### ***Unofficial Recognitions/Awards***

It is important, whenever possible, to acknowledge any service given, whether it is done merely with a smile and verbal "thank you" or in a more tangible way. The type, duration, and beneficiaries of service are all factors to consider when deciding how to say thanks. The following list contains some ideas to recognize the selfless efforts of others:

- Mention a person's service and express thanks for a job well done
- Send a bouquet of flowers with a thank you note
- Treat a special person with a gift certificate
- Invite a special person to a Girl Scout Community event and give them a token of appreciation made by a troop/group of Girl Scouts
- Write a thank you letter (see Appendix C)
- The sky is the limit – what are some of your creative ideas?

Presenting the award or token of esteem at a suitable ceremony enhances not only the expression of appreciation, but also its significance to the recipient. Appropriate Council publicity about the award, the guest list for the ceremony, and the verbal presentation will make the expression of gratitude memorable.

## ***Earned Recognitions/Awards***

### **Membership Numeral Guard**

The Membership Numeral Guard pin recognizes the individual for combined years of membership both as a girl and adult member of any Girl Scout or Girl Guide organization. It is available at the Girl Scout shop. Girl Scout Communities are encouraged to keep records of service and longevity, and to initiate the appropriate presentation of these pins. A tradition in some areas is when those who receive a numeral in turn present their current numeral to another person. It is especially meaningful for adults to wear a respected volunteer's former numeral. Consider beginning some type of "tradition" for your local area.



NOTE: GSHPA Council provides Membership Numeral Guards to volunteers at no cost. Community Leads need to place their pin order with their Membership Associate no later than March 15<sup>th</sup> each year. Associates will place the pin order by the beginning of April to ensure Girl Scout Communities have them for their end of the year recognition event. (There is no order form required.)

### **Volunteer Years of Service Pin**

The Years of Service pin recognizes **an adult member registered with Girl Scouts of the USA for years of active volunteer service** at five-year intervals. This pin differs from the numeral guard in that it represents the number of years an adult volunteer has actively provided service, whereas the numeral guard recognizes years of membership.



**Example:** Mary has been a Girl Scout for 20 years – 10 as a girl, 10 as an adult volunteer. She is entitled to wear a 10-year Volunteer Years of Service pin and a 20-year numeral guard.

### **GSUSA PRESIDENT'S AWARD: A Girl Scout Community Team/Group Award**

The GSUSA President's Award recognizes the efforts of a service-delivery 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 the council's overall goals.

Information required to complete the application for the President's Award is secured from the previous Girl Scout year. For instance, if the application is submitted by October 31, the membership statistics would be for the Girl Scout year that **ended** the previous September 30.

GSUSA defines the award criteria as follows:

1. All service-delivery team members are **registered Girl Scouts**.
2. All service-delivery team members have met all requirements and expectations of the positions held.
3. The service-delivery team has significantly contributed to meeting one or more of the council's mission-delivery goals.
4. The service-delivery team reflects the diversity of the target audience or area it serves, in girl and adult membership, in all pathways offered.
5. The service-delivery team actively recognizes, understands, and practices the values of inclusive behavior.

## **Nomination**

A nomination form is completed and submitted to the council's Volunteer Recognition Committee (VRC), along with supporting documentation indicating how the nominee meets the criteria. The VRC reviews the nomination documentation and then approves or denies it.

## **Example of Nominees**

Members of a service-delivery team saw the need to better communicate information and opportunities with girls and adults in their area, so they organized a group of 15 teens and five volunteers, representing all communities in their jurisdiction, to create new communication strategies using social media (including Facebook, Twitter, and NING). As a result, 36 percent more girls attended their local events, 90 percent of open service-team positions were filled, and the council gained 1,350 friends on Facebook.

## **RELIGIOUS AWARDS FOR ADULTS**

Several religious organizations or groups have developed awards and recognitions for both girls and adults in Girl Scouting. These recognitions are not Girl Scout recognitions, but the pins received may be worn on the Girl Scout uniform. The awards, which are available nationwide, are developed by religious organizations. Religious awards are usually approved and presented by the religious group(s) who is (are) honoring the candidate(s). Information about these awards may be obtained from the organizations themselves.

Many religious recognition programs not nationally available have been developed by individual religious groups for local use. Check with your local clergy for information about such programs in your Girl Scout Community.

NOTE: Local clergy should always be consulted about their policies and practices. Questions about religious recognition programs for Girl Scouts should be addressed to the sponsoring religious group.



## HOW TO NOMINATE AN ADULT VOLUNTEER FOR AN AWARD

### Criteria

- The nominee must be an active, registered adult Girl Scout.
- The nominee has successfully completed a term of service and all requirements for the position.
- The nominee has performed:
  - Beyond expectations for the position to deliver the GSLE to girls using the National Program Portfolio, **or**
  - Has performed beyond the expectations of the position and has supported the council’s mission-delivery goals in one or more of the following functional areas: Membership Development/Community Cultivation, Volunteer Relations and Support, Program, Leadership and Governance, Fund Development, or Council Support Service (such as IT, Customer Service, Merchandising, Marketing/Communications.)
- The nominee actively recognizes, understands, and practices the values of inclusive behavior.

Specific recognition criteria are listed in “*Volunteer Recognitions At-A-Glance*” (pp. 10-16).

### *Who initiates and approves nominations?*

Any individual familiar with a person’s performance in a particular capacity can initiate a nomination for recognition. Within GSHPA, there are two groups of volunteer teams established specifically for the purpose of honoring adults, and they are available to help to anyone who needs guidance or support. All awards/recognitions are approved by one of these two groups:

#### **Girl Scout Community Recognition Committee**

At the Girl Scout Community level, the Recognition Coordinator is primarily responsible for publicizing and accepting nominations and forwarding them to the Council Volunteer Recognition Committee. This Girl Scout Community committee may also create award recognitions at that level. New awards have been created by the VRC for use at the Community level as follows: Candidates are nominated and approved within the community. Recognition pins are ordered through the council shop by completing a form listing the names of the proposed recipients and a including check to cover the cost of the pins. This information is due no later than **January 31<sup>st</sup>**.

<b>GSHPA Community Recognitions</b>	Leader of Distinction Volunteer of Distinction
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#### **Council Volunteer Recognition Committee**

The Board of Directors appoints the Council’s Volunteer Recognition Committee (VRC) with a Chair and a Staff Advisor. The VRC receives nominations and makes recommendations to the Board of Directors for the following individual recognitions/awards:

<b>Girl Scouts in the Heart of Pennsylvania Recognitions</b>	Forever Green Award Heart of PA Award Heart of a Volunteer Award Heartfelt Thanks Award
<b>GSUSA Recognitions</b>	Appreciation Pin Honor Pin Thanks Badge Thanks Badge II Volunteer of Excellence Pin

The VRC receives nominations and makes recommendations to the Board of Directors for the following group award:

<b>GSUSA Recognitions/Award</b>	GSUSA President’s Award (for Girl Scout Community teams/groups)
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*Where are official recognitions/awards presented?*

Both official awards and unofficial recognitions are best given to the recipient on memorable occasions appropriate to the service and the recognition. Events where girls are also present can contribute to the meaningfulness of the presentation. Throughout the year, recognitions may be given at Girl Scout Community events. Some awards/recognitions, as stated in their descriptions, may be presented only at council-sponsored events.

**INFORMATION ABOUT GIRL SCOUTS IN THE HEART OF PA**



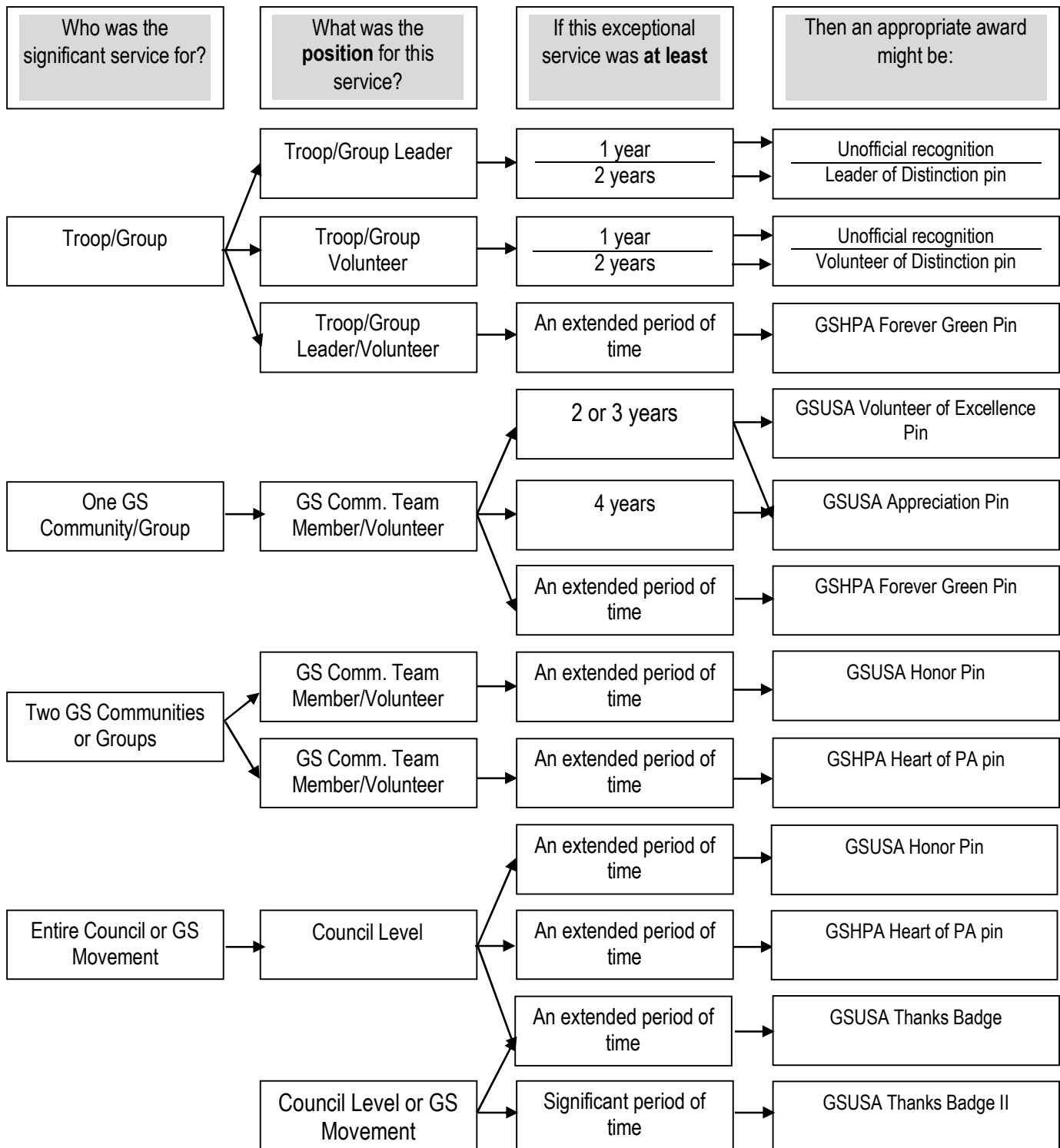
**Our Structure**

Girl Scouts in the Heart of Pennsylvania is structured regionally to better serve our volunteers, girls and communities. Our 30 counties are divided into five regions:

- **North** – (Montoursville area office), covering Columbia, Lycoming, Montour, Northumberland, Schuylkill, Snyder, Sullivan, and Union counties
- **Northeast** – (Scranton area office), covering Carbon, Lackawanna, Luzerne, Monroe, Pike, Susquehanna, Wayne, and Wyoming counties
- **South** – (York/Gettysburg/Lancaster area offices), covering Adams, York and Lancaster counties
- **South Central** – (Harrisburg Corporate Headquarters), covering Cumberland, Dauphin, Franklin, Fulton, Lebanon and Perry counties
- **West** – (State College area office) covering Centre, Clinton, Huntingdon, Juniata, and Mifflin counties

## DECISION TREE\*

*Guide to recommending an appropriate recognition*  
This is meant as a guide – exceptions may be considered.



\*Other recognitions may also be appropriate

An appropriate time between Council and National awards is 2-3 years.  
Committee decisions are based upon the information submitted.

## SPECIAL SHORT-TERM RECOGNITIONS

These are special awards for volunteers who give short-term service in a variety of capacities. The purpose is to honor and recognize volunteers whose leadership efforts have benefitted girls directly or indirectly through service to Girl Scouts in the Heart of Pennsylvania. Personalized certificates will be awarded to nominees.

### Heartfelt Thanks Award



- For volunteers who are registered adult members of GSHPA
- For volunteers who have served with distinction on board committees, operational committees, program committees or ad hoc groups (such as Strategic Planning Committee, 100<sup>th</sup> Anniversary Committee, etc.) or have rendered other valuable service to GSHPA as may be determined by the Board Chair and/or council CEO
- May be nominated by any adult member of GSHPA, including staff, and in addition, must have one endorsement

### Heart of a Volunteer Award



- For volunteers who are registered adult members of GSHPA
- For volunteers who have served girls through leadership of short-term (less than one year) activities, groups or projects; creation and/or organization of a special event for girls or adults
- May be nominated by any adult member of GSHPA, including staff, and in addition, must have one endorsement

Nominations for both of these awards are to be reviewed by the GSHPA Volunteer Recognition Committee and approved by the GSHPA Board. Use the ***Board-Approved Volunteer Recognition for Short-Term Service*** nomination and endorsement forms on pages 18-21.

## **ACTION PLAN FOR SPONSORING A NOMINATION**

**Nominations with Endorsements are due to the Harrisburg Corporate Headquarters  
OR  
Postmarked by October 31<sup>st</sup>**

Girl Scouts in the Heart of Pennsylvania  
Attn: **Volunteer Recognition Committee**  
350 Hale Avenue  
Harrisburg, PA 17104

- **Identify Nominees**

- Look around your Girl Scout Community and at people you know; identify those going “above and beyond” for their positions.

- **Research Nominees**

- Talk to your Girl Scout Community Lead or Committee Chair about the person you are considering nominating.
- Find out if she/he has received other recognitions – this is critical information needed by the Volunteer Recognition Committee.
- Learn about all the roles the person has filled.
- Specific awards may be suggested, but the committee will make the final decision.

- **Request Endorsement Forms**

- Ask those who know the nominee in the position(s) for which she/he is being nominated for recognition. For example, if the focus of service for the award is at least two Girl Scout Community groups, ask for letters from others she/he has worked with at the GS Community level.
- Tell endorsers what service to focus upon (troop, GS Community, and/or council work) and what time frame is to be used (past 5 years, past 10 years, etc.)
- Service given prior to the last Board-approved award cannot be counted on the current nomination form. Submit the maximum number of endorsements – this will make your candidate eligible for any award.

- **Prepare the Nomination with Endorsements**

- Review the Nomination Form and Endorsements for completeness.
- Complete and attach the Summary and Receipt for Completed Nominations/Endorsements form.
- Packets for Board approved recognitions should be directed to:



**Girl Scouts in the Heart of Pennsylvania  
Attn: Volunteer Recognition Committee  
350 Hale Avenue  
Harrisburg, PA 17104**

# **VOLUNTEER RECOGNITIONS AT-A-GLANCE**

*GSHPA Council Recognitions*  
*GSUSA National Recognitions*



## GSHPA COMMUNITY RECOGNITIONS

**Submit required order form to the Council Shop by January 31<sup>st</sup> with list of names of recipients and check to cover cost. Community pays for the awards.**

Recognition Title and Source	Who Qualifies	Criteria	Nomination and Approval Process
  <b>Community Leader of Distinction</b>  GSHPA	<p>For volunteers actively giving outstanding service to one Girl Scout Community/group</p> <p>(This award is determined by each Community's Volunteer Recognition Group – list of recipients' names and payment for pins is due to Council Shop by <b>January 31</b>)</p>	<ul style="list-style-type: none"> <li>• Registered GS Leader, Asst. Leader, or Co-Leader for at least two years</li> <li>• Appropriate training for the position has been acquired</li> <li>• Attendance at most Community Meetings expected</li> <li>• Troop participation in most Community Events</li> <li>• Troop participation in Council Product sales</li> <li>• On time completion of paperwork expected</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Who Completes Nomination Form?</b> Any individual aware of the volunteer's service</li> <li>• <b>How Many Endorsement Forms?</b> Nomination forms only are required</li> <li>• <b>Where is the Form?</b> Pages 31-32.</li> <li>• <b>Who Gives Awards &amp; When?</b> Presented by Community Leadership at a GS Community recognition event – paid for by GS Community</li> </ul>
  <b>Community Volunteer of Distinction</b>  GSHPA	<p>For volunteers actively giving outstanding service to one Girl Scout Community/group</p> <p>(This award is determined by each Community's Volunteer Recognition Group – list of recipients' names and payment for pins is due to Council Shop by <b>January 31</b>)</p>	<ul style="list-style-type: none"> <li>• Registered Girl Scout Adult – for example:               <ul style="list-style-type: none"> <li>○ Community Team Member, Registrar, Product Sale Chair, Community Recognition Committee, Age Level Coordinator, Event Coordinator, etc.</li> </ul> </li> <li>• Has provided outstanding service that benefits the Community for at least two years</li> <li>• Appropriate training for the position has been acquired; provides training to volunteers as required</li> <li>• Attendance at appropriate Community meetings expected</li> <li>• On time completion of paperwork expected</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Who Completes Nomination Form?</b> Any individual aware of the volunteer's service</li> <li>• <b>How Many Endorsement Forms?</b> Nomination forms only are required</li> <li>• <b>Where is the Form?</b> Pages 31-32.</li> <li>• <b>Who Gives Awards &amp; When?</b> Presented by Community Leadership at a GS Community recognition event – paid for by GS Community</li> </ul>

## GSHPA COUNCIL SHORT-TERM RECOGNITIONS



Submit to the Volunteer Recognition Committee by October 31<sup>st</sup>. Council provides the awards.

Recognition Title and Source	Who Qualifies	Criteria	Nomination and Approval Process
 <p><b>Heartfelt Thanks Award</b> (Certificate) GSHPA</p>	<p>Volunteers whose leadership efforts have benefitted girls directly or indirectly through service to GSHPA</p>	<ul style="list-style-type: none"> <li>• Be a registered Girl Scout adult</li> <li>• For volunteers who have served with distinction on board committees, operational committees, program committees or ad hoc groups (such as Strategic Planning Committee, 100<sup>th</sup> Anniversary Committee, etc.), or have rendered other valuable service to GSHPA as may be determined by the Board Chair and/or council CEO</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Who Completes Nomination Form?</b> Any adult member of GSHPA, including staff (pages 19-21)</li> <li>• <b>How Many Endorsement Forms?</b> One endorsement in addition to 3-page nomination form (page 22)</li> <li>• <b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>
 <p><b>Heart of a Volunteer Award</b> (Certificate) GSHPA</p>	<p>Volunteers whose leadership efforts have benefitted girls directly or indirectly through service to GSHPA</p>	<ul style="list-style-type: none"> <li>• Be a registered Girl Scout adult</li> <li>• For volunteers who have served girls through leadership of short-term (less than one year) activities, groups or projects; creation and/or organization of a special event for girls or adults</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Who Completes Nomination Form?</b> Any adult member of GSHPA, including staff (pages 19-21)</li> <li>• <b>How Many Endorsement Forms?</b> One endorsement in addition to 3-page nomination form (page 22)</li> <li>• <b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>




## GSHPA COUNCIL RECOGNITIONS

Submit to the Volunteer Recognition Committee by October 31<sup>st</sup>. Council provides the awards.

Recognition Title and Source	Who Qualifies	Criteria	Nomination and Approval Process
  <b>Forever Green</b>  GSHPA	<p>For volunteers actively giving outstanding service to one Girl Scout Community/group for an extended period of years</p>	<ul style="list-style-type: none"> <li>Be a registered Girl Scout adult</li> <li>Have continued to give outstanding <b>long-term</b> service to Girl Scouting in one GS Community/group for an extended period of years</li> <li>The service performed has exemplified the Girl Scout program and has significantly influenced the lives of girls and/or adults in the Council</li> </ul>	<ul style="list-style-type: none"> <li><b>Who Completes Nomination Form?</b> Any individual aware of the volunteer's service (pages 23-25)</li> <li><b>How Many Endorsement Forms?</b> A minimum of two (2) in addition to 3-page nomination form (page 26)</li> <li><b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>
  <b>Heart of PA</b>  GSHPA	<p>For volunteers actively giving outstanding service that benefits the entire council</p>	<ul style="list-style-type: none"> <li>Be a registered Girl Scout adult</li> <li>Have provided outstanding service that benefits the entire Council</li> <li>The service is so significantly beyond expectations of the position(s) held that no other award is appropriate</li> </ul>	<ul style="list-style-type: none"> <li><b>Who Completes Nomination Form?</b> Any individual aware of the volunteer's service (pages 23-25)</li> <li><b>How Many Endorsement Forms?</b> A minimum of three (3) in addition to 3-page nomination form (page 26)</li> <li><b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>

# GSUSA NATIONAL RECOGNITIONS

**Submit to the Volunteer Recognition Committee by October 31<sup>st</sup>. Council provides the awards.**

Recognition Title and Source	Who Qualifies	Criteria	Nomination and Approval Process
 <p><b>Volunteer of Excellence Pin</b></p> <p>GSUSA</p>	<p>Recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience (GSLE) through use of the National Program Portfolio or who have contributed outstanding service in support of the council's mission-delivery to girl and adult members.</p>	<ul style="list-style-type: none"> <li>• The nominee is an active, registered adult Girl Scout.</li> <li>• The nominee has successfully completed a term of service and all requirements for the position.</li> <li>• The nominee has performed beyond expectations for the position to deliver the GSLE to girls using the National Program Portfolio,</li> </ul> <p><b>or</b></p> <ul style="list-style-type: none"> <li>• The nominee's performance has been beyond the expectations of the position and has supported the council's mission-delivery goals in one or more of the following functional areas: Membership Development/ Community Cultivation, Volunteer Relations and Support, Program, Leadership and Governance, Fund Development, and Council Support Service (such as IT, Customer Service, Merchandising, Marketing/ Communications.)</li> <li>• The nominee actively recognizes, understands, and practices the values of inclusive behavior.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Who Completes Nomination Form?</b> Any individual aware of the volunteer's service (pages 23-25)</li> <li>• <b>How Many Endorsement Forms?</b> A minimum of two (2) in addition to 3-page nomination form (page 26)</li> <li>• <b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>

## Examples of Nominee for Volunteer of Excellence


A volunteer Program Advisor works over the course of the year with a teen advisory committee of 30 current Girl Scout Seniors and Ambassadors who plan and deliver four performance day camps, using content from the *aMaze!* Journey, targeted to girls in underserved areas of the council. As a result, those areas have a combined total of 210 new Junior girl members and 16 new adult volunteers; 92% of the girls at camp also signed up for other opportunities during the year.

A college-student volunteer who was recruited by IT to help with data entry sees a posting on the council's Facebook page encouraging recognition of volunteers on Leader's Day. She sees an opportunity to use the council's Web site to make this type of volunteer recognition easy and relevant for everyone to use. In coordination with council staff, she helps launch a recognition page on the Web site that leverages tools like e-cards and online voting campaigns, highlights real volunteer success stories, and provides valuable information on ways to thank all volunteers throughout the year. As a result, 4,700 personal thank-you's are sent to volunteers by council leadership and staff, volunteers, parents, and girls in a year's time. Nominations for council-and GSUSA-earned awards also rise by 35 percent, and on satisfaction surveys, volunteers report feeling highly valued 22% more than the previous year.

**Refer to GSHPA Web site for current forms: <http://www.gshpa.org/forms.html>**


# GSUSA NATIONAL RECOGNITIONS

Submit to the Volunteer Recognition Committee by October 31<sup>st</sup>. Council provides the awards.

Recognition Title and Source	Who Qualifies	Criteria	Nomination and Approval Process
 <p><b>Appreciation Pin</b> GSUSA</p>	<p>The Appreciation Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience (GSLE). This service, which has had measurable impact on one geographic area of service, helps the council reach and surpass its mission delivery goals for that area.</p>	<ul style="list-style-type: none"> <li>The nominee is an active, registered adult Girl Scout.</li> <li>The service performed by the nominee is above and beyond the expectations for the position held, and made an impact on two or more geographic areas with the council's jurisdiction.</li> </ul>	<ul style="list-style-type: none"> <li><b>Who Completes Nomination Form?</b> Any individual aware of the volunteer's service (pages 23-25)</li> <li><b>How Many Endorsement Forms?</b> A minimum of two (2) in addition to 3-page nomination form (page 26)</li> <li><b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>

## Example of Nominee for Appreciation Pin

At an event, a Troop Leader noticed that the diversity of the girls did not match the diversity of the community. She talked with her council's staff members and found that they had identified a potential for membership increase among the Hispanic communities in her area. She partnered with the service-delivery team/GS Community team to create and implement recruitment strategies to reach both girls and adults and new ways of work to support new members. As a result, Hispanic girl membership rose by 14% and adult membership by 15% last year. While those new members participated in series and camps, 78% of them participated in troops.


Recognition Title and Source	Who Qualifies	Criteria	Nomination and Approval Process
 <p><b>Honor Pin</b> GSUSA</p>	<p>The Honor Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience (GSLE), which has had measurable impact on two or more geographic areas of service, allowing the council to reach and surpass its mission-delivery goals.</p>	<ul style="list-style-type: none"> <li>The nominee is an active, registered adult Girl Scout.</li> <li>The service performed by the nominee is above and beyond the expectations for the position held and made an impact on two or more geographic areas within the council's jurisdiction.</li> </ul>	<ul style="list-style-type: none"> <li><b>Who Completes Nomination Form?</b> Any individual aware of the volunteer's service (pages 23-25)</li> <li><b>How Many Endorsement Forms?</b> A minimum of three (3) in addition to 3-page nomination form (page 26)</li> <li><b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>

## Example of nominee for Honor Pin

A Facilitator realized that although the council created online courses and resources about the GSLE, at volunteer meetings she heard comments indicating that many volunteers still were hesitant to use Journeys to deliver the GSLE to girls. She worked with the council management team to develop a GSLE Coach role, which would support all direct-service volunteers as they implemented what they learned in the courses and put Journeys into action. This role was piloted in four service-delivery teams where, after the first year, Journey sales increased by 30%; girls shared the impact of 14 new take-action projects via the council's Web site; and the volunteer-satisfaction scores increased by 12%.


# GSUSA NATIONAL RECOGNITIONS

Submit to the Volunteer Recognition Committee by October 31<sup>st</sup>. Council provides the awards.

Recognition Title and Source	Who Qualifies	Criteria	Nomination and Approval Process
 <p><b>Thanks Badge</b> GSUSA</p>	<p>The Thanks Badge honors an individual whose ongoing commitment, leadership, and service have had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the entire council or the entire Girl Scout Movement.</p>	<ul style="list-style-type: none"> <li>• The nominee is an active, registered adult Girl Scout.</li> <li>• The outstanding service performed by the nominee resulted in outcomes that benefitted the total council or the entire Girl Scout organization, and is so significantly above and beyond the call of duty that no other award would be appropriate.</li> </ul>	<ul style="list-style-type: none"> <li>• <b>Who Completes Nomination Form?</b> Any individual aware of the volunteer's service (pages 23-25)</li> <li>• <b>How Many Endorsement Forms?</b> A minimum of four (4) in addition to 3-page nomination form (page 26)</li> <li>• <b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>

## Example of Nominee for Thanks Badge

A volunteer saw an opportunity to use Journeys to increase membership in one of the council's target markets through the Camp Pathway. She helped the council partner with local companies and groups to provide in-kind, financial, and volunteer support to build a Take-Action Tree House at each camp. She led a task group of girls to design and develop progressive programming, based on girl-led processes and Journey content, which culminated in take-action projects. The three-year project brought in 300 new Girl Scouts, a 5% overall increase in camp registrations the following year, 90 new volunteers, and new partnerships with 11 local organizations.

Recognition Title and Source	Who Qualifies	Criteria	Nomination and Approval Process
 <p><b>Thanks Badge II</b> GSUSA</p>	<p>The Thanks Badge II honors a previous Thanks Badge recipient who has continued to provide exemplary service in a leadership role, resulting in a measurable impact that benefits the entire Girl Scout Movement.</p>	<ul style="list-style-type: none"> <li>• Be a registered Girl Scout adult</li> <li>• Have taken a leadership role in developing a model that has been replicated at the national level in one or more of the following areas during the previous three years: <ul style="list-style-type: none"> <li>○ Membership</li> <li>○ Program</li> <li>○ Fund development</li> <li>○ Pluralism</li> <li>○ Marketing and Communications</li> <li>○ Strategic Leadership</li> <li>○ Human Resources</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• <b>Who Completes Nomination Form?</b> Any individual or aware of the volunteer's service (pages 23-25)</li> <li>• <b>How Many Endorsement Forms?</b> A minimum of four (4) in addition to 3-page nomination form (page 26)</li> <li>• <b>Who Gives Awards &amp; When?</b> Presented at a council recognition event</li> </ul>

## Example of Nominee for Thanks Badge II

After receiving the Thanks Badge, the volunteer from the Thanks Badge example was motivated by the success of the Take Action Tree House project and submitted to present this best practice at a GSUSA conference. She then served for two years on a national task group to help educate and support all 111 other councils as they create long-term plans that integrate all council departments to implement the cap pathway to grow membership and deliver the Girl Scout Leadership Experience (GSLE) through Journey use.

# FORMS

## USING ONLINE VOLUNTEER NOMINATION FORMS

This booklet and all forms are available on the council website or through your Girl Scout Community. Use the following steps:

- Enter the Web site at [www.gshpa.org/forms.html](http://www.gshpa.org/forms.html)
- Scroll to Volunteer Recognition Awards section at bottom of page
- There are two choices of forms: **PDF** and **Editable Word Docx**
- The blank **PDF** forms can be printed and filled out by hand
- The **Editable Word Docx** forms are interactive and can be completed online
  - Click on the **Editable Word Docx** line next to the form you want to open.
  - Select **Open (The file won't be saved automatically.)**
  - Type in your information in the gray areas.
  - Move from one area to the next with the **tab** key
  - When you have finished typing the information, save the document (on your desktop or in a folder); Title the name of this document as the nominee's name
  - Open the saved document, review it, print it, and sign it
- The nominator needs to complete all three pages of the nomination form.
- Make a copy for your files
- Collect all endorsements and send them with the nomination form and *Girl Scout Summary* form in one package to the Volunteer Recognition Committee by October 31 at the following address:

**Girl Scouts in the Heart of Pennsylvania**  
**ATTN: Volunteer Recognition Committee**  
**350 Hale Avenue**  
**Harrisburg, PA 17104**

**ADULT NOMINATION FORM**  
**BOARD Approved Volunteer Recognition for**  
**Short-Term Service**

Mail nominations with endorsements to:  
 Girl Scouts in the Heart of Pennsylvania  
 ATTN: Volunteer Recognition Committee  
 350 Hale Avenue  
 Harrisburg, PA 17104



**Heartfelt Thanks**



**Heart of a Volunteer**

**Instructions:**

1. Use this form to nominate volunteers for the following Girl Scouts in the Heart of PA awards for short-term service
  - **Heartfelt Thanks**
  - **Heart of a Volunteer**
2. **Type or print clearly or use editable forms on GSHPA Council website. Make sure all blanks are completed.**
3. Circle suggested award – see criteria in handbook on page 8.
4. Completed nomination form and endorsement must be received by the Volunteer Recognitions Committee or postmarked on or before **October 31**. Any forms arriving late date will be held for the following year. Any forms that are incomplete will be returned to the nominator.
5. Council provides these awards.

**SECTION 1: NOMINEE INFORMATION**

Candidate's Name: (Last, First)	GSUSA Member ID #(check with Membership Associate):
Mailing Address:	City, State, Zip:
Daytime Phone Number: (    )	Evening Phone Number: (    )
E-mail Address:	GS Community Number:
Total # of Years as a Girl Member:	Total # of Years as an Adult Member:
Current Volunteer Position(s), including age level of troop/group, if appropriate:	

**SECTION 2: NOMINATOR INFORMATION**

Name of individual requesting award:	
Mailing Address:	City, State, Zip:
Daytime Phone Number: (    )	Evening Phone Number: (    )
E-mail Address:	GS Community Number:

**BOARD-Approved Short-Term Volunteer Recognition**

**SECTION 3: ENDORSEMENT INFORMATION**

**Indicate any positions that the nominee currently or previously held:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Leader/Advisor                                     | <input type="checkbox"/> Asst. Leader/Advisor                       | <input type="checkbox"/> Group Leader (interest/short-term group) |
| <input type="checkbox"/> Community Lead                                     | <input type="checkbox"/> GS Community Team Member                   | <input type="checkbox"/> GS Community Product Sales Manager       |
| <input type="checkbox"/> GS Community Event Coordinator                     | <input type="checkbox"/> GS Community Volunteer Learning Consultant |   |
| <input type="checkbox"/> Adult Learning Facilitator                         | <input type="checkbox"/> Workshop Facilitator                       | <input type="checkbox"/> Volunteer Development Task Team Member   |
| <input type="checkbox"/> Day Camp Director                                  | <input type="checkbox"/> Day Camp Volunteer                         | <input type="checkbox"/> Camp Staff/Summer Program Staff          |
| <input type="checkbox"/> Council Program Volunteer                          | <input type="checkbox"/> Special Event Chairperson                  | <input type="checkbox"/> Special Event Committee Member           |
| <input type="checkbox"/> Board Member                                       | <input type="checkbox"/> Delegate                                   | <input type="checkbox"/> Employed Staff: Position _____           |
| <input type="checkbox"/> Council Committee Member: Name of Committee: _____ |   |   |
| <input type="checkbox"/> Other Positions (list): _____                      |   |   |

**Please indicate nominee's other community service:**

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**Previous GSHPA/GSUSA Awards Received by Candidate:**

AWARD	REC'D	YEAR (if known)	AWARD	REC'D	YEAR (if known)
GSUSA Outstanding Leader	_____	_____	GSUSA Outstanding Volunteer	_____	_____
GSHPA Forever Green	_____	_____	GSHPA Heart of PA	_____	_____
GSUSA Volunteer of Excellence Pin	_____	_____	GSUSA Appreciation Pin	_____	_____
GSUSA Honor Pin	_____	_____	GSUSA Thanks Badge	_____	_____
GSUSA Thanks Badge II	_____	_____			

**SECTION 4: DESCRIPTION OF SERVICE**

The criterion for board-approved awards requires outstanding service that goes beyond the responsibilities and expectations for the position(s) held by the nominee. Service should be measured by how the person has helped to carry out the Girl Scout Mission. Please describe in as much detail as possible why it is believed the service provided by this individual is outstanding and exceeds expectations for the position(s). In your nomination, consider what the results of the service are, who benefited, and how many were served. An additional page may be attached if necessary.

NAME OF AWARD	NUMBER OF ENDORSEMENTS REQUIRED	NAME OF ENDORSER (Nominator is not considered an endorser)
GSHPA Heartfelt Thanks Award	3-page nomination form plus one (1) endorsement	
GSHPA Heart of a Volunteer Award	3-page nomination form plus one (1) endorsement	



**BOARD-Approved Volunteer Short-Term Recognition**

Submitted in support of (nominee): \_\_\_\_\_

Nomination form prepared by: \_\_\_\_\_

In what capacity are you familiar with the nominee's performance/contributions to Girl Scouting?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your reasons for nominating this individual. Include specific duties, activities, and responsibilities and indicate:

- How the nominee's performance has been outstanding (or beyond the expectations of the position),
- How the nominee's contributions have benefitted Girl Scouting, and
- Any other comments or information that might be helpful.
- Write on the back of this form if more space is needed.

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Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) Title: \_\_\_\_\_

Name of Nominee's GS Community Lead: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

<b>VOLUNTEER RECOGNITION COMMITTEE USE ONLY</b>	
Nomination	<input type="checkbox"/> Approved: Date _____ OR <input type="checkbox"/> Denied: Reason _____
Signature of Committee Representative: _____	

# ADULT ENDORSEMENT FORM

## BOARD-Approved Volunteer Short-Term Recognition



Mail endorsements along with nomination form to:  
Girl Scouts in the Heart of Pennsylvania  
ATTN: Volunteer Recognition Committee  
350 Hale Avenue  
Harrisburg, PA 17104



**Type or print clearly or use editable form on GSHPA Council website**  
**(<http://www.gshpa.org/forms.html>, under "Volunteer Recognition Awards")**

Submitted in support of (nominee): \_\_\_\_\_

Endorsement written by: \_\_\_\_\_

Endorser's Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Endorser's Daytime Telephone: (    ) \_\_\_\_\_ Endorser's Evening Telephone: (    ) \_\_\_\_\_

Endorser's E-mail: \_\_\_\_\_

In what capacity are you familiar with the nominee's performance/contributions to Girl Scouting?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your reasons for nominating this individual. Please include specific duties, activities, and responsibilities and indicate:

- How the nominee's performance has been outstanding (or beyond the expectations of the position),
- How the nominee's contributions have benefitted Girl Scouting, and
- Any other comments or information that might be helpful.
- Write on the back of this form if more space is needed.

\_\_\_\_\_  
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\_\_\_\_\_

Signature of Endorser: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) Title: \_\_\_\_\_

Name of Nominee's GS Community Lead: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

# ADULT NOMINATION FORM

## BOARD-Approved Volunteer Recognition



Mail nominations with endorsements to:  
 Girl Scouts in the Heart of Pennsylvania  
 ATTN: Volunteer Recognition Committee  
 350 Hale Avenue  
 Harrisburg, PA 17104



### Instructions:

1. Use this form to nominate volunteers for the following Girl Scouts in the Heart of PA awards  
**Forever Green Award and Heart of PA Award**  
 And the following GSUSA awards only:  
**Volunteer of Excellence Pin, Appreciation Pin, Honor Pin, Thanks Badge, and Thanks Badge II.**
2. **Type or print clearly or use editable forms on GSHPA Council website. Make sure all blanks are completed.**
3. Circle suggested award – see criteria in handbook.
4. Completed nomination form and endorsements must be received by the Volunteer Recognitions Committee or postmarked on or before **October 31**. Any forms arriving late date will be held for the following year. Any forms that are incomplete will be returned to the nominator.
5. There is no charge for these awards.

### SECTION 1: NOMINEE INFORMATION

Candidate's Name: (Last, First)	GSUSA Member ID # (check with Membership Associate):
Mailing Address:	City, State, Zip:
Daytime Phone Number: (    )	Evening Phone Number: (    )
E-mail Address:	GS Community Number:
Total # of Years as a Girl Member:	Total # of Years as an Adult Member:
Current Volunteer Position(s), including age level of troop/group, if appropriate:	

### SECTION 2: NOMINATOR INFORMATION

Name of individual requesting award:	
Mailing Address:	City, State, Zip:
Daytime Phone Number: (    )	Evening Phone Number: (    )
E-mail Address:	GS Community Number:

### SECTION 3: NOMINATION/ENDORSEMENT INFORMATION

The criterion for board-approved awards requires outstanding service that goes beyond the responsibilities and expectations for the position(s) held by the nominee. Service should be measured by how the person has helped to carry out the Girl Scout Mission. Please describe in as much detail as possible why it is believed the service provided by this individual is outstanding and exceeds expectations for the position(s). In your nomination/endorsement, consider what the results of the service are, who benefited, and how many were served. An additional page may be attached if necessary.

*continued...*

**BOARD-Approved Volunteer Recognition**

Indicate any positions that the nominee currently or previously held:

- Leader/Advisor
- Community Lead
- GS Comm. Event Coordinator
- Adult Learning Facilitator
- Day Camp Director
- Council Program Volunteer
- Board Member
- Council Committee Member: Name of Committee: \_\_\_\_\_
- Other Positions (list): \_\_\_\_\_
- Asst. Leader/Advisor
- GS Comm. Team Member
- GS Community Volunteer Learning Consultant
- Workshop Facilitator
- Day Camp Volunteer
- Special Event Chairperson
- Delegate
- Group Leader (interest/short-term group)
- GS Community Product Sales Manager
- Volunteer Development Task Team Member
- Camp Staff/Summer Program Staff
- Special Event Committee Member
- Employed Staff: Position \_\_\_\_\_

Please indicate nominee's other community service:

Previous GSHPA/GSUSA Awards Received by Candidate:

AWARD	REC'D	YEAR (if known)	AWARD	REC'D	YEAR (if known)
GSUSA Outstanding Leader	_____	_____	GSUSA Outstanding Volunteer	_____	_____
GSHPA Forever Green	_____	_____	GSHPA Heart of PA	_____	_____
GSUSA Volunteer of Excellence Pin	_____	_____	GSUSA Appreciation Pin	_____	_____
GSUSA Honor Pin	_____	_____	GSUSA Thanks Badge	_____	_____
GSUSA Thanks Badge II	_____	_____			

*Please include with Nomination form the number of endorsements as required (see below) for the award you are considering. It is suggested that you send the maximum number of endorsements, so that your nominee may be considered for all recognitions. NOTE: Nominations cannot be considered without receipt of all required endorsements. NOMINATOR IS NOT CONSIDERED AN ENDORSER.*

**ENDORSEMENT FORMS:** Please copy, complete and attach to this Nomination form as many as needed, as per endorsement requirements.

NAME OF AWARD	NUMBER OF ENDORSEMENTS REQUIRED	LIST NAMES OF ENDORSERS (Nominator is not considered an endorser)
GSHPA Forever Green Award	3-page nomination form plus a minimum of two (2) endorsements	1.
GSHPA Heart of PA Award	3-page nomination form plus a minimum of three (3) endorsements	2.
GSUSA Volunteer of Excellence Pin	3-page nomination form plus a minimum of two (2) endorsements	3.
GSUSA Appreciation Pin	3-page nomination form plus a minimum of two (2) endorsements	4.
GSUSA Honor Pin	3-page nomination form plus a minimum of three (3) endorsements	
GSUSA Thanks Badge	3-page nomination form plus a minimum of four (4) endorsements	
GSUSA Thanks Badge II	3-page nomination form plus a minimum of four (4) endorsements	

continued...

**BOARD Approved Volunteer Recognition**

Submitted in support of (nominee): \_\_\_\_\_

Nomination form prepared by: \_\_\_\_\_

In what capacity are you familiar with the nominee's performance/contributions to Girl Scouting?

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

List your reasons for nominating this individual. Include specific duties, activities, and responsibilities and indicate:

- How the nominee's performance has been outstanding (or beyond the expectations of the position),
- How the nominee's contributions have benefitted Girl Scouting, and
- Any other comments or information that might be helpful.
- Write on the back of this form if more space is needed.

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Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) Title: \_\_\_\_\_

Name of Nominee's GS Community Lead: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

<b>VOLUNTEER RECOGNITION COMMITTEE USE ONLY</b>	
Nomination	<input type="checkbox"/> Approved: Date _____ OR <input type="checkbox"/> Denied: Reason _____
Signature of Committee Representative: _____	

# ADULT ENDORSEMENT FORM



## BOARD-Approved Volunteer Recognition

Mail endorsements along with nomination form to:  
Girl Scouts in the Heart of Pennsylvania  
ATTN: Volunteer Recognition Committee  
350 Hale Avenue  
Harrisburg, PA 17104



Type or print clearly or use editable forms on GSHPA Council website

Submitted in support of (nominee): \_\_\_\_\_

Endorsement written by: \_\_\_\_\_

Endorser's Mailing Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Endorser's Daytime Telephone: (    ) \_\_\_\_\_ Endorser's Evening Telephone: (    ) \_\_\_\_\_

Endorser's E-mail: \_\_\_\_\_

In what capacity are you familiar with the nominee's performance/contributions to Girl Scouting?

\_\_\_\_\_  
\_\_\_\_\_

List your reasons for endorsing this individual. Please include specific duties, activities, and responsibilities and indicate:

- How the nominee's performance has been outstanding (or beyond the expectations of the position),
- How the nominee's contributions have benefitted Girl Scouting, and
- Any other comments or information that might be helpful.
- Write on the back of this form if more space is needed.

\_\_\_\_\_  
\_\_\_\_\_  
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\_\_\_\_\_

Signature of Endorser: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) Title: \_\_\_\_\_

Name of Nominee's GS Community Lead: \_\_\_\_\_ Tel. No.: \_\_\_\_\_



### Summary and Receipt for Completed Nominations with Endorsements

Complete the sections indicated with an asterisk (\*). Include this form with your nominations. Attach additional copies of page 2 of this form as needed. Keep a copy of what you send for your records.

Check here if you would like a copy of the form returned as confirmation that your recognition requests/nominations have been received and are complete. GSHPA staff will complete the sections indicated by # and return the form to you.

\*GS Community Number: \_\_\_\_\_  
 \*GS Community Contact  
 \*Name: \_\_\_\_\_  
 \*Address: \_\_\_\_\_  
 \*Phone number: \_\_\_\_\_  
 \*E-mail address: \_\_\_\_\_

This block for GSHPA office use only

#Received by GSHPA Council #Date: _____ #GSHPA contact: _____ #Phone number: _____
---

### Summary of Requirements for Recognitions

Complete Package Due to GSHPA Harrisburg office or postmarked by October 31

Source of Recognition	Nomination (3-page Nomination form)	Number of additional endorsements required	Approval by	Purchaser/provider of recognition
<b>GSHPA</b>				
Heartfelt Thanks	Any adult including staff	One	GSHPA Council Recognition Committee reviews and makes recommendation to the Board for approval.	GSHPA
Heart of a Volunteer	Any adult, including staff	One		
Forever Green	Any individual	Two		
Heart Of PA	Any individual	Three		
<b>GSUSA</b>				
Volunteer of Excellence	Any individual	Two	GSHPA Council Recognition Committee reviews and makes recommendation to the Board for approval.	GSHPA
Appreciation Pin	Any individual	Two		
Honor Pin	Any individual	Three		
Thanks Badge	Any individual	Four		

**Summary and Receipt for Completed Nominations with Endorsements (continued)**

**Summary of Nomination Packets Enclosed**

Complete this summary and include it with your nomination packages

<b>*Name of Recognition Recipient</b>	<b>*Recognition</b>	<b>GSHPA or GSUSA Proposed</b>	<b>#Status of Nomination Package</b>
	<b>Proposed GSHPA</b> <input type="checkbox"/> Heartfelt Thanks <input type="checkbox"/> Heart of a Volunteer <input type="checkbox"/> Forever Green <input type="checkbox"/> Heart of PA	<b>Proposed GSUSA</b> <input type="checkbox"/> Volunteer of Excellence <input type="checkbox"/> Appreciation Pin <input type="checkbox"/> Honor Pin <input type="checkbox"/> Thanks Badge <input type="checkbox"/> Thanks Badge II	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <b>Missing:</b>
	<b>Proposed GSHPA</b> <input type="checkbox"/> Heartfelt Thanks <input type="checkbox"/> Heart of a Volunteer <input type="checkbox"/> Forever Green <input type="checkbox"/> Heart of PA	<b>Proposed GSUSA</b> <input type="checkbox"/> Volunteer of Excellence <input type="checkbox"/> Appreciation Pin <input type="checkbox"/> Honor Pin <input type="checkbox"/> Thanks Badge <input type="checkbox"/> Thanks Badge II	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <b>Missing:</b>
	<b>Proposed GSHPA</b> <input type="checkbox"/> Heartfelt Thanks <input type="checkbox"/> Heart of a Volunteer <input type="checkbox"/> Forever Green <input type="checkbox"/> Heart of PA	<b>Proposed GSUSA</b> <input type="checkbox"/> Volunteer of Excellence <input type="checkbox"/> Appreciation Pin <input type="checkbox"/> Honor Pin <input type="checkbox"/> Thanks Badge <input type="checkbox"/> Thanks Badge II	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <b>Missing:</b>
	<b>Proposed GSHPA</b> <input type="checkbox"/> Heartfelt Thanks <input type="checkbox"/> Heart of a Volunteer <input type="checkbox"/> Forever Green <input type="checkbox"/> Heart of PA	<b>Proposed GSUSA</b> <input type="checkbox"/> Volunteer of Excellence <input type="checkbox"/> Appreciation Pin <input type="checkbox"/> Honor Pin <input type="checkbox"/> Thanks Badge <input type="checkbox"/> Thanks Badge II	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <b>Missing:</b>
	<b>Proposed GSHPA</b> <input type="checkbox"/> Heartfelt Thanks <input type="checkbox"/> Heart of a Volunteer <input type="checkbox"/> Forever Green <input type="checkbox"/> Heart of PA	<b>Proposed GSUSA</b> <input type="checkbox"/> Volunteer of Excellence <input type="checkbox"/> Appreciation Pin <input type="checkbox"/> Honor Pin <input type="checkbox"/> Thanks Badge <input type="checkbox"/> Thanks Badge II	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <b>Missing:</b>
	<b>Proposed GSHPA</b> <input type="checkbox"/> Heartfelt Thanks <input type="checkbox"/> Heart of a Volunteer <input type="checkbox"/> Forever Green <input type="checkbox"/> Heart of PA	<b>Proposed GSUSA</b> <input type="checkbox"/> Volunteer of Excellence <input type="checkbox"/> Appreciation Pin <input type="checkbox"/> Honor Pin <input type="checkbox"/> Thanks Badge <input type="checkbox"/> Thanks Badge II	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <b>Missing:</b>
	<b>Proposed GSHPA</b> <input type="checkbox"/> Heartfelt Thanks <input type="checkbox"/> Heart of a Volunteer <input type="checkbox"/> Forever Green <input type="checkbox"/> Heart of PA	<b>Proposed GSUSA</b> <input type="checkbox"/> Volunteer of Excellence <input type="checkbox"/> Appreciation Pin <input type="checkbox"/> Honor Pin <input type="checkbox"/> Thanks Badge <input type="checkbox"/> Thanks Badge II	<input type="checkbox"/> Complete <input type="checkbox"/> Incomplete <b>Missing:</b>





**APPLICATION FOR GSUSA PRESIDENT’S AWARD**

A **BOARD**-Approved Recognition

**Mail Applications to:** Girl Scouts in the Heart of Pennsylvania  
 ATTN: Volunteer Recognition Committee  
 350 Hale Avenue  
 Harrisburg, PA 17104

**TO: Council Volunteer Recognitions Committee**

**FROM: GS Community Team** \_\_\_\_\_

We believe we have fulfilled the qualifications for the President’s Award for the year:

October 1, \_\_\_\_\_ to September 30, \_\_\_\_\_

Signatures: Community Lead \_\_\_\_\_  
 Team Members: (Attach Team Roster with signatures)

**Instructions:**

1. Completed application and the appropriate documentation must be received by the Volunteer Recognitions Committee or postmarked on or before **October 31**.
2. Applications without complete documentation will not be considered. Documents may include copies of troop/group rosters, GS Community rosters, newsletters, filed ledgers of statistics, adult learning (training) records, program fliers, newspaper articles, etc. There is no maximum number of documents per criteria.

CRITERIA	DOCUMENTATION ATTACHED (Describe)
1. All service-delivery team members are registered Girl Scouts.	
2. All service-delivery team members have met all requirements and expectations of the positions held.	
3. The service-delivery team has significantly contributed to meeting one or more of the council’s mission-delivery goals.	
4. The service-delivery team reflects the diversity of the target audience or area it serves, in girl and adult membership, in all pathways offered.	
5. The service-delivery team actively recognizes, understands, and practices the values of inclusive behavior.	

*continued...*

Application submitted by:

Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

GS Community

Lead's Name: \_\_\_\_\_ Tel. No. \_\_\_\_\_

E-mail address: \_\_\_\_\_

**Volunteer Recognition Committee Use Only**

The Volunteer Recognition Committee:       Endorses       Does not endorse this application

Signature of Committee Representative:

# ADULT NOMINATION FORM

## COMMUNITY-Approved Volunteer Recognition

Give nominations to Community Volunteer Recognition Committee or Community Lead  
(Nomination Form only is required – no additional endorsements are needed)



**Leader of Distinction**



**Volunteer of Distinction**

**Instructions:**

1. Use this form to nominate volunteers for the following Community awards
  - **Leader of Distinction**
  - **Volunteer of Distinction**
2. **Type or print clearly or use editable forms on GSHPA Council website. Make sure all blanks are completed.**
3. Circle suggested award – see criteria in handbook.
4. Completed nomination form must be received by the Community Volunteer Recognitions Chair or Community Lead in time that the pin order, list of awardees, and check can be prepared and submitted to the Council Shop on or before **January 31<sup>st</sup>**.
5. Community will pay for these awards.

**SECTION 1: NOMINEE INFORMATION**

Candidate’s Name: (Last, First)	GSUSA Member ID # (check with Membership Associate):
Mailing Address:	City, State, Zip:
Daytime Phone Number: (    )	Evening Phone Number: (    )
E-mail Address:	GS Community Number:
Total # of Years as a Girl Member:	Total # of Years as an Adult Member:
Current Volunteer Position(s), including age level of troop/group, if appropriate:	

**SECTION 2: NOMINATOR INFORMATION**

Name of individual requesting award:	
Mailing Address:	City, State, Zip:
Daytime Phone Number: (    )	Evening Phone Number: (    )
E-mail Address:	GS Community Number:

**SECTION 3: ENDORSEMENT INFORMATION**

What position(s) has the nominee held currently or previously within the Girl Scout Community?

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**Community Approved Volunteer Recognition**

**Previous GSHPA/GSUSA Awards Received by Candidate:**

AWARD	REC'D	YEAR (if known)	AWARD	REC'D	YEAR (if known)
GSUSA Outstanding Leader	_____	_____	GSUSA Outstanding Volunteer	_____	_____
GSHPA Forever Green	_____	_____	GSHPA Heart of PA	_____	_____
GSUSA Volunteer of Excellence Pin	_____	_____	GSUSA Appreciation Pin	_____	_____
GSUSA Honor Pin	_____	_____	GSUSA Thanks Badge	_____	_____
GSUSA Thanks Badge II	_____	_____			

**SECTION 4: DESCRIPTION OF SERVICE**

The criterion for GS Community level approved awards requires outstanding service that goes beyond the responsibilities and expectations for the position(s) held by the nominee. Service should be measured by how the person has helped to carry out the Girl Scout Mission. Please describe in as much detail as possible why it is believed the service provided by this individual is outstanding and exceeds expectations for the position(s). In your nomination, consider what the results of the service are, who benefited, and how many were served. An additional page may be attached if necessary.

Submitted in support of (nominee): \_\_\_\_\_

Nomination form prepared by: \_\_\_\_\_

In what capacity are you familiar with the nominee's performance/contributions to Girl Scouting?

\_\_\_\_\_  
 \_\_\_\_\_

List your reasons for nominating this individual. Include specific duties, activities, and responsibilities and indicate:

- How the nominee's performance has been outstanding (or beyond the expectations of the position),
- How the nominee's contributions have benefitted Girl Scouting, and
- Any other comments or information that might be helpful.
- Write on the back of this form if more space is needed.

\_\_\_\_\_  
 \_\_\_\_\_

Signature of Nominator: \_\_\_\_\_ Date: \_\_\_\_\_

Position(s) Title: \_\_\_\_\_

Name of Nominee's GS Community Lead: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

**COMMUNITY VOLUNTEER RECOGNITION COMMITTEE USE ONLY**

Nomination  Approved: Date \_\_\_\_\_ OR  Denied: Reason \_\_\_\_\_



Signature of Committee Representative: \_\_\_\_\_

## GS COMMUNITY AWARD PIN ORDER FORM

Community #/Name \_\_\_\_\_

- Order due no later than January 31<sup>st</sup>.
- Pins are \$2.00/each (shipping & handling included).
- Attach GS Community check **payable to GSHPA** to this order form and submit to:

GSHPA Council Shop  
350 Hale Ave.  
Harrisburg, PA 17104

		 <b>Leader of Distinction</b>	 <b>Volunteer of Distinction</b>
NAME	GS Membership #		
Total Pins to be ordered			
Unit Cost		\$	\$
Total Cost			\$

**Mail pins to:**

Name \_\_\_\_\_

Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Telephone number \_\_\_\_\_ E-mail \_\_\_\_\_

VRCO-01

Rev. 2014

## FINAL CHECKLIST

Before submitting your nomination/endorsement forms, please review the material for completeness. Be sure to include the *Summary and Receipt for Completed Nominations* (Appendix D-2) with your packet of materials. Check the list below to ensure that all steps are complete.

- Nominee is a current registered member of GSUSA
- Nominee's GS Community Lead is listed
- Make sure all blanks are completed
- Include the required number of endorsements in addition to the nomination form
- Review and complete Summary
- Include Age Level of Troop on page one of Nomination Form, if appropriate
- Nominations and Endorsements must include **specific duties, activities, and responsibilities**
- Refer to GSHPA website for current forms ([www.gshpa.org/forms.html](http://www.gshpa.org/forms.html))
- Keep a copy of what you send to GSHPA for your records

★ **Reminder – Nominator is not considered an Endorser** ★

★ **It is not necessary to include this form with your materials** ★

## APPENDIX



*We Appreciate You*

*Your willingness to give without asking in return,*

*Your dependability and heartfelt concern,*

*The many kind things you do and you say,*

*To warm other lives day after day,*

*Make your gift of time beyond compare,*

*Thank-you for being a wonderful volunteer.*

## Volunteer Recognition Placement Guide

1. Adult Insignia Tab
2. World Trefoil Pin
3. Adult Position Pin
4. Girl Scout Pin (contemporary or traditional)
5. Membership Numeral Guard
6. Girl Scout Gold Award
7. Bridge to Adult
8. Years of Service Pin
9. Outstanding Volunteer Award Pin
10. Outstanding Leader Award Pin
11. Personalized ID Pin
12. Lifetime Membership Pin
13. Volunteer of Excellence
14. Appreciation Pin
15. Honor Pin
16. Thanks Badge
17. Thanks Badge II



Girl Scout  
Adult Men

For more insignia placement, visit [www.girlscouts.org](http://www.girlscouts.org) and search for insignia.

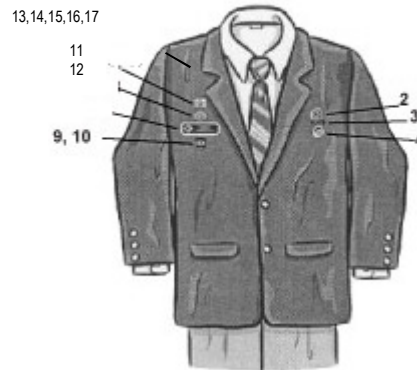
### Q: How does a person decide which pins to wear?

**A:** The Girl Scout pin and the World Association pin may be worn with or without the insignia tab. They may also be worn when not wearing a uniform. Miniature Girl Scout pins and World Association pins are not and should not be worn on a uniform. They are appropriate on other apparel.

If an adult has received more than one special recognition (e.g., Appreciation pin), the last one received is generally the one worn on the uniform.

In addition to the Girl Scout membership pin and World Trefoil pin, it's most appropriate to wear only two pins. They should be the most meaningful or recent awards. People with numerous pins usually retire the remaining ones with honor, either placing them in a scrapbook or framing them together with certificates and other mementos.

The official uniform for adults is navy blue business attire, worn with an official scarf and membership pins (for women), or the tie (for men).



official



## **COUNCIL VOLUNTEER RECOGNITION COMMITTEE**

### **Purpose**

The Council Volunteer Recognition Committee (VRC) of Girl Scouts in the Heart of Pennsylvania Council was been established by the Council Board of Directors to review and approve nominations for national and council awards.

### **Composition of Committee**

Committee appointments are made for one-year terms by the President/Chair of Girl Scouts in the Heart of Pennsylvania and are approved by the Board of Directors. The maximum length of consecutive years of service for an individual member is six years or until their successor is appointed. An individual may be appointed again to the committee after an absence of at least one year. The panel is composed of a chairperson, committee members representing all regions of the council, and a staff advisor.

A quorum must be present to conduct business. A quorum consists of more than half of the voting members. The count of voting members may include absent committee members who have submitted (in advance) decisions on nominations. All committee members (except the staff advisor) are full voting members.

### **Ways of Work**

The committee establishes a schedule of meetings during the year for the upcoming year. Nominations (and endorsements) are submitted to the committee, in care of the Volunteer Recognition Committee at Girl Scouts in the Heart of Pennsylvania, Harrisburg Service Center. These are due or postmarked not later than October 31 each year.

A nominating packet consists of a completed nomination form, plus the required number of endorsements. E-mail endorsements may be submitted with the nomination form by the principal nominator provided the e-mail bears the return address of the endorser. When there is availability of online forms, they may be used. Information will be posted on the website.

Discussion of all nominations is open at committee meetings, but said discussion must remain confidential within the committee. Decisions are by a majority of those in attendance, providing that the quorum rule has been met.

A list of recommended nominations is submitted to the Board of Directors for approval prior to the event where recognitions are presented. Following approval, letters are sent to the nominator informing them of an award that will be made at the council recognition event. It is the nominator's responsibility to encourage attendance at the event by the nominee. Information regarding the specific award is not shared with either the nominee or nominator. Photographs of recipients may be requested at this time.

Committee members will conduct GS Community mini-trainings on Volunteer Recognition and Nomination Procedures. Contact 1-800-692-7816 or [volunteer.recognition@gshpa.org](mailto:volunteer.recognition@gshpa.org).

### **Annual Recognition Event**

The committee will participate in the planning of the annual council recognition event(s). Detailed information about recognition event(s) will be publicized as it is available.

## SAMPLE THANK-YOU LETTER

(Sender's Name)  
(Return address)  
(City, State, Zip)

(Date)

(Name of Person Receiving the Letter)  
(Address)  
(City, State, Zip)

Dear (Name),

On behalf of Girl Scout Community (#) (or Group name), I want to thank you for your recent service in helping to plan and carry out (type of event) for the girls in our local area. The girls enjoyed the activities and learned many new things. *(Add more detail about the event or activities.)*

We are so glad that you have found time to help us provide enrichment activities for both the adults and the girls. It was a pleasure to work with you and to enjoy the day.

Next year we are planning (XXXX) and would hope that you could assist us in sponsoring this event. Your help has been invaluable. Thank you again.

Yours in Girl Scouting,

(Sender's Name)  
(Title – Girl Scout Community Lead, Event Co-Chair, etc.)



# Certificate of Appreciation

presented to

---

in recognition of service for

---

Date \_\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature