



How Do I Get Started?

A. Complete Gold Award Pre-requisites

Girls in grades 9 through 12 are eligible to begin the Girl Scout Gold Award process. Fulfilling the requirements for the Girl Scout Gold Award starts with completing two Girl Scout Senior or Ambassador Journeys or earning the Silver Award and completing one Senior or Ambassador Journey. Each Journey you complete gives you the skills you need to plan and implement your Take Action project.

B. Begin the Proposal & Find a Project Advisor

Find and review the *Girl Scout Gold Award Project Proposal* at www.gshpa.org/girls/goldaward. Think about what you would like to do and brainstorm your ideas with a Project Advisor. A Project Advisor is a mentor that guides a girl as she takes her project from the planning stage to implementation.

You must ask an adult to serve as your Project Advisor. The Project Advisor is not typically a girl's parent or troop leader. He or she is someone from the community who is knowledgeable about the issue and who can provide guidance, experience, and expertise along the way. Project Advisors might include coaches, teachers, pastors, business owners and program coordinators.

C. Submit the Proposal for Review

- Complete the *Girl Scout Gold Award Project Proposal* form available at www.gshpa.org/girls/goldaward. **All forms must be typed.**
- Fill in the council name, street address, telephone number and email:
Girl Scouts Heart of Pennsylvania
350 Hale Avenue
Harrisburg, PA 17104
1-800-692-7816
mygoldaward@gshpa.org
- Identify your Project Advisor and provide his or her complete contact information. Also identify the team of people you will be leading.
- Attach a Detailed Project Plan (Part of Question #4) in the form of a timeline or 2-3 paragraphs explaining your project from start to finish. The format is your choice. Be as detailed as possible about who, what, why, where, when.
- Estimate your expenses (Question #6). List the materials you will need and whether you plan to buy them or have them donated. Try to estimate and report the overall cost of your project in dollars.
- Sign, scan and send your Proposal via email to mygoldaward@gshpa.org. Forms are also accepted by mail to the Harrisburg address or by fax 717-234-5097. Incomplete and hand-written proposals will not be reviewed. We will contact you with a request to correct these issues.
- Submit completed forms to mygoldaward@gshpa.org by the **15th of the month** for consideration at the next meeting.

D. Receive Project Feedback & Approval to Begin

- After your Proposal form has been submitted, you will receive a confirmation email within one week.
- Next your Proposal is previewed by GSHPA staff. We may contact you for clarifying information. Please check the email address you provided for council communications while your Proposal is in for review as communications are time-sensitive.
- Proposals will be reviewed by the Gold Award Review Panel within 3-4 weeks of submission and you will receive an email once your project has been approved.
- If the Review Panel finds that your project does not meet the Gold Award Standards of Excellence, we will request additional information and invite you to re-submit your Proposal.
- Your Proposal must be approved before you can begin work on your Take Action project. Allow time for this process to take place.
- If you do not receive a confirmation that your Proposal has been received or an approval notice 3-4 weeks after you submit your Proposal, please email mygoldaward@gshpa.org.
- Once you receive an email stating that your project has been approved, you can begin work on your Take Action project. While completing your Take Action project, stay in touch with your Project Advisor.
- Contact a GSHPA staff member if you have questions at any time during your project. Please email mygoldaward@gshpa.org or call 1-800-692-7816.

E. Submit the Final Report

1. Complete the *Girl Scout Gold Award Final Report* form found at www.gshpa.org/girls/goldaward. You will need to know our council name which is Girl Scouts Heart of Pennsylvania.
2. Submit completed forms to mygoldaward@gshpa.org by the 15th of the month. You will receive a confirmation email within 1 week of submitting your Final Report and an approval within 3-4 weeks.
3. If you are a graduating high school senior, you must turn in the Girl Scout Gold Award Final Report by **September 30th** of the year you graduate. After this date, you will be considered an adult and you are no longer eligible to work on the Girl Scout Gold Award.

F. Celebrate Your Achievement

1. If you would like to be recognized at GSHPA's Gold Award ceremony (usually held in June), plan to submit your Girl Scout Gold Award Final Report by **April 15th**. If your report arrives after April 15th, you will be able to attend GSHPA's Gold Award ceremony the following year.
2. You are also welcome to have your own Gold Award ceremony with family and friends at a time and place that is convenient for you.

Submit completed forms to:
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Attn: My Gold Award
350 Hale Avenue
Harrisburg, PA 17104
Email: mygoldaward@gshpa.org
Fax: 717-234-5097