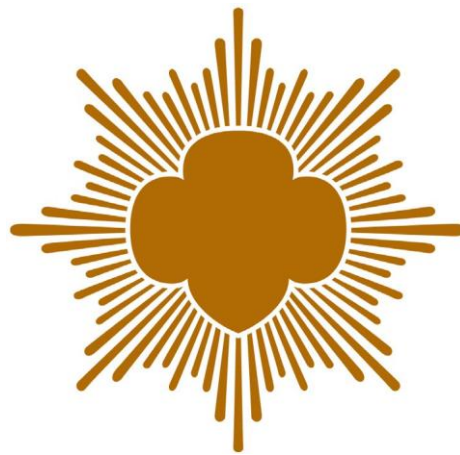


# GSSJC Bronze Award Project Guide



**For questions about the Bronze Award contact:**  
[bronzeaward@sjgs.org](mailto:bronzeaward@sjgs.org)

<https://www.gssjc.org/en/about/our-program/highest-awards/bronze-award.html>

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# Earning the Girl Scout Bronze Award

Welcome to the Girl Scout Bronze Award, a leadership adventure for you and more than half a million other Girl Scout Juniors across the country and around the world. Imagine what you can accomplish when you team up with others and use your special skills and interests to take action and make a difference in the world!

As you can tell, this Girl Scout Bronze Award adventure is big—in fact, this award is the highest honor a Girl Scout Junior can achieve. As you and your team plan and complete your project, you'll develop more confidence, meet new people and have the kind of fun that happens when you work with other Girl Scouts to make a difference.

## **Here are the steps you'll take to earn your Girl Scout Bronze Award:**

1. Complete a Girl Scout Junior Journey or Leadership Award
2. Build your Girl Scout Junior team
3. Explore your community
4. Choose your Girl Scout Bronze Award project
5. Make a plan
6. Put your plan in motion
7. Spread the word

When you go for the Bronze Award, you represent what Girl Scouts can achieve in their communities. And, of course, you want to do that in a way that's fun for you—and for everyone else involved, too!

Earning the Girl Scout Bronze Award involves the time to complete a Junior Journey or Leadership Award and a suggested minimum of 20 hours for: building your team, exploring your community, choosing your project, planning it, putting your plan in motion, and spreading the word about your project.

The suggested hours help you think about your commitment to doing your very best with each step. That's different for every Girl Scout, so these hours aren't a rule, just a friendly reminder. You're a Girl Scout, which means you will earn your award with courage, confidence and character and make a difference in the world around you!

## **Step1: Complete a Girl Scout Journey or Leadership Award**

The first requirement for earning the Girl Scout Bronze Award is completing a prerequisite: either a Girl Scout Junior Journey or Leadership Award. If you haven't done one yet, now's the time!

### **Here are some questions you might want to think about:**

- How did you use the values of the Girl Scout Law during your prerequisite experience?
- What did you discover about yourself?

- Who did you connect with?
- How did you take action, and what did you learn?

Then take your next step in creating your very own Girl Scout Bronze Award adventure.

## **Step 2: Build Your Girl Scout Junior Team**

What's a Girl Scout Junior team? That's you and other Girl Scout Juniors who are on this adventure together, plus your troop/group leader. If there are no other Girl Scout Juniors in your neighborhood, seek out some friends that are your age - they can even join Girl Scouts and earn the award with you! More girls equal more friends, more ideas, and more ways to make a difference.

After you've built your team, hold a meeting and spend some time getting to know each other. After all, making new friends is one of the fun parts of being a Girl Scout! You could start by playing a game, perhaps one that you played at summer camp or at school. Of course, if you're working with other girls in your troop, you already know each other quite well. Even so, you probably don't know everything about each other. You might be surprised at what you learn about girls you've known since kindergarten!

It's also a good idea to think about what you each enjoy doing the most. Soon, your team will explore and choose an idea for a Take Action project. Keep handy your team's list of what each member loves to do. It will help you in a few ways:

- You'll know the special talents each of you can bring to the project you choose.
- You'll learn more about each team member so that you can be a great Take Action team.
- You may even touch on something that becomes the beginning of an idea for a Take Action project!

### **Here are some questions to help you pinpoint your interests:**

- Do you read everything you can get your hands on—even the back of the cereal box?
- Do you love playing with your pets?
- Do you spend hours painting, singing, or dancing?
- Are you always in motion—riding your bike, surfing, or playing soccer?

Spend some time thinking about all the things you love to do, from conducting science experiments to taking care of younger kids to whipping up fruit smoothies for your friends!

At the end of your first meeting, talk about what everyone thinks the group should do to be a great team, like “listen to others without interrupting” or “help out at each meeting.” Write the suggestions on a large piece of paper and post it on the wall whenever you have team meetings.

## **Step 3: Explore Your Community**

There are many ways to make a difference, so what's the best project idea for your team? One that



you come up with yourselves, of course! How can you do that? The first step is to take a close look at what’s going on right around you. Maybe you have ideas from when you did your Girl Scout Junior Journey or Leadership Award—was there a project you didn’t have time for that you could work on now?

Start by exploring your community: your block, your neighborhood, or your school. As you walk or bike around town, keep your eyes open for ways you can make a positive change. As you take a bus to school or ride in the car with your parents, look for problems that should be fixed. (You might even spot something that could make everyone’s daily ride on the school bus a little bit better!) As you spend the day in school, take note of how things could be improved.

**Here are a few tips:**

- In addition to observing on your own, you can make this a team activity. Get together as a group to walk around your school or your block, talking about what you see.
- Keep a notebook handy to jot down what you see, plus any ideas about possible projects.
- Keep an open mind as you look around! Sometimes ideas come from seeing a problem that needs to be fixed, such as people wasting paper in your school. Sometimes they come from seeing a chance for improvement, such as painting a wall mural that celebrates your neighborhood’s history.
- Feeling stuck? Think about something that would make your life better; chances are other people have that same idea! For example, maybe you’d like to exercise more because you know it will make you healthier, but you don’t know how to get started. Other people might feel the same way. How about creating a “Let’s Move It” club that meets once a week after school? You can jump rope, play hopscotch, run races—anything that keeps you active!

The following Observation List is a great way to keep track of your observations. Write your observations in the left-hand column, and then write your possible solutions in the right-hand column. A few examples are listed to get you started. After you have filled in your chart, circle the three ideas that matter most to you. But don’t worry if you don’t have many “Maybe We Could” ideas yet. The important thing is to identify what you care about and want to take action on.

**Observation List**

<b>Observation</b> What do you see and hear around you? Here are ideas of what to look for.	<b>Maybe we could...</b> Possible project ideas to make a difference.
<i>Our Girl Scout meeting space isn’t very “green,” and we’d also like to make the space more fun for younger Girl Scouts.</i>	<i>Add fun decorations that are also “green”, and figure out how much energy we use during our meetings.</i>
<i>A recent flood damaged more than 100 homes in town.</i>	<i>Find out how people prepare for floods; think of ways to share what we learned.</i>


Here are a couple of examples to show how an observation led to a Take Action project (steps 4–6 will give you more tips about how to do the same thing yourself):

### **Example #1**

Lucia and her Junior team were going after their Girl Scout Bronze Award, so they all agreed to be extra observant of everything going on around them. Here’s what Lucia observed and how it turned into their Take Action project:

1. First, Lucia noticed that cars whizzed down the street near their school. This happened a few days in a row—it seemed to be a real problem.
2. Then, she heard on the news that in the last year there had actually been several accidents in that same area.
3. The Junior team asked their troop/group leader to help them find out how people in their community decided where stop signs were needed.
4. After a visit to both the police station and a local government office, here’s what the Juniors did: They wrote a petition, asking for a new stop sign on the road near their school, got local residents to sign it, and then presented it to their local government officials. Result: A new stop sign, slower traffic, fewer accidents, and safer kids! Plus, a stop sign is a permanent solution!

### **Example #2**

Tanya and her Junior team also decided to be extra observant for a week or two. When they got together to share what they observed, Tanya asked her friends, “Have you ever noticed how hard it is for older people or people with disabilities to get around the grocery store?” The team agreed that this was a problem that no one seemed to be addressing. It seemed like a good challenge for their team! Here’s what they did:

1. First, they decided to visit the store together and just watch as people shopped. This convinced them that some people could use a little extra help.
2. Then they met as a team and brainstormed how they could help and how they could explain their project idea to the store manager.
3. Next, they met with the store manager. The girls got permission to team up during the peak holiday season and offer their assistance to shoppers. Sometimes they would take a person’s grocery list and go up and down the aisles to get products. Other times, they would walk around the store with people and help them fill their baskets. In both cases, they helped people get through the checkout line and out to their cars. To keep this project going, they wrote a tip sheet about how other youth and volunteer groups can do the same thing.

## Step 4: Choose Your Girl Scout Bronze Award Project

Now that you've observed what's going on in your community, here are some steps to take in order to choose your Girl Scout Bronze Award project:

1. Meet with your team to share what you've seen. You might find that many of you noted the same problems or ideas. Your troop/group leader can help you make a list of the top observations from all the girls on the team.
2. Brainstorm ideas about where you can make a difference, based on what you've seen. Once you have a list that everyone likes, work together to choose the top three topics that interest everyone the most.
3. Now that you've come up with your top ideas, you need to get more information so you can understand how you can best help make a difference. Here are a few tips to get you started on your fact-finding mission:
  - To really understand a problem, you need to get information from many places—talking to different people, reading newspaper and magazine articles, and doing research at the library and on the Internet. This may seem like a lot of work, but don't worry, you can share the jobs—after all, that's what teams are for! One person can go online to read newspaper articles, someone else can volunteer to check out books from the library, and so on.
  - Brainstorm with your team and your troop/group leader about where to get more information. You can also visit the library and talk to the librarian. That's a great way to get suggestions of who to talk to—and get ideas for a great project.
  - It can be hard to talk to adults, especially if you don't already know them! Talk about your ideas with your teachers and neighbors first—you'll start to feel more confident about asking questions of other adults. And remember that you'll be with other members of your team as you talk to adults, and that always helps!
  - Take notes about what you learn as you do your research. A blank Project Idea Chart is included at the end of this guide for you to write down who you talked to, what you learned, and your ideas for the kind of project you can create. Here are a few project ideas—take a look, and then add your own in the blank Project Idea Chart at the end of this guide!

## Project Idea Chart

Observations	Who We Talked To	What We Learned	Maybe We Could
Our Girl Scout meeting space isn't very "green," and we'd also like to make the space more fun for younger Girl Scouts.	Other Girl Scouts and their families, including younger Girl Scouts  The owner of a local hardware store	We can turn down the air conditioner and add plants to make our space "greener."  Younger Girl Scouts would like to help decorate our space.  Everyone's interested in seeing what girls in other countries look like.	Have a family workday when everyone can come together to clean and paint.  Post photos of Girl Guides and Girl Scouts from around the world.  Turn down the air conditioner or use fans.  Work with younger Girl Scouts to create a colorful paper mural.
A recent flood damaged more than 100 homes in town.	An emergency medical technician (EMT) A firefighter A Red Cross official  Families who had damaged homes	Many families aren't prepared for disasters such as floods, hurricanes, and tornados.  Everyone should be aware of the steps to take in order to stay safe.	Do presentations on disaster preparedness at school and places of worship.  Include a simple first aid skills session and a discussion about the impact of natural disasters around the world.  Hand out flyers that list what families should include in home emergency kits.

Use the Project Idea Chart at the back of this guide to explore your top ideas. Once the chart is complete, it's time to choose your project.

Look at how much you've already learned! Now your Girl Scout Junior team can start narrowing your three ideas to one. Before you decide, answer these all important questions about each of your ideas:

- Why does this idea matter?



- Who will this idea help?
- What can we do to make a difference? Is that realistic?

**Write down your final choice here:** \_\_\_\_\_

As a Girl Scout, you're a member of the world-wide community. Once your team has chosen a project idea, take some time to talk about how people in other parts of the world might address the same problem. This doesn't mean that you have to solve a worldwide problem! However, when you've finished your project, you may want to think of ways to tell your story to people in other places so they can learn about what you did.

## Step 5: Make a Plan

Now that you've chosen an idea, it's time to make a plan. It's always good to think before you take action. That way, you can aim for success! The following questions help you think through your plan before you get started.

### As a team, answer these questions:

- What is our goal for the project? (If you're tackling a big issue, narrow your focus to just one part of the problem. That will make your goal easier to achieve.)
- What steps do we need to take to reach our goal?
- What special talents can each girl use to help make the project a success?
- What will help make this project run smoothly? Who can we ask for help?
- How can we get other people involved?
- What supplies will we need?
- Do we need to earn money for our project, or can we get in-kind donations from people? If we do need money, how can we earn it—or how can we change the project so that it doesn't cost anything? Can we use the money from our cookie sales to fund our project?
- How much time do we need to finish our project? Is that realistic?

Once you have some idea of your plan, ask yourselves if there's anything you can add or adjust that will help make a difference even after your project ends. For example, if your project helps your school, maybe a teacher, principal, or PTA member would agree to do it again next year.

Here's an example of how a team made sure their project lasted: Alina and her team wanted to make new students feel more at home at her school, so they organized a "Get to Know You" day. It was a success, but it won't help students who come to the school after "Get to Know You" day.

To make their plan last longer, Alina and her team decided to start a student-run "What a Pal!" buddy program for new students. They ran the program until they graduated, and then they asked the principal to continue the program after they left the school. That way, new students will always have a friend, no matter when they moved to the school.

Now that you've answered these questions, take a step back. Does it sound like you have a good plan? How do you know? Don't worry, you'll have plenty of help. Your troop/group leader is always there to help you and answer questions.

Tip: You and your team may want to sit down with your troop/group leader and go over your plan one last time before you begin, just to make sure your plan is realistic. You may need to adjust it slightly before you start. That will make reaching your goal a little easier.

Before you move on to the next step, fill in the following sentences. This will help you talk about your project to other people as you start putting your plan into motion.

We will make a difference by:

We hope our project will help:

When we're done, we'll know we made a difference because:

## Step 6: Put Your Plan in Motion

Now that you have an overall plan, it's time to create a list of tasks and deadlines and figure out who will be doing what. Remember, you're a team, so one or more girls can volunteer for each task. Decide when each task needs to be finished. Then write all the information in a Planning Chart like the one that follows. (There is a blank Planning Chart at the end of this guide for you to use.)

### Planning Chart

<b>What is the task?</b>	<b>How will the task be done?</b>	<b>When should this task be finished?</b>	<b>Which team member(s) will complete the task?</b>
Gather information about preparing for a flood, tornado, or hurricane.	Do research on the Internet or at the library.  Interview emergency workers.	October 17	Alina and Leah  Mariah, Carole, Anna
Create sample home emergency kits.	Use research to make a list of what should be in the kit; get in-kind donations from families or the local hardware store.	November 14	Tasha, Orna, Michelle, Patrice

When your list is complete, it's time to get started. Talk as a team about your progress. You might have to be flexible and switch assignments around or add more tasks—that's good teamwork.

Keep a record of what you're doing! Take photos, record videos, or draw pictures along the way. These will help you share your story when you're done.

## Step 7: Spread the Word

Congratulations! You and the Girl Scout Junior team have created and carried out a project that makes a difference in the world around you! Great job! Now it's time to think about what you did, why it mattered, and what you learned.

First, thank everyone who helped you. They'll be glad to hear what you were able to accomplish with their help! Second, put your story together so that you can share it. You'll be able to show what you learned, and your story may help others!

### Here are a few tips for capturing and sharing your story:

#### Organize your story by answering these questions:

- How did you decide what was needed in your community?

- What did you discover about yourself from this experience?
- How did your team work together?
- What problems came up?
- How did you solve them?
- What leadership skills did you use?
- What did you do to inspire others to act?
- How do you feel you and your team have made the world a better place?
- How did you live out the Girl Scout Promise and Law?

### **Be creative in the way you tell your story!**

Make a photo collage, put together a scrapbook, create a short film, or write a play about what you did and what you learned.

### **Think about who you can inspire to make a difference!**

Perhaps you would like to inspire younger Girl Scouts, students at your school, or other girls around the world. Then decide how you want to tell your story. Maybe you can post your collage or film online with the help of your troop/group leader. Perhaps you could present your project at the community meeting, perform your play at school, or donate your team scrapbook to the local library.

### **Reflect on what you discovered about yourself!**

- What did you discover about yourself?
- How did you connect with your local and global communities?
- Who do you know now that you didn't know before?
- What did you learn from others who worked to solve the same problem?
- How did what you learned help you make your project better?
- What skills did you gain? (Public speaking, team building, advocacy, etc.?)
- What impact did your Take Action project have on your community?
- How will it go on past your involvement?
- How did you live the Girl Scout Promise and Law?

**Finally, be sure to celebrate what you've done. Not only have you had a great adventure, but you've helped create a better world!**

# Project Idea Chart

Observations	Who We Talked To	What We Learned	Maybe We Could



# Planning Chart

What the task?	How will the task be done?	When should this task be finished?	Which team member(s) will complete the task?


## How to ensure your Bronze Award is a Take Action project

Girls and their troop/group leader should make sure their Bronze Award project fulfills expectations of GSSJC/GSUSA by confirming they are completing a true Take Action project in lieu of a service project. Here are some tips to ensure the girl and project will both reach their highest potential:

- Girls educate and inspire others to act
- Girls put Girl Scout Promise and Law into action in order to make the local neighborhood or community better by identifying a root problem/issue instead of identifying a symptom
- As girls learn about the issues in their community and work to solve them, they stand up for issues they believe in, influence policy, and identify ways to continue their project goals into the future
- By incorporating the principles above, girls will discover how to incorporate community connections and sustainability into their projects – regardless of their project's components.
- If girls are considering utilizing a donation drive with their project, a drive alone acts as a service project. When girls discover issue that they believe in and identify ways to bring solutions to the future while influencing others, a drive becomes part of a larger or more robust Take Action project.
- For service projects, girls do something **for** the community. For Take Action projects, girls do something **with** the community.

Consider this list of words that are used when a service versus a Take Action project is being described.

<b>Service</b>	<b>Take Action</b>
Help	Envision
Support	Design
Collect	Develop
Give	Organize
Staff	Create
Feed	Manage
Care/Give	Evaluate
Follow	Team-build

**The chart below shows examples of service projects vs. Take Action projects:**

<b>Issue</b>	<b>Service</b> Short-Term Solution (one-time effort, has short term impact)	<b>Take Action</b> (Identifies the root cause; has long-term benefits and sustainable support.)
An uninsured family's home is destroyed by a fire.	Collect clothes, household goods and food for the family.	Organize community groups and/or community members to establish an ongoing clothes closet for families facing a crisis.
Racial tensions exist in the community.	Organize a weekend diversity celebration.	Organize schools and places of worship to commit to a series of monthly seminars/meetings/workshops about racial tolerance and understanding other cultures over a two-year period.
Families are going hungry.	Hold a food drive for families in need.	Create a booklet of easy-to-make recipes that includes food items that families regularly receive from food pantries. Then partner with pantries to distribute the booklet free of charge.

## Bronze Award Paperwork

### Deadlines

The Girl Scout Bronze Award Final Report Form must be completed by September 30<sup>th</sup> following the girl's fifth grade year. This is the final day of the girl's last membership year as a Junior. Outside of this deadline, projects can be started or planned at any time during the year during the period in which a girl is a Junior.

### Forms

The Bronze Award Final Report Form is now an online form. Please submit your form at the following link. <https://gssjc.me/bronzeaward>. Bronze Award Final Report Forms are not accepted in PDF or editable PDF form. Please be sure to submit a good description of and any pictures of the project to this online form.

If you would like to complete a Bronze Award project on GSSJC property, please submit an F-208 Request to Conduct a Project on GSSJC Property Form to [bronzeaward@sjgs.org](mailto:bronzeaward@sjgs.org).  
<https://www.gssjc.org/content/dam/gssjc-redesign/documents/forms/other/F208GSSJCPropertyProject.pdf>

If your Bronze Award project requires additional money earning activities or soliciting in-kind donations, please fill out the appropriate form below. Bronze Award project money earning activities must be approved by your Community Leadership Team and solicitation of in-kind donations requests are approved by the Highest Awards Manager. Please see pages 19-21 for additional information about additional money earning activities and soliciting in-kind donations.

- F-32A- Request for Permission to Undertake Additional Money Earning Activity Form <https://www.gssjc.org/content/dam/gssjc-redesign/documents/forms/finance/F-32%20Money%20Earning%20Activity%20Guidelines%20and%20Application.pdf>
- F-30 Contribution Solicitation Request Form <https://www.gssjc.org/content/dam/gssjc-redesign/documents/forms/finance/F-30A-ContributionSolicitationRequestForm.pdf>

## **Congratulatory Letter**

After submitting the Bronze Award Final Report Form, it can take up to three weeks to receive a congratulatory letter from Council. With this congratulatory letter, you can go to the Girl Scout Shop to purchase Bronze Award pins.

## **Bronze Award Certificates**

Bronze Award certificates are processed quarterly. Please note that only one certificate will be provided to a group completing their Bronze Award together. Additional certificates can be purchased at the Girl Scout Shop if you would like each individual girl in a group project to receive one.

## **Additional Money Earning Activities and Soliciting In -Kind Donations**

Additional money earning activities and/or soliciting in-kind donations is not common with the Bronze Award. However, if a troop/group has a need to pursue this avenue, they should carefully review the guidelines below:

### **General Additional Money Earning Activity and Soliciting In Kind Donations Guidelines**

- Remember that time and talents are often more important than money. For example, one girl was worried about food waste at her school. She could have raised money to buy compost bins. Instead, she used her advocacy skills to persuade school and town officials to set up a composting system. Be creative! You may realize you don't need that much money after all.
- The best reference for donations and money earning activities is Volunteer Essentials, Chapter 5.
- All applicable money earning or soliciting in-kind donations forms can be found on the GSSJC website, [www.gssjc.org](http://www.gssjc.org), under the forms section and must be submitted as a PDF to the appropriate approval body. Money Earning Activities are approved by your Community Leadership Team and Soliciting Donations form is approved by the GSSJC Highest Awards Manager at [bronzeaward@sjgs.org](mailto:bronzeaward@sjgs.org). No paper documents are accepted.



## Additional Money Earning Activities

Additional money earning activities are approved, girl-adult planned activities to earn money for the group (a Bronze Award team is noted as a “group” in this sense). These are coordinated efforts to provide a product or service in exchange for money. To be eligible to undertake a money earning activity for Bronze Award, each team member must have actively participated in the two most recent Council product sales.

When girls need to raise money to help facilitate their project, they **must receive approval from Council before conducting the money earning activity. The Community Leadership Team approves all money earning forms.** Girls should also be aware of the Safety Activity Checkpoints that are applicable to any money earning activity before beginning.

**Note:** Girl Scouts, in their Girl Scout capacity, may not raise money for other organizations. However, girl members may, in the course of their Bronze Award project, use money they have raised to purchase items that an organization needs.

After turning in the money earning activity form, girls must wait until receiving notice of approval from Council. Approval may be withheld for money earning activities during the Cookie Program.

Girls’ participation in additional money earning activities is based on the following:

- Voluntary participation
- Written permission from a parent or guardian
- Following Council guidelines
- An understanding of and ability to explain to others why the money is needed
- Correct business procedures
- Observance of local ordinances related to involvement of children in money earning activities
- Adherence to guidelines for personal protection
- Planned arrangements for safeguarding the money

### **Suggested additional money earning activities:**

- Pet sitting, dog wash or walking service
- Car wash
- Bake sale (be sure to check on health codes!)
- Yard sale
- Auction
- Raking leaves, weeding gardens
- Babysitting at local meeting
- Delivery service
- Birthday party service
- Ironing or laundry service
- Collection of recyclable materials
- Catering meals for meetings or organizations
- Put on a play, fashion show, talent show, karaoke night, family dance, game night or costume party.
- Conduct classes for younger children in crafts, bike repair, sports clinics
- Crafts sale
- Holiday gift wrapping
- House cleaning services
- And more - be creative!

### **NOT additional money earning activities:**

- Games of chance, raffles, casino nights
- Receiving a percentage of sales from a business during a specific time frame
- Any activities conducted on the Internet
- Activities with income which exceeds the project's needs
- Raising money for another organization, including walk-a-thons, tele-a-thons, coupons or coupon booklets, home demonstration products, etc.
- Funds being retained by individuals as their property
- Any money earning activities conducted by a girl with outstanding debt to Council or aided by other girls/adults with outstanding debt

## In-Kind Donations/Solicitations and Drives

Because GSSJC is a nonprofit organization, there are specific rules on how solicitations and in-kind donations can be acquired. The IRS's tax codes state that only adults may complete the "ask" for any type of donations. However, GSSJC encourages girls to be a part of the planning process through budgeting, composing ask scripts/inquiry letters, etc. Although adults must make the specific request for donations, girls can be present to answer questions, give a presentation, provide justification, etc. for why they need the funding or supplies, and by doing so they will build valuable knowledge of finances and leadership!

### In-Kind Donations and Solicitations

In-kind donations are monetary or non-monetary support given to a group. **At the Bronze Award level, girls are permitted to solicit for non-monetary (in-kind) donations ONLY.** The acceptance of donations or contributions must be in accordance with the Council's Operating Procedures.

Girls are able to incorporate in-kind donations into Bronze Award projects or budgets. When doing so, all materials or funds that are donated must be documented on the appropriate form (F-30 Contribution Solicitation Request Form) as completely as possible. Under "who is to receive funds", check Interest Group and specify with Bronze Award project.

- For in-kind donations from an organization that **does** wish to receive a tax-deductible receipt (ie: to write off the donation), an F-30 must be submitted to the GSSJC Highest Awards Manager for approval **BEFORE receiving the donation**. Email F-30 forms to: [bronzeaward@sjgs.org](mailto:bronzeaward@sjgs.org).
- For in-kind donations from an organization that **does not** wish to receive a tax-deductible receipt, an F-30 must be still be submitted for approval from the GSSJC Highest Awards Manager.

### Donation Drives

Donation drives can be a part of a Bronze Award project but should not be the central focus. (See section about Take Action projects.) Girls may consider the following to supplement their drives: educating the public and/or an organization about a needed improvement in the community as well as incorporating a sustainability component to help the project endure after the drive items are used/disseminated. Donations to other organizations do not require a form.