

GoGold Online Guide

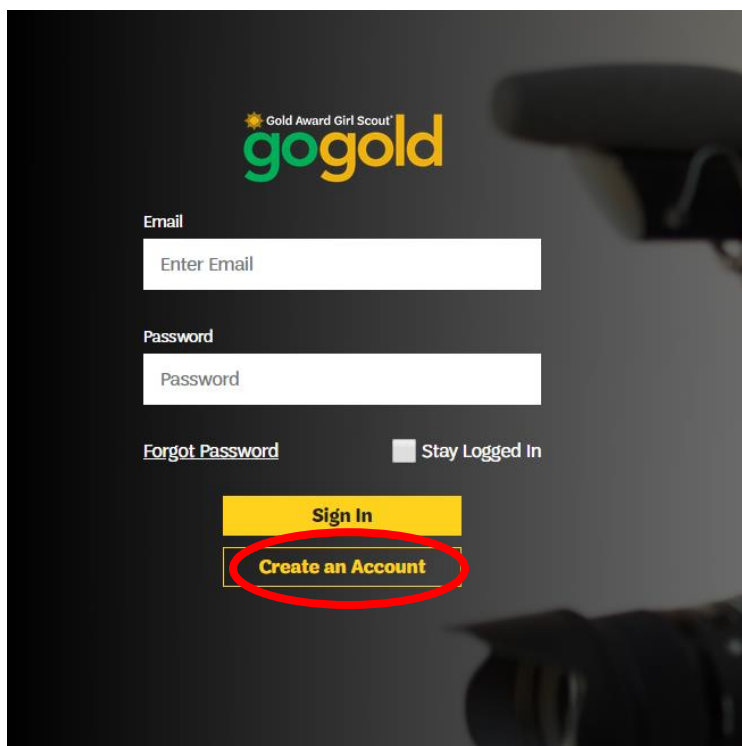
Girl Scouts of San Jacinto Council uses GoGold Online for submitting Project Proposals, Final Reports, and supplemental materials for Gold Award. Please follow the steps below to create an account for GoGold and refer this guide for some tips when submitting your Project Proposal and Final Report. Please remember to work closely with your Gold Award Mentor throughout this process.

Go to website for GoGold Online:

<https://www.girlscouts.org/gogoldonline>

NOTES: It is recommended to use Chrome as your browser as it has been found that sometimes there are server errors with Internet Explorer. GoGold Online can also be accessed on smartphones and tablets (including both iOS and Android devices).

Create an Account

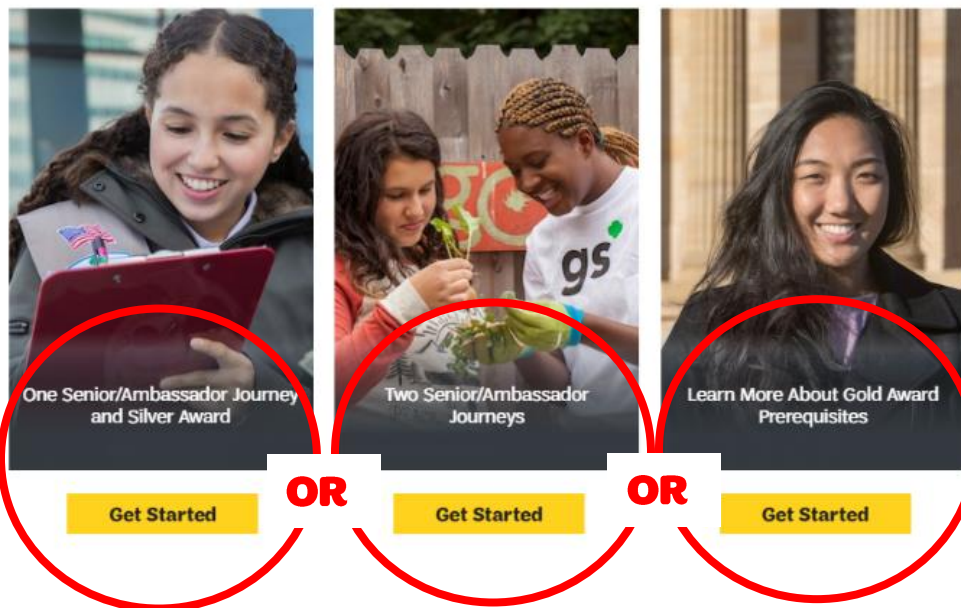


Start by registering a new account by clicking “Create an Account”

Create an Account

Get Started

Let's find out where you are in your Gold Award process. Have you completed...



Select "Get Started" under the way that you've met the pre-requisites.



GET REGISTERED Gold Award Profile



Profile photo
(Click to edit)
File size requirements : 25 MB



Don't forget to upload a profile photo

Email

Confirm Email

Password

Password is case sensitive and must contain at least **eight characters** and **one number** .

☐ I agree to the [terms and conditions](#)

Create Account

Already have an Account? [Sign-In](#)

NOTE: The tab that you are working on will be highlighted in green. The tabs that are not yet completed will be white. In the right corner it will also tell you which page number you are on for the section.



- Enter your email and create a password (be sure to follow the password requirements)
- Click the "I agree to the terms of conditions"
- Create an account

gogold Gold Award Girl Scout

Profile Address Info Council Prereqs 2 / 5

EDIT YOUR PROFILE Name and Address

First Name
First Name is required.

Last Name
Last Name is required.

Country
United States

Street Address 1
Street Address 1
This field is required.

Street Address 2 (optional)
Street Address 2

City
City

gogold Gold Award Girl Scout

Profile Address Info Council Prereqs 3 / 5

EDIT YOUR PROFILE Info

Phone
(713)292-0209

Date of Birth
05/30/2006
You must be at least 13 years old to register for a GoGold account

High School
Girl Scouts High School

Current Grade
12

Graduation Date
06/2020
Month and year only.

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Profile Address Info Council Prereqs 4 / 5

EDIT YOUR PROFILE Council Information

Council Name
San Jacinto

girl scouts of san jacinto

Troop Leader/Volunteer Information
Troop/Independently Registered Member Number
01234

Name Of Troop Leader/Volunteer
Troop Leader

Troop Leader/Volunteer's Email
mdodd@sjgs.org

Troop Leader/Volunteer's Phone
(713)292-0209

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Profile Address Info Council Prereqs 5 / 5

EDIT YOUR PROFILE Confirm your prerequisites

I have completed the following
One Silver Award + One Girl Scout Journey

Girl Scout Silver Award
Council where you earned your Girl Scout Silver Award
San Jacinto

Completion Date
05/2015
Month and year only.

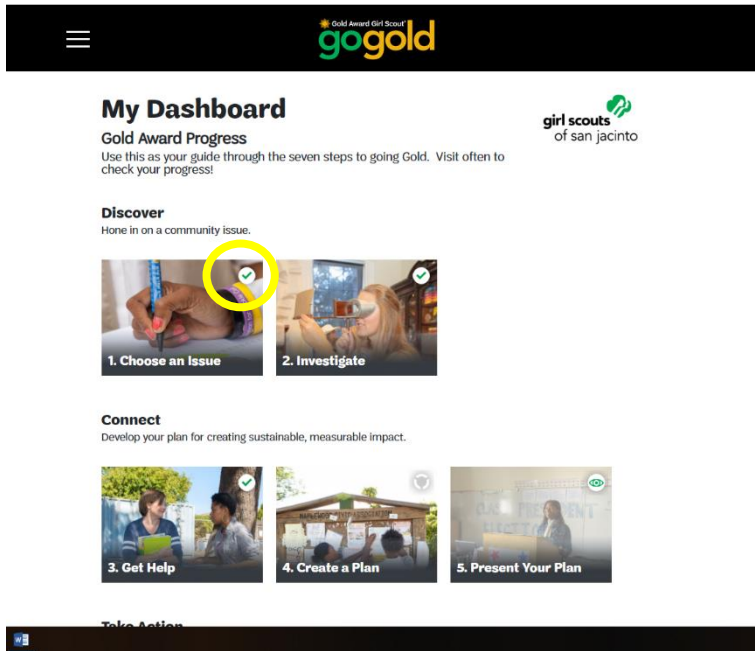
Senior/Ambassador Journey
Journey Name
Think Like a Programmer - Ambassador

Completion Date
08/2018
Month and year only.

Troop Leader/Volunteer's Name
...

- Complete the Address, Info, Council, and Pre-requisites tabs
- Be sure to select **San Jacinto** for the Council Name.
- Fill out your pre-requisites as appropriate. Please keep in mind that if you completed your Silver Award, you will later be required to upload your official congratulatory letter. For Journey verification, an email will automatically be sent to your Troop Leader for digital validation.

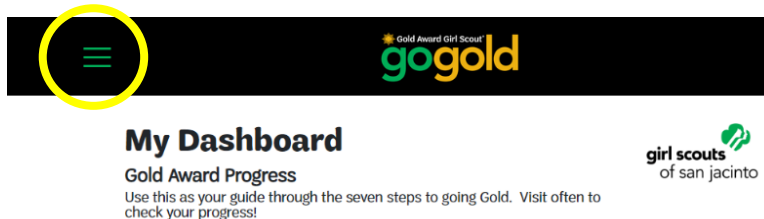
Managing your Progress



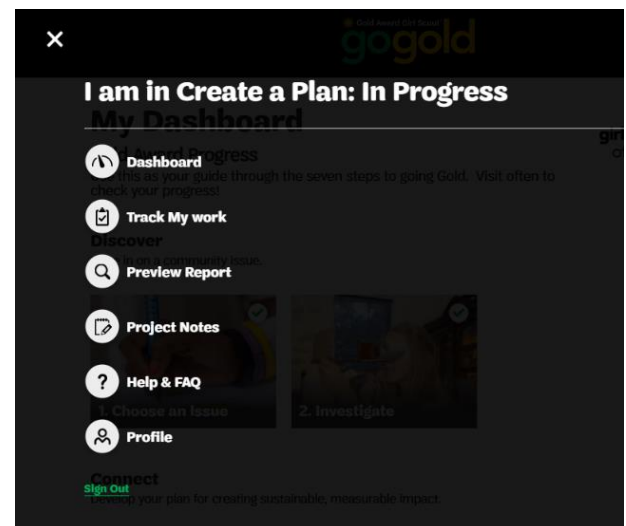
- When you log out of GoGold Online and log back in, you will be brought to “My Dashboard”. This will show you all seven of the steps to going Gold.
 - The steps in which you have completed will have a green checkmark in the top right corner.
 - The steps in which you have viewed will have a green eye.
 - Ones that have not been viewed or completed will have a blank white circle.

Steps 1 – 5 are for building your **Project Proposal**

Steps 6 – 7 are for building your **Final Report**

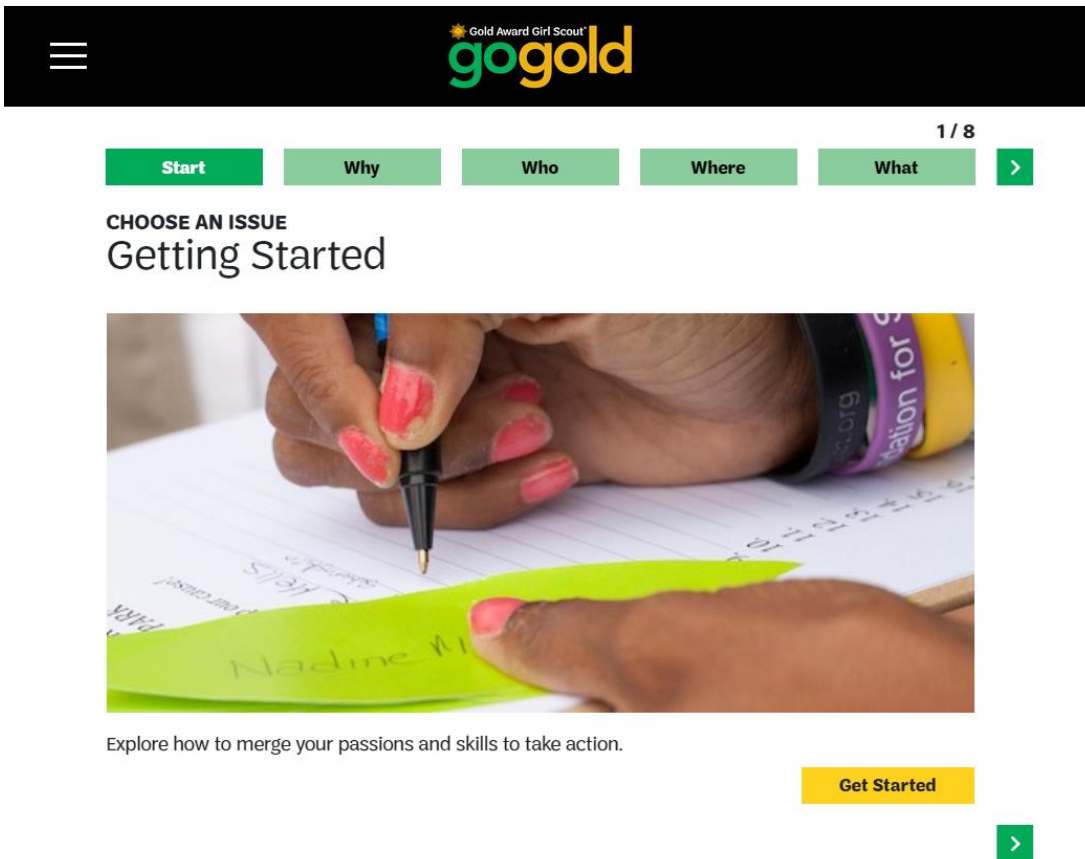


- Click the three green lines (top left corner) to view the menu. Here you will find:
 - **Dashboard** (shown above)
 - **Track My Work** (where you can add entries to your time log to track time spent on your project)
 - **Preview Report** (to see what your report currently looks like)
 - **Project Notes**
 - **Help & FAQ**
 - **Profile** (to make changes to your contact info, council, or pre-requisites)



Step 1 – Choose an Issue – *OPTIONAL*

Use **Step 1** to explore how to merge your passions and skills to take action. This step is optional but is very helpful tool if you are looking for help on choosing an issue.



The screenshot shows the 'gogold' website interface. At the top, there is a black header with a white menu icon on the left and the 'Gold Award Girl Scout' logo on the right. Below the header, a navigation bar contains five green tabs: 'Start', 'Why', 'Who', 'Where', and 'What'. The 'Start' tab is currently selected. To the right of the tabs, the text '1 / 8' is displayed. Below the navigation bar, the main heading reads 'CHOOSE AN ISSUE' followed by 'Getting Started'. A large image shows a person's hands with pink nail polish writing on a yellow sticky note. Below the image, the text 'Explore how to merge your passions and skills to take action.' is visible. At the bottom right, there is a yellow 'Get Started' button and a green arrow icon.

- Take the **quiz** to explore your passions to help you determine possible issues that you can take action on. In each tab, you may select as many as options as you would like.
 - **Why:** select the subjects in which you are inspired/care about
 - **Who:** select who you would want to help
 - **Where:** select where you would like to make an impact
 - **What:** select your strengths and talents
 - **How:** select how you would like to make a difference
 - **Issues:** select the issues presented that interest you
 - **Summary:** the quiz will generate a summary which you can help determine which issue(s) you would like to explore further

Step 2 – Investigate *OPTIONAL*

Use **Step 2** dig deeper to find the root cause of the issue(s) you care about. This step is optional but is very helpful tool if you need assistance investigating your issue deeper.



Start

Mind Mapping

Research

INVESTIGATE



In step 1, you identified issues you care about. Now, dig deeper to find their root causes.

Start Mapping

- **Mind Mapping**
Use the mind mapping tool to explore root causes of the issue(s) you've identified. Click the help icon for the additional help on how to mind map.
- **Research**
Once you've determined root causes(s), dig deeper in your research. Also consider what organizations may have knowledge about your issue's root cause and consider interviewing an expert.

Once you've determined the issue you'd like to address it's time to start planning your project!

Step 3 – Get Help ***REQUIRED***

In **Step 3** you will begin to build your team of volunteers for your project. This step is required.

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START TEAM

GET HELP
My Project Team

+ Add a Project Advisor

+ Add a Team Member

Please add your project advisor and at least one team member to complete this step.

Finished

➤ **Project Advisor**

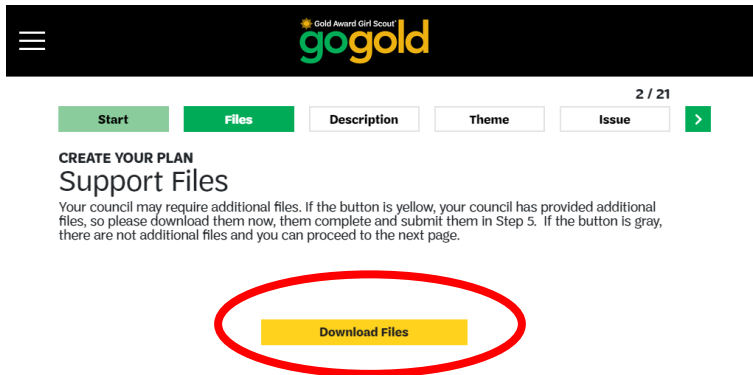
Carefully enter in your Project Advisor's contact information here. This information will be used for GoGold to send your Project Advisor a copy of your report so that they can digitally validate your Proposal and Final Report (required). Remember that your Project Advisor and Gold Award Mentor are not the same person. Your Project Advisor is an expert in the field in which your project is addressing. Your Gold Award Mentor is a GSSJC Gold Award volunteer who serves as a resource and support to ensure that you are in compliance with council's guidelines and the deadlines.

➤ **Team Members**

Please remember that your team members should come for all areas of your life (i.e. not just Girl Scouts or family). The Gold Award Review Board will also be looking to ensure that you have enough volunteers to do the work that is required for you to complete your project.

Step 4 – Create a Plan ***REQUIRED***

In **Step 4** you will work out your timeline, budget, measurable and sustainable impact, and national and/or global link. This step is required.



Gold Award Girl Scout
gogold

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Start Files Description Theme Issue >

CREATE YOUR PLAN
Support Files

Your council may require additional files. If the button is yellow, your council has provided additional files, so please download them now, then complete and submit them in Step 5. If the button is gray, there are not additional files and you can proceed to the next page.

Download Files

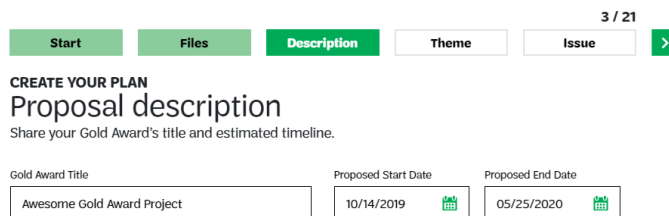
- Girl Scouts of San Jacinto Council does **require** supplemental forms. Click the “Download Files” button to download the ZIP file.



- A ZIP file will appear. Open the file to view the required GSSJC supplemental forms.

Note: this will include the required forms for your Project Proposal and Final Report.

- Choose a title and choose a realistic timeline.



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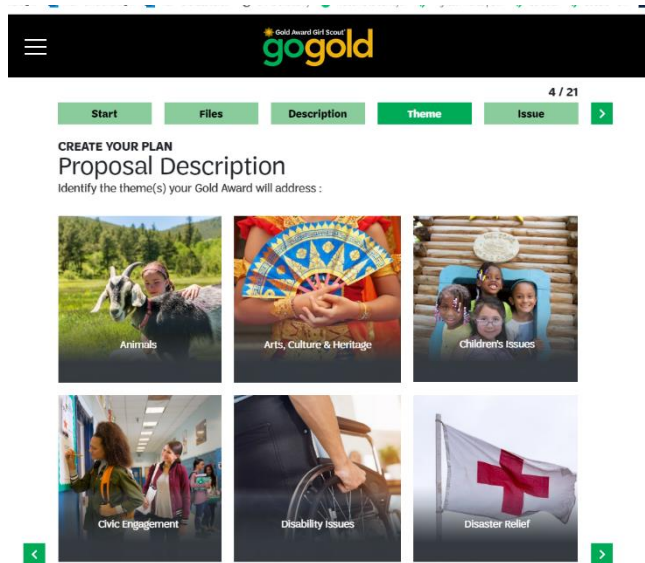
Start Files Description Theme Issue >

CREATE YOUR PLAN
Proposal description

Share your Gold Award's title and estimated timeline.

Gold Award Title Proposed Start Date Proposed End Date

Awesome Gold Award Project 10/14/2019 05/25/2020



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Start Files Description Theme Issue >

CREATE YOUR PLAN
Proposal Description

Identify the theme(s) your Gold Award will address :

Animals Arts, Culture & Heritage Children's Issues Civic Engagement Disability Issues Disaster Relief

- Select the appropriate theme(s) for your project.

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< Description Theme Issue Root Cause Target Audience >

CREATE YOUR PLAN
Proposal Description

Clearly describe your issue and share your reasons you selected your project.

My Gold Award aims to address this issue:

0 / 500

Sans Serif Normal B I U

This field is required.

The reasons I selected my issue are:

3 / 2000

+ add another

ISSUE

- Clearly and thoroughly explain the issue which your project will be addressing and why you selected that issue.

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< Theme Issue Root Cause Target Audience Global >

CREATE YOUR PLAN
Root Cause

In Step 2, you identified your issue's root cause. Share it here along with how you plan to address it.

The root cause of my issue is:

3 / 2000

Sans Serif Normal B I U

N/A

I will address the root cause by:

3 / 2000

Sans Serif Normal B I U

N/A

ROOT CAUSE

- **TIP:** Use Step 2 to help you identify the root cause of your issue. Now dig deeper and research how you will address the root cause of your chosen issue.

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< Issue Root Cause Target Audience Global Example >

CREATE YOUR PLAN
Target Audience

Detail the impact your Gold Award will have and on what target audiences.

The target audience(s) for my Gold Award is/are :

0 / 2000

This field is required.

+ add another

The skills, knowledge, and/or attitudes my target audience will gain are:

0 / 2000

This field is required.

+ add another

I will know that my audience has gained the desired skills/knowledge because

0 / 2000

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TARGET AUDIENCE

- Identify **who** the targeted audience(s) are for your project; **what** they will gain, and **how** you know they will be gaining these things.

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< Root Cause Target Audience **Global** Example Your Turn! >

CREATE YOUR PLAN
Defining National and/or Global link



Your project has a national and/or global link when you can explain how it connects to an issue that is relevant worldwide. Remember: local to global to local. Global issues don't just happen "somewhere else." You can address a global issue that is evident in your local and/or national community, like poverty, hunger, illiteracy, homelessness, or climate injustice.

NATIONAL AND/OR GLOBAL LINK

- Work on understanding what is meant by having a national and/or global link and help identify what that is for your project.

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< Target Audience Global **Example** Your Turn! Measurable >

CREATE YOUR PLAN
How to Identify your National and/or Global link

Example—Alyssa's Gold Award:

After meeting with her local district attorney during a school field trip and learning about human trafficking, Alyssa decided to explore and address this global issue through her Gold Award. She identified that this issue is not well known enough to be correctly identified, so she produced a documentary on domestic human sex trafficking that the FBI now uses for training purposes across the nation. Alyssa worked with the FBI and local law enforcement to identify their needs for training, as well as victim advocates from around the world to discover and share best practices. Once the documentary was completed, she traveled throughout her region to build awareness of human sex trafficking.

- Review the example

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



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< Global Example **Your Turn!** Measurable Example >

CREATE YOUR PLAN
Now it's your turn!

My Gold Award's National and/or Global link is:

3 / 2000

Sans Serif Normal B I U      

N/A

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< Example Your Turn! **Measurable** Example Your Turn! >

- Next, identify your project's national and/or global link

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< Example Your Turn! **Measurable** Example Your Turn! >

CREATE YOUR PLAN
Define Your Measurable Goals



MEASURABLE GOALS

- Your project is measurable when you collect information, or data, throughout your project and use it to show that your actions have had an impact on the community issue you've chosen. So, think about what you can count in your project. How much? How many?

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< Your Turn! Measurable Example Your Turn! Sustain >

CREATE YOUR PLAN

How to Set Measurable Goals:

Example—Alyssa's Gold Award:

The target audience(s) for my Gold Award is/are: *FBI, high school students and adults.*

The skills, knowledge and/or attitudes my target audience will gain are: *ability to identify human trafficking warning signs and the ability to advocate on behalf of potential victims.*

I will know my target audience has gained the desired skills or knowledge because: *they can identify human trafficking warning signs and know how to help.*

Measuring My Gold Award Project's Success

What my audience will learn/gain	How I will measure impact	When I will measure impact
Knowledge of warning signs	Survey	After watching documentary or presentations
Know how to advocate on behalf of victims	Successful role play	During presentations

Your goals should be detailed, relevant to your project, and include information that can be measured. They should also include a target date of completion. My Gold Award project's goals are:

< After meeting with her local district attorney during a school field trip and learning about human trafficking, Alyssa decided to explore and address this global issue through her Gold Award. She identified that this issue is >

➤ Review the example

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< Measurable Example Your Turn! Sustain Example >

CREATE YOUR PLAN

Now, it's your turn!

Measuring My Gold Award Project's Success

You need to add some measurable goal plans here

+ add another

Your goals should be detailed, relevant to your project, and include information that can be measured. They should also include a target date of completion. My Gold Award project goals are:

0 / 2000

Sans Serif Normal B I U | | | | | | |

➤ Next, identify your measurable goal plans


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< Example Your Turn! Sustain Example Your Turn! >

CREATE YOUR PLAN

Defining Sustainability



Your project is sustainable when it carries on or continues to have impact, even after you've done your part. In a nutshell, you create lasting change.

➤ **SUSTAINABILITY**

➤ Remember, a key component of a Gold Award take action project is sustainability, meaning that your project will create lasting change.

CREATE YOUR PLAN

How to Ensure Your Gold Award Is Sustainable:

Sustainability is having a plan

- A school or organization agreeing to continue your Gold Award
- Creating materials (ie: a binder, pamphlet, video, website, or social media campaign) to be used as a resource and/or to continue to engage others with your issue

Sustainability is not **YOU** continuing your project or **hoping** someone else will. It's also not:

- A collection drive or make/donate project
- A fundraiser
- A standalone structure (ie: bench, mural, sign or garden)

Example—Alyssa's Gold Award :

- *Documentary that the FBI agreed to use for ongoing training purposes*
- *The awareness and tools her audiences gained by her presentations.*

➤ Review the example

CREATE YOUR PLAN

Now, it's your turn!

My Gold Award will be sustained beyond my involvement by:

0 / 2000

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➤ Next, identify how your project will be sustained beyond your involvement

CREATE YOUR PLAN

Your Project Plan

Briefly outline the steps involved in putting your plan into action, including the activity, your team's role, resources you'll need, and how long you expect it to take. Pro-tip: Log activities in five-hour increments or less and remember that there is a minimum of 80 hours suggested to complete a Gold Award. You've got this!

Total: 0.00 Hours

add another

PLAN

➤ Outline the steps involved in putting your plan into action. Remember, there is a minimum of **80 hours** suggested to complete a Gold Award project.

CREATE YOUR PLAN

Estimated Expenses

Estimate your project expenses and how you plan to meet these costs.

Total: \$ 0.00

+ Add additional

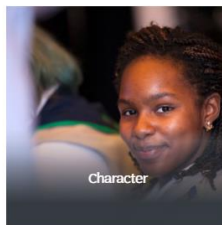
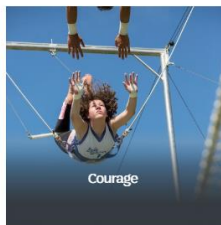
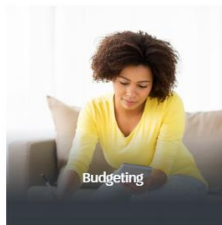
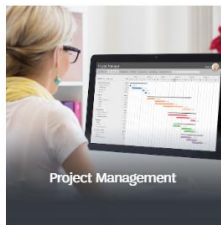
BUDGET

- Estimate your expenses here. Please keep in mind the eligibility requirements for money earning activities and soliciting donations. Please review the F-30 and F-32 forms if you are uncertain.

CREATE YOUR PLAN

Strengths and Talents

The strengths, talents, and skills I currently have and will put into action are



STRENGTHS AND TALENTS

- Choose the strengths, talents, and skills that you have that will help you be successful on your project.

CREATE YOUR PLAN

Strengths and Talents

The new skills I plan to learn and develop throughout my Gold Award are:

+ Add another

- List the skills you plan to learn and develop throughout your project.

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<

Plan

Expenses

Strengths

Talents

Tell the World

CREATE YOUR PLAN

Tell the World

I will let others know about my Gold Award (the impact of my project, what the Gold Award is and what I learned by earning it) by promoting via:

Note: This is NOT about your Gold Award's sustainability.

Website

Blogs

Social Media

Presentations

Posters

Videos

- TELL THE WORLD**
- Choose how you will let others know about your Gold Award.
NOTE: GSSJC requires that you complete a presentation. Please see the Presentation supplemental form for details.

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Congratulations, you've completed your project plan!

Now, submit it to your council for review and approval!



View Dashboard

Continue to Step 5

Step 5 – Present Your Plan ***REQUIRED***



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Start Checklist Summary Council Upload >

PRESENT YOUR PLAN

It's time to submit your proposal!



Submit your project proposal to your council. Approval is required before you can actually get started.

Get started

SUBMITTING YOUR PROPOSAL

- Go through each of the slides to make sure that your Proposal is ready for submission.

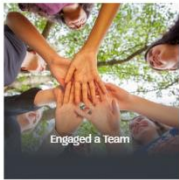
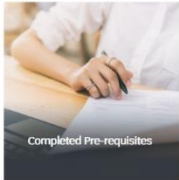


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Start Checklist Summary Council Upload >

PRESENT YOUR PLAN

Proposal Checklist

You know you're ready when you can confidently check all these boxes.



- **Note:** All these boxes should be checked. If you are unsure about any of these, please go back to the corresponding step and review and/or speak to your Gold Award Mentor for assistance.



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Start Checklist Summary Council Upload >

PRESENT YOUR PLAN

Checklist Summary

You've completed these steps great job:

- Completed Pre-requisites
- Created a Unique Project
- Chosen an Expert Project Advisor
- Engaged a Team
- Addressed the Root Cause of an Issue
- Tackled My Target Audience's Needs
- Set Clear Goals
- Designed a Sustainable Project
- Identified a National and/or Global Link
- A Realistic Budget
- Dedicated 80 hours of Work
- Created a Plan to Inspire

- Review the Checklist summary and celebrate all that you've accomplished so far!

PRESENT YOUR PLAN

Confirm Your Council

Is that your council's logo? If yes, proceed! If not, select the correct council from the drop-down menu.

Council Name



PRESENT YOUR PLAN

Upload Additional Files

Got additional files to share with your council? Upload them here; they'll be submitted alongside your proposal at the end of this step.

Accepted File Types: JPEG, JPG, PNG, GIF, TIFF, PDF, DOC, DOCX, TXT, XLS, XLSX, PPT, PPTX, ZIP

[Girl Permission Slip.pdf](#)

318.3 KB

[Girl Medical Form.pdf](#)

624.45 KB

Drag and drop your files here.

[Upload Your File\(s\)](#)

Limit : 25MB

In addition to the Go Gold Online Proposal, GSSJC requires the following documents to be submitted before your proposal will be considered by the Review Board:

1. GSSJC Checklist

- This form includes yours and your Gold Award Mentor's digital signatures

2. Verification of Gold Award Orientation

- Submit a copy of your Gold Award Orientation certificate, card, or letter

3. Letter(s) of permission – if applicable

- You will need to obtain a letter of permission, on letterhead, from the facility where you will be completing your Gold Award Project.
- If you are working at more than one location, you will need a permission letter from each location.

4. Letter of Agreement for Donation - if applicable

- Letter of agreement from any organization stating that they accept the donation(s) from your project

5. Silver Award Letter – if applicable

- If you earned the Silver Award as part of meeting your pre-requisites, it is required that you upload your congratulatory letter from council. If you misplaced this, please reach out to your Gold Award Mentor to request another copy.


➤ Confirm your council – we are the **Girl Scouts of San Jacinto Council**.

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gogold

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< Council Upload **Preview** Verify! You're Ready! >

PRESENT YOUR PLAN
Preview Your Proposal
Download your proposal and double-check it to make sure it's ready to submit.



Download Proposal

< >

- Before you submit to council, your Gold Award Mentor **MUST** review your **Project Proposal** as well as the required **supplemental forms**. Do so by downloading your Project Proposal on this step and then emailing your mentor a copy of this and your other forms.


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< Upload Preview **Verify!** You're Ready! Submit


PRESENT YOUR PLAN
Get verification!
Get your troop leader/volunteer to verify that you completed your prerequisites, and obtain project advisor support of your proposal before submitting it. Click the boxes below to send a pre-generated email to your troop leader and project advisor. After they affirm your efforts, you can move to the next screen and submit your proposal to your council.

Troop Volunteer



Request Approval

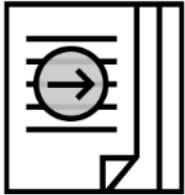
Project Advisor



Request Approval


- After your Gold Award Mentor gives you approval, it's time to move on to verification from your Troop Leader and Project Advisor. Do so by clicking the "Request Approval" boxes

Troop Volunteer



Approval Request email was sent to mdodd@sjgs.org on 10/04/2019 02:37 PM

Re-send Request



View in Browser

Gold Award Girl Scout[®]
gogold

Hi Troop Leader,

Megan Dodd has started planning for her Girl Scout Gold Award, the highest award a Senior or Ambassador Girl Scout can earn. Through a seven-step process, she'll tackle the root cause of a community issue—developing and carrying out an innovative and sustainable solution.

Megan has listed you as her troop leader/volunteer. Congrats on supporting Megan in going Gold! Troop leader/volunteers are responsible for confirming the prerequisites the Girl Scout has completed—either the Silver Award and one Senior/Ambassador Journey or, in lieu of the Silver Award, two Senior/Ambassador Journeys.

Megan has stated that she completed the following prerequisites:

- Silver Award - San Jacinto - 5/2015
- Journey - Think Like a Programmer - Ambassador - 8/2018

By clicking the button below, you certify that you are Megan's troop leader/volunteer and that she has completed the prereqs listed above. If you have any concerns, please reach out to the Girl Scout prior to submitting your approval.

I APPROVE

Thank you!

Hi Troop Leader/volunteer,

You've played an instrumental role by helping your Girl Scout complete her Gold Award prerequisites. She's now on her way a Gold Award Girl Scout by earning the Gold Award, the greatest accomplishment in Girl Scouting. Through this seven-step process, she will tackle the root cause of a community issue by developing and carrying out an innovative and sustainable solution.

By clicking the button below, you certify that you are the Girl Scout's troop leader/volunteer and that she has completed the prerequisites listed in the email you received from GoGold 2.0. If you have any concerns, please reach out to the Girl Scout prior to submitting your approval.

I Approve

- Be sure to notify your Troop Leader and Project Advisor that they will be receiving this email and ask that they validate your report at their earliest convenience so that your project can be reviewed. **You cannot submit your report until your report has been validated.**



- Once you've received all required validations and signatures, including yours and your Mentors on the GSSJC Checklist, you're ready to submit!



- Review your submission
 - Please 'cc your Gold Award Mentor
 - Review your supplemental forms
 - Click "Send to Council" when you're ready!

What's next?


Please keep in mind the following timeframe for considering when to submit your materials to your Gold Award Mentor for review before submitting to council:

1st of the month: If you submit your Project Proposal by the 1st of the month and your Gold Award Mentor feels that it's ready for the Review Board (doesn't require any changes), then it will be reviewed by the Review Board on the **2nd Sunday of that month.**

15th of the month: If you submit your Project Proposal by the 15th and your Gold Award Mentor feels that it's ready for the Review Board (doesn't require any changes), then your Project Proposal will be reviewed by the Review Board on **4th Tuesday of the month.**

You **MUST** receive council approval before beginning your project. After the Review Board meeting you will receive two emails. One from GSSJC with a congratulatory letter and additional materials & one from GoGold Online telling you that your proposal has been approved and you can move to the next step.

Step 6 – Take Action ***REQUIRED***



Start

Time

Income


Expenses

Experiences

>

1 / 6



TAKE ACTION
Lead your team to carry out your plan!



Remember, if you hit a speed bump, learn from it and find ways to adjust—and always ask for help when needed!

Get Started

- Once you've received Review Board approval, it's time to take action and carry out your project!



Start

Time

Income

Expenses

Experiences

>

2 / 6



TAKE ACTION
Your Time Log
Track all the time you spend on your project here.

Total: 0.00 Hours

+ add another

TIME LOG

- Remember to log your hours as you go and that by the end you should have approximately 80 hours.



Start

Time

Income

Expenses

Experiences

>

3 / 6

TAKE ACTION
Income Log
Track how you funded your project.

Total: \$ 0.00

+ add another

INCOME LOG

- Track how you **funded** your project.

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gogold

4 / 6

<

Time

Income

Expenses

Experiences

Summary

TAKE ACTION

Expense Log

Track the expenses that supported your Gold Award project.

Total: \$ 0.00

+ add another

EXPENSE LOG

- Track your expenses that supported your project.

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5 / 6

<

Time

Income

Expenses

Experiences

Summary

TAKE ACTION

Experience Log

Upload photos, video, and/or text posts showing your project in action! These posts will be shared with your council when you submit your final report.

+ add another

EXPERIENCE LOG

- Use the Experience Log to upload photos, videos, text, brochures, presentations, website, etc. These posts will be shared with the Review Board when they are reviewing your Final Report.

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6 / 6

<

Time

Income

Expenses

Experiences

Summary

TAKE ACTION

Summary

Hours Spent on Your Project

Expenses You Estimated in Step 4
\$ 5.00 Estimated

Your Actual Project Expenses
Please complete the mandatory fields

Your Actual Project Income


Total Experience Posts You've Shared

I'm Finished

TAKE ACTION SUMMARY

- The summary will combine and summarize the previous steps.

Step 7 – Educate and Inspire ***REQUIRED***



1 / 19

Start

Description


Theme

Issue

Root Cause

EDUCATE AND INSPIRE


Complete Your Final Report



Read over your notes and spend some time reflecting on your experiences. Then tell your story and share your results!

Get started

- Now it's time to complete your Final Report. Here you will spend time reflecting on your experience and then tell your story and share your results.



2 / 19

Start

Description

Theme

Issue

Root Cause

EDUCATE AND INSPIRE

Gold Award Description

Double-check your project title and enter your actual start and finish dates.

My Gold Award's Title

Actual Start Date

Actual Finish Date


Awesome Gold Award Project

10/14/2019

05/25/2020

DESCRIPTION

- Confirm or revise your project title, start date, and finish date.



3 / 19

Start

Description

Theme

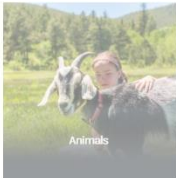
Issue


Root Cause

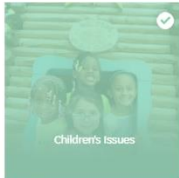
EDUCATE AND INSPIRE

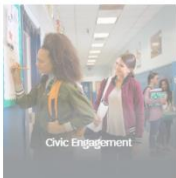
Gold Award Description


Confirm the theme(s) Your Gold Award addressed



Animals


Arts, Culture & Heritage


Children's Issues


Civic Engagement


Disability Issues


Disaster Relief

THEME(S)

- Confirm or revise the theme(s) in which your Gold Award project addressed.

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<

Description

Theme

Issue

Root Cause

Summarize

>

EDUCATE AND INSPIRE

Gold Award Description

Review your Gold Award's issue. Is there anything you want to add or change?

My Gold Award addressed this issue:

7 / 2000

Sans SerifNormalBBIUListLinkImageLink

Testing

- ISSUE**
- Review your project's issue. Is there anything you want to add or change?

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5 / 19

<

Theme

Issue

Root Cause

Summarize

Goals

>

EDUCATE AND INSPIRE

Summarize Your Gold Award

Review the root cause you identified in Step 4, then explain how you addressed it.

The root cause of the issue my Gold Award addressed was:

3 / 2000

Sans SerifNormalBBIUListLinkImageLink

N/A

I addressed the root cause of my issue by:

0 / 2000

Sans SerifNormalBBIUListLinkImageLink

- ROOT CAUSE**
- Review your project's root cause. Is there anything you want to add or change?

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6 / 19

<

Issue

Root Cause

Summarize

Goals

Results

>

EDUCATE AND INSPIRE

Review your Target Audience(s)

Confirm and/or update the target audience(s) you reached through your Gold Award:

Testing

×

+ add another

- TARGET AUDIENCE**
- Review your project's target audience. Is there anything you want to add or change?

7 / 19

< Root Cause Summarize **Goals** Results Reflect >

EDUCATE AND INSPIRE
Summarize your Gold Award Project
 Review and/or update how you measured your project's success:

You need to add some measurable goal plans here

+ add another

Your goals should be detailed, relevant to your project, and include information that can be measured. They should also include a target date of completion. Review and/or update your Gold Award project's goals here.

0 / 2000

Sans Serif Normal B I U

< >

MEASUREMENT

- Review and/or update how you measured your project's success.

Gold Award Girl Scout **gogold**

8 / 19

< Summarize **Goals** Results Reflect Shout! >

EDUCATE AND INSPIRE
Summarize Your Gold Award Project
 My Gold Award results are:

0 / 2000

Sans Serif Normal B I U

The skills, knowledge, and/or attitudes my target audience gained are:

0 / 2000

Sans Serif Normal B I U

I know that my audience gained the desired skills or knowledge because:

0 / 2000

< >

- Summarize the skills, knowledge, and/or attitudes your target audience gained and how you know these things were achieved.

Gold Award Girl Scout **gogold**

9 / 19

< **Goals** Results **Reflect** Shout! Obstacles >

EDUCATE AND INSPIRE
Summarize your Gold Award
 Reflect on and share your Gold Award's sustainability, national and/or global link, and how you led your team.

My Gold Award is sustained beyond my involvement by:

0 / 2000

Sans Serif Normal B I U

My Gold Award's national and/or global link was:

0 / 2000

Sans Serif Normal B I U

< >

SUSTAINABILITY & NATIONAL AND/OR GLOBAL LINK

- Reflect on and share your project's sustainability, national and/or global link, and how you led your team.

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10 / 19

<

Results

Reflect

Shout!

Obstacles

Skills

>

EDUCATE AND INSPIRE

Shout it from the rooftop!

I told others about my Gold Award (the impact of my project, what the Gold Award is, and what I learned in earning it) by promoting via:

Note: This is not your project's sustainability.

Website

Blogs

Social Media

Presentations

Posters

Videos

EDUCATE AND INSPIRE

- Reflect on how you let others know about your Gold Award.

NOTE: GSSJC requires a presentation. Please see the Presentation form for details. This must be completed and submitted with your Final Report.

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11 / 19

<

Reflect

Shout!

Obstacles

Skills

Leadership

>

EDUCATE AND INSPIRE

Time to reflect!

Reflect on your project; then share your takeaways and lessons learned. This is your opportunity to shine—elaborate with 4-5 sentences for each response.

The obstacles I encountered were:

0 / 2000

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B

I

U

I overcame them by:

0 / 2000

Sans Serif

Normal

B

I

U

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12 / 19

<

Shout!

Obstacles

Skills

Leadership

Pros/Cons

>

EDUCATE AND INSPIRE

Time to reflect!

The strengths, talents, and skills I put into action were:

Project Management

Public Speaking

Budgeting

Courage

Confidence

Character

- Choose the strengths, talents, and skills you put into action!

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gogold

13 / 19

<

Obstacles

Skills

Leadership

Pros/Cons

Outcomes

>

EDUCATE AND INSPIRE

Time to reflect!

Reflect on what you learned about your leadership skills.

The leadership skills I put into practice were:

0 / 2000

Sans Serif

Normal

B

I

U

I learned the following about myself:

0 / 2000

Sans Serif

Normal

B

I

U

- Reflect on the leadership skills you put into practice and what you learned about yourself in the process.

Gold Award Girl Scout

gogold

14 / 19

<

Skills

Leadership

Pros/Cons

Outcomes

Upload

>

EDUCATE AND INSPIRE

Time to reflect!

Reflect on what worked well and what you would do differently if given the chance.

The most successful part of my project was:

0 / 2000

Sans Serif

Normal

B

I

U

I would change the following if I could start over:

0 / 2000

Sans Serif

Normal

B

I

U

- Reflect on what worked well and what you would do differently if given the chance.

Gold Award Girl Scout

gogold

15 / 19

<

Leadership

Pros/Cons

Outcomes

Upload

Preview


>

EDUCATE AND INSPIRE


Time to reflect! ^①

Through completing my Gold Award, I now demonstrate the following Girl Scout leadership outcomes.

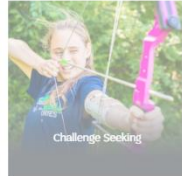
Strong Sense of Self




Positive Values




Challenge Seeking



Healthy Relationships



Community Problem Solving



- Choose the Girl Scout leadership outcomes that you feel you demonstrated through completing your Gold Award.

16 / 19

<

Pros/Cons

Outcomes

Upload

Preview

Verify!

>

EDUCATE AND INSPIRE

Upload Additional Files

Got additional files to share with your council? Upload them here; they'll be submitted alongside your final report at the end of this step.

Accepted file types: PDF, JPG, JPEG, PNG, DOC, DOCX

Drag and drop your files here.

Upload Your File(s)


Maximum file size is 25MB

<

>

In addition to the GoGold Online Final Report, GSSJC requires the following documents to be submitted before your Final Report will be considered by the Review Board:

- GSSJC Checklist**
 - This form includes yours and your Gold Award Mentor’s digital signatures
- Gold Award Presentation**
 - This form includes digital signature from you, your Gold Award Mentor’s, and a Girl Scout volunteer who observed your presentation
- Publicity Form**
 - This form is required even if you do not wish for GSSJC to seek publicity on your behalf (there is an option for no publicity)
 - If you would like publicity, please pay careful attention to the photo requirements



17 / 19

<

Outcomes

Upload

Preview

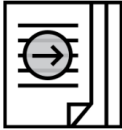
Verify!

Submit

EDUCATE AND INSPIRE

Preview Your Final Report

Download your final report. Review it to make sure it is ready to submit.



Download Final Report

<

>

➤ Before you submit to council, your Gold Award Mentor **MUST** review your **Final Report** as well as your **supplemental forms**. Do so by downloading your Final Report on this step and then emailing your mentor a copy of this and your other forms.

The screenshot shows the GoGold interface for the 'Get verification!' step. At the top, there's a navigation bar with the GoGold logo and a hamburger menu. Below it, a progress bar shows five steps: Outcomes, Upload, Preview, Verify, and Submit. The 'Verify' step is currently active. The main heading is 'EDUCATE AND INSPIRE Get verification!'. Below this, a paragraph explains that the user should request their project advisor's support for their final report before submitting to their council. A button labeled 'Request Approval' is shown below a document icon with a circular arrow.

- After your Gold Award Mentor gives you approval, it's time to move on to verification from Project Advisor. Do so by clicking the "Request Approval" box.

The screenshot shows the GoGold interface for the 'Submit your final report!' step. The navigation bar and progress bar are similar to the previous step, but the 'Submit' step is now active. The main heading is 'EDUCATE AND INSPIRE Submit your final report!'. Below this, a paragraph explains that it's time to send the final report to the council for review. The form includes fields for 'Cc:', 'Subject:' (pre-filled with 'Megan Dodd's Final Report'), and 'Email Body:' (pre-filled with a sample email). A 'Send my Final Report' button is at the bottom right.

- Be sure to notify your Project Advisor that they will be receiving this email and ask that they validate your report at their earliest convenience so that your report can be reviewed. **You cannot submit your report until your report has been validated.**
- Once you've received all required validations and signatures, including yours and your Mentor's on the GSSJC Checklist, you're ready to submit!
- Review your submission
 - Please 'cc your Gold Award Mentor
 - Review your supplemental forms
 - Click "Send my Final Report" when you're ready

What's next?

Please keep in mind the following timeframe for considering when to submit your materials to your Gold Award Mentor for review before submitting to council:

- 1st of the month:** If you submit your Final Report by the 1st of the month and your Gold Award Mentor feels that it's ready for the Review Board (doesn't require any changes), then it will be reviewed by the Review Board on the **2nd Sunday of that month.**
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After the Review Board meeting you will receive two emails. One from council with a congratulatory letter and additional materials & one from GoGold Online telling you that your Final Report has been approved and you can move to the next step.

[Don't forget to take a look at the National Gold Award Girl Scout Application!](#)



How to Create Digital Signatures

Please refer to this guide for troubleshooting digital signatures.

Digital Signatures

- For the **Project Proposal**, the following document will need digital signatures: [GSSJC Checklist](#).
- For the **Final Report**, the following documents will need digital signatures: [GSSJC Checklist](#), [Presentation](#), and [Publicity Form](#).

For Windows:

- ✓ On each of these forms, you will see a red flag where signatures are needed. When you click the red flag, you will be prompted with a window that says “Sign with Digital ID”

TIP: Make sure you have the most updated version of Adobe. Some computers require a specific version to make the editable forms fully functional (and/or for the digital signature to work properly) - **Acrobat Reader DC**. This version is available at get.adobe.com/reader as a free upgrade or download.

- ✓ If you already have an ID configured, you can click “Continue” and follow prompts.
- ✓ If you do not, you can “Configure a New Digital ID”.
- ✓ If you are configuring a new digital ID, continue to follow prompts:
 - 1) Create a new Digital ID
 - 2) Continue
 - 3) Save to File
 - 4) Continue
 - 5) Fill in information, i.e.:
 - a. Name
 - b. Leave Organization Unit & Name blank
 - c. Email address
 - d. Country
 - e. The last two boxes will auto populate
 - 6) Continue
 - 7) Apply a password to protect the Digital ID

- ✓ Your digital signature has been created and now is ready to use!

To use your digital signature:

- 1) Select your Digital ID and then click Continue.
- 2) Type in your password
- 3) Click Sign
- 4) It will automatically prompt you to re-save your document – click Save

For Mac:

TIP: Make sure you have the most updated version of Adobe. Some computers require a specific version to make the editable forms fully functional (and/or for the digital signature to work properly) - **Acrobat Reader DC**. This version is available at get.adobe.com/reader as a free upgrade or download.

- ✓ Follow these steps to create a digital signature if you have not used one before on a Mac:
 - 1) Tools -> Annotate -> Signature (if you have previously created a signature, one will appear):
 - a. Click Manage Signatures
 - b. Click the plus sign
 - c. Follow directions (and be sure to check box to asking you to save your signature)
 - d. Click accept
- ✓ Once you have a signature saved on a Mac, follow these steps to add it to a PDF:
 - a. Go to Tools -> Annotate -> signature – you will see your saved signature
 - b. Click the signature and it will import into your document
 - c. Move and resize as appropriate (hovering over the corner will give you a resizing arrow)
 - d. Click off it and type in date (you may need to re-opt into the annotation through text option as detailed above after importing a signature)
- ✓ **Go to the Adobe website for additional tips:**
<https://helpx.adobe.com/acrobat/using/signing-pdfs.html>