



Adult Recognitions

The definitive guide to appreciating the efforts of Girl Scouts of San Jacinto Volunteers and Community Partners.

Nominations are due March 1 for recognition at Adult Recognition Event in April.

Ways to Recognize Volunteers

Informal Recognitions in Girl Scouts

Volunteer Appreciation happens all year long. No excuse needed! There are many small ways to recognize the work of your volunteers...

- Just say “Thank You”
- Send a card (better yet, have girls make one)
- Post a “shout out’ on Facebook
- Create small thank you gifts to carry with you—see Pinterest for lots of ideas
- Feature volunteers in a monthly newsletter—or send feature information to a local paper.
- Visit the Girl Scout Shop for lots of themed items and ideas

Recognizing long-standing members

Membership Year Pin—this is a numeral guard that recognizes both girl and adult total membership years in 5-year intervals.



Years of Service Pin—this is a pin that recognizes years of service as a volunteer in 5-year intervals.



Years of Membership and Years of Service pins are free to communities who order by the March 1 recognition deadline. Both pins may be awarded at Adult Recognition Event for years 20 and above.

All orders must be submitted online through the [order form](#).

Formal Recognitions in Girl Scouts

The adult recognition program at GSSJC offers **National** and **Council** award pins, plaques and certificates for outstanding service and accomplishments that go above and beyond the expectations for that role. These include awards to individuals, families and community partners.

Adult Recognition Awards

All award nominations must be completed through the online submission portal at [Volunteer Award Nomination Form | Girl Scouts of San Jacinto Council \(gssjc.org\)](#). Submissions through the nomination portal will receive a confirmation email. **No submissions on paper, email, or fax will be considered.**

Award	Description	Award Level	Image
Outstanding Volunteer Pin	Recognizes an adult outside of the troop leader role whose service benefits a geographic or program delivery area in a way that is beyond the expectations for the position. This includes adults and volunteers in communities, regions, or Girl Scout special interest groups. <i>Awarded by the community at a community event.</i>	Community	
Outstanding Leadership Team Pin	Recognizes the outstanding efforts of any troop or special interest group leadership team that meets the criteria of the award. The team must have two or more volunteer members. <i>Awarded by the community at a community event.</i>	Community	
Appreciation Pin	For outstanding service to a geographic area or program delivery audience in a way that furthers the Council's goals beyond expectations for the position.	National	
Volunteer of Excellence Pin	For outstanding service while partnering directly with girls in any pathway to implement the GSJL through use of National Program Portfolio or service in support of the Council's mission delivery to girl & adult members beyond the expectations for the position.	National	
Honor Pin	For outstanding service in two or more geographic areas or program delivery audiences that furthers the Council's goals beyond expectations for the position.	National	
Thanks Badge	Award for which no other is appropriate. For outstanding service that benefits the total Council or entire Girl Scout Movement beyond expectations for the position.	National	
Continuing Service	For continued service beyond the position held by a Thanks Badge recipient.	Council	
Thanks Badge II	For the candidate who has already received the Thanks Badge and has continued to perform at the same high level for an extended period, increased their sphere of influence or used their skills to move into another field of endeavor benefiting the Council or entire Girl Scout Movement.	National	
President's Award	Recognizes the community who meets all ten criteria points within a geographic area or program delivery team in moving toward achievement of Council goals during a membership year.	National	
Lifetime Achievement	For continued high level service over an extended period of years by a Thanks Badge II recipient.	Council	
Key Award	For distinguished service to the girls and adults in GSSJC beyond the expectations for the position in one membership year.	Council	
Family Award	For adult Family members who have contributed above and beyond the expectations of the positions they hold.	Council	
Erivan Chew Award	For those candidates in the Girl Scout or general community who have made a significant contribution to supporting pluralism and to making Girl Scouts a more diverse and inclusive movement.	Council	
Community Service Award	Three progressive awards for a community, building, business or church, or non-registered adult who have served for several years.	Council	

These awards are usually presented at the GSSJC Adult Recognition Event in April every year, or at your Community Recognition Event with a council representative present.

Alcohol Policy

Please refer to F-433, GSSJC Policies and Operational Procedures for guidance concerning the consumption or presence of alcohol at a Girl Scout function or on Girl Scout properties. Alcohol is prohibited at all camp properties and outlying service centers and events and any event with girls.

Adult Recognition Committee

The Adult Recognition Committee is made up of Girl Scouts of San Jacinto Volunteers and is charged with one of the most important responsibilities within our council—**recognizing the hard work and dedication of our many volunteers and our community supporters**. Showing appreciation at the council level is a significant part of our volunteer support system. Contact the committee staff partner at adultrecognition@sigs.org or (713) 292-0254.

Recognition Process

If you know of a volunteer(s) or community partner who goes over and above the expectations for their role, and who is always eager to contribute or learn more through Council trainings—**nominate them for a National or Council award!** It takes four easy steps:

1. Start by reviewing the volunteer work of a nominee and ensuring that all her/his activities are documented on a current [Volunteer Service Record \(F-122\)](#)
 - a. Are they a registered member in good standing? (Current member with CBC on file, not on the Council debt list)
 - b. What positions have they held and for how long?
 - c. What training have they taken?
 - d. What have they done beyond their role to stand out and exemplify the Girl Scout model?
2. Read through ALL nomination materials in this guide to understand what needs to be submitted for a **complete** award nomination.
3. Solicit three letters of endorsement from other volunteers who have worked with the nominee or benefited from their hard work. (See sample included in this guide.)
4. Submit **complete** nominations using the online submission form to the Council Adult Recognition Committee by **March 1** for Adult Recognition Event or spring Community events. **Recognition nominations which are incomplete or submitted via email or on paper will not be considered.** Late nominations will be returned to first signer to nominate the following year.

The first signer on the nomination form is notified by email and/or phone call after final approval or if the nomination was declined. An official EMAIL with more information will be mailed. **Please make sure to coordinate communications with the rest of your nominating team!** If the nominee is awarded a recognition—start gathering friends and family and register for the annual Adult Recognition Event in April!

If national or council recognitions will be delivered at a community event, a council-level representative (board member, council-wide appointed volunteer, staff member) must be present to assist with award presentation.

Writing a Strong Nomination Letter

The most important part of your nomination is the candidate endorsement. It is essential that the endorsement letter address specific and measurable achievements of your candidate from a volunteer who has worked directly with the nominee. Below are some examples:

Commonly used statement	Reflect & Review	New & Improved Statement
“She is always there for the girls.”	Describe the ways she is “always there”...using action verbs!	“Dani has organized all our Community Summits over the last three years (12!) and coordinates activities ranging from dances to Community campouts for several hundred girls. She also serves as a mentor to new leaders—6 this year alone—orienting them to the all the policies and procedures, trainings and girl experience opportunities contributing to 100% return rate over the last two years. She has kept our community alive and thriving.”
“She always goes above and beyond.”	Demonstrate/illustrate “above & beyond”. Tell a story of a project she/he took over that resulted in a new opportunity for the troop.	“After visiting several Houston museums behind the scenes, “Julie” went to work on our history project, and after 6 months, our archives look like other museums—rows, shelves, & boxes are labeled & numbered, and all artifacts are documented in our database.”
“She has been very supportive of community activities and a long-time, dedicated volunteer...”	While longevity is a wonderful demonstration of dedication to program, does this level of involvement go “above & beyond” the expectations for the role?	“Our community hosted a weekend campout in Feb. 2015 and I was in charge of the program. When I was diagnosed with strep throat the day before, “Jane” stepped in without missing a beat, took the program materials and added some creative outdoor elements of her own. I heard the event was a smashing success.”
“Mary is a great cookie volunteer and is so helpful!”	What makes her great? What kind of volunteer activities made her special, and what did she do that was particularly helpful?	“Mary is the volunteer manager of one of our largest cookie cupboards in the council. She turns her dining room into a cookie cupboard, pushing out 9000 cases of cookies to troops in a single year! Her records are without errors and submitted on time.”

Have Fun with Community Recognitions

Create awards and celebrate in a way that truly represents your Community spirit and identity. Hold a traditional ceremony and dinner, a dance or fiesta, or make the most of your gathering and do some mini trainings using Green Apples or Cafes.

Your recognitions can be funny, related to your Community name or slogan, or created especially for one person. One of our Communities pronounced an **Annual Volunteer Day** named after one of their long-time and beloved volunteers—a very special honor.

Try out this Girl Scout customized Kudo Board offered by GSUSA to recognize one of your local volunteers or volunteer team: [Kudo Board](#)

Here's the "How"

Community Recognition Team Leads are key to pulling together appreciation activities. They should have Volunteer Service Records (F-122s) on file for all Community volunteers. This is sometimes a challenge! Encourage suggestions for potential nominees at your Summit or CLT meetings. Awarding of membership numerals and volunteer years of service along with your own community-based awards is reason aplenty to organize a celebration.

Put together a recognition committee led by your Community Recognitions Team Lead to create some fun local awards, create small tokens of appreciation like SWAPS, and to plan a recognition event. See Council-offered Community based awards like the Outstanding Leadership Pin (F-335) or the Outstanding Volunteer Pin (F-59).



For some inspiration, check out these quotes (so many more online!):














- Act as if what you do makes a difference. It does.
- Be a Part of Something Bigger than Yourself.
- Be the Mentor You Wish You Had.
- Building community through giving.
- Caring is the gift of making the ordinary special.
- Discover why some of the richest people in the world are not millionaires, they are volunteers.
- Do Small Things With Great Love.
- Do the right thing. Volunteer.
- Doing Good Does You Good.
- Do-it, volunteering made easy.
- Don't Ever Question the Value of Volunteers.
- Don't just stand there. Volunteer!

Recognitions Calendar and Awards Process Timeline

Who	When	What
Community	Summer Summit Meetings-Green Apple Thanks a Million training at August Membership Kickoff	Select Community Recognitions Team Lead (CRTL) Register your new CRTL
Community Service Team	September/October <i>October 31-Juliette Gordon Lowe's Birthday</i>	-Collect F-122's from all adult members -Renew and purchase membership guards for those with a 5 year anniversary to celebrate Juliette's B-day
Community Recognitions Team Lead	November/December Thanks a Million Training Green Apple in Communities	-Coordinate with Community Service Team and VEMs to prepare documentation for President's Award and/or Ervan Chew Award -Review volunteer records for award consideration—National, Council or Community -Begin compiling endorsement letters for award nominations
Community Recognitions Team Lead	January	Prepare complete nomination packets for Council and/or Community Awards
Community Recognitions Team Lead	By March 1	Submit all completed nomination packets for National, Council and/or Community Awards
Community Recognitions Team Lead	By March 1	Submit orders for Membership Pins, Years of Service Pins & Rockers for Spring community events
Adult Recognition Committee	September-April	Meets monthly/weekly as needed to review nomination packets prior to annual Adult Recognition Event in April
Community Leadership Team	March 12—the Girl Scout Birthday	Create an opportunity to recognize local volunteers with a Girl Scout Birthday Party!
Council-Wide	April is Volunteer Appreciation Month!	Do something special to recognize your volunteers—see resources for ideas.
Adult Recognition Event	See council calendar	Camp Agnes Arnold
Adult Recognition Committee	Mid-April	Presents National, Council and Membership/Years of Service Pins 20+ at annual Adult Recognition Event
Community Recognitions Team Lead	Year round—8-12-week lead	-Collect and review F-122 Volunteer Service Records for potential council/national award nominees during Adult Recognition nomination period (December 1-March 1) -OR create local awards to be presented to volunteers at community events

Adult Recognition Awards

All award nominations must be completed through the online submission portal at [Volunteer Award Nomination Form | Girl Scouts of San Jacinto Council \(gssjc.org\)](https://www.gssjc.org/volunteer-award-nomination-form) Submissions through the nomination portal will receive a confirmation email. **No submissions on paper, email, or fax will be considered.**

Award	Description	Award Level	Example
Outstanding Volunteer Pin	Recognizing an adult outside of the troop leader role whose service benefits a geographic or program delivery area in a way that is beyond the expectations for the position. This includes adults and volunteers in communities, regions, or Girl Scout special interest groups. <i>Awarded by the community at a community event.</i>	Community	
Outstanding Leadership Team Pin	Recognizes the outstanding efforts of any troop or special interest group leadership team that meets the criteria of the award. The team must have two or more volunteer members. <i>Awarded by the community at a community event.</i>	Community	
Appreciation Pin	For outstanding service to a geographic area or program delivery audience in a way that furthers the Council's goals beyond expectations for the position.	National	
Volunteer of Excellence Pin	For outstanding service while partnering directly with girls in any pathway to implement the GSLE through use of National Program Portfolio or service in support of the Council's mission delivery to girl & adult members beyond the expectations for the position.	National	
Honor Pin	For outstanding service in two or more geographic areas or program delivery audiences that furthers the Council's goals beyond expectations for the position.	National	
Thanks Badge	Award for which no other is appropriate. For outstanding service that benefits the total Council or entire Girl Scout Movement beyond expectations for the position.	National	
Continuing Service	For continued service beyond the position held by a Thanks Badge recipient.	Council	
Thanks Badge II	For the candidate who has already received the Thanks Badge and has continued to perform at the same high level for an extended period, increased their sphere of influence or used their skills to move into another field of endeavor benefiting the Council or entire Girl Scout Movement.	National	
President's Award	Recognizes the community who meets all ten criteria points within a geographic area or program delivery team in moving toward achievement of Council goals during a membership year.	National	
Lifetime Achievement	For continued high level service over an extended period of years by a Thanks Badge II recipient.	Council	
Key Award	For distinguished service to the girls and adults in GSSJC beyond the expectations for the position in one membership year.	Council	
Family Award	For adult family members who have contributed above and beyond the expectations of the positions they hold.	Council	
Ervan Chew Award	For those candidates in the Girl Scout or general community who have made a significant contribution to supporting pluralism and to making Girl Scouts a more diverse and inclusive movement.	Council	
Community Service Award	Three progressive awards for a community, building, business or church, or non-registered adult who have served for several years.	Council	