Adult Recognitions

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

Nominations are due March 15 for recognition at Adult Recognition Event in April.
Guide Contents

<table>
<thead>
<tr>
<th>Page</th>
<th>Contents</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Ways to Recognize Volunteers</td>
</tr>
<tr>
<td>2</td>
<td>Adult Recognition Committee Recognition Process</td>
</tr>
<tr>
<td>3</td>
<td>Writing a Strong Nomination Letter</td>
</tr>
<tr>
<td>4</td>
<td>Have Fun with Community Recognitions</td>
</tr>
<tr>
<td>5</td>
<td>Recognitions Calendar and Awards Process Timeline</td>
</tr>
<tr>
<td>6</td>
<td>National, Council and Community Awards and descriptions</td>
</tr>
<tr>
<td>7-8</td>
<td>Sample Nomination Letter</td>
</tr>
</tbody>
</table>

Links and Resources for Recognitions

ONLINE NOMINATION FORM: [https://www.gssjc.org/nomination](https://www.gssjc.org/nomination)

Nominations and Patch/Rocker Order Forms: gssjc.org/nomination OR go to [www.gssjc.org](http://www.gssjc.org) and search under the Volunteer Hub for the Forms link...

- F-54—Form number: National/Council Award Nomination
- F-54a—Form number: Award Nomination Letter of Endorsement
- F-56—Form number: Adult Membership Numeral Pin Order Form
- F-57—Form number: Family Award Nomination
- F-59—Form number: Application for Outstanding Volunteer Pin (Community-based)
- F-61—Form number: Volunteer Years of Service Pin Order Form
- F-76—Form number: Application for President’s Award
- F-116—Form number: Community Service Award Nomination
- F-334—Form number: Mentor Patch and Rocker Order Form
- F-335—Form number: Application for Outstanding Leadership Team Award (Community-based)
- F-336—Form number: Ervan Chew Award Application


Council Facebook Page: [https://www.facebook.com/GSSJC/](https://www.facebook.com/GSSJC/)

GS Pinterest: [https://www.pinterest.com/gsusa/](https://www.pinterest.com/gsusa/)
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

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.

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. Form F-56.

Years of Service Pin—this is a pin that recognizes years of service as a volunteer in 5-year intervals. Form F-61

Years of Membership and Years of Service pins are free to communities who order by the March 15 recognition deadline. Both pins may be awarded at Adult Recognition Event for years 20 and above.

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 outlaying service centers and events and any event with girls.
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 (available in the Volunteer Hub under Forms or in the online nomination form) 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 samples attached)

4. Complete the ONLINE Adult Recognitions Nomination Form for National and Council Awards or submit paper forms with required documents. Paper forms are available under Forms on the GSSJC website. Submit the online form and all paperwork to the Council Adult Recognition Committee by March 15 for Adult Recognition Event or spring Community events.

   The first signer on the nomination form is notified by email and/or phone call after final approval. 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!
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:

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<thead>
<tr>
<th>Commonly used statement</th>
<th>Reflect &amp; Review</th>
<th>New &amp; Improved Statement</th>
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<tbody>
<tr>
<td>“She is always there for the girls.”</td>
<td>Describe the ways she is “always there”...using action verbs!</td>
<td>“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 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.”</td>
</tr>
<tr>
<td>“She always goes above and beyond.”</td>
<td>Demonstrate/illustrate “above &amp; beyond”. Tell a story of a project she/he took over that resulted in a new opportunity for the troop.</td>
<td>“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, &amp; boxes are labeled &amp; numbered, and all artifacts are documented in our database.”</td>
</tr>
<tr>
<td>“She has been very supportive of community activities and a long-time, dedicated volunteer...”</td>
<td>While longevity is a wonderful demonstration of dedication to program, does this level of involvement go “above &amp; beyond” the expectations for the role?</td>
<td>“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.”</td>
</tr>
<tr>
<td>“Mary is a great cookie volunteer and is so helpful!”</td>
<td>What makes her great? What kind of volunteer activities made her special, and what did she do that was particularly helpful?</td>
<td>“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.”</td>
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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 Cafés.

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

<table>
<thead>
<tr>
<th>Who</th>
<th>When</th>
<th>What</th>
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<tbody>
<tr>
<td>Community</td>
<td>Summer Summit Meetings-Green Apple</td>
<td></td>
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<tr>
<td></td>
<td><strong>Thanks a Million training at August Membership Kickoff</strong></td>
<td>Select <strong>Community Recognitions Team Lead (CRTL)</strong>&lt;br&gt;Register your new CRTL</td>
</tr>
<tr>
<td>Community Service Team</td>
<td>September/October</td>
<td>-Collect F-122’s from all adult members&lt;br&gt;-Renew and purchase membership guards for those with a 5 year anniversary to celebrate Juliette’s B-day</td>
</tr>
<tr>
<td>Community Recognitions Team Lead</td>
<td>November/December&lt;br&gt;<strong>October 31-Juliette Gordon Lowe’s Birthday</strong></td>
<td>-Coordinate with Community Service Team and VEMs to prepare documentation for President’s Award and/or Ervan Chew Award&lt;br&gt;-Review volunteer records for award consideration—National, Council or Community&lt;br&gt;-Begin compiling endorsement letters for award nominations</td>
</tr>
<tr>
<td>Community Recognitions Team Lead</td>
<td>January</td>
<td>Prepare complete nomination packets for Council and/or Community Awards</td>
</tr>
<tr>
<td>Community Recognitions Team Lead</td>
<td><strong>By March 15</strong></td>
<td>Submit <strong>all</strong> completed nomination packets for National, Council and/or Community Awards</td>
</tr>
<tr>
<td>Adult Recognition Committee</td>
<td>August-June</td>
<td>Meets monthly to review nomination packets prior to annual Adult Recognition Event in April</td>
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<tr>
<td>Community Leadership Team</td>
<td>March 12—the Girl Scout Birthday</td>
<td>Create an opportunity to recognize local volunteers with a Girl Scout Birthday Party!</td>
</tr>
<tr>
<td>Community Recognitions Team Lead</td>
<td><strong>By March 15</strong></td>
<td>Submit orders for Membership Pins, Years of Service Pins &amp; Rockers for Spring community events</td>
</tr>
<tr>
<td>Council-Wide</td>
<td><strong>April is Volunteer Appreciation Month!</strong></td>
<td>Do something special to recognize your volunteers—see resources for ideas.</td>
</tr>
<tr>
<td>Adult Recognition Event</td>
<td><strong>See council calendar</strong></td>
<td>Camp Agnes Arnold</td>
</tr>
<tr>
<td>Adult Recognition Committee</td>
<td>Mid-April</td>
<td>Presents National, Council and Membership/Years of Service Pins 20+ at annual Adult Recognition Event</td>
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<tr>
<td>Community Recognitions Team Lead</td>
<td>Year round—8-12-week lead</td>
<td>-Submit complete nomination packets for awards to be presented at a community event&lt;br&gt;-OR create local awards to be presented to volunteers at community events</td>
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VOLUNTEER RECOGNITION AWARDS

National Awards

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.

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.

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. Candidate may have already received the Appreciation Pin, but it is not a criteria.

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. May have already received the Honor or Appreciation Pin but it is not a criteria.

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 of time, increased their sphere of influence or used their skills to move into another field of endeavor benefiting the Council or entire Girl Scout Movement.

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.

Community-based Awards
Outstanding Volunteer Pin
(F-59) on the GSSJC website under Forms.

Outstanding Leadership Team Pin
(F-335) on the GSSJC website under Forms.

Council Awards

Key Award
For distinguished service to the girls and adults in GSSJC beyond the expectations for the position in one membership year.

Family Award
For adult family members who have contributed above and beyond the expectations of the positions they hold.

Community Certificate Walnut Plaque Laser Plaque
Three progressive awards for a community, building, business or church, or non-registered adult who have served for several years.

To nominate a volunteer, please see the online form under the Volunteer tab at gssjc.org/nomination or paper forms under the Forms tab. Contact Volunteer Experience at 713 292-0254.

Lifetime Achievement
For continued high level service over an extended period of years by a Thanks Badge II recipient.

Continuing Service
For continued service beyond the position held by a Thanks Badge recipient.

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.
January 14, 2015

Re: Nominee

To Girl Scouts of San Jacinto Council Adult Recognitions Committee:

It is my sincere honor to nominate for a Council level award. I got to know last year when two Service Units – – were merging to form in the area. We each came from one of the Service Units and had agreed to serve as the inaugural Community Leadership Team. Having only been a troop leader 2 years and never having served on a steering committee, I was daunted by the tasks ahead, but made it not only easy, but fun.

was a phenomenal CLT member. Clearheaded and driven, she and I took on the challenges that come with merging two distinct groups. Her ideas and ability to sway even the most stubborn hold out helped garner volunteers for almost every position on the Community Service Team. When we were unable to fill the Recruitment Lead position, took the bull by the horns and led the entire team – myself included – through a fantastic rally where we had over 400 participants and 25 new troops form.

was also instrumental in developing our Community Way of Works that has become the cornerstone for the very successful and well-oiled machine that we call . She had excellent rapport with our team as well as with leaders and volunteers throughout the Community. Her calm demeanor helped manage the few troubled troops while her excitement and enthusiasm made other want to volunteer and participate. Our Summit meetings regularly saw 75-120 attendees, and I have no doubt it is because has a way of making people want to see what is going on.

On top of her role as CLT last year, was also a part of the Community Training Team. She would drop everything if someone needed a Passport to Girl Scouts training. Whether it was one or twenty people, or in a church or at her house, she availed herself to ensure all troops were compliant and that the leaders had quality training to do their best in their new positions.

Much to my chagrin, stepped out of her role as CLT this year; however, we are fortunate that she took on three new roles within the Community: Community Treasurer, Community Mentor, and Community Training Lead.
As Community Treasurer, she has embraced the role as no one else could. She loves spreadsheets and organization, so she has that department running smoothly. She developed a working spreadsheet that can pivot and extrapolate any information we could possibly want or need. Each department has its budget, and she regularly reports to the Service Team. Her bookkeeping is impeccable, and her accounting is on target. We cannot be any happier with serving in this capacity.

I can think of no better leader to serve as a mentor than . Her knowledge base and experience are astounding. But it is her enthusiasm that keeps new leaders excited and engaged, and her mentee troops thrive because the leaders thrive. She has repeatedly been able to quash unrest and help smooth bumpy situations not only with her mentees but with other troops if we need assistance. She is remarkable in this capacity.

Her passion, however, is training. Here is where she has made the biggest impact this year. Her first goal was to onboard as many trainers as she could – we have 8. She and her team have provided 13 Passport and 2 Leadership Essentials trainings this year, and 2 more Leadership trainings are scheduled later this month. This is double what was offered last year. In addition, she opened up the training to our sister communities in Region 9 so they, too, had options for their new leaders to train. She has worked tirelessly to make sure every troop is 2 deep with leader-trained adults. With 150 troops in , this has been no easy task. Her trainees come away excited, informed, and ready, and they know where to go if they have questions - makes sure they are prepared. I know this first hand because was my trainer when I first took on a troop leadership role, and I recall coming away excited about all the new adventures I was about to have.

One final mention is that during ALL of her jobs and duties that I have discussed, she is also a troop leader for not one but two troops. In my dealings with her, I am amazed at her relationship with her girls and parent base. She advocates the true Girl Scout experience with not only the Journeys, but through camping, canoeing, archery (of which she is an instructor as well), or whatever her girls find they want to do. She supports them and encourages them to be leaders, entrepreneurs, volunteers, explorers, and all that Girl Scouting inspires.

On a personal note, has been my friend, my mentor, and my inspiration in the year plus that I have known her. I cannot imagine a Girl Scout world where is not actively involved. She inspires people from our Community as well as others. While I cannot speak to her Council trainings, I am confident when I say her impact has been felt across the San Jacinto Council. She is more than deserving of a Council award (or several) as she embodies everything that is Girl Scouts.

Sincerely yours,

, CLT

Community