



## Adult Recognition FAQs

### **1. How do I nominate a volunteer for adult recognition?**

Go to <https://www.girlscoutsfl.org/en/for-volunteers/adultrecognitions.html> and submit a nomination from a desktop computer or iPad. Please do not use cellphones as nomination information does not always transmit to the Council database. (For a step-by-step process, please see the bottom of this document)

### **2. What are the general criteria for adult award recognitions?**

A nominee must have an active membership with Girl Scouts of Tropical Florida be a member in good standing with the council including but not limited to owing no Council debt at time of nomination. Criteria for specific awards are outlined on our webpage, <https://www.girlscoutsfl.org/en/for-volunteers/adultrecognitions.html> Nominations must be for a specific service role that has not already been recognized over that time period. Council staff will check the historical record the nominee has previously received and advise of there are discrepancies.

### **3. Isn't it better if I mention everything the nominee has ever done for Girl Scouts?**

The best nominations highlight only one or two roles. Each service for a given year is allocated to a specific award. If you mention all the roles the nominee has ever held, it may prevent future recognition of that service.

### **4. Where are awards presented?**

Awards are presented annually at the Girl Scouts of Tropical Florida Summer Summit Adult Recognition Luncheon. This year's Summer Summit set for August 24, 2024.

### **5. Can I start the nomination process and submit endorsement at a later time?**

Endorsement letters are required at the time of the nomination. Incomplete nominations cannot be accepted.

### **6. Can I self-nominate?**

You can self-nominate but you cannot write your own endorsement letter.

### **7. Can the person nominating also be an endorser?**

Yes, you as the nominator can also submit an endorsement letter. All endorsement letters must be submitted together at the time of the nomination.

### **8. Can an email be used for endorsement instead of a formal letter?**

An email from an endorser can be used as the official endorsement letter provided it has all the details needed for the award submitted. Please copy your email on to a word document and submit at the time of the nomination with the other endorsement letters.

**9. How many nominations can I submit?**

You may nominate as many registered adults as you wish provided you have secured all the endorsement letters since incomplete nominations cannot be accepted.

**10. When are the deadlines for adult recognitions?**

The deadline for a nomination to be recognized at Summer Summit Adult Recognition Luncheon is June 21, 2024.

**11. Can I submit paper nominations if internet is not reliable in my area?**

Unfortunately, paper nominations and endorsements are not accepted for adult recognitions.

**12. How will I know when my nomination is received?**

You will receive an email following your submission confirming its receipt.

**13. Am I able to cancel or withdraw a nomination after I sign and submit nomination?**

You cannot withdraw a nomination online after you sign and submit. If you wish to cancel a nomination, contact [customercare@girlscoutsfl.org](mailto:customercare@girlscoutsfl.org) for further steps.

**14. Once I start a nomination or endorsement can I save my spot and continue later?**

Unfortunately, no. Once you start the nomination process you must finish in one session and submit after you enter your electronic signature.

**15. What if a nominee's achievements are further back than 10 years? Can I include those in the the nomination?**

Yes, please include all achievements not previously recognized for an award.

**16. Who should write endorsements?**

Anyone who can speak to the contributions and service of the nominee. This can be a Troop Leader, GSTF Community team member, volunteers, girls, parents, or even staff members.

**17. What will endorsers be asked to write about in their endorsement letter?**

Here are the general things you'll need to write about the nominee:

- The Award the Nominee has been nominated for.
- How long have you known the nominee and in what capacity have you known the nominee? Description of the Girl Scout and/or community activities in which you have observed or worked with the nominee.
- What the nominee has done to deserve this award. Description of the Nominee's most significant contributions to Girl Scouts. Site specific examples of who the nominee has empowered girls or adults or gone "above and beyond" expectations for this award.
- Specific stories of support or contributions the nominee did that impressed you
- Length of time the nominee has spent in the service