



# HONOR A VOLUNTEER

*Recognize their  
hard work and  
dedication...*

Nominate them for a Girl Scout  
Adult Recognition Award!

**SUBMISSION DEADLINE:**

June 21, 2024

## Progression of Awards

In considering recommendations for a National or Council award, the Adult Recognition Advisory Team (ARAT) urges nominators to follow the progression of awards criteria by nominating a person for the first award (Volunteer of Excellence) or the next award in the sequence of awards she/he has received. The ARAT reviews the nominations very carefully; making sure all criteria for each award have been met. If criteria have not been met, the ARAT will not recommend the nominee to the GSTF Board of Directors for final approval. Nomination does not guarantee receipt of award. Therefore, please do not discuss any nominee or awards with anyone other than the endorsement letter writers. A complete list of awards, along with award criteria and instructions, are enclosed. This information can also be found on our website at [www.girlscoutsfl.org](http://www.girlscoutsfl.org).

## Nomination Process





After studying the criteria and determining the award you wish to recommend, please follow this procedure:

1. Contact references and arrange for endorsement letters to be written and returned to you. Supply reference writers with a brief description of the award for which the endorsement is being written. Endorsement letters should relate to the qualifications required for the specific award.
2. Complete the [Adult Recognition Award online nomination form](#) and upload the corresponding endorsement letters by June 21, 2024 at 11:59 p.m. **All required endorsement letters must be submitted together with the nomination or the packet will be considered incomplete.**
3. The ARAT reviews nominations and forwards them to the Girl Scouts of Tropical Florida Board of Directors for approval.

The timeframe for this nomination term is for services performed from January 1, 2023 – December 31, 2023. Please note, some of the higher awards will ask for information prior to this timeframe.


**Nominations must be received by 11:59 p.m. on June 21, 2024.**

## Awards Criteria and Information

Award	Criteria	Endorsement Letters Required
Volunteer of Excellence 	<p>This award recognizes an individual who has contributed significantly for at least the past year by partnering directly with girls to share the Girl Scout Leadership Experience through use of the National Program Portfolio or who has contributed outstanding service in support of the council’s mission-delivery to girl and/or adult members.</p> <p><i>Additional required criteria:</i></p> <ol style="list-style-type: none"> <li>1. Must be a registered Girl Scout adult volunteer in good standing.</li> <li>2. Length of service will have extended over a period of 1 or more consecutive years.</li> </ol>	1
Appreciation Pin 	<p>This award recognizes an individual’s exemplary service in support of delivering the Girl Scout Leadership Experience with a measurable impact on <b>at least one geographic area of service</b> (i.e., GSTF Community) and helped the Council reach and surpass its mission-delivery goals for that area.</p> <p><i>Additional required criteria:</i></p> <ol style="list-style-type: none"> <li>1. Must be a registered Girl Scout adult volunteer in good standing.</li> <li>2. Length of service will have extended over a period of 2 or more cumulative years.</li> </ol>	2
Honor Pin 	<p>This award recognizes an individual’s exemplary service in support of delivering the Girl Scout Leadership Experience, which has had measurable impact on <b>two or more geographic areas of service</b> (e.g., GSTF Communities, counties, event such as World Thinking Day, etc.), allowing the council to reach and surpass its mission-delivery goals.</p> <p><i>Additional required criteria:</i></p> <ol style="list-style-type: none"> <li>1. Must be a registered Girl Scout adult volunteer in good standing.</li> <li>2. Length of service will have extended over a period of 3 or more cumulative years.</li> </ol>	3
Thanks Badge I 	<p>This award honors an individual who has demonstrated an ongoing commitment with the highest levels of community leadership and mission advocacy. The individual has demonstrated an exceptional and measurable impact, with their actions, that advance the goals and priorities of the <b>entire Council or Girl Scout Movement</b>.</p> <p><i>Additional required criteria:</i></p> <ol style="list-style-type: none"> <li>1. Must be a registered Girl Scout adult volunteer in good standing.</li> <li>2. Length of service will have extended over a period of at least 4 or more cumulative years.</li> <li>3. The individual will have successfully held at least 2 adult volunteer positions with the Girl Scout Movement.</li> </ol>	4

INDIVIDUAL AWARDS

## Awards Criteria and Information

Award	Criteria	Endorsement Letters Required
<p>Thanks Badge II</p> 	<p>This award honors a previous Thanks Badge recipient who has continued to increase their sphere of influence, resulting in a measurable impact that benefits the <b>entire Girl Scout Movement</b>.</p> <p><i>Additional required criteria:</i></p> <ol style="list-style-type: none"> <li>1. Must be a registered Girl Scout adult volunteer in good standing.</li> <li>2. Must have received the Thanks Badge (from any Girl Scout Council).</li> <li>3. Length of service will have extended over a period of at least 5 or more cumulative years <b>since receiving the Thanks Badge</b> in one or multiple adult positions, with sustained, continued service, or increased services to the Council or the Girl Scout Movement.</li> </ol>	<p>4</p>

## Awards Criteria and Information

	Award	Criteria	Endorsement Letters Required
<b>GROUP AWARD</b>	President's Award	<p>This award recognizes the efforts of a Community team, committee, task force, or volunteer team whose collective service supports the delivery of the Girl Scout Leadership Experience and has a measurable impact. The endorsement letter must list all volunteer members, how the group surpassed goals, and how they contributed to one or more Council goals in membership growth, diversity and retention, and program with 75% of troops participating in the cookie program.</p> <p><i>Additional required criteria:</i></p> <ol style="list-style-type: none"> <li>1. All team members must be registered Girl Scout adult volunteers in good standing, have met all requirements of the positions held and reflect the diversity of the target audience it serves.</li> <li>2. Length of service will have extended over a period of 1 or more yrs.</li> </ol>	1
<p><b>Selection process of the awards below are by Girl Scouts of Tropical Florida and ARAT</b></p> <p><b>No nominees accepted for these awards.</b></p>			
<b>GSTF AWARDS</b>	Community Partner Award	<p>This award recognizes a business, organization, or group that has provided considerable contributions of service in forms of facility, financial support or other benefits to the Council over the last 12 months.</p>	0
<b>GSTF AWARDS</b>	Judge Edith Atkinson Lifetime Achievement Award	<p>This award honors individuals whose continuous and outstanding service to GSTF goes beyond expectations of the position (s) held, exemplifies the Girl Scout Promise and Law in his/her daily life, demonstrates respect for the spirit of the movement, shares the love of Girl Scouting through interaction with girls, adults, the council, and community and is dedicated to the principles of Juliette Gordon Low's Girl Scout movement.</p> <p><i>Additional required criteria:</i></p> <ol style="list-style-type: none"> <li>1. Must be a registered Girl Scout adult member in good standing.</li> <li>2. Length of volunteer and leadership service will have extended over a period of 20 or more cumulative years.</li> <li>3. Service to the council has benefitted the entire Girl Scout Movement.</li> </ol>	0

## Who Can Be Nominated?

All GSUSA Awards require the individual being nominated to be a registered GSUSA member and Group Awards require all team members be registered GSUSA members. Refer to each award for additional criteria. **No members serving as Troop Leaders or as Community Team members are eligible for awards while employees of GSTF.**

## Who Can Nominate?

**The person that submits the nomination does not have to be a registered member.** Anyone can recognize the important Girl Scouts in their life through these awards, including (but not limited to): a spouse, troop parent, girl or community partner.

## Geographical Areas of Service

To understand the geographical areas of service, please refer to the chart below that displays the scope of service. As a volunteer takes on different roles outside of the troop environment, their service impacts more girls in the Council and a greater geographical area.

### Scope of Geographical Areas of Service\*



#### TROOP

Any registered member that has supported the Girl Scout efforts at the Troop level.  
*Some examples can include: Troop Leaders, Troop Helper, Troop Camp Trained Volunteer, CPR/First Aider, Troop Treasurer, Cookie Parent*



#### SERVICE UNIT

Any registered member that has supported the Girl Scout efforts at the Service Unit level.  
*Some examples can include: SU Leadership Member, SU Trainer, SU New Leader Mentor, SU Product Sale Manager*



#### COUNCIL

Any registered member that has supported the Girl Scout efforts at the Council level.  
*Some examples can include: Outdoor Program Volunteer, Council Trainer, Council Recruiter, Gold Award Advisor*

\* Service Units are referred to as Communities at GSTF

## Writing a Strong Award Endorsement and Why it Matters

All award packets (an award packet includes a nomination form and the required endorsements for the specific award) are reviewed by the ARAT. This committee is comprised of volunteers from across the Council. They review each award nomination and compare the information presented about the volunteer with the criteria established for each award. The information presented in the nomination and the endorsement form is vital to the decision-making process of the volunteer committee. **They only know what is presented in the award packet.**

Before you start, think why you believe the nominee should be recognized. How has she/he gone above and beyond the position description? What is unique about her/his contribution? What are the results of her/his efforts? Jot down your ideas as you think about them so that you can organize them to include all their accomplishments. Start early in asking for endorsement letters. People need time to think and write. **Give the letter writer a date prior to June 21, 2024 to ensure that it is at the Council by the deadline.**

To help present strong, measurable and impactful information in the award packet, use the chart on the next page to help turn a general statement into one that is a strong endorsement statement that provides information that will help the ARAT show appreciation to deserving volunteers.

**Please note, the following information about the nominee should be included in each endorsement letter:**

- Award the Nominee has been nominated for.
- How long have you known the Nominee?
- 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.
- Description of Nominee's most significant contributions to Girl Scouts.

## Writing a Strong Award Endorsement and Why it Matters

GENERAL STATEMENT	THINK ABOUT THIS	STRONGER ENDORSEMENT STATEMENT
<p>“She has been a leader for a long time and is committed to girls.”</p>	<ul style="list-style-type: none"> <li>How many years?</li> <li>What grade levels has she worked with?</li> <li>What has she done that shows her commitment to girls?</li> </ul>	<p>“For eight years, she led a mixed troop of both Girl Scout Brownies and Juniors. In those eight years she has welcomed girls from three different schools. Her philosophy is “the girls need Girl Scouts, all the girls from second to fifth grade are welcomed in Troop 55555.”</p>
<p>“He is a great leader.”</p>	<ul style="list-style-type: none"> <li>What kind of leadership qualities has he exhibited with the girls?</li> <li>What makes him stand out?</li> </ul>	<p>“He believes in girl-led and continuously brings leadership opportunities to girls. Each of the girls in his troop have an opportunity to be a leader throughout the year. Each girl takes a month being responsible for leading the troop meeting, including organizing all aspects. The girls learn how to plan, speak in front of others, create an agenda, and lead a meeting.”</p>
<p>“She always goes above and beyond.”</p>	<ul style="list-style-type: none"> <li>How? Be specific.</li> <li>Tell a story that shows how she has gone above and beyond.</li> </ul>	<p>“Her troop was working on their Silver Award. She recognized that she did not have all the skills and knowledge to guide the girls successfully through all the details. She recruited parents, Community volunteers, leaders and several local businesses from our community at large - all helping the girls work through the details of their Silver Award Take Action Project. The girl’s project resulted in the local park having a nature trail with ten new birdhouses, four miles of safe trails, and new maps for visitors to follow. The mayor attended the grand opening of the new park along with five hundred community members “</p>

*The examples above show how the ARAT looks for details including impact and results. Provide at least 2-3 specific examples that are **tied directly to the award criteria, fall within the nomination term timeframe and why the nominee should receive the award.** The committee only reviews the material submitted. Anecdotal/ outside/ other information is **not taken into consideration.** This takes a little more work; however, the details will give the volunteer selection committee what they need to make a good decision. The results will be that more volunteers will be appreciated and that is a great thing!*



## Writing a Strong Award Endorsement and Why it Matters

SAMPLE ENDORSEMENT LETTER #1:

*The opening paragraph should introduce the purpose of the letter, the nominee, and the reason for the nomination.*

I am writing this letter to support Jane Doe who is the New Troop Leader Mentor in the Northeast Community for the Honor Pin. Jane has diligently worked in our neighborhood as well as the North West and North Beach Communities to provide quality training to leaders which has resulted in improved delivery of Girl Scouting in all three areas.

*The body of the letter should describe the specific service, who benefited from the service and provide results of the service that went beyond the position description.*

Jane recognized that many of our leaders did not complete the trainings necessary to help them be successful in their first year as leaders. She realized that in the Northeast Community many adults work second and third shifts which became a real challenge in trying to get them trained. She found that several close by areas were struggling with the same issue. She called a meeting and proposed that they offer training at unconventional times due to the nature of the audience they wanted to serve. The Communities were immediately in agreement with her proposal. Jane went to the Volunteer Resource staff at the Girl Scout council. Working together with both volunteers and staff, Jane established and delivered three training sessions that offered the courses needed by the untrained volunteers. The amazing thing is that they were offered at a local church from 6–9 p.m. when everyone was getting off work. Jane’s dedication paid off when 30 inexperienced leaders from three Community areas were trained to work with their troops. She showed that by collaborating with each other, much can be accomplished. Jane’s work across the three service areas benefited over 200 girls in new troops and has created strong relationships with the three Community teams and staff members. For her innovation in training and in partnership with three Communities and staff members, Jane Doe deserves the Honor Pin.

*The closing of the letter must include the writer’s name, service unit name as well as her address (email) and phone number. Here is an example:*

Sincerely,

Mary Smith  
Northeast Community  
1234 Main Street  
Miami, FL 33168  
305-123-4567 or [msmith123@aol.com](mailto:msmith123@aol.com)

## Writing a Strong Award Endorsement and Why it Matters

SAMPLE ENDORSEMENT LETTER #2:

February 17, 2019

Adult Recognition Committee:

I am writing in support of Susie Scout's candidacy for the Volunteer of Excellence Award. Susie is serving in her second year as CSA Coordinator for the Keys Community and during this time Susie has made great strides in creating a community of volunteers that enjoys sisterhood, camaraderie, and support. Susie runs monthly troop meetings and gets [%] attendance. She has coordinated guest speakers and enrichment trainings, investiture/rededication ceremonies, leader award ceremonies, and much more. She adds little touches to the meetings, like prizes and treats, that create a casual and fun atmosphere for the leaders. The volunteers in the Keys Community are engaged and informed thanks to Susie's efforts.

Susie has been a troop leader for many years, and this Girl Scout experience makes her a natural leader and coach for her fellow volunteers. She can provide advice, insight, and resources for almost any situation. Susie interacts fabulously with other leaders and they feel comfortable and confident approaching her for assistance.

Susie is committed to staying on top of, and championing for fellow volunteers, the latest news, and developments at the council level. She attends Lead & Learn and other council events as they apply to her operational volunteer position. This year Susie has been on the volunteer committee for the new Customer Engagement Platform—providing input and feedback on our new systems and tools. Susie's enthusiasm about these upcoming new resources is evident, and she has been getting her fellow volunteers on board and excited about the changes!

Susie is also leader of a very active 9th grade Senior troop and has been with them as their leader throughout their Girl Scout careers. Susie also led a group through their graduation from high school a couple of years ago. Her troop members are engaged and enthusiastic—hosting badge workshops, community events, and earning the high awards. No doubt the girls' passion can be attributed to Susie's leadership and modeling of the Girl Scout values.

Susie is a cheerleader for Girl Scouts within her troop, the Keys Community, the council, and the community at large. Her service to our Girl Scout council is much appreciated, and we sincerely thank her for her ongoing support, dedication, and leadership!

Sincerely,

Mary Smith  
*Keys Community*  
1234 Main Street  
Marathon, FL 33050  
305-987-6541 or msmith123@aol.com

## Writing a Strong Award Endorsement and Why it Matters

SAMPLE ENDORSEMENT LETTER #3:

March 1, 2019

Dear Girl Scouts of Tropical Florida and Adult Recognition Committee:

Please consider Vicky Volunteer for the Thanks Badge II.

I am writing to recommend Vicky for the Thanks Badge II. Vicky has been a member and volunteer of the Girl Scouts of Tropical Florida for 16 years and has served in roles serving troops, the Central West Community, her community at large, and GSTF.

I have had the opportunity to work with Vicky in her role as a Council Trainer. In 2013, GSTF began to reevaluate our presentation of conflict management training for volunteers, and Vicky, with her professional background in Adult Learning, was an invaluable resource. Vicky assisted, and often took the lead, as we modified the content and delivery of this important training. Vicky also pioneered the delivery of the conflict management training at the Central West Community.

In the fall of 2014, GSTF began the process of reevaluating the delivery method of all our training and began developing a more robust eLearning curriculum. Vicky is providing valuable feedback and serving as the voice of the Council Trainers to help ensure we are developing and offering the best product. Vicky is always available for meetings and provides additional support whenever needed. Her service and leadership are essential to the continued success and growth of GSTF training and eLearning curriculum.

Sincerely,

Mary Smith  
*Central West Community*  
1234 Main Street  
Kendall, FL 33183  
786-123-4567 or msmith123@aol.com