



# Board Approved Recognitions Letter of Endorsement Information

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | www.girlscoutshcc.org

Thank you for agreeing to write a letter of endorsement supporting \_\_\_\_\_  
who has been nominated for the \_\_\_\_\_.

To assist you in writing your letter, the criteria for selection are as follows:

1. The candidate is a **registered** Girl Scout adult volunteer.
2. The service performed by the candidate is outstanding, **above and beyond the expectations of the position held.**
3. The service performed by the candidate through September 30, 2010 **contributed** to the council's goals and objectives (see back of this page for a copy of the goals and objectives).
4. The service is delivered as follows:
 

Appreciation Pin	-	to one service unit
Honor Pin	-	to two or more service units
Thanks Badge	-	to the total council
Thanks Badge II	-	to the total council

Special notes: Thanks Badge and Thanks Badge II are intended to recognize those individuals whose service has been **so significantly above and beyond** the call of duty that no other award would be appropriate. In addition, to receive the Thanks Badge II, the individual must have already received the Thanks Badge and has continued to provide truly outstanding service.

In writing your letter, please:

1. **DO NOT** use the nominee's name or service unit name(s) when writing this letter. Please refer to the person as she, he or the nominee, **and** delete any service unit name(s).
2. Describe in what capacity you are familiar with the nominee's performance/contributions to Girl Scouting. Contact the service unit manager or membership director if you need more information.
3. In approximately 200 words or less, state your reasons for endorsing this nomination. Please include:
  - how the nominee's performance has been outstanding and/or beyond expectations;
  - how the nominee's contributions have benefited Girl Scouting, be specific, factual;
  - other comments or information that might be helpful.

Please return your letter to me by \_\_\_\_\_. If more space is needed, attach additional pages. If you have any questions, please contact me.

Nominator \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone (\_\_\_\_) \_\_\_\_\_ Evening Phone (\_\_\_\_) \_\_\_\_\_ Email \_\_\_\_\_

