

WRITING A STRONG AWARD NOMINATION & ENDORSEMENT AND WHY IT MATTERS

Volunteers are truly the heart of a Girl Scouts and are the reason girls are changing the world. Volunteers in Girl Scouts Heart of Central California work hard every day to provide a quality program to the girls. The GSUSA and Girl Scouts Heart of central California award programs are designed to focus on what matters in Girl Scouting: The girls!

It is an honor for a volunteer to be recognized among his/her peers and to receive one of the GSUSA and Girl Scouts Heart of Central California awards through the endorsement process. Nomination decisions are based solely upon the information provided in the [Online Nomination Form](#) and accompanying [Endorsement Forms](#).

All award packets (with the exception of the Volunteer of Excellence award) are reviewed by the adult recognitions task group and board of directors. They review each award packet and compare the information presented about the volunteer with the criteria established for each award. The information presented on the endorsement form is vital to the decision making process. They only know what is presented in the award packet.

To help present strong, measurable and impactful information in the award endorsement packet, use these helpful tips and the chart below to turn frequently used general statements into strong endorsement statements.

TIPS TO WRITING A STRONG NOMINATION

- Your statements must clearly describe how this volunteer has gone above and beyond the responsibilities of the position(s). This is THE most important factor of the nomination!
- Use action verbs to describe the outstanding service ("to be" is not an action verb)
- Highlight results and achievements
- Write about what the volunteer has done and not about the volunteer's personal characteristics
- Use short sentences
- Give very specific, concrete data

EXAMPLES OF ACTION VERBS

Carried out, Implemented	Guided, Mentored,	Maintained
Chaired, Coordinated	Supported	Managed, Orchestrated
Collaborated, Contributed	Handled, Resolved	Overhauled
Committed	Helped, Assisted	Oversaw
Delivered	Hosted	Participated
Directed, Led,	Initiated, Started	Recruited
Spearheaded	Instructed, Trained	Reduced
Effectuated	Involved, Engaged	Ran, Undertook
Enabled, Facilitated	Launched	Secured, Ensured

TURN A GENERAL STATEMENT INTO A STRONG STATEMENT

General Statement:	Think about this:	Stronger Endorsement Statement:
<p>“She has been a leader for a long time and is committed to girls.”</p>	<p>How many years? What grade levels has she worked with? What has she done that shows her commitment to the girls?</p>	<p>“For 8 years, she led a mixed troop of both Girl Scout Brownies and Juniors. In those 8 years she has welcomed girls from three different schools. Her philosophy is “the girls need Girl Scouts, all the girls from grades 2 to 5 are welcomed in Troop 55555.”</p>
<p>“He is a great leader.”</p>	<p>What kind of leadership qualities has he exhibited with the girls? What makes him stand out?</p>	<p>“He believes in girl-led and continually brings leadership opportunities to girls. Each of the girls in his troop has an opportunity to be a leader throughout the year. They each take a month where they are 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>	<p>How? Be specific. Tell a story that shows how she has gone above and beyond.</p>	<p>“Her troop was working on their Silver Award. She recognized that she did not have all of the skills and knowledge to guide the girls successfully through all of the details. She recruited parents, service unit volunteers, leaders, and several local business persons from our community that all helped the girls work through the details of their Silver Award Take Action Project. The girls project resulted in the local park having a nature trail with 10 new bird houses, 4 miles of safe trails, and new maps for visitors to follow. The mayor attended the grand opening of the new park along with 500 community members”</p>

The examples above demonstrate what the adult recognitions task group will be looking for. Providing specific details regarding impact and results about the great work the deserving volunteer has exhibited will increase the likelihood of the award being approved.

For additional information and to access the nomination form, please visit [Volunteer Recognitions](#).