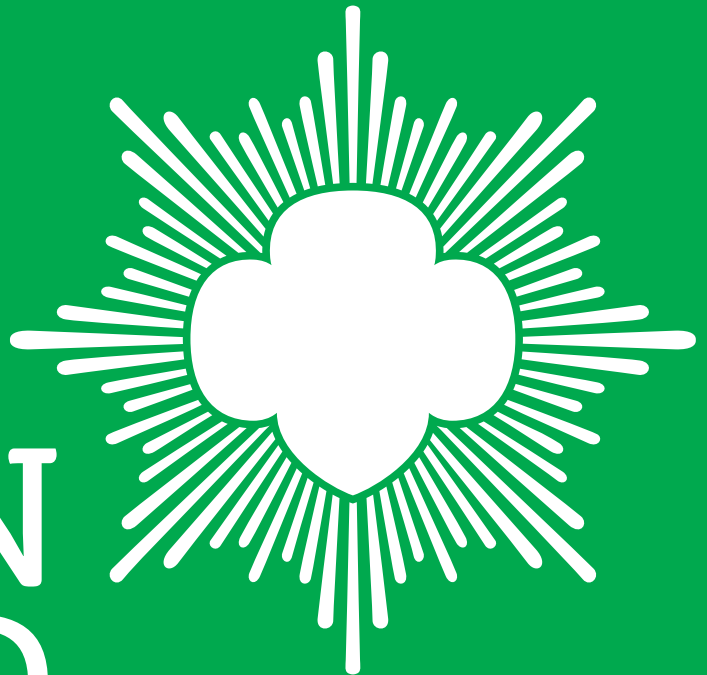




# TAKE ACTION AWARD TRAINING

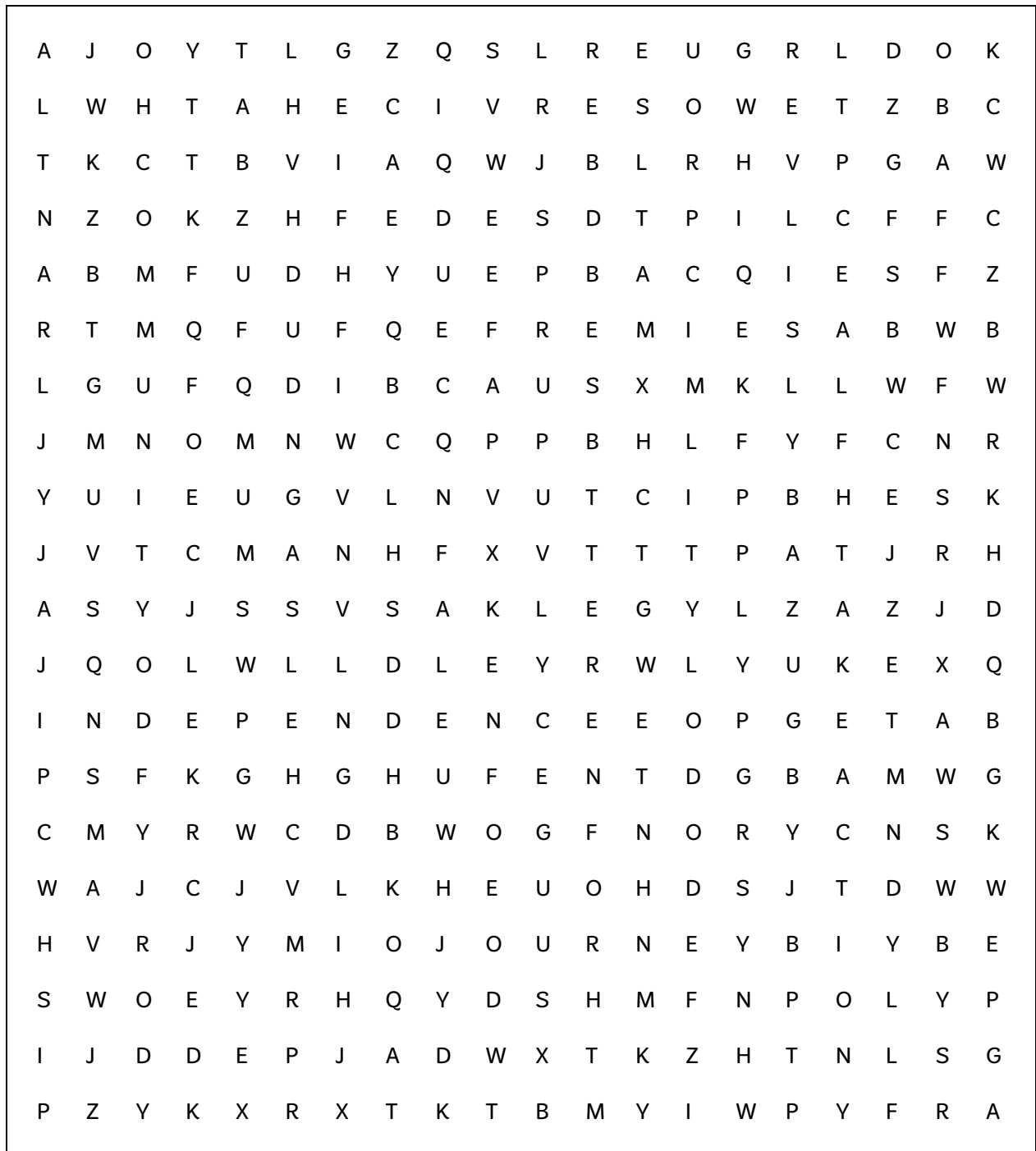


EARNING THE GIRL SCOUT GOLD/SILVER AWARD

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# Take Action!



CAREER

TAKE ACTION

LEADERSHIP

SILVER

CHALLENGE

GOLD

REFLECT

UNIQUE

COMMUNITY

INDEPENDENCE

SERVICE

JOURNEY

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# Learning Objectives

By the end of the session, participants will be able to:

1. Review the Girl Scout Leadership Experience (GSLE), with particular emphasis on the Take Action component.
2. Understand the difference between community service and Take Action.
3. Review the Girl Scout Silver and Gold Award requirements.
4. Review the steps to develop a Take Action project plan that identifies a root cause and has measurable and sustainable impact in the community.
5. Locate information about Girl Scout money issues related to Girl Scout Silver and Gold Award projects, review timeline, paperwork, deadlines and event specifics.

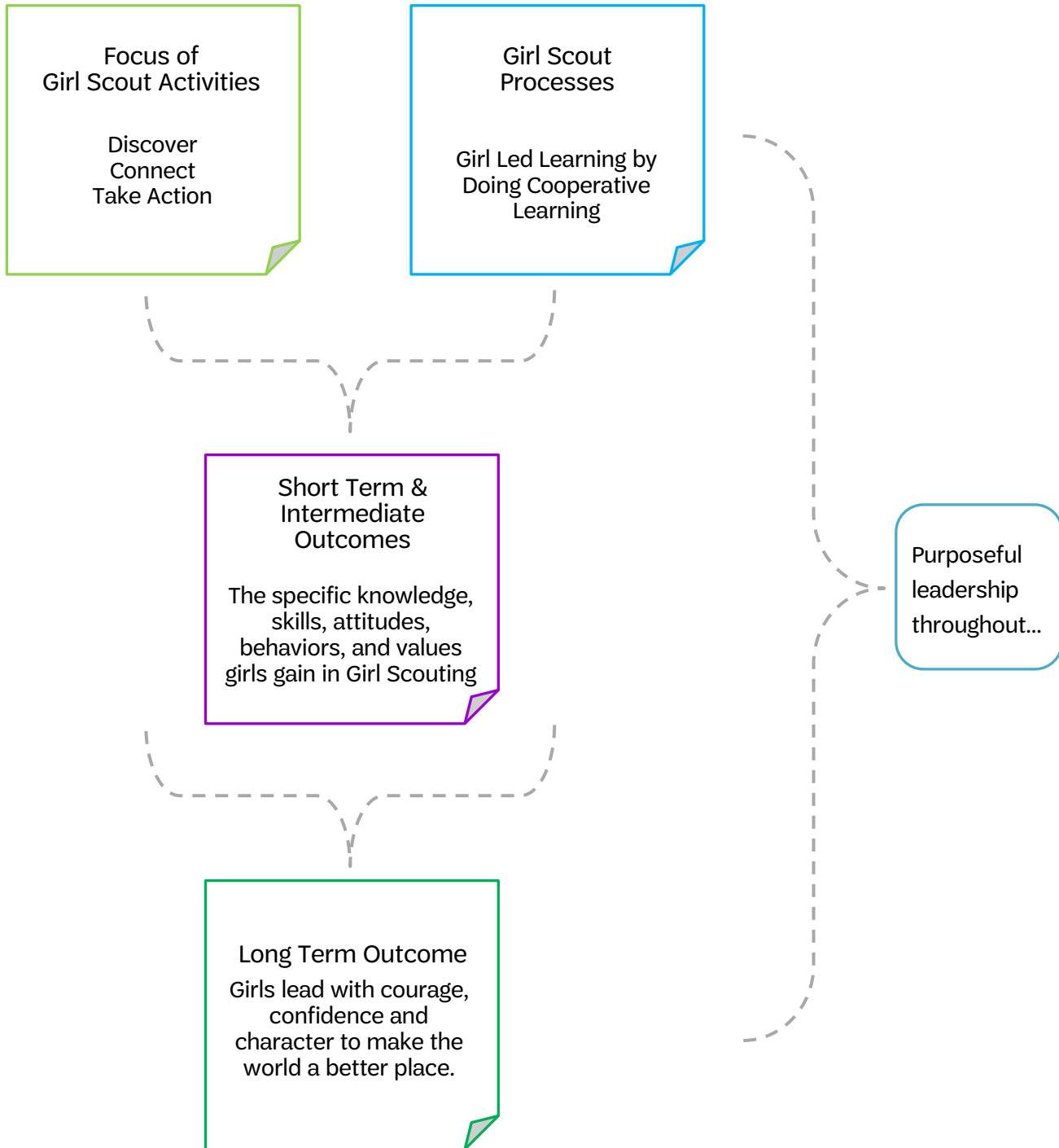
# The Girl Scout Leadership Experience At-A-Glance

## Leadership Keys

Discover: Girls understand themselves and their values and use their knowledge and skills to explore the world.

Connect: Girls care about, inspire, and team with others locally and globally.

Take Action: Girls act to make the world a better place.



## Why Focus on Take Action?

The outcomes of Take Action Projects get girls motivated and excited about making an impact in their community that can be felt in the long term. Take Action encourages girls to think bigger and to address problems in such a way that those problems do not reoccur.

- ✓ Girls can identify community needs. Before doing a Take Action project, girls must first find out what the community is in need of. Girls also learn how to identify the root cause of the issue they choose to address.
- ✓ Girls are resourceful problem solvers. There will be roadblocks along the way, which means girls will need to come up with creative ways to solve the problems that arise.
- ✓ Girls advocate for themselves and others. As they learn about the issues in their communities and work to solve them, girls stand up for issues they believe in, influence policy, and identify ways to continue their project goals into the future.
- ✓ Girls educate and inspire others to act. By spreading the word about their experiences, girls educate others about issues that are important to the community and inspire others to act.
- ✓ Girls feel empowered to make a difference in the world. Girls develop leadership skills and use the knowledge they gain through their experience to improve their community...and the world.

The benefits of completing a Take Action Project are:

- ✓ Builds leadership skills in girls.
- ✓ Girls want to make a difference.
- ✓ Strengthens communities, long-term.

## Girl Scout Silver & Gold Award at a Glance

| Awards                                    | Girl Scout Silver Award  | Girl Scout Gold Award  |
|---|--|--|
| Grade                                     | <ul style="list-style-type: none"> <li>Registered Girl Scout Cadette, grades 6, 7, 8.</li> <li><b>Deadline to submit final report:</b> September 30th of year entering ninth grade.</li> </ul>   | <ul style="list-style-type: none"> <li>Registered Girl Scout Senior or Ambassador, grades 9, 10, 11, 12.</li> <li><b>Deadline to submit final report:</b> September 30th after graduating high school.</li> </ul>  |
| Overview                                  | <ul style="list-style-type: none"> <li>✓ Complete one Cadette Journey</li> <li>✓ Individual or sm. group (3-4) project</li> <li>✓ Girl chooses community issue</li> <li>✓ Around 50 hour project for <i>each girl earning the award</i>. Some hours earned individually, some combined.</li> </ul> | <ul style="list-style-type: none"> <li>✓ Complete two Journeys (Senior or Ambassador) or earn the Silver Award and complete one Journey</li> <li>✓ Individual girl project</li> <li>✓ Girl chooses community issue</li> <li>✓ Around 80 hour project</li> </ul>  |
| Award Take Action Project Community Focus | <ul style="list-style-type: none"> <li>Project addresses a problem found in local neighborhood or community.</li> <li>Addresses a valid need <u>outside</u> the Girl Scout community.</li> </ul>   | <ul style="list-style-type: none"> <li>Project makes a lasting difference in the local community, region, or beyond.</li> <li>Addresses a valid need <u>outside</u> the Girl Scout community.</li> </ul>   |
| Sustainable                               | <ul style="list-style-type: none"> <li>Educate community about issue; part of project continues to address issue.</li> </ul>   | <ul style="list-style-type: none"> <li>Project continues to address issue and had a long-lasting impact.</li> </ul>  |
| Global                                    | <ul style="list-style-type: none"> <li>Network with new contacts, learn how others have solved similar problems and determine if the ideas of others can help with their Award Take Action Project.</li> </ul>   | <ul style="list-style-type: none"> <li>Identify national and/or global links to issue. Learn from others and share the results of their project beyond the local community.</li> </ul>   |
| Project Approval                          | <ul style="list-style-type: none"> <li>Advisor approves proposal.</li> <li>Each girl submits an individual Girl Scout Silver Award Final Report to the council, specifically outlining her individual leadership role in the project.</li> </ul>   | <ul style="list-style-type: none"> <li>Proposal must be submitted using the <a href="http://girlscouts.org/gogoldonline">girlscouts.org/gogoldonline</a> website. Gold Committee will approve or give feedback on the project.</li> <li>Submit a Girl Scout Gold Award Final Report to the council using the same profile you created for the proposal.</li> </ul> |
| Resources                                 | <ul style="list-style-type: none"> <li>Cadette Journey</li> <li>Silver Award guides on GSUSA website and in <i>The Cadette Girl's Guide to Girl Scouting</i></li> </ul>  | <ul style="list-style-type: none"> <li>Senior and/or Ambassador Journeys</li> <li>Gold Award guidelines on GSUSA website and in both Senior and Ambassador's <i>The Girl's Guide to Girl Scouting</i> books.</li> </ul>  |

\*Please refer to *Volunteer Essentials* and *Safety Activity Checkpoint* for Girl Scout guidelines while working on project. Council approval needed for any money earning. Prepare 2B Ready class required for any girls planning an event for their Take Action award project.

# Older Girl Journeys

Journeys are prerequisites for Girl Scout Silver or Girl Scout Gold Take Action projects because completing a Journey gives a girl excellent practice in discovering about an issue, connecting it to herself and the world around her, and taking action to offer solutions to issues discovered in the process. To complete a Journey, girls must earn the award(s) for that Journey, including developing a smaller Take Action project around a subject discovered while working on the Journey. A great way to ensure a Journey is girl-led is to divide the sample sessions in the corresponding Journey adult book among the girls in your troop. Let girls plan their sample session and lead the activities for the troop.

## Prerequisite for the Girl Scout Silver Award

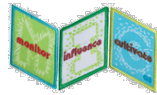
- Complete the three awards within a Girl Scout Cadette Journey.

### Cadette Leadership Journey Awards



#### It's Your World — Change it! Series *aMaze!*

- Interact Award
- Diplomat Award
- Peacemaker Award



#### It's Your Story — Tell it! Series *MEDia*

- Monitor Award
- Influence Award
- Cultivate Award



#### It's Your Planet — Love It! Series *Breathe!*

- Aware Award
- Alert Award
- Affirm Award

Prerequisite for the Girl Scout Gold Award, girls should choose a Journey from their current grade level.

- ✓ Complete the award within two of the following Journeys

OR

- ✓ Complete the award within one of the following Journeys AND have earned the Girl Scout Silver Award

### Senior Leadership Journey Awards



#### It's Your World — Change it! Series *GIRLtopia*

- Visionary Award



#### It's Your Story — Tell It! Series *MISSION: SISTERHOOD!*

- Sisterhood Award



#### It's Your Planet — Love it! Series *Sow What?*

- Harvest Award

### Ambassador Leadership Journey Awards



#### It's Your World — Change it! Series *Your Voice, Your World*

- Advocate Award



#### It's Your Story — Tell It! Series *BLISS!*

- Dream Maker Award



#### It's Your Planet — Love it! Series *Justice*

- Sage Award



## Take Action Project Progression

**Problem:** You get lunch from the school cafeteria every day and noticed they have been providing food like pizza and french-fries and hardly any veggies or fruit. Then you head to gym, and realize it take half your gym period to complete the mile run because everyone is *walking* it. By the time seventh period rolls around, half of the class can't focus and everyone seems tired and sluggish. What is causing these problems? How can you get to the root of the issue?

**Issue:** You realize that what people are eating for lunch greatly influences how they act during the school day. The more junk food eaten, the less energy and focus kids have to get though the day. Your mission is to find ways to get people to make healthy food choices.

**Take Action Project:** After doing some research about how what you eat affects your body's ability to function, you decide to focus on educating people about healthy foods that benefit people and the environment.

**General Scenario:** This Take Action project enables girls to learn about locally grown vegetables and how they benefit the human body, as well as the environment, by establishing and maintaining a vegetable garden. The girls will choose the best place to establish a garden, select vegetables native to their state or region, plant and maintain the garden, harvest vegetables, and learn what to do with the produce.

Now let's see what a project might look like at each level and see how they progress. Compare the 2 grade levels you were given and note the progression, or differences.

This project with Girl Scout Daisies might look like:

- Discuss the vegetables grown in their area.
- Invite a local gardener or farmer to come in and discuss locally grown vegetables.
- Choose the plants they want to grow and purchase seeds.
- Create a cup garden they can each manage by themselves or in small groups.
- Visit the produce section at a local market.
- Explore the value of gardening and farming in the community.

This project with Girl Scout Brownies might look like:

- Open a discussion about vegetables grown in their area.
- Take a field trip to a farm, greenhouse, or farmer's market.
- Create a list of vegetables with the girls and ask them to choose the ones they want to grow.
- Find out what equipment is needed to plant and maintain a garden.
- Create a cup garden they can manage by themselves or in small groups.
- Explore the value of gardening and farming in the community.

This project with Girl Scout Juniors might look like:

- Research vegetables grown in the area use local farmers or gardeners as resources.
- Choose the plants they want to grow and come up with a design for a garden.
- Plant and maintain a garden.
- Girls harvest their vegetables and research how they can be used in the community.
- Educate others about the project and make something good to eat with their vegetable.

This project with Girl Scout Cadettes might look like:

- Research vegetables grown in their area and *work with local farmers or gardeners*.
- Choose which plants they want to grow and design a garden; *find a space for the garden*.
- Keep a *growth journal* of the vegetables and *give tours* of their gardens to younger kids.
- *Lead discussions* on the benefits of healthy eating and *create projects that inform the community* on the importance of growing vegetables locally, including the positive *impact this has on the environment*.

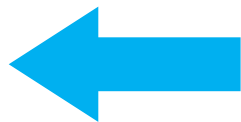
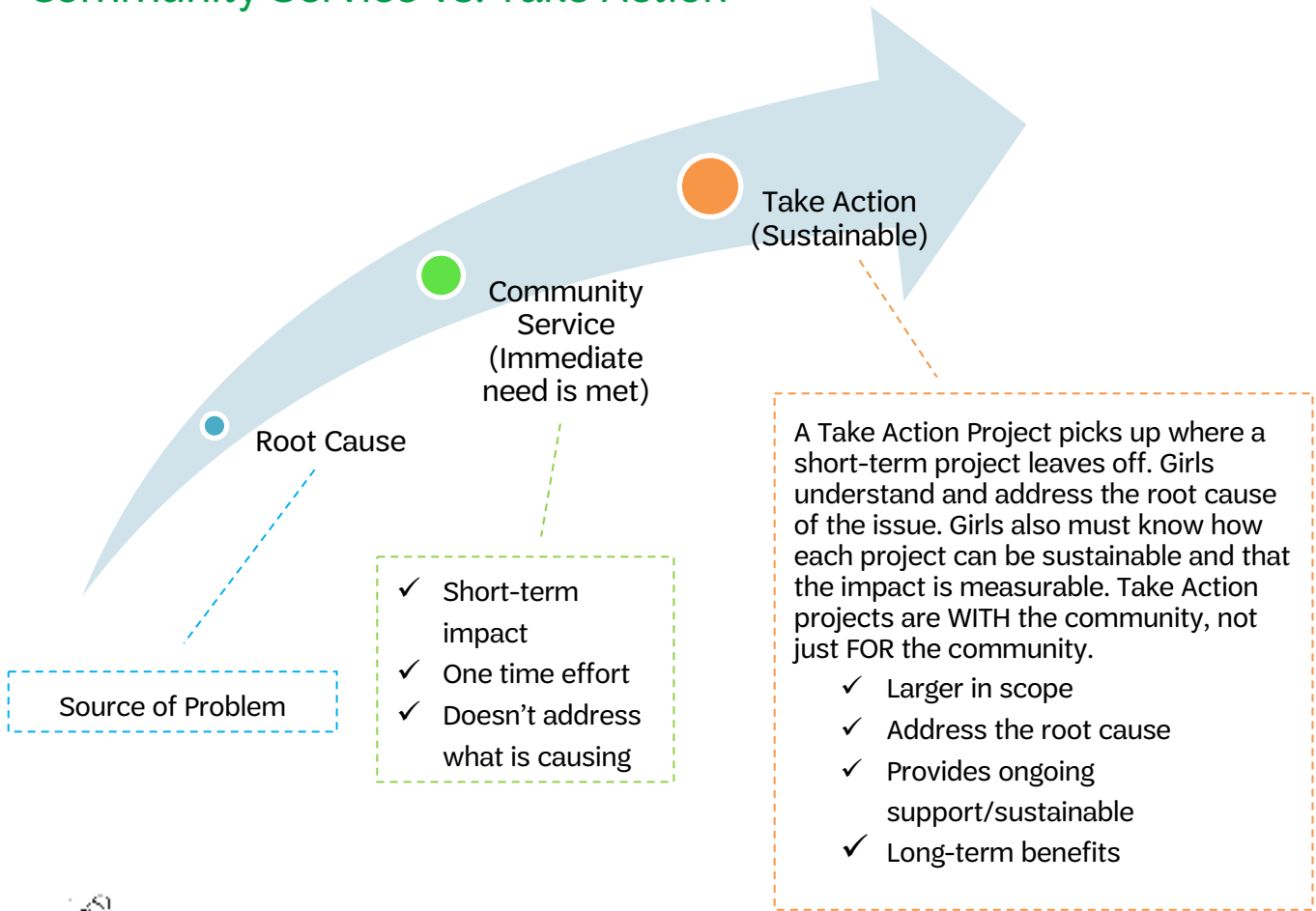
This project with Girl Scout Seniors might look like:

- Research vegetables grown in the area and how growing vegetables locally affects the *environment and the economy*.
- Discuss the impact of healthy eating on the body.
- *Build relationships* with local farmers and gardeners to learn about, establish, and *maintain their own gardens*.
- *Partner* with schools or community organizations to *improve awareness* of the benefits of growing produce locally and the impact of healthy eating on the body.

This project with Girl Scout Ambassadors might look like:

- Research vegetables grown in their area and how locally grown vegetables affect the environment and the economy.
- Build relationships with local farmers and gardeners to learn about, establish, and maintain their own gardens.
- *Partner* with schools or community organizations to learn about, establish, and *maintain their own gardens*.
- Partner with schools or community organizations to improve awareness of the benefits of growing produce locally and the impact of healthy eating on the body.
- Make efforts to *change local policy* in the community to facilitate grocery stores, schools, and restaurants using more locally grown produce.
- Come up with *healthy snack solutions* for schools and *present the ideas* to the school district.

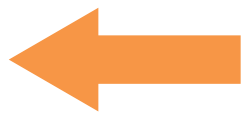
# Community Service vs. Take Action



You can see there is a problem with the drooping petals, but can't determine the cause or offer solutions to fix the problem.



Looking at the stem, you still can't determine the cause of the dying flower, but could offer a temporary solution by staking the stalk to offer more support.



To determine what is causing the flower to die, you must look at the roots. Only when you identify what's causing the problem (lack of water, food, insect invasion), can sustainable actions be taken to fix what's wrong. You will also be able to measure the success of your actions.

## Key Components of Take Action Projects

As you work on a Take Action project, you should take the time to identify and understand the root cause of the issue you are addressing. A Take Action project is defined by its measurability, sustainability, and global dimension.

**Measurable:** The success of the project can be determined on the number of people the project helped, the number of people who were involved, any reduction in the community’s need, and other concrete, quantitative numbers.

**Sustainable:** Sustainable means that girls must make arrangements to ensure that the project creates lasting change and is not a one-time event, such as collaborating with community leaders and/or organizations OR building alliances with mentors.

A sustainable project is one that lasts after the girl’s involvement ends. Like...

- ✓ A focus on education and raising awareness is one way to make sure a project is carried on.
- ✓ Workshops and hands-on learning sessions can inspire others to keep the project going.
- ✓ Another way to create a sustainable project is by collaborating with community groups, civic associations, non-profit agencies, local government, and/or religious organizations to ensure the project lasts beyond the girl’s involvement.

**Global dimension:** Girls connect their projects with the world around them. This may be sharing their project with outside organizations, learning from others, and/or identifying connections in the greater community of their state, nation, and/or world.

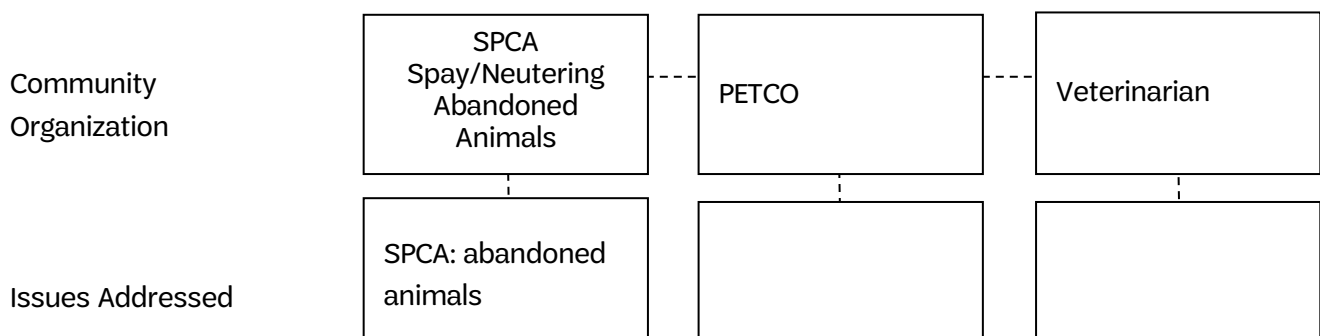
**Leadership:** What is leadership and how does a Girl Scout Silver or Gold Award project develop leadership skills?

- ✓ Leadership is a process of social influence in which one person can enlist the aid and support of others in the accomplishment of a common task.
- ✓ You develop leadership skills while you engage others to “take action.”
- ✓ To empower others, you have to give up some of your own power.

## Working with Community Partners

Tips for using community organizations as resources

- Think about the issue you would like to address
- Prior to developing your project fully contact community organizations that address your issue
- Ask them:
  - What is working and what is not working?
  - How do they address the issue currently?
  - What do they want others to know about the issue?
  - Do they work with any other organizations to address the issue?
- Be sure to check with them about issues (root causes) they are faced with, not a list of items they are in need of.



## Teamwork within Girl Scouts Highest Awards

Having a successful Girl Scout Gold or Silver award requires a lot of planning and a lot of teamwork. Girls working on the Silver Award follow the small team or solo model. Girls working on the Gold Award must follow the solo model.

- Small team model: The girls you work with can be Girl Scouts, non-Girl Scouts, or a combination of both. If the other Girl Scout Cadettes on your team also wish to earn the Girl Scout Silver Award, each girl must play an active role in choosing, planning, and developing the team's Take Action project. She must also display individual leadership. Keeping your team small ensures that everyone can participate fully. You and your team will also partner with others in the community to complete your project. Cooperative learning encourages team-building, trust-building, and problem solving.
- Solo model: You can create and implement a project on your own. However, if you choose the solo option, you will still want to partner with others in your community (friends, neighbors, and business owners) in order to earn your award. After all, leaders like you know how to team up with others, even when they're in charge.

Your team should consist of a wide variety of volunteers from throughout your community. Remember that team members don't always agree, but leaders know how to help others get along. When disagreements arise, remember:

- To be considerate and respectful of your fellow teammates
- To be a sister to every Girl Scout on your team
- That cooperation is very important when working with others

After you've built your team, hold your first meeting! If you don't know each other well—or even if you do!—play a team game to get better acquainted. Spend some time discussing what makes a great team and how you'd like your team to work together. Write everyone's suggestions on a large piece of paper and post that paper on the wall every time you have team meetings. Before the end of your first meeting, discuss how often you want to get together and where you'll meet.

Build a team whose members all commit to:

1. Respect different points of view and ways of work.
  - Discuss ways that team members can respect each other and the diverse backgrounds, viewpoints, and life experiences of the girls on the team.
2. Contribute to the project.
  - Encourage girls to make a task list for each girl on the team and how they can participate in putting the project into motion. Everyone needs to help out and have a leadership role.
3. Accept constructive suggestions.
  - Learn the differences among constructive suggestions, criticizing, and attacking. For example, if an idea is criticized, ask the girl who gave the feedback for suggestions that might help make the idea better.
  - Encourage girls to be courteous, considerate, and respectful of fellow teammates by living the Girl Scout Promise and Law.
4. Work together to create and develop a plan.
  - Use your knowledge and skills to locate tools and resources they need, and also to know when, where, and how to enlist the help of others.
5. Solve problems.
  - Discuss how problem solving skills contribute to effective leadership.
  - Discuss some of the obstacles that may come up during your Take Action project and how the team can work together to overcome them.

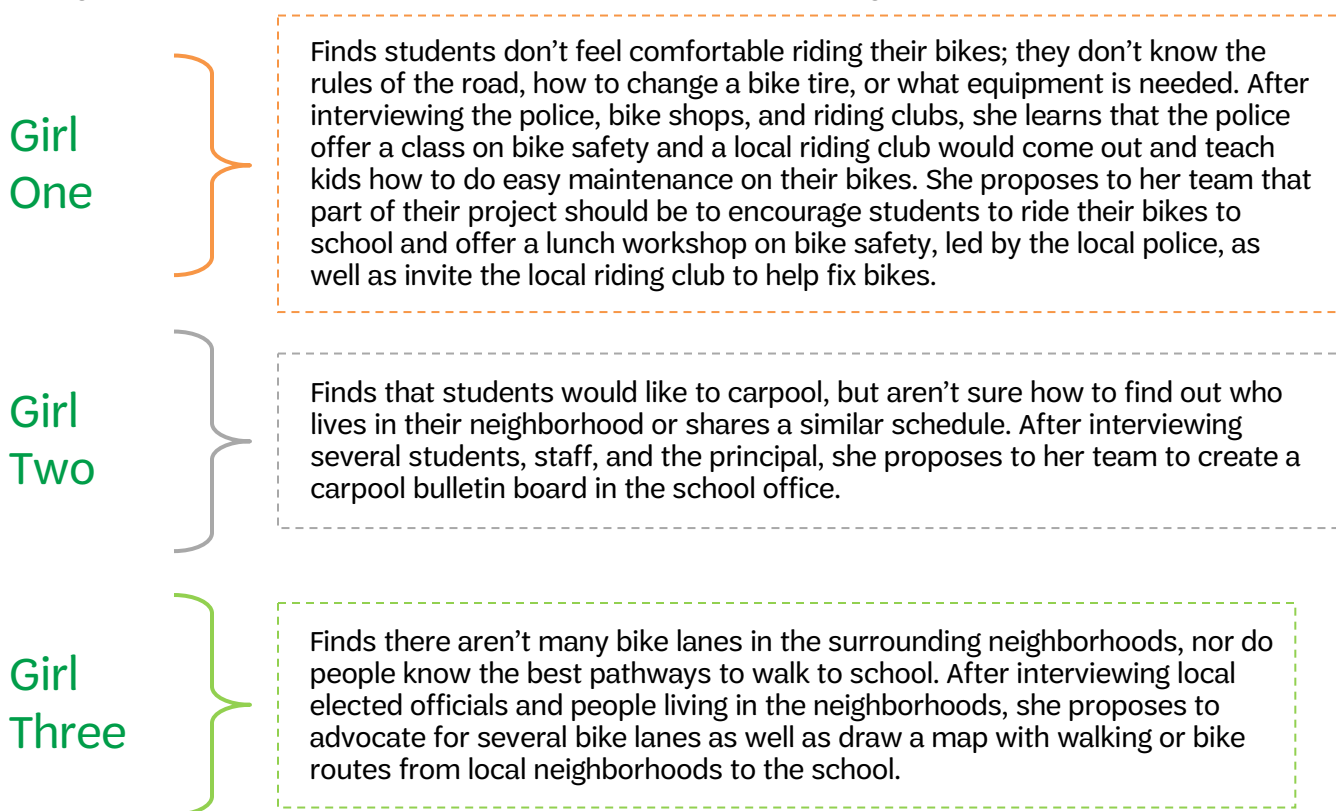
# Building a Successful Silver Award Take Action Project

Many girls want to work together on their Take Action project which is ok as long as the group is no larger than 3-4 girls. Every girl needs to have the experience of being the leader on a portion of the project; so, when the problem or issue is observed, each girl researches a separate root cause of the problem. She will earn hours individually as she researches why the problem exists, brainstorms what she could create to help solve the problem, and present her ideas to her team. When all the girls decide on their overall action plan and spend time implementing their ideas, hours earned together count for all girls. Here is an example of a great Girl Scout Silver Award Take Action project.

Three girls carpool to school and notice it takes longer and longer to get to school each morning. They wonder why there is so much traffic around their school. The girls start to notice several things around their campus.

1. The bike racks are empty. No one seems to be riding their bike to school.
2. Every car has a parent and one kid. No one seems to be carpooling.
3. There aren't a lot of bike lanes from the local neighborhoods to campus. It seems really difficult to walk or ride a bike to school.

Each girl decides to choose one of these three root causes to investigate a little further:



The girls will work together when implementing this project, with each girl taking the lead role when her idea is implemented. Each girl will create a timeline and budget for her part, then merge them together to form an overall timeline and budget for the entire project. Hours spent planning and researching each individual component will go to the girl doing the work, hours spent working together to plan and implement the project will go to all the girls.

The best thing about having each girl "own" her part of the project is that if one girl leaves the group, her part of the project can be cut out as the remaining two components are strong enough to stand on their own. Also, each girl is gaining experience developing a timeline, budget, interviewing and finding community resources and discovering root causes. When it comes time to work on a Girl Scout Gold Award Take Action award project, she has the skills and experience to be successful.

## From Good to Great!

Turning good service projects into awesome Girl Scout Gold Award Take Action Projects

| Good Service Project  | GREAT Gold Award Project   |
|---|--|
| Volunteering many hours at a National Park Service site picking up litter.  | Reseeding an area with native vegetation and ridding area of non-native vegetation. Creating an interpretive guide on what the area was like 50 years ago and why it is important to preserve native species.  |
| Working at the local library doing children's story hours or conducting a book drive for the juvenile detention center. | Creating a reading program for a migrant work camp in the summer. Assuring that each child receives a book (bilingual) of her own. Matching young children with volunteer tutors from the high school Spanish club to create an ongoing service project.   |
| Volunteering to collect games and food at the mall for a teen center.   | Creating a health access booklet for teens in the community; culminating with a teen health fair with various organizations presenting their services. Admission is canned goods for a teen center.  |
| Acting in a play to commemorate the 100 <sup>th</sup> anniversary of a community.                                       | Researching and writing a script for a cemetery tour focusing on the founders of the community. Casting parts, creating costumes and arranging for a series of evening cemetery tours to kick off the founding of the community.   |
| Painting an entire church.  | Organizing the painting of three offices at the church. Working with church leaders to create projects to improve the office efficiency. Creating a shelving system and filing system. Researching and creating training for the staff on how work more efficiently and better utilizes their space. |
| Planting flowers in a park during a community service day.  | Working with the city parks department to start a public gardening project in your community. Providing food to a food bank from the garden. Using a greenhouse at a school to start plants yearly with kids and retired folks as mentors.   |

Things to keep in mind when developing your Girl Scout Gold Award Take Action project:

- Should involve a subject you are passionate about.
- Developed around the root causes of the problem.
- Needs to contain several different methods for addressing the root causes of an issue.
- Needs to show leadership.
- Should be challenging to you, but uses your natural talents and interests.
- Must be original and unique.
- Work WITH the community.
- Be sustainable, the outcomes measurable, and connect with the world around you.

## Take Action Project Handout

Take some time to review the short-term project examples in the left-hand column. Then, see whether you can use what's there to create a Take Action project.

| <b>Issue and Short-Term Solution</b><br><i>(One-time effort with short-term impact)</i>                                | <b>Take Action</b><br><i>(Identifies the root cause; has long-term impact and sustainable support)</i> |
|--|--|
| Issue: A family's home is destroyed by a fire.<br>Solution: Collect clothes, household goods, and food for the family. |  |
| Issue: The local river is polluted.<br>Solution: Organize a litter clean-up event.                                     |  |
| Issue: Families are going hungry.<br>Solution: Hold a food drive for families in need.                                 |  |
|  |  |
|  |  |



## Using Resources Wisely

Use this worksheet to help you think of community resources that may help you with your project.

|   |  |
|---|--|
| What issues affect people worldwide?  |  |
| What issues face your community?  |  |
| Which issue do you want your project to address?  |  |
| Where can you find information and background of the root cause of this issue?  |  |
| Where can you find additional resources?<br>Who in your community would know more about this issue? Is there a group that is addressing this issue currently? |  |
| Who might be able to help you with this project? What other organizations might be able to help?  |  |
| Who can be a project advisor?   |  |
| How will you financially support your project?<br>Where can you get donations?  |  |
| How can you publicize this issue? How can you advertise your project?   |  |

## Telling Your Story

Use this worksheet to plan the Who? What? When? Where? and Why? of your project.

|  |  |
|--|--|
| What is your project? What is the essence or focus?  |  |
| What is the issue you are addressing with your project? What is the root cause of that issue?  |  |
| Why have you chosen this project? Why are you passionate about this issue?                     |  |
| Who would be impacted by your project? Who would benefit from your project?                    |  |
| Where will it take place?  |  |
| When will it take place?<br>How much time will it take?  |  |
| How will this inspire others to act and continue the project? How is this project sustainable? |  |
| How will you measure the impact of this project?   |  |

## Developing a Timeline

A timeline will keep you on track with your Girl Scout Awards project. The first things to do when developing your timeline is determine all tasks that need to get accomplished.

Sometimes it helps to work backwards, thinking about the ultimate goal and backtracking to figure out what needs to be done to reach the step before it.

The following exercise stresses the need to think of details. Doing it before you begin on your timeline or budget may help you think of things you may otherwise overlook.

### “Making a Muffin”

- Brainstorm all of the things that go into making a muffin. Write down each step on a piece of paper. Put your steps in order with “the muffin is ready” being the last entry.
- Have someone else look at your list and give you input. Did you forget a step? Do this with different people until you are sure that all of the steps have been covered and the muffin is actually ready.
- You can also try this with your troop or other group and split into teams to see who can come up with the most complete set of steps.

Now, do this same exercise with your Girl Scout Awards project. You should have a list of all the things you need to do to complete your project.

Next, figure out how much time you have to complete your project. Divide the time you have into logical increments (months, weeks, etc).

Remember to look at how different items affect each other (i.e. if you are having a community event, when will you take *Prepare 2B Ready*, when will you publicize your event?? etc.) Be as specific as you can. Use the Timeline Worksheet in your proposal packet to record the tasks to be completed.

Then, start fitting in the things you need to do into that timeline. Don't worry about putting in specific dates until your project has been approved.

Use your timeline to help keep you on task. Refer to it often and feel free to adjust it as necessary during the implementation of your project.



# Girl Scout Awards Project Timeline

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

Please type or print neatly in blue or black ink. Track your actual hours as you work on your project. Once your project is complete, return your completed timeline with your final report.

Name \_\_\_\_\_

| Action Item   | Who? | Due Date | Status | Comments | Est. Hours | Act. Hours |
|---------------|------|----------|--------|----------|------------|------------|
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| Total Project |      |          |        |          |            |            |

I have reviewed this Girl Scout Award Project Time Log Sheet and confirm the completion of the above hours, approximately 50 hours for Silver and 80 hours for Gold

\_\_\_\_\_  
Project Advisor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Girl Scout Signature

\_\_\_\_\_  
Date



# Girl Scout Awards Budget Report

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

Please list all income and expenses. If you received donated items, include the approximate cost of the donated goods in your income and expenses. Your total budget should equal zero when subtracting income from expenses. Attach a separate sheet if needed.

| <b>Expenses (money spent)</b>                  | <b>Amount (\$)</b> | <b>Additional Details/Donations</b> |
|--|--------------------|-------------------------------------|
| Transportation (gas, parking, etc.)            | _____              |                                     |
| Copying/Laminating                             | _____              |                                     |
| Postage/Stamps                                 | _____              |                                     |
| Office Supplies (paper, pens, etc.)            | _____              |                                     |
| Site (rental/fees-event)                       | _____              |                                     |
| Equipment Rental/Purchase                      | _____              |                                     |
| First Aid Supplies                             | _____              |                                     |
| Badges/Patches/T-shirts                        | _____              |                                     |
| Food and Beverages                             | _____              |                                     |
| Housekeeping/cleanup supplies (events)         | _____              |                                     |
| Honoraria (lifeguards, performers, etc.-event) | _____              |                                     |
| Girl Scout Insurance (event)                   | _____              |                                     |
| Thank you's                                    | _____              |                                     |
| Other (please list):                           | _____              |                                     |
|  | _____              |                                     |
|  | _____              |                                     |
|  | _____              |                                     |
| <b>EXPENSES</b>                                | <b>\$_____</b>     |                                     |

| <b>Income (money received)</b> | <b>Amount (\$)</b> | <b>Additional Details/Donations</b> |
|--------------------------------|--------------------|-------------------------------------|
| Service Unit Money Available   | _____              |                                     |
| Registration Fees (event only) | _____              |                                     |
| Donations/Events:              | _____              |                                     |
|                                | _____              |                                     |
| Money Earning Projects:        | _____              |                                     |
|                                | _____              |                                     |
|                                | _____              |                                     |
| <b>INCOME</b>                  | <b>\$_____</b>     |                                     |

|                       |                |
|-----------------------|----------------|
| <b>TOTAL Income</b>   | <b>\$_____</b> |
| <b>TOTAL Expenses</b> | <b>\$_____</b> |

*NOTE: Donations of goods are obtained for the beneficiaries of your award project, not for use by Girl Scouts. As such, GSHCC's Tax ID number cannot be used for reporting purposes to the donor. You may be able to obtain a Tax ID number and donation letter from the organization that is the beneficiary of your award project if your donors request recognition for tax purposes.*

## M\*O\*N\*E\*Y and Your Leadership Project

One of the biggest challenges facing every girl working towards her Girl Scout Silver or Gold Award is how to fund it. On the one hand you are asked to meet a need in your community; on the other hand, you have some major money constraints outlined in *Volunteer Essentials* and by your council. So what's a girl to do?

| <b>You CANNOT...</b>   | <b>But you CAN...</b>   |
|--|---|
| <p>You can't ask for money as a <i>girl</i> member of Girl Scouts. You can't ask for materials or services, either (technically called 'gifts-in-kind'). Asking for cash or gifts-in-kind is considered fundraising, and for lots of reasons Girl Scout Adults are the only people who can fundraise for Girl Scouts.</p>  | <p>You have an advisor, so use her or him! Since adults <i>can</i> ask for money or gifts-in-kind, work with your advisor or another Girl Scout Adult to get donations. You can do all the explaining, write a letter, do a presentation or whatever needs to be done, and your Girl Scout Adult can do the official 'ask' and sign on the dotted line.</p>   |
| <p>As a Girl Scout earning your Girl Scout Silver or Gold Award, you can't raise money for another organization, and you can't donate money to another organization. You also can't hold an event to benefit the homeless shelter or take pledges for a marathon to benefit cancer research. Lastly, you can't take cash that you had set aside for your project and donate it to an organization as part of your Girl Scout Silver or Gold Award.</p> | <p>You <i>can</i> donate goods to another organization. You <i>can</i> also hold a drive for materials for another organization, and if someone tries to give you cash politely refuse and ask them to purchase an item and donate it. You can also get your troop to help you hold an event to fund your Girl Scout Silver or Gold Award and use the money to purchase materials to donate to an organization. Remember that you must have council approval to do a money-earning activity, and your troop must all agree where the funds are going. This one can get a bit tricky, so if you have questions call or email the Program Specialist overseeing your award.</p> |

## Money-Earning Ideas

Reminder: All Girl Scout activities should meet *Volunteer Essentials* and council guidelines.

- Sell Girl Scout cookies and fall product. (Think big — why not fax order forms to businesses in your area, or arrange for booths at sports events or college dorms. You end up helping your council as well as your group.)
- Provide childcare at special events during the holiday season or community events. (Be sure to have an adult trained in first aid present.)
- Recycle aluminum cans. (How about a community can-a-thon? Involve small businesses as well as families.)
- Put on a gigantic garage sale.
- Offer clown activities and face painting at family events or malls.
- Wrap gift packages at holiday fairs.
- Apply for a community improvement grant. (Check with the mayor's or governor's office and your council. Arrange for an adult to be the signer. The money may need to go through your council or service unit, as well.)
- Hold a penny drive. Appeal to friends and family members to save loose change for you. (Donations of coins can accumulate really fast, and can present you with the nice problem of hauling a heavy load to the bank.)

## Do Not Engage in the Following Kinds of Activities:

1. Money-earning projects where you are performing an activity that someone normally gets paid to do—in other words, taking jobs away from people, such as store workers, maintenance staff, or service providers. (However, if certain activities—for example, cleaning a stadium after a game or gift wrapping at a store—have previously been defined clearly as opportunities for nonprofits to earn money, you can undertake these activities with council approval.)
2. “Cheap labor” projects disguised as money-earning projects. At first it may sound like a great idea, but you are actually being taken advantage of and taking away the job of someone who should be paid more money than you are being offered. That's why there are child labor and minimum wage laws!
3. Money earning projects where Girl Scouts of the USA might be perceived as endorsing a product or political viewpoint or cause. This includes getting paid to pass out flyers for political candidates or “freebees” at a business opening. When in doubt, check with your council.
4. Money earning projects where the money goes to individuals rather than to your group as a group donation. You cannot be employed as a Girl Scout to earn money.
5. Selling anything on the Internet as a Girl Scout. Safety issues and council boundaries are of primary concern here.

# Frequently Asked Questions on Money

Q: Can I use my own money on the Girl Scout Silver or Gold Award Project?

A: *Yes. If you want to use your own money, you can. You may receive help from your family, too. When designing your project, it's important to think creatively about how you can make a difference with little or no money. Then talk to your council and advisor about ideas for financing the project or arranging for the donation of materials and services.*

Some individual activities with great potential:

|                            |   |
|----------------------------|---|
| • Pet Walking and Pet Care | • Refereeing Sports Games                               |
| • Babysitting              | • Party Giving (Clown, Magic, Game Leading)             |
| • Lawn Mowing/ Leaf Raking | • Making or Repairing Jewelry                           |
| • Plant Sitting            | • Creating Hand-Made Greeting Cards                     |
| • Recycling                | • Providing a Calligraphy Service (Address Invitations) |
| • Tutoring Younger Kids    | • Providing Respite Care for Family Caregivers          |

Q: What if what I want to do costs too much?

A: *It's better to succeed with a smaller project that is within your budget than to be unable to complete a larger project because it exceeds your budget. Be realistic about what you can and can't do. Work with your adult advisor to develop a reasonable budget for your project. If your resources are not sufficient for you to realistically accomplish your goal, then you need to rethink the project. Your council has the right to put a cap on spending, as well as to request that large donations go through the council office. Work with them.*

Q: Is it all right to seek help from other organizations when doing my Girl Scout Silver or Gold Award?

A: *Yes, with some qualifications. Many service organizations have budgets for community projects. You can use their interests (e.g., Lions Club International focus on vision care, while Soroptimists may have a committee on literacy) as leverage to support your project and get volunteers to help you. Do some research on local service organizations; even some businesses give workers time for community service hours and projects. However, remember the rule about having the adult doing the "ask" for actual money and gifts-in-kind, and clearing your joint approach with your local council. (Your council may be asking the same group for major donation and you don't want to interfere with the council's "ask.") Don't let the organization's agenda drive your vision for your project.*

Q: I know you can't raise money as a Girl Scout for other organizations, but can I do it on my own?

A: *As an individual, you can volunteer for other organizations, but you should not identify work that you do to raise funds for another organization as part of your time going toward the Girl Scout Silver and Gold Award. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are a volunteer for another organization. For example: If your local Red Cross needs money to purchase training dummies, you may participate under their supervision as an individual volunteer to raise funds, but you cannot count that service as part of your time toward any Girl Scout award or service hours.*

Q: Can we charge for a Girl Scout event to earn money?

A: *If it is a service project, a fee can be collected to cover the cost of materials. The project ceases to be a service project if you are charging a fee for the event above cost, in which case the hours cannot go toward service hours in any award.*



## Girl/Adult Partnerships

Your primary responsibility is to partner with the girls to support them in completing their Take Action project. Girls and adults are in partnership when they work together to complete a task, resolving an issue, or plan an activity. Adults can foster girl/adult partnerships by:

- Asking questions, rather than providing answers.
- Guiding, rather than leading.
- Advising, rather than judging.
- Helping girls to think through a decision, rather than deciding for them.

The hardest part of this process will be letting the girls take increasing responsibility for planning their projects.

Girl planning will take longer, will not progress as smoothly, nor be as organized as expected, and may result in mistakes being made by the girls. When safety is ensured, making mistakes is a good part of the learning process.

Girl Scouting is a safe place for girls to try new things, take risks, make mistakes, and grow from those experiences.

Girls will need your guidance as they develop their project plan.

- Girls often think too big.
- They also don't think about the time it will take, the cost, resources needed, processes involved (i.e. getting permissions).
- Be careful though, because girls will also expect the adults to do much of the work.
- Remember, this is their project not yours. They need to do the research, planning, etc. with advice and guidance from you.

# Take Action Planning Checklist for Advisors

## *Identify Issues*

- Raise awareness. Expose girls to a variety of issues.
- Explore their community. Encourage girls to observe what can be improved.
- Choose an issue that matters to them.
- Encourage girls to research the issue by interviewing people, reading newspaper and magazine articles, and doing research at the library and on the Internet.
- Discuss solutions to the issue they have chosen.
- Discuss the scale and scope of their project *realistically!*
- Help them envision the end result of their project.

## *Develop a Timeline*

- Keep it practical.
- Break it down by task - person responsible, due date.
- Involve family and friends.
- Remember to consult existing calendars so plans don't conflict with school, family, etc.
- Evaluate timeline periodically and scale back if needed. It's OK to let girls change direction or scale back.

## *List the Resources*

- Encourage girls to create a project team by connecting with others:
  - ✓ Peers who may be interested in the same issue;
  - ✓ Adults who have access to resources, information, and organizations;
- Have girls make a list of people who they think would help with their project.
- Make a list of supplies they will need. Start with a list of what they already have.
  - ✓ Explore ways to find and use resources that do not require earning money.
- Decide if they need to earn money for the project and adhere to guidelines in *Volunteer Essentials*.

## *Do the Project*

- Keep the momentum going.
- Encourage girls if their plans need to be altered.
- Cheer girls on by reminding them of their visions.
- Ask other adults to support (but not direct) the girls.

## *Evaluate the Project*

- How did they do?
- Make a "next time" list of things that need to be changed.
- Encourage them to journal about what the project meant to them.
- Discuss lessons gained as they took action and how they might be applied to other areas of their lives.
- Encourage them to thank those who supported the project.
- Encourage them to share their experience with others.

# Girl Scout Awards Overview

## Planning an Event?

You **MUST** take the *Prepare 2B Ready* class. Here you'll learn to create a risk management plan, find a first aider, and review the necessary forms to turn in to council before the event. **PLAN AHEAD!** Additional insurance and risk management forms are due to council a minimum 3 weeks before your event.

Forms you might need: Visit **girlscoutshcc.org** to download ALL forms:

Additional Insurance Request: form #3548

Sensitive Issue Permission Slip: form # 6659

Event Planning Intent: form #3393

Application for Troop Money-Earning: form #629

Risk Management: all forms

| Girl Scout Silver Award |   |
|-------------------------|---|
| Process:                | <ol style="list-style-type: none"> <li>1. Pre-Requisites: Go on a Cadette Journey and complete all awards.</li> <li>2. Identify an issue you care about and research the issue and who it affects.</li> <li>3. Build your Girl Scout Silver Award team (3 – 4 girls) or decide to go solo.</li> <li>4. Explore your community resources, who and what are available to you?</li> <li>5. Make a plan and put it into motion.</li> <li>6. Reflect, share your story, and celebrate. Turn in a final report to council.</li> </ol> |
| Forms:                  | Final report paperwork: submit online at <a href="http://girlscoutshcc.org">girlscoutshcc.org</a>   |
| Deadlines:              | <ul style="list-style-type: none"> <li>• <i>September 30 of entering ninth (9<sup>th</sup>) grade:</i> The deadline to submit a final report to council to earn the Girl Scout Silver Award.</li> <li>• <i>March 1:</i> All final reports received by this date will be invited to that year's recognition ceremony.</li> </ul>   |

| Girl Scout Gold Award |  |
|-----------------------|--|
| Process:              | <ol style="list-style-type: none"> <li>1. Pre-Requisites: Go on 2 Journeys from the Senior or Ambassador grade level and complete all awards. If you've earned the GS Silver award, only one Journey is required.<br/><i>*GS Seniors complete Senior Journeys and GS Ambassadors complete Ambassador Journeys.</i></li> <li>2. Choose an issue: Look around your community and beyond.</li> <li>3. Investigate: Research everything you can about the issue.</li> <li>4. Get help: Invite others to support and take action with you.</li> <li>5. Create a plan: Create a project plan that achieves sustainable and measurable impact.               <ol style="list-style-type: none"> <li>a. Create a Go Gold Profile on <a href="http://girlscouts.org/gogoldonline">girlscouts.org/gogoldonline</a></li> </ol> </li> <li>6. Present your plan and get feedback: Sum up your plan for your Girl Scout council. Submit a Girl Scout Gold Award proposal online.</li> <li>7. Take action: Take lead to carry out your plan.</li> <li>8. Educate and inspire: Share what you have experienced with others. Turn in the final report online using same profile for the proposal</li> </ol> |
| Deadlines:            | <ul style="list-style-type: none"> <li>• <i>September 30 of entering ninth (9<sup>th</sup>) grade:</i> The deadline to submit a final report to council to earn the Girl Scout Silver Award.</li> <li>• <i>March 1:</i> All final reports received by this date will be invited to that year's recognition ceremony.</li> </ul> <p><i>Note: the committee reviews proposals and reports on a monthly basis. All that are submitted by the first of the month will be pulled and reviewed. You will be notified by around the second week of the month.</i></p>   |