Adult Recognitions System

August 7

2013

For the Adult Recognitions Specialist

Resource Guide



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Appreciation and Awards

APPRECIATION is an ongoing, daily process for all volunteers. Showing appreciation for one another is one way to show respect, to relate to each other's strengths, and to build mutual commitment for Girl Scouting.

An easy way to show appreciation to someone is through the use of Just Say Thanks. Go to www.gsnetx.org/justsaythanks and fill in the requested information. A letter from the CEO of Girl Scouts of Northeast Texas, Colleen Walker, will be sent. For more information about appreciation see www.gsnetx.org/addocs/appreciation.

AWARDS are given for outstanding contributions that have made a significant impact.

At Girl Scouts of Northeast Texas, it is believed that there are those GS Volunteers and Staff who because of the level of service they give, deserve special recognition. To best achieve this, there exists a system of both earned and nominated recognitions.

Earned Recognitions

Earned Recognitions are those in which the volunteer applies for the recognition based upon her/his service in a particular area. Years of Service pin is an earned recognition. Years of Service Pins for 10+ anniversary years may be presented at the Council Recognition Event. All other earned recognitions are presented at local ceremonies.

Nominated Recognitions

Nominated Recognitions are those in which others nominate an individual or organization for outstanding service, above and beyond what is required for their position. GS volunteers who are nominated must be someone who exemplifies the Girl Scout Promise and law. Super Trooper, Summer Survivor & the new Series Short-Term Volunteer Award are processed by local recognitions volunteers (ARS, etc). The nominated awards for the troop leader and cookie manager positions, Volunteer of Excellence, and the new Inspiring the GSLE award are reviewed by the ARS Level Committee. All other nominated awards are reviewed by the Council Awards committee. These include Appreciation Pin, Trailblazer and Emerald Star, Honor Pin, Spirit of Excellence, Thanks Badge, Thanks Badge II and Community Service and Community Partner.

Nominators for the Golden Wings (for GS Troop Leadership) and Emerald Star (for service to 1 service area) may choose for the recipients awards to be presented at the Council Recognition Event. The Honor Pin, Spirit of Excellence, Thanks Badge, Thanks Badge II and Community Service and Community Partner are presented at the Council Recognition Event. All other nominated recognitions are presented at local ceremonies. The Inspiring the GSLE Award is presented at the local level and 3 to 5 are selected by the Council Awards Committee to be additionally recognized at the Council Recognition Event.

The President's Award applications are reviewed by the Council Awards Committee and are presented at the Administrative Kick-Off.

GSNETX Adult Recognition System Chart

<u>></u>	GSSU ARS Level		Council Level			
of ice was mar	С	Direct Service to Girls		GS Service		
Level of Influence (Where was	GS Troop Cookie Managers	GS Troop Leaders, Assistant and Co-Leaders	Short Term/ Series Volunteers	Unit/One (I) Program Delivery Audience	Broad Segm of Counc /Council-W	il Partner/Other
	Espace of the state of the stat	Inspiring th	e Girl Scout Leader	rship Experience A	<u>ward</u>	ĠŜĹĖ
	GSNETX Trefoil Award	Juliette Low Award	Super Trooper Award	Volunteer of Excellence ◆ *	Honor Pin	© Community Service ►
	GSNETX Tagalong Award	Green Angel ≭	Series Volunteer Award *	Appreciation Pin	Spirit of GSN Excellence	
	GSNETX Thin Mint Award	Silver Rose	Summer Survivor Award	Trailblazer	Thanks Badge	President's Award
	GSNETX Samoa Award	Golden Wings	Volunteer Appreciation	Emerald Star	Thanks Badge II	Online Years of Service Award form
	All nominations are submitted to www.gsnetx.org/awardnominations					
1 Nomin	2 Nominat	ation Required ↓ ions Required ↓ ions Required ▶ dult, others may be	e girls or adults	3 4	Nominations Nominations Nominations ired nominatio	Required >

Additional information on earned and nominated recognitions can be found at www.gsnetx.org/recognitions.

Done (1) Program Delivery Audience is defined as a specific, well-defined program, such as: EQ volunteer, Day/Twilight Camp Administrative volunteers, Compass Kapers, etc.

• These awards are recognized by GSUSA, all others were created by a GSNETX committee of volunteers and staff.

Note: Staff are eligible to receive awards beginning with the Appreciation Pin. Staff award nominations require one nomination from their immediate supervisor.

The council's award system is built around the guidelines established by GSUSA. Several factors weigh heavily in the award process and include:

- Quality of accomplishment is the primary determining factor in awarding recognition.
- Impact on girls is the leading measure of quality.
- Different kinds of accomplishments must be considered: time, talent, as well as donations of resources.
- Quality is not judged by length of service or number of other recognitions; it is ultimately a function of impact, direct or indirect, with girls.
- Recognition is given to reinforce high expectations and encourage continual improvement. It is not a competition. Recognitions create a strategic advantage because they identify those who model the future. Recipient's performance is part of what moves a council towards it goals.
- Publicly honoring adults underscores Girl Scouting's vitality in the community. It encourages greater involvement and support from other adults and organizations – all with the goal of building girls of courage, confidence and character who make the world a better place.

For GS Troop Leaders

Nominations are submitted to www.gsnetx.org/awardnominations

Juliette Low Award

- Has been a registered GS Troop Leader for this Girl Scout membership year
- Has completed the appropriate adult education
- Has demonstrated their dedication to the girls through their service to the troop
- Has demonstrated opportunities for the girls to have personal growth, involvement in GS Troop decisions and participation in the management of the GS Troop funds
- Whose work with girls has exceeded expectations
- One (1) nomination from an adult is required

Green Angel Award

- Has been a registered GS Troop Leader for at least 3 GS membership years
- Has received the Juliette Low Award
- Has continuously participated in adult education (beyond the basic required courses)
- Performance in working with girls has demonstrated the angel dressed in green philosophy that being a positive role model for girls is one of life's highest callings
- Whose work with girls has exceeded expectations
- One (1) nomination from an adult and one additional nomination from an adult or girl is required

Silver Rose Award

- Has been a registered GS Troop Leader for at least 5 GS membership years
- Has received the Green Angel Award
- Has continuously participated in adult education (beyond the basic required courses)
- Performance in working with girls has demonstrated an exceptional level of girl leadership
- Has participated with the troop in service unit events and activities
- Whose work with girls has exceeded expectations
- One (1) nomination from an adult and two (2) additional nominations from adults or girls are required

Golden Wings Award

- Has been a registered GS Troop Leader for at least 7 GS membership years
- Has received the Silver Rose Award
- Has continuously participated in adult education (beyond the basic required courses)
- Performance in working with girls has been demonstrated by the girls excellent leadership experiences
- Has participated with the GS Troop in service unit events and activities
- Has been demonstrated by mentoring another GS Troop and/or GS Troop Leaders
- Whose work with girls has exceeded expectations
- One (1) nomination from an adult and two (2) additional nominations from adults or girls are required
- Because Golden Wings is the highest award for volunteers serving in the position of GS Troop Leader the nominator may choose to present the award where it will be more meaningful to the recipient, either at the council event or a local ceremony

For GS Troop Cookie Managers

Nominations are submitted to www.gsnetx.org/awardnominations

GSNETX Trefoil Award

- Has been a registered GS Troop Cookie Manager for this GS membership year
- Has received Troop Cookie Manager training this year
- Has provided outstanding service as a GS Troop Cookie Manager
- One (1) nomination from an adult is required

GSNETX Tagalong Award

- Has been a registered GS Troop Cookie Manager for at least 2 GS membership years
- Has previously earned the GSNETX Trefoil Award
- Has received Troop Cookie Manager training this year
- Has provided <u>outstanding</u> service as a GS Troop Cookie Manager
- One (1) nomination from an adult is required

GSNETX Thin Mint Award

- Has been a registered GS Troop Cookie Manager for at least 3 GS membership years
- Has previously earned the GSNETX Tagalong Award
- Has received Troop Cookie Manager training this year
- Has provided outstanding service as a GS Troop Cookie Manager
- One (1) nomination from an adult is required

GSNETX Samoa Award

- Has been a registered GS Troop Cookie Manager for at least 4 GS membership years
- Has previously earned the GSNETX Thin Mint Award
- Has received Troop Cookie Manager training this year
- Has provided outstanding service as a GS Troop Cookie Manager
- One (1) nomination from an adult is required

For GS Short-term Volunteers

Awards are pre-ordered by the administrative volunteers. The Adult Recognitions Coordinator works with a licensed vendor to design the award. In January, the coordinator will contact the administrative volunteers (the SU ARS for the Super Trooper and the Day/Twilight Camp Director/ARS to determine the approximate order. The coordinator will contact the administrative volunteers again 2-4 weeks before the awards need to be distributed to coordinate the award distribution.

GSNETX Super Trooper Award – pre-ordered by the Service Unit ARS

- Has been a helper for the GS Troop in the current year (GS registration is not required)
- Is not a troop leader or troop cookie manager in this troop
- Could be serving as a GS Troop Treasurer*, GS Troop Driver*, GS Troop Camping Liaison* GS Troop Snack Coordinator or Communicator or GS Troop Meeting Assistant
- Has provided outstanding service in the position

GSNETX Summer Survivor Award – pre-ordered by the Day/Twilight Camp administrative volunteers

- Is a registered Girl Scout adult volunteer who is serving in their second+ term as a unit leader for a Day or Twilight Camp
- Has acquired the appropriate volunteer security status
- Has completed the required Protecting Our Girls training

GSNETX Series Volunteer Award

This award has not been designed yet. Check back for more information in the Spring, 2014.

^{*}These positions do require GS membership and appropriate volunteer security status

For Adult Service Beyond Direct Service to Girls in one Geographic Area

Nominations are submitted to www.gsnetx.org/awardnominations.

Volunteer of Excellence Award

- Is a registered Girl Scout adult volunteer for 1 Girl Scout membership year in a capacity beyond direct service to girls in one geographic area
- Has received appropriate adult education for the position held, or has demonstrated competence for the job, or both
- Has given service beyond the expectations of the position, for example:
 - Has managed a successful event on three or more occasions
 - Has run day camp so successfully that participation has increased over a 2-year period
- Two nominations from adults are required

Appreciation Pin

- Is a registered Girl Scout adult member and is serving in a capacity beyond direct service to girls in one geographic area
- Has demonstrated consistent leadership qualities in position held for at least 3 Girl Scout membership years
- Has received appropriate adult education for the position(s) held, or has demonstrated competence for the job, or both
- Has received the Volunteer of Excellence award or is a GSNETX staff member
- Has given outstanding service above and beyond the expectations for position held and contributed to the achievement of the council's goals and objectives, for example:
 - Has managed a GS Service Unit successfully for at least 3 years and maintained or recruited a full **GS Service Unit Team**
 - Has served as a team leader in the Equestrian Program for at least 3 years and has helped retain older girls in Girl Scouting
- Two nominations from adults are required, for staff nominations one nomination must be from their direct supervisor

Trailblazer Award

- Is a registered Girl Scout adult member serving in a capacity beyond direct service to girls in one geographic area
- Has demonstrated outstanding service in the position(s) held for at least 5 Girl Scout membership years
- Participated in updated orientation or adult education at least every 3 years
- Made a positive impact on girl and adult membership
- Has received the Appreciation Pin
- Has delivered outstanding service above and beyond the expectations for position(s) held and contributed to the achievement of the council's goals and objectives, for example:
 - Has served as a day/twilight camp administrative staff member, providing opportunities for older girls to demonstrate leadership skills
 - Has served as a group leader for community programs offered to girls in underserved populations in more than one geographic area

Three nominations from adults are required, for staff nominations one nomination must be from their direct supervisor

Emerald Star Award

- Is a registered Girl adult member serving in a capacity beyond direct service to girls in one geographic area
- Has demonstrated outstanding service in the position(s) held for at least 7 Girl Scout membership vears
- Participated in updated orientation or adult education at least every 3 years
- Made a positive impact on girl and adult membership.
- Has received the Trailblazer Award
- Has continued to deliver outstanding service above and beyond the expectations for position(s) held and contributed to the achievement of the council's goals and objectives, for example:
 - Has served as a GSSU Coach for seven years providing exceptional opportunities for girls to discover, connect and take action.
 - Has served in a variety of GS Service Unit positions for multiple years, consistently increasing the number of GS Adult Volunteers, helping the GS Service Unit reach its membership goal
- Three nominations from adults are required, for staff nominations one nomination must be from their direct supervisor
- Because Emerald Star is the highest award for adults serving in a capacity beyond direct service to girls in one geographic area for the GS Service Unit or 1 program delivery audience, the nominator may choose to present the award where it will be more meaningful to the recipient, either at the council event or a local ceremony

For Adult Service Beyond the Local Area

Nominations are submitted to www.gsnetx.org/awardnominations.

Honor Pin

- Is a registered Girl Scout Adult member
- Has repeatedly given outstanding service beyond the local level to a broad segment of the council and has contributed to the achievement of the council's goals and objectives, for example:
 - An adult who has served on a council committee in a leadership role
 - An adult who has successfully chaired council-wide events
 - An adult who has coordinated special programs for girls that assists in reaching council membership retention goals
- Four nominations from adults are required, for staff nominations one nomination must be from their direct supervisor

Spirit of Excellence Award

- Is a registered Girl Scout Adult member
- Has earned the Honor Pin
- Has repeatedly given outstanding service beyond the local level to a broad segment of the council and has contributed to the achievement of the council's goals and objectives, for example:
 - An adult who has chaired a council-wide event successfully for several years
 - An adult who has given service over and above that requested as a member of the Board or a **Board Committee**
- Four nominations from adults are required, for staff nominations one nomination must be from their direct supervisor

Thanks Badge

- Is a registered Girl Scout Adult member
- Has given service that is truly outstanding, benefits the total council or the entire Girl Scout organization, and is so significantly above and beyond the call of duty that no other award would be appropriate, for example:
 - The director of a successful council or regional destination opportunity that results in increased extension and retention of older girls and significant positive publicity for the council
 - An adult who establishes a successful collaboration with a local museum or science center that results in increased program opportunities for girls from all parts of the council
- Four nominations from adults are required, for staff nominations one nomination must be from their direct supervisor

Thanks Badge II

- Is a registered Girl Scout Adult member and has received the Thanks Badge
- Has given service that is truly outstanding, continuing to perform at the same high level for an extended period of time, increasing the nominee's sphere of influence, or using the nominee's skills and talents to move into another field of endeavor
- Benefits the total council or the entire Girl Scout organization, and is so significantly above and beyond the call of duty that no other award would be appropriate

- Additionally, this award might acknowledge outstanding performance that surpasses the earlier achievement, for example:
 - A GS Council Trainer who, after directing council-wide adult education events, successfully implements a statewide or regional adult education event
 - A Board member whose continuous strong leadership in fund development has resulted in greater financial stability for the council Scouting
- Four nominations from adults are required, for staff nominations one nomination must be from their direct supervisor

For Persons/Organizations Who are Not Members of Girl Scouts

Nominations are submitted to www.gsnetx.org/awardnominations.

GSNETX Community Service Award

- Have contributed time, talents, and resources to at least one GS Service Unit or program delivery audience, furthering the Girl Scout Mission and developing leadership in girls
- Have been recognized at the local level for at least three (3) years
- Have demonstrated an interest in the Girl Scout movement
- Three (3) Nominations are required, at least one from an adult

GSNETX Community Partner Award

- Have given superior contributions of time, talents, effort and/or resources for at least seven (7) years, which have a widespread impact upon the Girl Scouts of Northeast Texas and the council's goals and objectives
- Have demonstrated an interest in the Girl Scout movement
- Has received the GSNETX Community Service Award
- Three (3) Nominations are required, at least one from an adult

For Volunteers in Direct Service to Girls

Nominations are submitted to www.gsnetx.org/awardnominations.

Inspiring the GSLE Award

- Has worked with girls in a Girl Scout Take Action, Bronze Award, or Silver Award Project; (Because Gold Award Projects are for individual girls and the heaviest responsibility of leadership is for the girl, these projects are not eligible)
 - where girls have demonstrated a clear understanding of true sustainability
 - where the girls completing the project should demonstrate the processes of the GSLE (Girl Led, Cooperative Learning and Learning by Doing).
 - Where the girls must have shown advancement in the National Leadership Outcomes for the appropriate grade level (found in the section "Understanding the Journey's Leadership Benefits" section of each Journey Adult Guide).
 - where the project was completed in the current or most recent previous GS membership year
 - where the volunteer Is a current GS Member (during the time of volunteer service)

Initial nomination must be from an adult. A complete nomination requires one person. Inspiring the Girl Scouts Leadership Experience Awards will be presented at local events.

All nominations will be submitted to the local awards committee through the service unit Adult Recognitions Specialist. The SU ARS should pick the top 2-3 submissions. The ARS Level Committee will pick the top 2-3 from all that are submitted and confirmed at that meeting. The top 2-3 Inspiring the GSLE Award nominations will be submitted to the Council awards Committee. The Council Awards Committee will choose three-five (3-5) nominations which best demonstrate the concept of sustainability within the project, the processes of GSLE and advancement in the National Leadership Outcomes. These volunteers will be highlighted at the council award presentation event.

Years of Service Award

Nominations are submitted to www.gsnetx.org/awardnominations.

The years of service award is awarded for 5 year increments of volunteer service in any role. It is an earned recognition which means the person receiving the award should be the person submitting the application.

Years of service awards at the 5 year level are presented at the local recognition event. Ten years and above may be presented at the Council Awards Presentation.

Girl Nominations

Girl Nominations can only be submitted on paper.

Girl nominations are appreciated and meaningful for any volunteer nomination. The awards for direct service to girls which require more than one nomination are the only awards for which girls nominations can count as part of the required nominations. When girl nominations are part of the required nominations, they should be input manually into the report/spreadsheet from the online portal. A separate tab will be added onto the report for the ARL that will have the appropriate space to enter the data.

Question answers and form copies do not need to be turned in.

For GS Service Unit Teams

Applications are submitted by email directly to the Volunteer Process Assistant, volresources@gsnetx.org.

President's Award

The President's Award is designed specifically for GS Service Units. The criteria are based on the council's overall goals and objectives, and have been weighted based on importance. GS Service Units earn the President's Award by achieving 100 points out of the total possible points. for each GS Service Team member will be presented to those GS Service Units who achieve the President's Award. A "Goal Setter Service Unit" certificate will be given to all GS Service Units who apply for the President's Award, but do not achieve it. GS Service Units should think through the award process and utilize it in goal setting, as well as a measurement of their growth and successes.

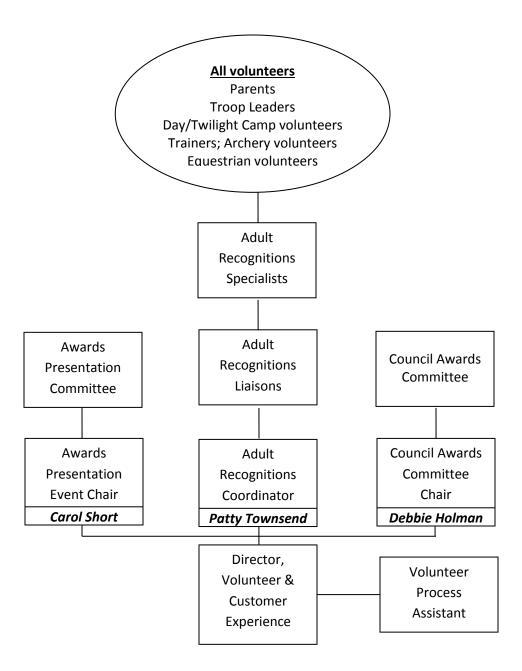
GS Service Units earn the President's Award through the following criteria:

- 1) GS Service Team Registration and Adult education
- 2) GS Service Team Diversity
- 3) GS Troop Leader Retention
- 4) Girl Retention
- 5) Girl Membership
- 6) Girl Diversity
- 7) Community Contact and Communication
- 8) Fund Development Participation
- 9) Fund Development Goal
- 10) Customer Service
- 11) Council Reports
- 12) Accomplishments and Challenges

Please see President's Award Nomination Form for more specific information on each criterion. The President's Awards are presented at the Annual Kickoff.

Recognitions Organization

Organization Chart



Adult Recognition Liaisons

Misty Gilmore	Nancy Medina	
SU131	SU123	Janet Thomas
SU133	SU213	SU211
SU171	SU214	SU212
SU184	SU215	SU223
SU186	SU250	SU231
SU187	SU251	SU232
SU188	SU252	SU233
SU189	SU263	SU234
SU403	SU361	SU236
SU483	Complete Administra	SU242
SU485	Sara Jo Mueller	SU243
Susan Krnic	SU152	SU253
	SU154	30233
SU111	SU155	Sandra Thompson
SU112	SU156	SU362
SU404	SU157	SU363
SU405	SU158	SU364
SU406	Anita Scroggins	SU366
SU407		SU367
SU408	SU146	
SU409	SU170	TBD
SU411	SU172	SU368
SU412	SU174	SU369
SU416	SU180	SU370
Becky Chretien-Caillier	SU182	SU372
•	SU183	30372
SU134	SU241	TBD
SU141	Christina Stenger	SU173
SU142	SU101	SU365
SU143		SU373
SU148	SU105	SU374
SU160	SU108	SU375
SU161	SU147	SU376
SU162	SU151	SU377
SU163	SU153	SU378
SU164		SU378
SU165		
SU185		SU380

For contact information, email your name, service unit, and purpose/volunteer position to <u>volresources@gsnetx.org</u> and request to be added to *ARS Broadcast News* (arsnews.shutterfly.com).

Tools for the Adult Recognition Specialist:

Use these online documents in emails to your volunteers:

- Easy to find nomination information: www.gsnetx.org/addocs/nominate
- The awards www.gsnetx.org/addocs/recognitions.pdf

Encourage your volunteers to learn more about the GSNETX Recognition System:

Fun Recognitions Quiz – www.gsnetx.org/videolibrary

Use this as a Service Unit Meeting exercise:

Recognitions Tool Kit – to request copies of this contact your Adult Recognitions Liaison

Calendar & Awards Process

When	Who	What	
Jul-Aug	ARC, ARLs	ARC meets with ARLs, training for those who need it, knowledge updates & reminders	
Mid-Aug	GSSU ARSs ARLs	Adult Volunteer Training & Awards Reports	
Aug-Dec	GSSU ARSs ARLs	Review training and position information on <i>e</i> Biz Encourage leaders to self-report current volunteer positions and complete adult education Communicate monthly with Leaders (see monthly communications tips) ARLs meet with ARSs, train ARSs	
Oct-Nov	GSSU ARSs	Discuss awards at GSSU Team/Leader meetings & events: • Who/how to nominate? • How to apply for earned award? Encourage use of Just Say Thanks and other forms of appreciation.	
Nov	GSSU ARSs	Last Monday: First day to enter online nominations – NEW! Note: FY2014 the portal was first available on 01/06/14.	
DEC	GSSU ARSs	Use the Recognitions Tool Kit at your December SU Meeting	
Nov-Feb	Council	 Review all online nominations Approve TCM awards, Juliette Low, communicate as necessary to nominator, send approval notice to nominator and SU ARS Pre-approve all other awards for membership, training, position and pre-requisite awards, send approval notice to nominator and SU ARS 	
January	GSSU ARSs GSSU ARSs Day/Twilight Camp ARC	 Strategically target 1-2 GS Troop Leaders who are eligible for awards, take responsibility for seeing that these nominations are completed. Ask other GSSU Team members, to target 1 GSSU volunteer who is eligible for an award, to take responsibility for seeing that these nominations are completed. Strategically target some community members or organizations who have assisted GSSU in the past to see that they are recognized at the local level by troops and GSSU. Strategically target community members or organizations who have been recognized in the past at the local level for community service or community partner awards. Encourage leaders, parents in GS Service Unit to consider nominating someone. Begin planning GS Troop Leader Appreciation event. Speak at GSSU Leader meetings, GSSU Events, GS Troop Meetings. Pre-order Super Troopers Pre-order Summer Survivors Order Super Trooper and Summer Survivor award items from vendors 	
Jan-Feb (3 rd Sunday)	GSSU ARSs ARL	 Receive emailed reports, approvals and pre-approvals as nominations are entered online; contact nominators when support documentation is required and not present; let nominators know that even when support documentation is not required it adds greatly to the meaning of receiving the award Input nomination information online of all completed paper nominations for volunteer awards. Any awards turned in on the paper forms to the ARS Level task meeting that are not input into www.gsnetx.org/awardnominations, must be input into the spreadsheet by the ARL. 	
February	GSSU ARSs	 Finalize targeted nominations. Assist GS Troop Leaders, GSSU Team & parents to get nominations input. Awards ceremony information for GSSU should be set. 	

When	Who	What
February	ebruary GSSU ARSs • 3 rd Sunday: Last date to enter nominations online.	
		 ARS Level meetings beginning last full week in February (Saturday): Participate in GSSU ARS Level Award Committee meeting with ARL (thru Wednesday of first week of March) (11 days).
		Summary reports of results for each ARS should be received by second Friday in March
March	GSSU ARSs	Respond to any denials to be appealed immediately
		Encourage use of Just Say Thanks and other forms of Appreciation.
Mar-Apr	Council	Appeals Meeting (fourth Wednesday March through following Tuesday) No new
	Committee	nominations will be accepted to the appeals meeting
April	Everyone	GSNETX Adult Recognition Event
		1 st Monday 1 week after the GSNETX Adult Recognition Event: GSSU ARS Awards available at closest designated GSNETX Service Center
Apr-Jun	GS ARLs &	GSSU Local Recognition Event
	GSSU ARSs	Adult Recognition Volunteer Celebration Evaluations
Jun-Jul	Day/Twilight Camps	Distribute Summer Survivor Awards

GSSU ARS Level Committee Meeting Process

<u>Who</u>	<u>When</u>	<u>What</u>
Council Staff	Nov-Feb	 Receive online nominations Confirm complete nomination, GS membership & adult education, awards & position requirements Send confirmation/denials emails to nominator & ARS approvals (All TCM awards, Juliette Low) and pre-approvals (all other awards)
GSSU ARS	Before committee meeting	 Read over awards nominations as received. Input information on all completed nominations received only on paper
GS ARL & GSSU ARS	Before committee meeting	Receives an electronic spreadsheet of all nominations entered for processing, data sorted by Award.
GSSU ARS	At committee meeting	 Bring a copy of all paper nominations and other documents and a copy of report of all awards submitted Read a summary of each pre-approved nomination for Green Angel, Silver Rose, Golden Wings, Volunteer of Excellence and Inspiring GSLE As each summary is read, cast a vote for each nomination. For any award that doesn't pass unanimously, details of nomination and letters are read completely, followed by a discussion and a second vote. Award is passed on a majority vote. Printed spreadsheet is updated with confirm Yes or No at the meeting. If no, the reason for the denial must be noted. Someone is assigned to keep notes.
GS ARL	At end of committee meeting	 ARL will update the electronic spreadsheet with confirmed Yes or No and any notes and email a copy of the spreadsheet to the ARC. Paperwork that must be turned in to council: Any nominations not input into www.gsnetx.org/awardnominations or the spreadsheet in full must be turned in to council.
Council	After ARS Level Meetings	Each GSSU ARS will receive a list of what was sent to council for their SU, and the confirmation status

GSSU Council Level Committee Meeting Process

Who	When	<u>What</u>	
GSNETX	Nov-Feb	Receives paperwork for all nominations not entered into	
ARC		www.gsnetx.org/awardnominations	
		• Input into www.gsnetx.org/awardnominations	
		Scan documents to pre-arranged folder	
		Supports council staff with approval/pre-approval processing	
Council	Nov-Feb	Processes all online nominations	
		Verify nominations are complete	
		Verify GS membership & adult education.	
		Verify awards & position history.	
		Verify volunteers are being nominated for the correct award.	
GS Council	Before	Receives an electronic copy of nominations spreadsheet	
Committee	committee	• Reviews each nomination, "rating" the nomination with a 1-5	
members	meeting		
GS Council Committee	At committee meeting	Attends committee meetings (due to volume of nominations there may be 2)	
	& Appeals	Shares "rating" with the committee	
	meeting	 Any nomination with an average rating (combining all ratings from other committee members) less than "4" is discussed in detail until a consensus rating is determined 	
		All ratings averaging 4 or more are confirmed	
		Printed spreadsheet is updated with confirm Yes or No at the	
		meeting.	
		Someone is assigned to keep notes.	
Council	After Council	Each SU ARS will receive a list of what was sent to council for their SU,	
	Committee	and the confirmation status	
	Meetings		

GSSU Council Level Committee Appeals Process

<u>Who</u>	<u>When</u>	<u>What</u>
GSNETX ARS	March	Summary reports to each ARS should be received by second Friday in March, Email council level awards denied to nominator
		 Respond immediately to ARC for any denials that should be appealed Appeals Meeting (fourth Wednesday March through following Tuesday) No new nominations will be accepted to the appeals meeting Email responses from appeals to nominator and ARS

Monthly Communications

Communications from Adult Recognition Specialists to the volunteers in their service area is an important part of a connection that should be established. Adult Recognitions Specialists for the Service Unit (or any volunteer service that lasts more than 3 months such as special interest groups like Tejas Riders) should connect monthly with the volunteers in their units. Other volunteers filling the role Adult Recognition Specialists (for example for a Day/Twilight Camp) will want to decide how often to connect with their volunteers. For a week long Day/Twilight Camp it might be daily, for a six week program it might be weekly.

Meetings are one way of communication. Others include:

- **Email**
- Facebook (or other social media)
- Web pages
- Texts
- Phone calls

Following are prepared "scripts" for monthly communications:

September - Self-Reporting

- Returning volunteers have you self-reported your volunteer positions? See www.gsnetx.org/gsnetxemail/selfreporting instructions.pdf for instructions and www.gsnetx.org/gsnetxemail/ebiz_position_codes_GSNETX.pdf for a list of positions. Have you registered for the Adult Volunteer Retreat? Go to www.gsnetx.org/retreat to find out more.
- New volunteers your online position status will be updated when you complete Troop Leadership Basics. Be sure to have other GS Troop volunteers complete the online volunteer application at www.gsnetx.org/applynow. As they complete position specific training like Troop Cookie Manager or Troop Leadership Basics for the troop volunteer, their position status will be updated.
- All volunteers why should I self-report?
 - o It gives council the information about what volunteer positions you are currently serving in so that communications specific to your position can be emailed directly to you
 - Volunteer positions data is used to communicate thanks and appreciation to all volunteers
 - o It is simple and just takes a few minutes to do online through eBiz. It can be input as soon as membership information is entered into the system. If you renew membership online it is a simple part of the process.

October - Anniversary Pins

- Returning volunteers is this a five-year anniversary? Complete the Years of Service application form online at www.gsnetx.org/awardnominations.
- New volunteers This pin indicates the total number of years as a Volunteer. Volunteers can receive the Years of Service award by completing the form online at www.gsnetx.org/awardnominations in their anniversary year at five-year intervals.
- All volunteers Happy Founders Day! October 31 is the birthday of our founder Juliette Gordon Low. Girl Scout members may also purchase a membership numeral guard from the shop (www.gsnetx.org/shop) which indicates the total number of years as a member also at five-year intervals (girl and adult). To see where to place adult insignia see http://www.girlscouts.org/program/basics/for volunteers/insignia/list/adult.asp.

November – Training Records

- Returning volunteers Please review your training records. Send out or make available a copy of the training and award reports provided to you in the fall.
- New volunteers Have you completed your required training? New GS Troop Leaders should have completed Girl Scouting 101 available online and the Troop Leadership Basics available in a classroom as well as online. By the fourth GS Troop meeting with the girls, the new GS Troop Leader should have completed Girl Scouts on the Go available online.
- All volunteers Girl Scout volunteers can purchase several different pins (see http://www.gsnetx.org/Default.aspx?tabid=697) which signify their volunteer status from the shop (www.gsnetx.org/shop). To see where to place adult insignia see http://www.girlscouts.org/program/basics/for_volunteers/insignia/list/adult.asp.

December – Who to appreciate?

How can we show other volunteers they are appreciated? What about those parents who have been really helpful in the GS Troop? What are some unique ways to show appreciation? A few ideas can be found at

http://www.gsnetx.org/portals/0/doc/adult%20Development/appreciation.pdf.

January – How to nominate?

Nominating or recommending (supporting a nomination) is a very simple process. It's all the same form. For all volunteers in direct service to girls, it's a simple online form. For most awards a paper form is available. See the details at www.gsnetx.org/addocs/nominate.

February – Planning an event?

- Happy World Thinking Day! Thinking Day is celebrated annually on February 22 as a day where Girl Scouts should think about the Global connection with all Girl Scouts and Girl Guides around the world. Girl Scouts of the USA is a member of the World Association of Girl Guides and Girl Scouts, an association that fosters this connection.
- Let everyone know, or remind them about the Local Recognition Event plans (date, time, location, how to register)
- Reminder Did you nominate a volunteer for an award? It's just 5 easy steps see the details at www.gsnetx.org/addocs/nominate.

March – Event Reminder

- Happy Girl Scout birthday! Celebrate the first Girl Scout meeting held on March 12, 1912. Try some of the program activities provided by the GSNETX Historic Preservation Committee. Go to www.gsnetx.org/gshistory to find out more.
- Remind everyone about the Local Recognition Event plans (date, time, location, how to register)
- Is this a five-year anniversary for your volunteer service? Be sure to submit the Years of Service Pin form today. Make it easy and do it online at www.gsnetx.org/awardnominations.
- Renew your Girl Scout membership online. http://www.gsnetx.org/default.aspx?tabID=688 (Click here) to see how easy it is. Be sure to self-report your volunteer positions for the next membership year when you renew your GS membership.

April – Leader Appreciation Day

- Happy Leader Appreciation Day! Leader Appreciation Day is celebrated annually on April 22 in appreciation of all volunteers who serve as leaders to girls and other adults.
- Be sure to complete your end of year reporting. To complete a Troop Financial Report online, quick and easy, go to www.gsnetx.org/troopfinancialreport.

May -August

All volunteers – Reminder that all volunteers who are safety-wise adults for girls, drive girls, manage GS monies, and serve in many program certified volunteer roles are required to have completed a volunteer application and have an appropriate volunteer security status. For most volunteer roles, the application & background screening required to update the volunteer security status must be renewed every two years. It's easy to do online – go to www.gsnetx.org/reapplynow.

Examples of daily communications

- Every day: Shout out for specific volunteer(s) each day of the camp
- Day 1: Special thank you" gift such as lifesavers with a note "Volunteers are life savers"
- Day 2: Thank you poem or song by the girls for the volunteers
- Day 3: Picture of the group in a frame signed by the girls
- Day 4: Thank you purchased item, part of event budget with event logo
- Day 5: Discount for signing up early for next year's event
- Final Day: Special award created just for this event, voted on by all the volunteers

Web Links

Just Say Thanks

www.gsnetx.org/JustSayThanks

Appreciation

www.gsnetx.org/addocs/appreciation

Recognitions

www.gsnetx.org/recognitions

Nominations

www.gsnetx.org/addocs/nominate

Instructions for Submitting Online Nominations

www.gsnetx.org/addocs/submitting online recognition nomination form.pdf

Online Portal

www.gsnetx.org/awardnominations

ARS Broadcast News Shutterfly Site

https://arsnews.shutterfly.com

Volunteer Application

www.gsnetx.org/applynow

Self-Reporting – Instructions

www.gsnetx.org/gsnetxemail/selfreporting instructions.pdf

Self-Reporting – List of Positions

http://www.gsnetx.org/gsnetxemail/ebiz_position_codes_GSNETX.pdf

Renew your membership

www.gsnetx.org/myaccount

Renew your Volunteer Security Status

www.gsnetx.org/reapplynow

Troop Financial Report

www.gsnetx.org/troopfinancialreport

Shop

www.gsnetx.org/shop

Adult Insignia – Where to place pins

http://www.girlscouts.org/program/basics/for volunteers/insignia/list/adult.asp

Volunteer Pins

http://www.gsnetx.org/Default.aspx?tabid=697

Volunteer Retreat

www.gsnetx.org/retreat

Real Outdoor Women - ROW

http://www.gsnetx.org/Default.aspx?tabid=603

Girl Scout History

www.gsnetx.org/gshistory



Volunteer Process Assistant

volresources@gsnetx.org

Glossary

ARC – Adult Recognition Coordinator – GSNETX Adult Volunteer who works with the ARLs, coordinating the processing of Adult Recognitions council wide and processes the earned recognitions applications as they are received.

ARL - Adult Recognition Liaison - GSNETX Adult Volunteer who works with several assigned Girl Scout Service Unit Adult Recognition Specialists to process the ARS Level Awards.

ARS – Adult Recognition Specialist – Girl Scout Service Unit Team position working with Adult Volunteer education and development

GS – Girl Scouts

GS Troop Leader – includes Troop Leader, Assistant Leader, Co-Leader, Advisor

GSUSA - Girl Scouts of the U.S.A.

GSNETX – Girl Scouts of Northeast Texas

GSSU – Girl Scout Service Unit

Nomination – all awards require at least one adult person to submit; many submissions may be online or paper. Some awards require additional person(s) to submit; for awards for volunteers in direct service to girl these can be from a girl, for awards for volunteers indirectly serving the girl (serving the adult volunteers) these must be from an adult.