



Adult Recognitions System

2018

For the Adult Recognitions Specialist

Resource Guide

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GSNETX Adult Recognition Program

Girl Scouts of Northeast Texas (GSNETX) has a formal recognition program to recognize the contributions of our volunteers, staff and community members. Recipients are volunteers who go above and beyond the requirements for the position and have more than the recommended training for the position. Awards are progressive and recipients must have been recognized by the previous award to be eligible to receive the next level award.

In order to be eligible to receive an award there are a few requirements for each level award that are consistent throughout. These requirements will be reviewed and verified by GSNETX.

- All volunteers must hold a current Girl Scout membership
- Must have completed appropriate training for their role and award prerequisites
- When applicable, they must have received the previous award
- Served in their role for the appropriate number of years

GSNETX's recognition program is built around the guidelines established by GSUSA. Several factors weigh heavily in the award process and include:

- Impact on girls and adults.
- Sharing time, talents, community resources and knowledge.
- Quality is not judged by length of service or number of other recognitions.
- Recognition is given to reinforce high expectations and encourage continual improvement. It is not a competition. Recognitions create a culture of appreciation for those who model the future.
- Publicly honoring adults highlights 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.

Who's Who in Adult Recognition

ARC – Adult Recognition Coordinator – GSNETX Adult Volunteer who recruits and works with the ARLs, coordinating the processing of Adult Recognitions council wide. The ARC is the first council level source for answers to questions after talking to the ARL for the local area.

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. The ARL can provide training, answers, and help throughout the year.

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

Annual Meeting and Adult Recognition Volunteer Committee – GSNETX Adult Volunteers who are responsible for planning and carrying-out the council-wide recognition lunch and ceremony.

Council Level Awards Volunteer Committee – GSNETX Adult Volunteers who are responsible for reviewing the nominations above Volunteer of Excellence for Service Unit or Program Delivery Audience awards and for council-wide awards and for community awards. During the summer, they review nominations for the President's Award.

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

GSUSA – Girl Scouts of the U.S.A.

GSNETX – Girl Scouts of Northeast Texas

GSSU – Girl Scout Service Unit or SU – Service Unit

SUM – Service Unit Manager

TCM – Troop Cookie Manager

Vice President Membership – the GSNETX staff member who works with the Council Level Awards Volunteer Committee and GSNETX staff to ensure the validity of the program and that our volunteers are feeling appreciated and valued.

Volunteer Recognition and Process Specialist – the GSNETX staff member who assists the recognition process by checking volunteer records for minimum requirements for awards and sends out reports and generally works with the ARC.

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 the “**Just Say Thanks**” program. When someone has done something special you have them recognized by the CEO of Girl Scouts of Northeast Texas. Simply go to <http://forms.gsnetx.org/justsaythanks> and fill in the requested information. A letter will be sent to the special person.

In addition, service units can recognize someone who completes a project for the service unit such as leading an event or organizing troops for the upcoming year. Showing appreciation immediately after someone does something special is particularly appreciated. Showing appreciation through the year encourages everyone involved. For appreciation ideas, Google “Girl Scout Appreciation Gifts”.

Many Service Units make swaps or small favors for every leader at each service unit meeting. For swap and favor ideas go to [pinterest.com/GSNETX](https://www.pinterest.com/GSNETX). Service Units also can show appreciation to everyone and the Service Unit Team at their spring local recognition event with certificates or other small gifts. Other organizations or committees can do similar such appreciation gifts. For more information about appreciation see www.gsnetx.org/appreciation.

AWARDS are given for outstanding contributions that have made a significant impact. Girl Scouts of Northeast Texas (GSNETX) know that there are GS volunteers and staff who, because of the level of service they give, deserve special recognition.

Girl Scout Troop Leaders will want to recognize:

- Parents/Guardians
- GS Troop Sponsors
- GS Troop Committee Members & Support Team
- Service Unit Team Members

Girl Scout Service Unit Teams will want to recognize:

- New GS Troop Leaders
- Ongoing GS Troop Leaders, Co-Leaders, Cookie Managers
- Service Unit Committee Members
- Service Unit Sponsors

Earned Recognitions – are those for which the volunteer applies based upon his/her service in a particular area, such as years of service and troop camping.

Nominated Recognitions - are those in which others nominate an individual or organization for outstanding service that is above and beyond what is required for their position.

President's Award – for administrative volunteer and day/twilight camp teams whose service supports GSNETX overall goals and objectives.

President's Volunteer Service Award (PVSA) - to recognize registered girls and adults for committing themselves to volunteering with one or several non-profit organizations.

Award Nominations Approval Committees

GSNETX receives thousands of nominations during the awards process and receives the support from our volunteers to approve and process the nominations. The awards have been grouped by committees who help.

The SU ARS position will validate nominations have the correct number of nominations, as well as, the validity of the requirements are met and the nominator has made a descriptive nomination. All other requirements will be verified by GSNETX Volunteer Recognition and Process Assistant.

The GSNETX Volunteer Recognition and Process Assistant will verify the volunteer's length of service, previous award received and training requirements of the award.

Awards are approved by the following groups:

GSNETX VOLUNTEER RECOGNITION & PROCESS ASSISTANT

1. Juliette Low
2. All Cookie Awards
3. Years of Service

ADULT RECOGNITION SPECIALIST (ARS) / AT THE ARL TASK MEETING

1. Girl Scout Leadership Experience (GSLE)
2. Troop Camp Volunteer
3. Volunteer of Excellence*
4. Green Angel
5. Silver Rose
6. Golden Wings

COUNCIL LEVEL AWARD VOLUNTEER COMMITTEE

1. Appreciation Pin*
2. Trailblazer
3. Emerald Star
4. Honor Pin*
5. Spirit of Excellence
6. Thanks Badge / Thanks Badge II*
7. Community Service
8. Community Partner
9. President's Award

*Indicates a Girl Scout USA award. All others are Girl Scouts of Northeast Texas awards.

ARS Monthly Communications to All Volunteers

Adult Recognitions Specialists for the Service Unit should connect monthly with the volunteers in their units. At your leader meeting is one way of communication. Others include:

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

Following are reminders for monthly communications for groups like Service Units:

September – Membership renewal

- New volunteers – welcome them to the Service Unit. Make sure they know when and where SU meetings are.
- Send communications about rededication / investiture ceremony planned by the SU.
- Remind leaders and TCM's to report their troop position through the Troop Changes Form at www.gsnetx.org/forms.

October – Anniversary Pins

- All volunteers – Girl Scout volunteers can purchase several different pins (referred to as the Adult Position pin) which signify their volunteer status from the shop (www.gsnetx.org/shop). To see where to place adult insignia see <https://www.girlscouts.org/en/our-program/uniforms/where-to-place.html>
- NEW!! Remind leaders deadline for training, to count towards an award is December 15th
- Remind everyone of any training coming up in your area. Refer to page 17 for course listing.

November – Training

- Returning volunteers – is this a five-year anniversary? Complete the Years of Service application form online at <https://secure.gsnetx.org/awardnominations>. Remind them that 10 years and above are recognized by the GSNETX leadership team at the Annual Meeting and Recognitions celebration.
- Nomination portal to open.
- NEW!! Remind leaders deadline for training, to count towards an award, is December 15th.
- Communicate at your Leaders meeting or via email the resources on page 11.

December – Formal Recognition

- Training must be completed by December 15th to count for this year's recognitions.
- 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 pinterest.com/GSNETX.

January – Formal Recognition

- Remind your volunteers to fill out the self-nominating forms for Years of Service, the GSLE or Troop Camp Certified Volunteer. Deadline to submit all applications and nominations is February 15.

February – Planning an event

- Reminder – Deadline to nominate your special volunteer is February 15.
- Let everyone know or remind them about the SU Local Recognition Event plans (date, time, location, how to register).

March – Event Reminder

- Are you registered for the GSNETX Annual Meeting & Adult Recognition Luncheon? Find out more at www.gsnetx.org/annualmeeting
- Remind everyone about the Local Recognition Event plans (date, time, location, how to register).

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.
- It is time to register for Service Unit local recognition event.

ARS Monthly Position Reminders

When	Who	What
Sept-Oct	ARS	<ul style="list-style-type: none"> Register for Adult Recognition Volunteer Position (ARS) Training
Sept-Dec	ARS	<ul style="list-style-type: none"> Communicate monthly with Leaders (refer to monthly communications on pages 7-8) Receive training and award history report from GSNETX Volunteer Recognition and Process Specialist for your service unit Check training history reports and advise leaders of any missing training requirements ARS's communicate to volunteers about training opportunities. Deadline for training is December 15 for award consideration
Nov	ARS	<ul style="list-style-type: none"> Notify Volunteers they can submit online nominations – (this date depends on system testing. You will be notified by ARL) A copy of submitted nominations will be sent to the ARS email on file
Nov-Dec	ARS	<ul style="list-style-type: none"> Encourage use of Just Say Thanks and other forms of appreciation Remind leaders to routinely thank and recognize community members or organizations who have assisted Girl Scouting Save the date for your ARL task meeting
Nov-Feb	GSNETX Volunteer Recognition and Process Specialist	<ul style="list-style-type: none"> Approve cookie awards, Juliette Low and Years of Service awards Preapprove incoming nominations for membership, training and volunteer positions Keep updated working file on ARS News Shutterfly site on pre-approval status, communicate as necessary to ARS and or nominator
January	ARS ARL	<ul style="list-style-type: none"> Strategically target GS Troop Leaders who are eligible for awards Work with SUM to ensure SU team volunteers who are eligible for an award have sufficient nominations completed Encourage leaders and parents to consider nominating someone Check training history reports and advise leaders of any missing training that would complete their nomination Strategically target community members or organizations for community service or community partner awards. These groups should be recognized at the local level first. Begin planning GS Troop Leader Appreciation event Speak at SU Leader meetings, SU Events, GS Troop Meetings <p>ARL's communicate with ARS's about training opportunities, resources and setting ARL task level meeting date</p>
Jan-Feb	ARS	<ul style="list-style-type: none"> Check ARS News Shutterfly site for nominations report. Contact nominators if more nominations are required Input nominations online of any paper nominations received Encourage GS troop leaders, SU team and parents to submit nominations

February	ARS	<ul style="list-style-type: none"> • Encourage GS troop leaders, SU team and parents to submit nominations. Remind them of the deadline date of February 15 • Local ceremony information should be set • Finalize nominations in preparation of ARS Task Meeting • Choose 1 to 3 GSLE nominations that showcase the Girl Scout Leadership Experience. These selections will be brought to your ARL task level meeting. • Participate in SU ARL nomination approval task meeting
Mar	ARL ARS	<ul style="list-style-type: none"> • ARL's turn in final ARL award spreadsheet for their area marked with approval or denial for each award nomination after their task meeting. Each denial must include the reason for the denial. • Respond to any denials from Council Level Awards Committee • Submit any ARL level appeal information to volresources@gsnetx.org • Encourage nominators to supply any extra information which would change the denial to volresources@gsnetx.org
April	Everyone	<ul style="list-style-type: none"> • Final award spreadsheet will be posted to the ARS News Shutterfly site • Notify nominators of award approvals or denials • GSNETX Adult Recognition Event
Apr-Jun	ARL & ARS	<ul style="list-style-type: none"> • Local Service Unit Recognition Event
Apr-May	ARS	<ul style="list-style-type: none"> • Pick up awards from local service center

Use these web links in emails to your volunteers:

Name	Link
Just Say Thanks Online Form	http://forms.gsnetx.org/justsaythanks
Past year Awards List	www.gsnetx.org/recognitions
Submitting a Nomination	www.gsnetx.org/recognitions
Showing Appreciation	www.gsnetx.org/appreciation
ARS News - Shutterfly Site	arsnews.shutterfly.com
Adult Insignia – Where to place pins	www.gsnetx.org/gsusainsignia
Girl Scout Pinterest Site	www.pinterest.com/gsnetx
Presidential Volunteer Service Award	www.gsnetx.org/recognitions

NOMINATION STRATEGIES:

Communication from Adult Recognition Specialists to the volunteers in their service area is an important part of the recognition process. A good place to start is getting on the agenda at your Leader Meetings. Be sure to back it up with an email to all the leaders.

Email communication to volunteers eligible for the same award can be done in one mass email. See *examples below*:

- **Leaders who have met all criteria – sample script**
 - “Congratulations! You have met all criteria for the *fill in the blank* award. If you could provide me with a list of parents you would like me to reach out to on your behalf I’d be honored to help with the recognition process. Also, don’t forget about your troop cookie manager(s)! If you need award history for them please let me know. To make a nomination you can go straight to the nomination portal www.gsnetx.org/recognitions”.
- **All Leaders who have NOT met training requirement – sample script**
 - You’re almost there ... You’re just missing one requirement to get a GSNETX award!! Leader nominations are gearing up and you are eligible for an award, however enrichment training is needed. Please look at one of these two sites and register today! The deadline for training, to be considered for an award, is December 15th Take a look here: www.gsnetx.org/training or <https://www.facebook.com/GSNETXLearningChannel/> and get back to me when it is completed!
 - New Leaders: Our adult recognition program is very appreciative of all our new troop leaders. You are eligible for the Juliette Low award however you have missed a step in the New Leader guide. Please sign up for Girl Scouts to a T course at www.gsnetx.org/training. If you’re able to take it before Dec. 15th let me know so I can proceed with the recognition process otherwise take it as soon as you can and we will be sure and properly recognize you next year.
- **Cookie Managers – sample script**
 - It is that time of year we get to nominate our cookie managers for an award for all the hard work and dedication they put into the cookie program. Please be sure you have taken your Troop Cookie Manager training so you will be eligible. We will be notifying your troop leader for their endorsement and nomination so be sure your training has been done. Also, don’t forget your troop leaders. To make a nomination you can go straight to the nomination portal www.gsnetx.org/recognitions”.

Service Units and Camp teams

- ARS and Service Unit Managers or Camp Directors work best together for this level of award. Be sure you let them know which volunteers are eligible and make a plan for nominating those who have met all criteria.
- If training is missing, reach out to the volunteer and let them know if training is taken during the coming year they will be eligible for an award.

Nominations from Girls

Girl nominations are appreciated and meaningful for any volunteer nomination. Leader awards for direct service to girls, which require more than one nomination, are the only awards for which girl nominations can count as part of the required nominations. Girl nominations are also submitted through the online recognition portal.

What Happens During the Nomination Process?

1. Upon submission of your nomination you will receive a confirmation email that your nomination was received. Your nomination is put together with other nominations received for the recipient. If you do not receive a confirmation email contact volresources@gsnetx.org and let them know. The Service Unit ARS will also receive a copy of your nomination.
2. The recipient's eligibility is confirmed at this time and is reported back to the ARS.
3. The awards committee, made up of volunteers will meet together and review all nominations to evaluate whether the nominee has met all the requirements of the award and shows work that goes above and beyond for their position. They are either "approved" or "denied" to receive the award. Nominators will be notified of their nominee's approval or denial by the ARS.
4. Nominators whose submissions were denied due to lack of information will have the opportunity to provide additional supporting documentation during the appeals process.

****Nominations denied due to lack of training requirements or other prerequisite requirements will not go through the appeal process**. No additional nominations will be accepted for the appeals process only nominations needing additional details.**

5. **All GSNETX Adult Recognition nominations are due February 15.** Additional nominations will not be accepted after the due date to allow for processing. There are NO exceptions.
6. Awards are given out at local or Service Unit Recognition events or GSNETX Annual Meeting and Adult Recognition luncheon, as appropriate.

Tips on how to write a great nomination

- Unique nominations are important as each person nominating has a different experience.
- Read over the nomination form and look for the “key questions” and how you would answer them.
- BRAG, BRAG, BRAG – Talk big, Sing Praise, Boast, use up all the space in the nomination field!

EXAMPLE: *Jean has been nominated for the Volunteer of Excellence award. The nomination on the left could get denied asking for additional information while the nomination on the right captures her accomplishments helping to back up her nomination.*

Poor

This example is too vague.

Jean is a wonderful person. She is there in a pinch and very thoughtful.

She is always putting the girl’s needs first and keeps them on track. Whenever the girls need something Jean is always available.

Jean is very active at her church as well as setting up events for others. She sets a good example for the girls and her community. I have known Jean for many years and she deserves this award.

Good

This example lists specific actions, which exceed Jean’s responsibilities as SU Event Coordinator.

Jean has been a SU Event Coordinator for the past 2 years as well as a Troop Leader for 4 years.

In addition to working with her junior troop she volunteers to organize events for the service unit. This year she organized these events for the SU:

- Polar Bear Swim
- Juliette Low Birthday Bash
- Holiday in the Park (for the homeless)
- Camp with the Horses at Bette Perot

Usually, 75% of our troops participate in these well-organized events.

Jean also helps at our SU recruitment nights and often assists at our leader meetings with room setup and distribution of materials.

NOTE: Awards are designed to be earned in 1, 3, 5, & 7 year increments. While all GS volunteers contribute greatly each year they participate; those contributions may not necessarily go above and beyond what was awarded the previous year. Please take this into consideration when nominating someone for the next award level. A great way to show appreciation during the in-between years is to present them the Just Say Thanks. This is a quick and easy form that is sent directly to our CEO who will send your nominee a special letter of appreciation.

SU ARS/ARL Collaboration

After the nomination portal is closed and no more nominations are accepted, a task level committee meeting with the ARL and ARS will take place to confirm final nomination status.

- The ARS takes their approved/denied list to the task level committee meeting.
- Select one or two GSLE nominations you feel best articulates a leadership component to present at the task meeting.

Why Would an Award Nomination Be Denied?

- There were not enough nominations submitted (additional nominations will not be accepted after February 15th.)
- Nominee has not completed the appropriate training by December 15th
- Not enough years in the position

Why Have a SU ARL Task Level Committee Meeting?

We encourage all ARS's to meet with other ARS's and their ARL to identify any nominations that may need a second opinion. Additionally, the committee will choose 1-3 Inspiring GSLE nominations from all service units to recommend to GSNETX to be highlighted at the Annual Meeting and Adult Recognition luncheon. 2-3 will be selected by GSNETX.

Who	When	What
ARS	During nomination time frame (Nov-Feb Approx.)	<ul style="list-style-type: none"> ● Monitor email account for nominations being sent to ARS. ● If information is vague or missing contact nominator(s) for additional information. ● Ensure there are no “copy & paste” duplications and all nominations are unique. ● Input information from all paper nominations into the nomination portal. ● Continually review nominations report on the ARS News Shutterfly site. ● Confirm with nominators if their Cookie Awards (Trefoil, Tagalong, Thin Mint, Samoa), Years of Service and Juliette Low awards have been approved or denied. (these are approved by GSNETX Volunteer Recognition and Process Specialist and will be on the ARS News Shutterfly site)
ARS	At task committee meeting	<ul style="list-style-type: none"> ● ARL will update spreadsheet with approvals & reason(s) for any denials with appropriate comments. Each ARL runs their meetings differently and will communicate with you any requirement needs. ● Identify/Rank Inspiring GSLE nominations to potentially be highlighted at the Annual Meeting & Adult Recognition Luncheon.
ARS	After ARS Level Meetings	<ul style="list-style-type: none"> ● Communicate with nominators the outcome of their nomination(s) both denied and approved.

Council Level Awards Volunteer Committee Process

The Council Level Awards Volunteer Committee approves the following awards in the same manner as the ARS. These awards are typically for Service Unit volunteers, Council level volunteers and Community awards: Appreciation Pin, Trailblazer, Emerald Star, Honor Pin, Spirit of Excellence, Thanks Badge, Community Service and Community Partner.

How does the Council Level Awards Committee determine their approvals?

- What has this volunteer done that is different from their last recognition award
- Nominations that are unique and speak to the volunteer’s accomplishments
- Training – did it benefit their current role
- Is the nomination speaking to their SU role (not their role as a Leader)
- When was the last time this volunteer was recognized?
- How long have they been a volunteer?

Who	When	What
GSNETX Volunteer Recognition and Process Specialist FOR Council Committee	Nov-Feb	<ul style="list-style-type: none"> • Creates spreadsheet with the pre-approval requirements for review by committee • Download electronic nominations by volunteer for committee review
Council Level Award Volunteer Committee	Mar	<ul style="list-style-type: none"> • Receives an electronic copy of nominations via spreadsheet • Reviews each nomination in detail
Council Level Award Volunteer Committee	At Committee meeting	<ul style="list-style-type: none"> • Attends committee meeting to determine the approval or denial of nomination • Determines the selection of the GSLE awards to be presented at the Annual Meeting and Adult Recognition Luncheon • Sends spreadsheet back to GSNETX Volunteer Recognition and Process Assistant with their approval/denials
GSNETX Volunteer Recognition and Process Specialist	After Council committee meeting	<ul style="list-style-type: none"> • Sends each ARS a report of the results from the Council Level Awards Committee meeting with the confirmation status • Requests additional information from nominators for any denied nominations that needs clarification.
ARS	After receiving council committee report	<ul style="list-style-type: none"> • For any denials, if appropriate engage in the appeals process • Notify nominator of award status

ARS Appeals Process

The ARS can engage in the appeals process if, after the ARS Task Level Meeting and/or the Council Level Awards Volunteer Committee Meeting, a nomination was deemed that it needs additional information to better evaluated and to reconsider the nomination.

An appeals information form will be used to gather additional information from the nominator(s) which will in turn be sent to the awards committee through VolResources@gsnetx.org.

ARS and Nominators will be notified of committee’s final decision after the appeals meeting in March by the Volunteer Process and Recognition Specialist.

APPEALS INFORMATION FORM

Nominator Name:	
Nominator Email:	
Nominees Name:	
Name of Award:	
Additional information to consider your nomination:	

Council Level Awards Volunteer Committee APPEALS Process

<u>Who</u>	<u>When</u>	<u>What</u>
GSNETX Volunteer Recognition and Process Specialist	March	<ul style="list-style-type: none"> • Council level awards that are denied are sent to the nominators and the ARS
ARS	March	<ul style="list-style-type: none"> • Begin working with nominator or nominee to obtain needed information required by the council volunteer committee
Council Level Awards Committee	March	<ul style="list-style-type: none"> • Appeals meeting set (fourth Wednesday in March through following Tuesday) • No new nominations will be accepted by the appeals meeting
GSNETX Volunteer Recognition and Process Specialist	March	Email responses back from appeals meeting to nominator and ARS

Troop Volunteer Training Courses

All awards require training either position training or enrichment training. GSNETX believes that the value of training not only equips our volunteers with the knowledge to carry out their role, but gives the girls the extra support to create a safe and fun Girl Scout experience.

REQUIRED TROOP LEADER TRAINING

- TR100 Girl Scouts to a T or join Facebook “GSNETX New Leader Academy”.

TROOP LEADER ENRICHMENT TRAINING

- Daisy/Brownie Meeting 101 – Course TR101
- GSLE 3-4-5 Course TR200
- Take Action Projects – Course TR201
- Letting Girls Lead – Course TR205
- GSNETX Camping – Course TR301
- On the Road Camping – Course TR302
- Troop Camp Recertification – Course TR303
- Campfire Cooking – Course TR304
- Outdoor TRIO Weekend – Course TR310
- First Aid / CPR / AED – TR401
- Protecting Our Girls – Course TR402
- Extended Trip Travel – Course TR403
- Activities & Overnights-GLC – Course TR404

*GSNETX Learning Channel posts several events monthly. Look for the ones that have the **KNOWLEDGE CHECK** for training credit. www.facebook.com/GSNETXLearningChannel

REQUIRED COOKIE MANAGER TRAINING (to be eligible for award)

- Online TCM Knowledge Check

REQUIRED TROOP CAMP CERTIFIED VOLUNTEER (to be eligible for award)

- TR301 GSNETX Camping or
- TR302 On the Road Camping
- TR303 Troop Camping Recertification

REQUIRED SERVICE UNIT TRAINING

- Service Unit Overview
- Position Specific

Recognition for GS Troop Leaders (Juliette Low, Green Angel, Silver Rose, Golden Wings)

Instructions:

- We strongly encourage all nominators to use online forms found at <https://secure.gsnetx.org/awardnominations>

Juliette Low Award

Recognizes Girl Scout Troop Leaders, including co-leaders and assistant leaders, who have recognized that Girl Scouting is good for girls and agreed to lead a troop of girls. They have demonstrated their dedication to the girls through their service to the troop.

- One nomination is required from an adult who is not a family member of the nominee.
- Nominee must have served in the Troop Leadership role for at least 1 Girl Scout membership year (serving in the current year can count as one year).
- Nominee must have completed required volunteer training TR100 Girl Scouts to a T (GS2aT) (can be taken online at www.facebook.com/GSNETXLearningChannel)
- This award is presented at local recognition events.

Examples of “demonstration of dedication to the girls”:

- Took the basic training with additional training courses
- Opened a troop bank account
- Filled additional troop roles such as Cookie Manager, Camp Trained, First Aid Certified
- Had the girls input on meetings, journeys, field trips, etc.

Green Angel Award

Recognizes Girl Scout Troop Leaders, including co-leaders and assistant leaders, whose service in working with girls in a troop has helped the girls understand themselves and their values, and use their knowledge and skills to explore the world.

- One nomination is required from an adult who is not a family member of the nominee.
- Nominee must have served in the Troop Leadership role for at least 3 Girl Scout membership years (serving in the current year can count as one year)
- Nominee must have previously received the Juliette Low Award
- Nominee must have completed one additional troop leader training course since receiving the Juliette Low Award by December 15th of the current membership year
- This award is presented at local recognition events

Examples of “helped the girls use their knowledge and skills to explore the world”:

- Took the girls on an outdoor adventure
- Engaged a STEM based meeting or outing
- Completed a service project
- Recommended the Girls work on a meeting agenda or plan an activity

Silver Rose Award

Recognizes Girl Scout Troop Leaders, including co-leaders and assistant leaders whose service in working with girls in a troop has helped the girls to care about, inspire and team with others locally and globally.

- Two unique nominations are required from people who are not family members of the nominee
 - One required nomination must be from an adult
 - Other nominations may be from adults or girls
- Nominee must have served in the Troop Leadership role for at least 5 Girl Scout membership years (serving in the current year can count as one year)
- Nominee must have previously received the Green Angel Award
- Nominee must have completed one additional troop leader training course since receiving the Green Angel Award by December 15th of the current membership year
- Troop must have participated in a service unit event or activity within the last 3 years
- This award is presented at local recognition events

Examples of “helped girls care about, inspire and team with others locally and globally”:

- Completed a Journey with the girls
- Participated in a SU event
- Worked on promoting a service project

Golden Wings Award

Recognizes Girl Scout Troop Leaders (Troop Leader/Co-Leader/Assistant Leader) whose service in working with girls in a troop has helped the girls to make the world a better place. The leader should have furthered the purpose of Girl Scouting through mentoring another adult in a troop leadership role.

- Two unique nominations are required from people who are not family members of the nominee
 - One required nomination must be from an adult
 - Other nominations may be from adults or girls
- Nominee must have served in the Troop Leadership role for at least 7 Girl Scout membership years (serving in the current year can count as one year)
- Nominee must have previously received the Silver Rose Award
- Nominee must have mentored another volunteer(s) in a Troop Leader role
- Nominee must have completed one additional troop leader training course since receiving the Silver Rose Award by December 15th of the current membership year
- Troop must have participated in a service unit event or activity within the last three years
- This award may be presented at the council recognition event and/or a local event

Examples of “mentoring another adult in a troop leadership role”:

- Encourages the Higher Level Awards to the girls and others
- Involves Community Partners to engage the girls
- Troop participates in Service Unit events
- Mentors co-leader or others in the troop or service unit

Recognition for GS Troop Cookie Managers (Trefoil, Tagalong, Thin Mint and Samoa)

Recognizes a Girl Scout Troop Cookie Manager who has demonstrated their dedication to the girls through their service to the troop. These awards are given in the order listed below regardless of the number of years a TCM has served.

Troop Cookie Manager online training is a requirement for the role and must be completed by December 15th to be eligible for an award.

Instructions:

- We strongly encourage all nominators to use online forms found at www.gsnetx.org/recognitions

GSNETX Trefoil Award

- One nomination is required from an adult who is not a family member of the nominee
- Nominee must have served in the Troop Cookie Manager role for at least one Girl Scout membership year (serving in the current year can count as one year)
- Nominee must have completed appropriate training for the troop cookie manager role and complete the Knowledge Check
- This award is presented at local recognition events

GSNETX Tagalong Award

- One nomination is required from an adult who is not a family member of the nominee
- Nominee must have served in the Troop Cookie Manager role for at least 2 Girl Scout membership years (serving in the current year can count as one year)
- Nominee must have previously earned the Trefoil Award
- Nominee must have completed appropriate training for the troop cookie manager role and complete the Knowledge Check
- This award is presented at local recognition events

GSNETX Thin Mint Award

- One nomination is required from an adult who is not a family member of the nominee
- Nominee must have served in the Troop Cookie Manager role for at least 3 Girl Scout membership years (serving in the current year can count as one year)
- Nominee must have previously earned the Tagalong Award
- Nominee must have completed appropriate training for the troop cookie manager role and complete the Knowledge Check
- This award is presented at local recognition events

GSNETX Samoa Award

- One nomination is required from an adult who is not a family member of the nominee
- Nominee must have served in the Troop Cookie Manager role for at least 4 Girl Scout membership years (serving in the current year can count as one year)
- Nominee must have previously earned the Thin Mint Award
- Nominee must have completed appropriate training for the troop cookie manager role
- This award is presented at local recognition events

Administrative Volunteer Teams - Service Unit & Day/Twilight Camp Administrative Team (Volunteer of Excellence, Appreciation Pin, Trailblazer, Emerald Star)

Administrative volunteers represent a service unit team member and/or day and twilight camp volunteer who has come together to collaborate, support each other's efforts and share responsibilities in order to achieve the greatest amount of success. Day/Twilight camp volunteers are the "core" staff positions that work year round and do not include weekly volunteers.

Instructions: We strongly encourage all nominators to use online forms found at www.gsnetx.org/recognitions

Volunteer of Excellence Award

Recognizes a Girl Scout adult who has delivered consistent service that is beyond the expectations of the position for at least one Girl Scout Service Unit or program delivery audience.

- Two unique nominations are required from adults who are not family members
- Nominee is an adult Girl Scout serving in a volunteer position, beyond the troop level, for at least one year
- Nominee must complete appropriate adult education for the position
 - Service Unit Positions must have taken SU Overview and position specific training, if available
 - If there is no position specific training for service unit or program delivery audience positions, must have demonstrated competence which is documented in the nominations
- Volunteer position requirements will be verified during the pre-approval process by review of GSNETX system data
- This award is presented at local recognition events

Examples of "given service beyond the expectations of the position":

- Has managed a successful event on two or more occasions
- Has successfully run a day/twilight camp program
- Organized the SU Cookie program including, making sure every troop received the cookie materials and insuring a highly successful cookie rally

Appreciation Pin

Recognizes an adult Girl Scout who has delivered continuing outstanding service beyond the expectations of the position for at least one Girl Scout Service Unit or program delivery audience.

- Three unique nominations are required from adults who are not family member.
- If the nominee is a staff member, at least (1) one nomination must come from the nominee's supervisor
- Nominee is an adult Girl Scout serving in a volunteer position, beyond the troop level, for at least 3 years (serving in the current year can count as one year).
- Nominee has previously earned the Volunteer of Excellence Award (or Outstanding Volunteer) or is a GSNETX staff member
- Nominee must complete appropriate Adult Education
 - Service Unit Positions must have taken SU Overview and position specific training, if available
 - If there is no position specific training for service unit or program delivery audience positions, must have demonstrated competence which is documented in the nominations
- Volunteer position requirements will be verified during the pre-approval process by review of GSNETX system data
- This award is presented at a local recognition event

Examples of "given service beyond the expectations of the position":

- Has managed a GS Service Unit successfully for at least 3 years and maintained or recruited a full GS Service Unit Team
- Has served in a leadership role in the Tejas Riders Program
- Has encouraged leaders to take training, and has increased appreciation to leaders and/or team members throughout the year and increased the number of awards received

Trailblazer Award

Recognizes a Girl Scout adult who has delivered consistent outstanding service beyond the expectations of the position to at least one Girl Scout Service Unit or program delivery audience in a way that furthers the achievement of GSNETX goals.

- Three unique nominations are required from adults who are not family members
- If the nominee is a staff member, at least (1) one nomination must come from the nominee's supervisor
- Nominee is an adult Girl Scout serving in a volunteer position beyond direct service to girls for at least 5 years
- Nominee has previously earned the Appreciation Pin
- Nominee serving in a service unit position must have completed at least one enrichment training course since receiving the Appreciation Pin
- If there is no position specific training; must have competence which is documented in the nominations
- Volunteer position requirements will be verified during the pre-approval process by review of GSNETX system data
- This award is presented at local recognition events

Examples of "given service beyond the expectations of the position":

- Has served as a day/twilight camp administrative staff member, providing opportunities for older girls to demonstrate leadership skills
- Has recruited girls and adults and organized troops while maintaining excellent records which assisted other team members

Emerald Star Award

Recognizes a Girl Scout adult who has delivered consistent outstanding service, beyond the expectations of the position, to at least one Girl Scout Service Unit or program delivery audience in a way that furthers the achievement of GSNETX goals.

- Three unique nominations are required from adults who are not family members
- If the nominee is a staff member, at least one nomination must come from the nominee's supervisor
- Nominee is an adult Girl Scout serving in a volunteer position beyond direct service to girls for at least 7 years (serving in the current year can count as one year).
- Nominee has previously earned the Trailblazer Award
- Nominee serving in a service unit position must have completed at least one enrichment training course since receiving the Trailblazer award
- If there is no position specific training; must have competence which is documented in the nominations
- Volunteer role requirements will be verified during the pre-approval process by review of GSNETX system data
- This award may be presented at the GSNETX Adult Recognition Event and/or a local recognition event

Examples of "given service beyond the expectations of the position":

- Has served as a GSSU Coach for seven years providing exceptional support to new leaders resulting in a substantial increase in the retention of Girl Scout adults.
- 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

Examples of SU and/or Administrative Volunteer Team Position

SERVICE UNIT

- SU Manager/Co-Manager
- Registrar
- Recruiter
- Troop Organizer
- Family Partnership Coordinator
- Service Unit Mentor
- Cookie Coordinator
- Adult Recognition Specialist
- Treasurer
- Activity Approval Signer
- Event Coordinator
- School/Church Liaison
- Public Relations Specialist
- Juliette Coordinator
- General Service Unit Team Member

DAY/TWILIGHT CAMP

- Director/Co-Director/Assistant Director
- Registrar
- Camp Business Manager
- Treasurer
- Program Director
- Adult Recognition Systems Volunteer
- Team Member
- Health Supervisor
- **FACILITATORS (TRAINERS)**

Other Program Delivery Audience may have additional roles

For GSNETX Council Level Volunteers (Honor Pin, Spirit of Excellence, Thanks Badgel and II)

GSNETX Council Level volunteers is an adult member who works closely with GSNETX staff to support a large scale program or aid GSNETX in various support roles. They have the girls' interest at large but their sole responsibility is to collaborate and be accountable to GSNETX in an advisor role.

Instructions:

We strongly encourage all nominators to use online forms found at <https://secure.gsnex.org/recognitions>

Honor Pin

Recognizes an adult member who has repeatedly given outstanding service beyond the local level to a broad segment of the council and has supported the achievement of GSNETX goals and objectives.

- Four unique nominations are required from adults who are not family members of the nominee
- If the nominee is a staff member, at least 1 nomination must come from the nominee's supervisor
- Nominee is an adult Girl Scout serving in a volunteer role whose tasks support other adult volunteers across more than one membership area
- This award is presented at the GSNETX adult recognition event and may also be recognized at a local event

Examples of “repeatedly given outstanding service”:

- 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

Spirit of Excellence Award

Recognizes an adult member who has repeatedly given outstanding service beyond the local level to a broad segment of the council and has supported the achievement of the Council goals and objectives.

- Four unique nominations are required from adults who are not family members of the nominee
- If the nominee is a staff member, at least one letter of support must come from the nominee’s supervisor
- Nominee is an adult Girl Scout serving in a volunteer role whose tasks supports other adult volunteers across more than one membership area
- Nominee must have previously been awarded the Honor Pin
- This award is presented at the GSNETX adult recognition event and may also be recognized at a local event

Examples of “repeatedly given outstanding service”:

- 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
- An adult who has developed a program opportunity for girls and recruited and trained other volunteers so that the program can be offered across the council

Examples of GSNETX Council Level Volunteer Positions*:

- Council/Board Committee Chair/Sub-Chair
- Council/Board Committee Treasurer
- Council/Board Committee Secretary
- Council/Board Committee Member
- Board Member
- Training Leadership Team member
- Facilitator (who trains in more than one membership area)
- Special Service Adult (serves a program in more than one membership area)

***Please note Service Unit Teams and Day and Twilight Administrative roles, while incredibly valuable to Girl Scouts, are not eligible for this level of award as they do not serve in more than one membership area.**

Thanks Badge I and II

Recognizes an adult member who has repeatedly given outstanding service beyond the local level to a broad segment of the council and has supported the achievement of GSNETX goals and objectives that no other award would be appropriate.

- Four unique nominations are required from adults who are not family members
- If the nominee is a staff member, at least 1 nomination must come from the nominee's supervisor
- Nominee is an adult Girl Scout serving in a volunteer role who has continued 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
- For the Thanks Badge, nominee must have previously been awarded the Spirit of Excellence Award
- For the Thanks Badge II, nominee must have previously been awarded the Thanks Badge
- This award is presented at the GSNETX adult recognition event and may also be recognized at a local event

Thanks Badge Examples of "repeatedly given outstanding service" and is so significantly above and beyond the call of duty that no other award would be appropriate:

- The director of a successful council or regional 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
- An adult who chairs a fund development project which involves the whole council and results in increased giving

Thanks Badge II Examples of "repeatedly given outstanding service" and is so significantly above and beyond the call of duty that no other award would be appropriate:

- Might acknowledge outstanding performance that surpasses the earlier achievement
- A GSNETX 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.

Additional Volunteer Earned Recognitions Troop Camp Certified Volunteer, Inspiring the Girl Scout Leadership Experience (GSLE), Years of Service all may be self-appointed

GSNETX recognizes that in many cases our adult volunteers serve in various capacities within the troop. Getting our girls outdoors and supporting the girls with experience in leadership is just one of our missions that allows them the chance to make the world a better place.

- **Instructions:** We strongly encourage all nominators to use online forms found at www.gsnetx.org/recognitions.

GSNETX Troop Camp Certified Volunteer Award

Recognizes Girl Scout Troop Certified Volunteers who have demonstrated their dedication to taking girls outdoors.

- One nomination from an adult is required (may be self-nominated)
- Experiences must be new and not previously submitted for past awards received
- Nominee must currently hold a GSNETX Camping or On the Road Camping certificate
- Nominee must have guided a troop/group of girls on an overnight experience at a GSNETX camp facility in the last 18 months
- Nominee must have participated in an additional outdoor experience with Girl Scout girls and/or adults within the last 3 membership years
- This award may be earned up to 5 times
- This award is presented at local recognition events

Inspiring the Girl Scout Leadership Experience (GSLE) Award

Recognizes Girl Scout Troop Leaders (Troop Leader/Co-Leader/Assistant Leader) and other registered volunteers working with girls K-12 whose work with the girls during the last 18 months has produced an outstanding demonstration of the Girl Scout Leadership Experience.

- One nomination from an adult is required (may be self-nominated)
- The girls must have completed a Journey Take Action project or the Bronze or Silver Award
- Their Take Action or Award project should demonstrate the processes of the GSLE (Girl Led, Cooperative Learning and Learning by Doing)
- 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)
- This award may be earned up to 5 times
- This award is presented at local recognition events (with the following exception)

ARS Notes for the GSLE Award:

The SU ARS should pick the top 2-3 submissions to be reviewed at their ARS Task Meeting.

At the ARS Task Meeting you will pick the top 1-3 nominations from all that are submitted and approved at that meeting.

The Council Level Awards Committee will choose 2-3 nominations which best demonstrate the concept of sustainability within the project, the processes of GSLE and advancement in the National Leadership Outcomes. These volunteers may be highlighted at the Annual Meeting and Adult Recognition luncheon.

Years of Service Award

The Years of Service Pin recognizes a registered volunteer Girl Scout adult for years of adult volunteer service in Girl Scouting at completion of five-year increments.

- Complete all information requested
- Each individual is encouraged to submit their own documentation for accuracy in years of service.

For Persons/Organizations Who are Not Members of Girl Scouts

Recognizes a non-member adult or organization whose interest in the Girl Scout movement resulted in a contribution of time, talents, and resources to at least one Girl Scout Service Unit or program delivery audience furthering the Girl Scout Mission and developing leadership in girls.

Instructions:

- We strongly encourage all nominators to use online forms found at <https://secure.gsnetx.org/recognitions>

GSNETX Community Service Award

- Three unique Nominations are required from adults who are not family members
- Additional letters/nominations from girls of all levels are especially enjoyed by the recipient of the award
- Nominee is a non-member adult or organization that has been recognized at the local level for at least three (3) years (serving in the current year can count as one year).
- Nominee has demonstrated an interest in the Girl Scout movement
- This award is presented at the Council recognition event and may also be recognized at a local level event

GSNETX Community Partner Award

- Three unique Nominations are required from adults who are not family members
- Additional letters/nominations from girls of all levels are especially enjoyed by the recipient of the award
- Nominee is a non-member adult or organization that has been recognized at the local level for at least seven (7) years (serving in the current year can count as one year).
- Nominee has demonstrated an interest in the Girl Scout movement
- This award is presented at the Council recognition event and may also be recognized at a local level event
- If it has been over 4 years since a non-member adult or organization received the Community Partner award, they can be nominated again for the Community Partner award. All requirements will still apply.

President's Award

Applications are submitted by email directly to Volunteer Resources at volresources@gsnetx.org.

President's Award

The President's Award is designed specifically for administrative volunteer teams whose service supports the council's overall goals and objectives. Teams include Service Unit and Day/Twilight Camp administrative volunteers. Teams earn the President's Award by achieving 70% of the total possible points. For teams that achieve the necessary points, each team member reported in appropriate team positions will be presented with a pin designed for that year and an award certificate.

For teams that achieve 50% of the available points, each team member reported in appropriate team positions will receive the Goal Setter Award certificate.

Teams earn points based on (but not limited to) the following criteria:*

Service Unit teams:

- Team members – Registration and Adult Education
- Diversity and Inclusion
- Volunteer and Girl Retention
- Girl Recruitment
- Family Partnership
- Cookie Program
- Council Reports
- Volunteer Recognition
- Service Unit Events
- Community Participation and Publicity
- Troop Leader Development and Individually Registered Girl Support
- Accomplishments and Challenges

Day Twilight Camp teams:

- Team members – Registration and Adult Education
- Diversity and Inclusion
- Volunteer and Girl Engagement
- Camp Reports
- Volunteer Recognition
- Camp Activities
- Community Participation and Publicity
- Customer Relationships
- Accomplishments and Challenges

The President's Awards are presented at the Annual Kickoff event.

*The volunteer committee reviews the application forms each fall. The updated forms should be available by January. Different types of teams will have different forms and specific criteria and instructions. Please see President's Award Nomination Form for more specific information on each criteria.

Presidential Volunteer Service Award

Girl Scouts of Northeast Texas is a certifying partner of the Presidential Volunteer Service award that recognizes girls and adult volunteers who have achieved the required number of hours of service over a 12-month time period. Through a shared mission of inspiring more to answer the call to service, the President's Volunteer Service Award celebrates the hours of any volunteer service, not just Girl Scouts, because the impact you make is bettering our communities.

There are four levels of the President's Volunteer Service Award:

- **Bronze Level**
- **Silver Level**
- **Gold Level**
- **President's Call to Service Award (Lifetime)**

	Kids: Ages 5-10	Teens: Ages 11-15	Young Adults: Ages 16-25	Adults: Ages 26 +	Families and Groups *
BRONZE	26-49 hrs	50-74 hrs	100-174 hrs	100-249 hrs	200-499 hrs
SILVER	50-74 hrs	75-99 hrs	175-249 hrs	250-499 hrs	500-999 hrs
GOLD	75+	100+	250+	500+	1,000+
LIFETIME	Individuals who have completed 4,000 or more hours in their lifetime				
*Families and Groups with two or more people with each member contributing at least 25 hours					

Eligible participants will receive:

- A personalized certificate of achievement
- A congratulatory letter from the President of the United States
- Lapel pin

Orders are placed on a quarterly basis and must be received prior to the date, indicated below, to be ordered in that timeframe. Orders received after the due date will be held until the next quarter. There is no fee for participating in the PVSA program.

Recognition Societies Award

As a way to recognize the ongoing efforts of our volunteers, Girl Scouts of Northeast Texas has three high-level recognition societies. These volunteers have earned the highest level award in three areas of service. The Order of the Pearl (leader), the Order of the Shortbread (cookie manager) and the Order of the Navigator (service unit and day/twilight camp volunteer).

Current Girl Scout volunteers eligible for membership to the societies will automatically receive an exclusive pin and ongoing recognition as part of the annual GSNETX adult recognition event.



The Order of the Pearl

All Girl Scout Troop Leaders who have been awarded the Juliette Low, Green Angels, Silver Rose and Golden Wings.



Order of the Shortbread

All Troop Cookie Managers who have been awarded the Trefoil, Tagalong, Thin Mint and Samoa.



The Order of the Navigator

All Service Unit team members who have been awarded the Volunteer of Excellence,

Adult Recognition Liaisons

Sandra Gonzales

SU131
SU141
SU142
SU143
SU146
SU160
SU161
SU163
SU165
SU170
SU174
SU183

Shannon Zimlich

SU111
SU112
SU405
SU406
SU408
SU409
SU411
SU412
SU416

Jean Butts

SU184
SU185
SU186
SU187
SU189
SU403
SU404

Nancy Medina

SU123
SU211
SU212
SU213
SU214
SU215
SU223
SU233
SU234

Christina Stenger

SU101
SU105
SU108
SU147
SU148

Katherine Somich

SU151
SU152
SU153
SU154
SU155
SU157
SU158

OPEN

SU182
SU241
SU242
SU250
SU251
SU253
SU263

Hilary Grider-Henk

SU171
SU173
SU362
SU363
SU364
SU365
SU366
SU367
SU368
SU369
SU372
SU375
SU377
SU379

Sondra Hash

SU483
SU485

Adult Recognition Specialists have their own information and resources at arsnews.shutterfly.com. New ARS's may request to be added to **ARS News** by emailing your name, service unit number and volunteer position to volresources@gsnetx.org.

APPENDIX

NEW!!! 2018 CHANGES

1. Troop leader awards - Number of nominations required.
2. December 15th deadline for required training.
3. February 15th deadline for nominations. No back-up supporting nominations will be accepted.
4. Council Level award approvals – ARS and Nominator will be notified of approval and denials from Volunteer Process Assistant.
5. Presidential Volunteer Service Award has no cost associated with award. Only ordering the pin package.