



# Adult Awards and Recognitions Manual

2022-2023

Girl Scouts North Carolina Coastal Pines



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## Adult Awards and Recognitions Overview

Girl Scouting is made possible by the efforts of our amazing volunteers. It is their dedication and enthusiasm for serving our girls, Girl Scouts - North Carolina Coastal Pines (GS-NCCP), and the entire Girl Scout Movement, that brings Girl Scouting alive for so many individuals. To show our thanks and appreciation for their service, the council is dedicated to recognizing and awarding the outstanding contributions of our volunteers, community partners and service unit teams.

The GS-NCCP Learning and Development team supports and works with area recognition coordinators to foster a culture of appreciation where gratitude, diversity, equity and inclusion are top priority. Recognition and appreciation events at both the council and local level strive to create a culture of appreciation that recognizes individuals and groups who volunteer and give service to Girl Scouting including:

- troop co-leaders;
- troop committee members;
- active parents, guardians, family members and friends;
- service unit teams and individual team members;
- supportive and active community organizations or partners; and
- members of the council's Board of Directors.

### Recognitions

GS-NCCP's volunteer appreciation program consists of three types of awards and recognitions: personal, area, and council. The ultimate measure of these awards and recognitions is always the impact on girl members.

#### **Personal Recognitions**

Personal recognitions celebrate the day-to-day efforts of individuals and groups. These sincere expressions of appreciation are based on specific contributions and can be given at any time. Personal recognitions are powerful and effective to give immediate praise and offer a personal touch.

#### **Area Level Recognitions**

Area level awards recognize volunteers at the local level and are presented at the area's appreciation celebrations. Area level awards and recognitions are an important part of the volunteer experience and fundamental to creating a culture of appreciation throughout the council.

#### **Council Level Recognitions**

Council recognitions are formal awards, presented annually to individuals and groups at the Annual Awards and Recognition luncheon for exemplary service in Girl Scouting. Both GS-NCCP and GSUSA approved awards recognize the outstanding accomplishments of volunteers and groups who have gone above and beyond what is expected.

## Area Recognitions Coordinator

The area's Adult Recognitions Coordinator is responsible for supporting GS-NCCP's efforts to create and promote a council-wide culture of appreciation by encouraging and facilitating appreciation, recognition, and award programs in their local area/s. For a full position description, please refer to Appendix A. The primary responsibilities of the Area Recognition Coordinators are to:

- complete Area Recognitions Coordinator training (online or in-person)
- promote a culture of appreciation at the area level through appreciation events, initiatives, and programs.
- promote and support the council and area level awards and recognitions nomination process.
- collaborate with the membership manager/director and area recognitions committee to plan and implement area level appreciation events and activities; and
- maintain area records of awards presented at the local level.

### We're Here to Help!

We encourage our Area Recognitions Coordinators to reach out any time they have questions or need assistance. Here's a list of individuals and staff and how they can help:

Learning and Development Staff	<ul style="list-style-type: none"><li>• Provide assistance and help answer questions on all area and council awards and recognitions' processes and procedures.</li></ul>
Membership Staff	<ul style="list-style-type: none"><li>• Help plan and coordinate area level appreciation events</li><li>• Help develop area level awards and recognitions budget</li><li>• Place order for area level award certificates from the council (Certificate of Sponsorship, Certificate of Appreciation, and Juliette "Daisy" Low Honor Pin)</li></ul>
Area Recognitions Committee	<ul style="list-style-type: none"><li>• Committee selected by service unit manager, membership staff and adult recognitions coordinator</li><li>• Provide support and help promote council and area level awards and recognitions</li><li>• Assist in selecting area level award recipients</li><li>• Help plan, organize and implement area level appreciation event</li></ul>
GS-NCCP Retail Staff	<ul style="list-style-type: none"><li>• Assist with questions and fulfilling area level awards and recognitions orders</li></ul>

Adult Recognitions Committee:

- Review all council level nomination application packets and make recommendations for council level awards.
- Review all council level awards programs, policies and procedures.

## Awards @ a Glance

Below is an overview and suggested year plan for adult recognitions coordinators. This timeline does not have to be followed exactly; however, to be successful, a certain amount of pre-planning is suggested.

August – September	<ul style="list-style-type: none"> <li>• Attend area recognitions coordinator updates and training at Administrative Team Conference in August.</li> <li>• Contact membership staff or previous adult recognitions coordinator for previous area recognition records and surplus awards.</li> <li>• Thank volunteers and welcome new volunteers at Service Unit area kick off meeting.</li> <li>• Promote council level awards and recognitions at area meetings; help facilitate an understanding of the council level award nomination and endorsement process</li> <li>• Provide council level nomination and endorsement forms and online submission links at area meetings</li> </ul>
September – October	<ul style="list-style-type: none"> <li>• Follow up on council level awards and recognitions at area meetings; help facilitate an understanding of the council level award nomination and endorsement process</li> <li>• Encourage area members to submit council level award nominations and endorsements to ensure complete nomination packets prior to <b>October 17, 2022</b> deadline</li> </ul>
November - February	<ul style="list-style-type: none"> <li>• Promote the GS-NCCP Annual Meeting &amp; Recognition Luncheon at area meetings (March annually)</li> <li>• Recruit recognitions committee members</li> <li>• Begin planning area level appreciation event             <ul style="list-style-type: none"> <li>○ Decide date, location, time, and theme</li> </ul> </li> <li>• Promote area level awards and recognition nominations at area meetings</li> </ul>
March - April	<ul style="list-style-type: none"> <li>• Promote area level appreciation event</li> <li>• Promote and participate in GS-NCCP Volunteer Appreciation Month</li> <li>• Meet with area recognitions committee to review and select area award recipients</li> <li>• Discuss council recognition allocation with membership manager/director</li> <li>• Order area awards and recognitions from council shop using updated Request for Recognitions Form</li> </ul>
May	<ul style="list-style-type: none"> <li>• Host area level appreciation/ recognitions event</li> <li>• Promote council level award nominations at area meetings</li> </ul>
June – August	<ul style="list-style-type: none"> <li>• Council level nominations open <b>June 15, 2022</b></li> </ul>

	<ul style="list-style-type: none"> <li>• Promote council level award nomination process in area</li> <li>• Provide nomination form and online submission links at area meetings</li> <li>• Encourage area members to submit council level award and recognition nominations prior to the <b>October 17<sup>th</sup></b> deadline.</li> </ul>
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## Personal Recognitions

Personal recognitions celebrate those day-to-day efforts with spontaneous, sincere, and personal appreciation. There are several council-supported personal recognition programs. We encourage our Area Recognition Coordinators and Girl Scout adult members to promote personal recognitions throughout the year to thank volunteers.

### ENCORE!

ENCORE! is a peer appreciation program created exclusively for GS-NCCP volunteers. The program allows anyone in the council to send a surprise thank you or note of appreciation to leaders and fellow volunteers instantly using our easy online submission form.

Visit the Volunteer Adult Recognitions and Awards page on the GS-NCCP website and click [ENCORE!](#) to complete the form.

Volunteers will receive a copy of your ENCORE! message immediately. There is no limit to the number of ENCORE!s that can be sent or received.

### Honor Your Troop Co-Leader

Our troop co-leaders are at the core of the Girl Scout experience. With love, patience, and a deep dedication to enriching the lives of girls everywhere, these incredible individuals give their time to mentor, inspire, and help girls discover the world around them and the spark inside of them. In addition to their time, many give their own resources to provide their girls with amazing opportunities. We encourage staff, girls, families and co-leaders to thank troop co-leaders for their dedication and commitment.

### Other Ways to Informally Celebrate

There are many ways to say thanks for a job well done. These are just a few ideas to help you get started:

- pass out handwritten thank you cards from the girls;
- hand out daisies at the beginning of a service unit meeting;
- ask individuals to stand for praise and appreciation at meetings or events;
- leave notes on service unit members' car windshields; or
- start a roll call of monthly good deeds at service unit meetings.

The sky is the limit, and we encourage you to use your imagination to show thanks and appreciation to the volunteers in your area.

## Girl Scout Gifts

When you are long on gratitude, but short on ideas, you can always say thank you with a Girl Scout inspired gift! Each of our four Retail Shops, located at our service centers, Raleigh, Wilmington, Goldsboro, and Fayetteville are filled with inspiration and gift ideas and you can also shop online.

## Area Level Recognitions

Area level awards formally recognize volunteers at the local level and are presented at area appreciation events or celebrations. If an honoree is unable to attend the area recognition event, awards can be presented at a service unit meeting or delivered and presented personally by a member of the committee.

Area awards are peer nominated, so the number of nominees relies heavily on nominations and endorsements from co-leaders, volunteers, or service unit team members. Below is a helpful flowchart illustrating the area-level nomination and award process. Nominations reflect the individual's service and contributions during the current program year.

## Area Level Nomination and Award Process



### Area Recognitions Committee

The nomination and endorsement process and the coordination of area recognition events and celebrations can be made easier with the help of a recognitions committee. The committee assists the Area Recognition Coordinators by helping to promote, review, and select area level award nominations and endorsements. The recognitions committee can consist of area volunteers and/or members of the service unit; it is up to the Area Recognition Coordinator, service unit manager and the membership staff to decide if you would like to form a recognitions committee for your area and how many members it will include. It is suggested that members of the committee commit to a minimum of one program year.

## Area Level Awards

In addition to specific award criteria, all eligible candidates must meet the following:

- The nominee must be a registered Girl Scout.
- The applicant's status has been reviewed by the membership manager/director and be in good standing at the time of service and follow all policies and procedures of the council.
- When applicable, the award recipient has completed required learning for the position or has equivalent experience.

Award/Insignia	Description & Criteria	Who to Consider
<b>Sponsorship Certificate</b>	Recognizes any Girl Scout member(s) or community partner, organization or group who have provided materials, space or services to troop(s) at no charge to the troop, or Girl Scout event/program.	Registered Girl Scout adult members; community partners; community groups.
<b>Certificate of Appreciation</b>	Recognizes any Girl Scout adult member that has volunteered their time to serve the girls and/or other volunteers of the council.	Troop committee members; cookie moms/dads; troop treasurers; co-leaders [This list is not inclusive of all possible award recipients].
<b>New Leader Award</b> <i>Badge</i> 	Recognizes all new Girl Scout co-leaders. Eligible candidates: <ul style="list-style-type: none"> <li>• Must be a registered member</li> <li>• Completed one year of service as co-leader</li> <li>• Completed all onboarding training</li> <li>• Participated in fall product or cookie sale</li> </ul>	New troop co-leaders.
<b>Service Unit Award</b> <i>Different award selected annually</i>	Recognizes any member of the area or service unit that has contributed significant service in support of the Girl Scout Leadership Experience Eligible candidates: <ul style="list-style-type: none"> <li>• Must be a registered member</li> <li>• Contributed to reaching council goals as they relate to the position</li> </ul>	Any registered Girl Scout adult member.

<p><b>Leadership Achievement Award</b> <i>Pin</i></p> 	<p>Recognizes exemplary service of troop co-leaders.</p> <p>Eligible candidates:</p> <ul style="list-style-type: none"> <li>• Must be a registered member</li> <li>• Completed 2 years of service as a troop co-leader</li> <li>• Completed FA/CPR training</li> <li>• Completed outdoor skills training</li> <li>• Shown proficiency in the Girl Scout Leadership Experience</li> <li>• Participated in cookie sale</li> <li>• Completed 1 troop service project</li> <li>• Promptly presents awards to girls</li> </ul>	<p>Troop co-leaders.</p>
<p><b>Valuable Volunteer Award</b> <i>Badge</i></p> 	<p>Recognizes any area or service unit team member who has provided satisfactory service and leadership to the council and the Girl Scout Movement.</p> <p>Eligible candidates:</p> <ul style="list-style-type: none"> <li>• Must be a registered member</li> <li>• Served one service year in service unit team position</li> </ul>	<p>Any area and service unit team members, event director, area cookie program coordinator, media coordinator, adult facilitator, service unit manager, organizer, etc.</p>
<p><b>Juliette “Daisy” Low Honor</b> <i>Pin</i></p> 	<p>Recognizes any area or service unit members who have provided outstanding leadership and service to the council and the Girl Scout Movement.</p> <p>Eligible candidates:</p> <ul style="list-style-type: none"> <li>• Must be a registered member</li> <li>• Served in a leadership role 5+ consecutive years</li> <li>• Strive to enhance volunteer development</li> </ul>	<p>Any registered Girl Scout adult member.</p>
<p><b>Mainstay Award</b> <i>Pendant</i></p> 	<p>Recognizes any Girl Scout adult member’s exemplary achievements towards council goals and objectives in the county/area.</p> <p>Eligible candidates:</p> <ul style="list-style-type: none"> <li>• Have made significant achievements toward council goals and objectives in a county/area for 5+ years</li> <li>• Have contributed to their entire county/area and the growth and development of girls</li> </ul>	<p>Registered adult <i>*Only one Mainstay Award per area a year. Contact Learning and Development Team for approval of additional nominees.</i></p>
<p><b>GSUSA Volunteer of Excellence</b></p>	<p>Recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any activity or program to implement the Girl Scout Leadership Experience.</p> <p>Eligible candidates:</p> <ul style="list-style-type: none"> <li>• Must be a registered member</li> <li>• Completed full term of service</li> </ul>	<p>Any registered Girl Scout adult member <i>*Cannot be a prior Main Stay Award recipient</i></p>

<p><i>Pin</i></p> 	<ul style="list-style-type: none"> <li>• Has performed beyond the expectations for the position to deliver GSLE using the national program portfolio or has supported the council's mission-delivery goals</li> </ul>	
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<p><b>Year Pin</b> <i>Numeral pin with gold chain that is worn attached to Girl Scout membership pin</i></p> 	<p>Recognizes total girl and adult years in Girl Scouting.</p> <p>Eligible candidates:</p> <ul style="list-style-type: none"> <li>• Must be a registered member</li> <li>• Available in 5 year increments</li> </ul>	<p>Any registered Girl Scout adult member.</p>
<p><b>Years of Service Pin</b> <i>Pin</i></p> 	<p>Recognizes total adult years as a volunteer with active service to Girl Scouting.</p> <p>Eligible candidates:</p> <ul style="list-style-type: none"> <li>• Must be a registered member</li> <li>• Available in 5 year increments</li> </ul>	<p>Any registered Girl Scout adult member.</p>

### Required Training

Several area level awards require position-specific training. When considering nominees for awards, please review training records for the individual to the best of your ability with the understanding that training records may be lost or misplaced. We encourage area recognition coordinators and others involved in the selection process to consider the overall importance of recognizing and showing thanks and appreciation to our volunteers whose training records may not be able to be verified and to not let this be a deterrent to recognizing one for their service.

### Additional Area Level Awards

You may find that you have many deserving individuals in your area that you'd like to applaud. We encourage you to show your thanks and appreciation in fun ways too. Here are some suggestions for other ways to recognize volunteers in your area that are fun and yet still meaningful.

**Rising Star Award:** May be used to recognize first or second year volunteers who have fully embraced the Girl Scout Movement with energy and passion.

**Spirit Award:** For those outstanding volunteers who are known in the community for exemplifying the true spirit of Girl Scouting by being a positive role model and creating awareness for Girl Scouts.

**Outdoor Enthusiast Award:** You might present a “gold shovel” (or water bucket) to recognize volunteers who embrace the spirit of outdoor adventures.

## Area Level Award Nominations and Endorsements

Most area level awards require at least **one** nominator and **one** endorser, with the exception of the **Mainstay Award** and the **GSUSA Volunteer of Excellence Award**. The Mainstay Award and GSUSA Volunteer of Excellence Award both require **one** nominator and **two** endorsers. All nominations and endorsements must be submitted to the ARC, recognitions committee, or membership manager/director to be considered.

To complete nomination and endorsements, please view the following:

Area Level Award Nomination and Endorsement Form	Appendix B
GSUSA Volunteer of Excellence Nomination and Endorsement Form	Appendix C
Mainstay Award Nomination and Endorsement Form	Appendix D

Important things to include in area level nominations and endorsements:

- nominee's position(s) in Girl Scouting;
- any completed training(s) for positions in Girl Scouting;
- description of the service and why/how it is considered "above and beyond expectations";
- impact nominee's service has on the girls, council goals, and the Girl Scouts.

## Order Area Level Awards

Ordering your area level awards is simple! There are three easy steps:

1. Complete the council Request for Recognition form that is updated annually. Updated forms are available through Area Recognition Coordinators, on Rallyhood, through Membership Staff or our Learning and Development Department.
2. Submit completed Request for Recognitions Form to the council Girl Scout Retail shop at least **TWO weeks in advance**.

## Area Level Appreciation Event

Each area is encouraged to host an annual celebration where volunteers are recognized with both personal and council recognitions and awards. These events acknowledge the service and contributions of co-leaders, volunteers, service unit team members, and community partners and organizations. Typically, area level appreciation events are hosted at the end of the program year in May, however events can be anytime throughout the year.

Coordinated by the Area Recognition Coordinator and the recognitions committee, the timing and type of appreciation events are different across the council. Area appreciation events can be at any time of the year, there is no required time to host your event. The type of Area Recognition Event is left up to the area. Some areas host catered banquets, while others celebrate with festive potlucks. Here are some helpful things to remember when planning your area level appreciation event:

- Plan early -get your date, time, location, and theme scheduled in advance!
- Coordinate roles and responsibilities with your recognitions committee and membership staff

- Begin promoting area recognition event at Service Unit kick off meetings and throughout the year.
- Remember to place our order for area level awards and recognitions from the council shop **at least TWO weeks in advance**
- Remember to contact your membership staff to request printed certificates from the council at least THREE weeks in advance
- Promote event at area meetings and on local social media sites, if applicable.

## Council Level Awards and Recognitions

Council level awards and recognitions are ways to formally honor the outstanding contributions and exemplary years of service of volunteers. Nominations for council level awards may be submitted by peers, service unit team members, council staff, and even the girls themselves!

The Adult Recognitions Committee reviews all nominations and endorsements and selects each year's award recipients from among the nominations received. The awards are then presented annually to recipients at the Adult Award and Recognitions Luncheon following the Annual Meeting (held in March).

### Adult Recognitions Committee

It is the goal of the Adult Recognitions Committee to ensure that volunteers are recognized for their contributions to the Girl Scout Movement. The Adult Recognitions Committee/ Task Group reviews all complete nomination packets, deliberates, and selects the recipients for the council-level awards to be presented at the Adult Awards and Recognitions Luncheon in March.

The Adult Recognitions Committee consists of 8-10 members (council board members and volunteers) supported by a staff liaison from the Learning and Development Team. The group meets prior to the January Board of Directors meeting to complete their review process. Volunteers interested in receiving more information on the Adult Recognitions Committee should send an email of interest to Elaine Penny- [epenny@nccoatalpines.org](mailto:epenny@nccoatalpines.org).

### Adult Award and Recognition Luncheon

Each year, GS-NCCP hosts the Annual Meeting in March to hold council elections and report updates to the membership. The Adult Awards and Recognitions Luncheon coincides with the Annual Meeting, which is the time we come together to honor those individuals who have gone above and beyond the expectations of their position. The council level awards outlined in this manual are presented to individuals and groups at the luncheon.

## Council Level Nomination and Award Process

Below is a helpful flowchart illustrating the council-level nomination process.

**Nominations should reflect the accomplishments and contributions of the nominee during the previous program year.**

Links:

[Council Level Award Nomination Form 2022](#)

[GS-NCCP Council Award Endorsement Form](#)



## Council Level Awards

Council level adult awards honor volunteers' outstanding contributions and years of service to Girl Scouts.

### **Distinguished Service Award-**

Girl Scout adult members, community partners and community organizations or groups who have shown dedication and distinguished service in support of delivering the Girl Scout Leadership Experience in their area/county.

Who to consider? Registered Girl Scout Adult Members, Community Partners, Community Groups.

### **GSUSA Appreciation Pin**

Active Girl Scout adult members who have shown exemplary service in support of delivering the Girl Scout Leadership Experience and whose service has had a measurable impact on one geographic area; service helps reach and surpass the goals of the area.

Who to Consider? Any Registered Girl Scout Adult Member, Service Unit Team Members, Learning Facilitators, Co-Leaders

### **GSUSA Honor Pin**

Active Girl Scout adult members who have shown outstanding service and who contribute to and impact the achievement of the Girl Scout Mission in two or more geographic areas, service units, or program delivery audiences.

Who to Consider? Any Registered Girl Scout Adult Member, Service Unit Team Members, Learning Facilitators, Co-Leaders

### **GSUSA Thanks Badge**

Active Girl Scout adult members whose outstanding service results in outcomes that benefit the entire council or Girl Scout Movement and is so significantly beyond expectations that no other award would be appropriate. It recognizes an individual whose on-going commitment, leadership, and service has an exceptional, measurable impact on the Girl Scout Mission.

Who to Consider? Any Registered Girl Scout Adult Member, Service Unit Team Members, Learning Facilitators, Co-Leaders

### **GSUSA Thanks Badge II**

Active Girl Scout adult member who has previously received the Thanks Badge and whose outstanding service to GS-NCCP and/or the entire Girl Scout Movement continues to demonstrate exemplary, measurable service.

Who to Consider? Only Previous Thanks Badge Recipients

### **Leading the Way**

Active Girl Scout adult members whose outstanding service is inspiring to those around them and an example of an ideal Girl Scout volunteer. This award is designated for volunteers who have overwhelmingly exceeded expectations as a GS-NCCP volunteer.

Who to Consider? Any registered Adult Member, Service Unit Team Members, Facilitators, Co-Leaders with a significant contribution to GS-NCCP.

### **GSNCCP Diversity, Equity, and Inclusion- "Building Beyond Today"**

The GSNCCP Diversity, Equity and Inclusion council award is given to the adult member, community partner, group or sponsor who exemplifies the characteristics of an outstanding leader; celebrating and promoting diversity, equity, and inclusion to make the world a better place.

Who to consider? Any registered Adult Member, Service Unit Team Member, Facilitators, Co-Leaders or Community Partners

Award/Insignia	Criteria	Who to Consider
<b>Chief Executive Officer's/ Friendship Circle Awards for Service Units</b>	Information for selection is shared with area teams each year.	Service Units
<b>Distinguished Service Award</b>	Girl Scout adult members, community partners and community organizations or groups who have shown dedication and distinguished service in support of delivering the Girl Scout Leadership Experience in their area/county.	Registered Girl Scout adult members; community partner; community group
<b>GSUSA Appreciation Pin</b>  	Active Girl Scout adult members who have shown <b>exemplary service in support of delivering the Girl Scout Leadership Experience</b> and whose service has had a measurable impact <b>on one geographic area</b> ; service helps reach and surpass the goals of the area.	Any registered Girl Scout adult member; service unit team members; facilitators; and co-leaders
<b>GSUSA Honor Pin</b>  	Active Girl Scout adult members who have shown <b>outstanding service and who contribute to and impact the achievement of the Girl Scout Mission in two or more geographic areas, service units, or program delivery audiences.</b>	Any Registered Girl Scout adult member; service unit team members, facilitators; and co-leaders
<b>GSUSA Thanks Badge</b>  	Active Girl Scout adult members whose <b>outstanding service results in outcomes that benefit the entire council or Girl Scout Movement and is so significantly beyond expectations that no other award would be appropriate.</b> It recognizes an individual whose on-going commitment, leadership, and service has an exceptional, measurable impact on the Girl Scout Mission.	Any registered Girl Scout adult member; service unit team members, facilitators; and co-leaders
<b>GSUSA Thanks Badge II</b>  	Active Girl Scout adult member who has previously received the Thanks Badge and whose outstanding service to GS-NCCP and/or the entire Girl Scout Movement continues to demonstrate exemplary, measurable service.	Only previous Thanks Badge recipients
<b>Leading the Way</b>	Active Girl Scout adult members whose outstanding service is inspiring to those around them and an example of an ideal Girl Scout volunteer.	Any registered Girl Scout adult member; service unit team members; facilitators; and co-leaders

<b>Diversity, Equity and Inclusion Award</b> “Building Beyond Today”	The GSNCCP Diversity, Equity and Inclusion council award is given to the adult member, community partner, group or sponsor who exemplifies the characteristics of an outstanding leader; celebrating and promoting diversity, equity, and inclusion to make the world a better place.	Any registered Adult Member, Service Unit Team Member, Facilitators, Co-Leaders or Community Partners
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### Council Level Nominations

Every council level award requires at least **one nomination** and **two endorsements** to be eligible for consideration by the Adult Recognition Committee to receive an award. All online forms should be carefully completed with Specific, Detailed facts and information reflecting the nominee's service for the 2021-2022 program year to best assist the Adult Recognition Committee with awarding nominees for their outstanding contributions.

A copy of your completed nomination form will be emailed to the Nominator, and it is their responsibility to forward this completed Nomination form to both endorsers selected. This step is extremely important to ensure the nominee receives a completed packet and is therefore eligible for consideration for a GS-NCCP Council Level Award. The Adult Recognitions Committee carefully reviews all complete nomination packets and awards GS-NCCP Council Level Awards to deserving volunteers and community partners. Nomination and Endorsement Links:

[Council Level Award Nomination Form 2022](#)

[GS-NCCP Council Award Endorsement Form](#)

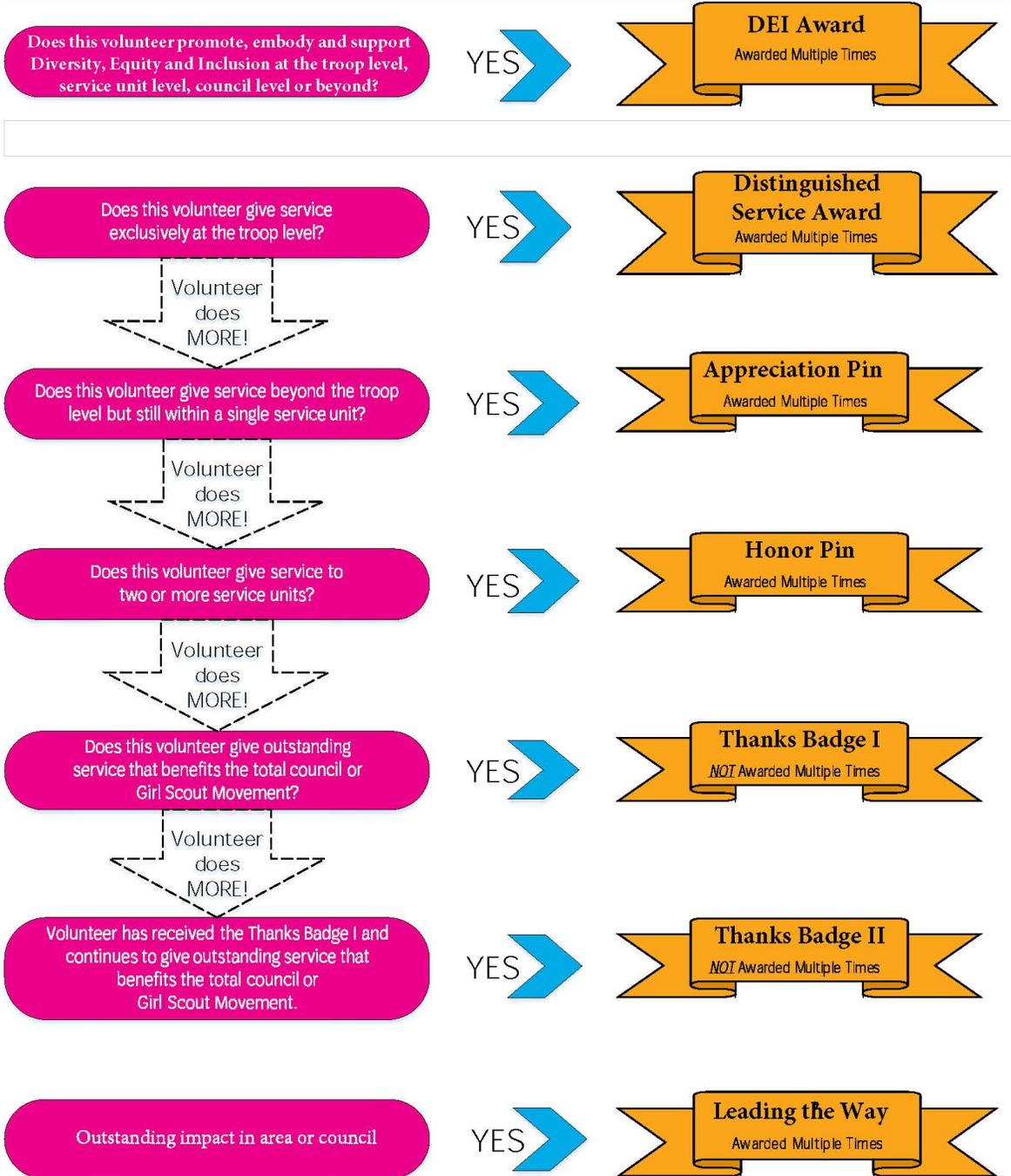
The Area Recognitions Coordinator role is to:

- help promote and facilitate the nomination and endorsement process within their respective area or service unit;
- encourage area and service unit members to participate in nominating and endorsing fellow volunteers, and
- provide assistance and help members in their area to better understand and navigate the council-level award process.

### Choosing the Right Award for Your Nominee

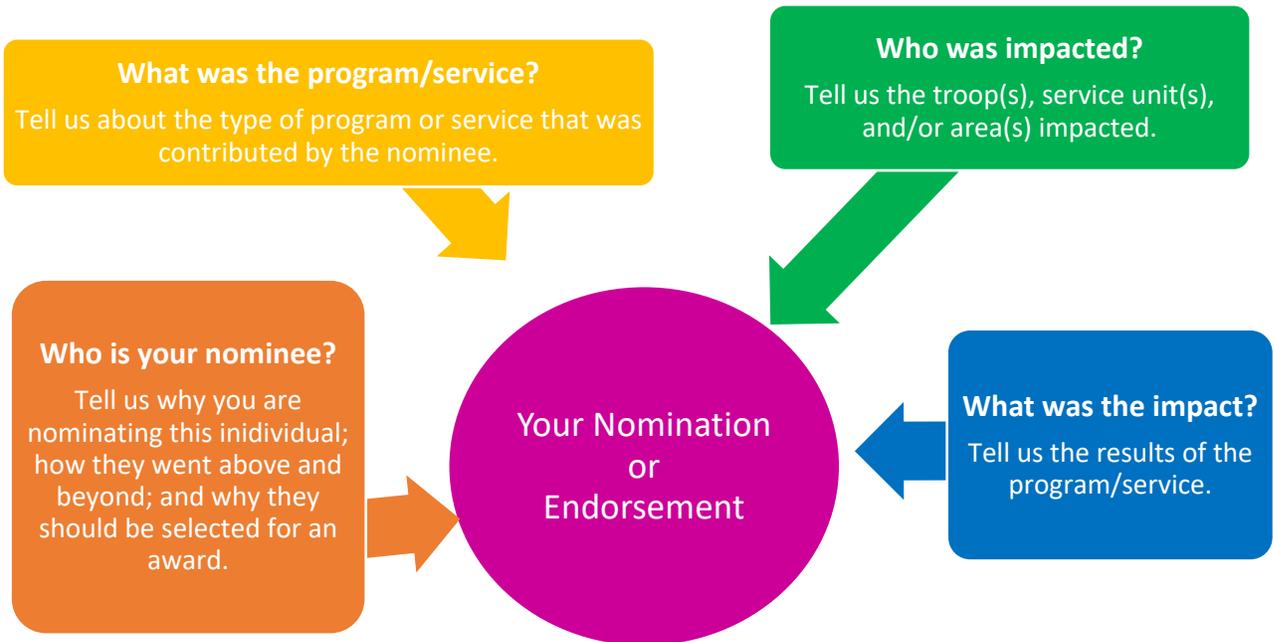
When nominating one of your peers for a council-level award, you will be asked to select the award that you feel your nominee is most eligible for. This flowchart will assist you in determining which award best suits the service of your nominee.

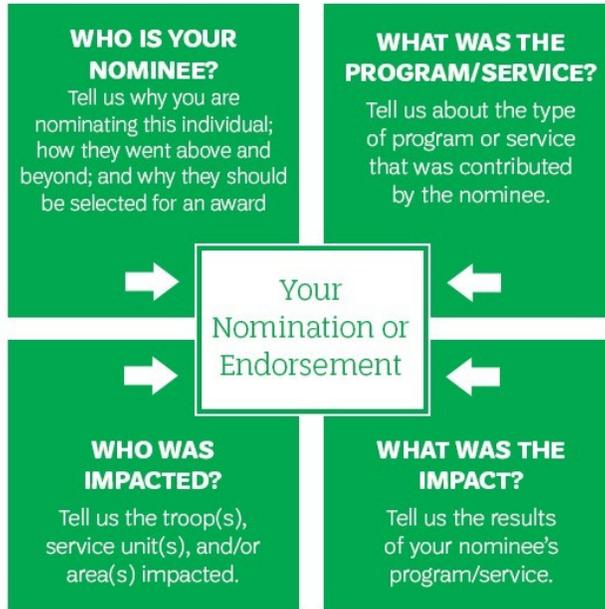
Nomination options from girls, parents, volunteers, or GS-NCCP Staff



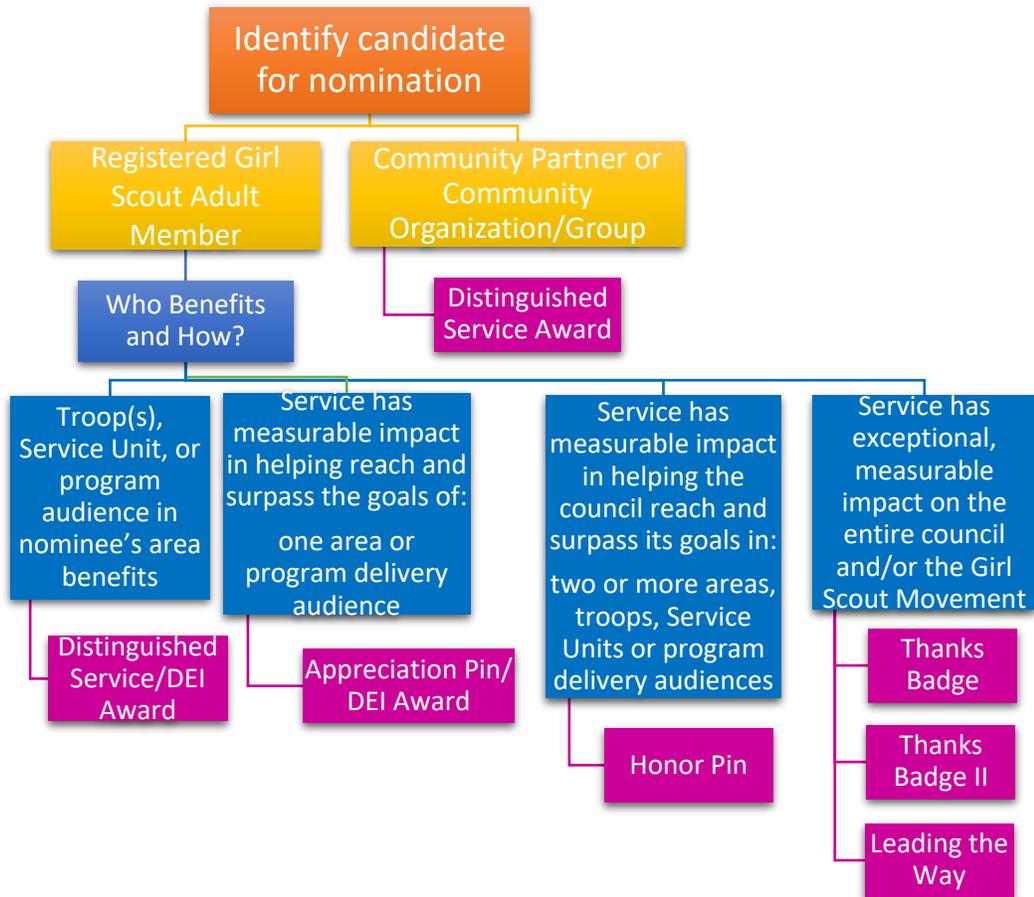
### Tips for Writing Nominations and Endorsements

In order for the Adult Recognitions Committee to consider nominees for an award, nominations and endorsements should be **clear**, **descriptive**, and **inclusive** of all of the contributions of the nominee. All nominations or endorsements should include the following information:





**Sample nominations**



- *Sarah has served in many capacities on the service unit team including daisy consultant, event director, adult recognitions coordinator, and now as service unit manager. I am nominating her for the Appreciation Pin because of her many contributions as the area's current service unit manager.*
- *Teresa volunteers to organize events for the entire area, making the registration process smooth and easy and the events fun for all! This year she organized three new events: World Thinking Day, a Juliette Low Birthday party, and a county-wide Teen Camporee. This year's Teen Camporee hosted over 150 girls from 3 different areas!*
- *Lisa coordinated three journey workshops for leaders with 90 percent of the troop leaders in our area participating in these well-organized events.*
- *Lauren has assisted at three back-to-school nights to promote Girl Scouts to new families and has written several articles for our local paper in order to highlight the Girl Scout activities and programs in our area. Her efforts have helped to recruit new girls and families in our area and have helped build community engagement that supports the entire Girl Scout Movement.*

In order for the Adult Recognitions Committee to consider nominees for an award, nominations and endorsements should be **clear, descriptive, and inclusive** of all of the contributions of the nominee.

# Appendix A

## Area Recognitions Coordinator Position Description



Girl Scouts – North Carolina Coastal Pines

6901 Pinecrest Road, Raleigh, NC 27613

(919) 782-3021 or (800) 284-4475

VOLUNTEER POSITION DESCRIPTION	
ADULT RECOGNITIONS COORDINATOR	
<b>SUMMARY</b>	The Adult Recognitions Coordinator is responsible for promoting and recognizing the efforts and achievements of volunteers and community members for their contributions in providing support and/or program opportunities for Girl Scouts in their assigned area of service.
<b>TERM OF APPOINTMENT:</b>	The Adult Recognitions Coordinator is appointed for a term of one program year but may be eligible for reappointment.
<b>ACCOUNTABILITY:</b>	The Adult Recognitions Coordinator is accountable to the Area Service Unit Manager and appropriate Learning and Development staff.
<b>RESPONSIBILITIES:</b>	<ul style="list-style-type: none"> <li>• Work in partnership with local service unit team and Learning and Development staff to identify and deliver formal and informal opportunities and events to show recognition and appreciation of area volunteers' and community members' efforts and achievements.</li> <li>• Work in partnership with local service unit team and Learning and Development staff to solicit area nomination packets for GSUSA and Council Level Recognitions and Awards.</li> <li>• Promote the recognition and appreciation of area volunteers throughout the year and support National Volunteer Month at the area level.</li> <li>• Maintain records of area recognitions awarded annually.</li> <li>• Remain informed about and comply with all current policies, procedures and guidelines (<i>Volunteer Essentials</i> and <i>Safety Activity Checkpoints</i>) of Girl Scouts-North Carolina Coastal Pines and GSUSA.</li> <li>• Participate in council trainings for Adult Recognitions Coordinator.</li> </ul>
<b>QUALIFICATIONS AND CORE COMPETENCIES:</b>	<p><b>Girl-led Focus:</b> Empower, encourage, and guide girls and volunteers to understand Girl Scouts' girl-led, learn-by-doing and cooperative approach to developing a girl's leadership skills.</p> <p><b>Personal Integrity:</b> Serve as a role model for volunteers guided by the Girl Scout Mission, Promise and Law - modeling reliability, dependability, honesty, credibility, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.</p> <p><b>Adaptability:</b> Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p><b>Oral Communication:</b> Practice positive communication skills and express ideas clearly and accurately.</p> <p><b>Foster Diversity, Equity and Inclusion:</b> Understand, respect and embrace individual differences.</p> <p><b>Additional Requirements:</b></p> <ul style="list-style-type: none"> <li>• Registered member of GSUSA and a valid background check.</li> <li>• Completion of any required training assigned and provided by GS-NCCP and GSUSA.</li> <li>• Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.</li> </ul>

Adult Recognitions Coordinator Printed Name: \_\_\_\_\_

Adult Recognitions Coordinator Signature: \_\_\_\_\_

Date: \_\_\_\_\_ County: \_\_\_\_\_

Complete and provide copies to: Adult Recognitions Coordinator, Service Unit Manager and Membership Director

VPD124/6-22

# Appendix B

## Area Level Award Nomination and Endorsement

**Girl Scouts - North Carolina Coastal Pines**  
6901 Pinecrest Road, Raleigh, NC 27613  
919-782-3021 or 800-284-4475

<b>AREA LEVEL NOMINATION AND ENDORSEMENT FORM</b>
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This form is to be used for both area level nominations and endorsements. Most area level awards require **at least one nominator and one endorser**, with the exception of the Mainstay Award and the GSUSA Volunteer of Excellence Award, which have their own nomination and endorsement packet.

Nominations and endorsements are to be completed and submitted to the adult recognitions coordinator, recognitions committee, or membership director.

### I. Nominator or Endorser Information

Name:	
<b>Are you completing this form as a Nominator or Endorser? Please select one:</b>	
<input type="checkbox"/> Nominator   OR <input type="checkbox"/> Endorser	
Area/County:	
Email:	
Phone:	

### II. Nominee Information

Nominee's Name:	
Area/County:	
Email:	
Current Positions in Girl Scouting	
Previous Positions in Girl Scouting	

**III. Describe the contribution(s) the nominee has made to support and promote Girl Scouting and leadership development of girls?**

**IV. List specific examples (activities, programs, initiatives) of exemplary service and leadership to the area and the Girl Scout movement.**

## Appendix C

### GSUSA Volunteer of Excellence Nomination and Endorsement Form

## GSUSA Volunteer of Excellence

### Nomination and Endorsement Form

#### Description

The Volunteer of Excellence award recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience (GSLE) through use of the National Program Portfolio or who have contributed outstanding service in support of the council's mission delivery to girl and adult members.

#### Criteria

- The nominee is an active, registered adult Girl Scout.
- The nominee has successfully completed a term of service and all requirements for the position.
- The nominee has performed beyond expectations for the position to deliver the GSLE to girls using the National Program Portfolio, or
- The nominee's performance has been beyond the expectations of the position and has supported the council's mission-delivery goals.
- The nominee actively recognizes, understands, and practices the values of inclusive behavior.

#### Nomination and Endorsement Process

The GSUSA Volunteer of Excellence award requires **at least one nominator and two endorsers**. Nominators and endorsers must complete the Nomination and Endorsement Form (pg. 25). Completed nomination and endorsement forms should be submitted to the adult recognitions coordinator, recognitions committee, or membership manager/ director. The recognitions committee reviews and approves award nominations and endorsements.



**GSUSA VOLUNTEER OF EXCELLENCE AWARD NOMINATION**

The GSUSA Volunteer of Excellence Award recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any activity or program to implement the Girl Scout Leadership Experience through use of the national program portfolio or who have contributed outstanding service in support of the council’s mission delivery to girl and adult members.

**I. Nominator or Endorser Information**

Name:	
<b>Are you completing this form as a Nominator or Endorser? Please select one:</b>	
<input type="checkbox"/> Nominator OR <input type="checkbox"/> Endorser	
Area/County:	
Email:	
Phone:	

**II. Nominee Information**

Nominee’s Name:	
Area/County:	
Email:	
Current Positions in Girl Scouting	
Previous Positions in Girl Scouting	

**III. Service Delivery**

An outstanding volunteer helps move the council toward reaching or exceeding its goals and objectives. Describe the position(s) the nominee held, the service delivered and how the service met or exceeded the goal or objective. Please use specific examples of this information. Feel free to attach additional pages.

- Position(s) Held
  
  
  
- Service(s) Delivered
  
  
  
- Goal or objective met or exceeded
  
-

## Appendix D

### Mainstay Award Nomination and Endorsement Form



Girl Scouts – North Carolina Coastal Pines  
6901 Pinecrest Road, Raleigh, NC 27613  
919-782-3021 or 800-284-4475

## MAINSTAY AWARD NOMINATION AND ENDORSEMENT FORM

The award recognizes a registered Girl Scout adult member who has made significant achievements towards council goals and objectives in a county/area, to such an extent as to be considered a "Mainstay" of the county/area. **Only one Mainstay Award can be awarded per year per county/area.** Completed Mainstay Award nomination and endorsement forms should be submitted to the adult recognitions coordinator, recognitions committee, or membership manager/ director.

### I. Nominator or Endorser Information

Name:	
<b>Are you completing this form as a Nominator or Endorser? Please select one:</b>	
<input type="checkbox"/> Nominator OR <input type="checkbox"/> Endorser	
Area/County:	
Email:	
Phone:	

### II. Nominee Information

Nominee's Name:	
Area/County:	
Email:	
Current Position(s) in Girl Scouting	
Previous Position(s) in Girl Scouting	

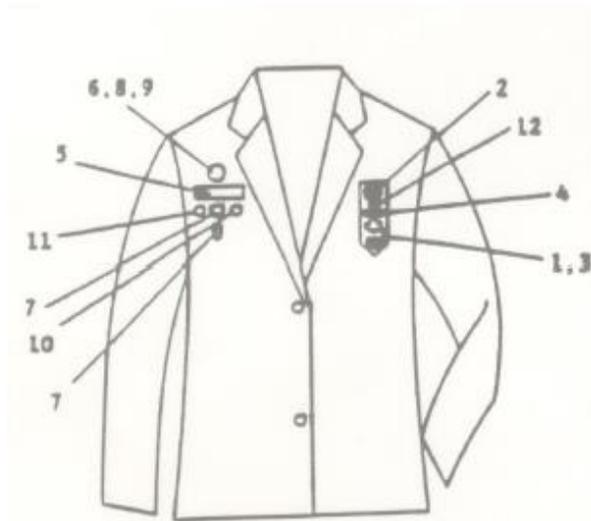
- Specifically describe how the nominee has provided service that was beyond expectation. Include examples of commitment to inclusivity, and the Girl Scout Promise and Law.
  
  
  
  
  
  
  
  
  
  
- What was the impact of the nominee's service?

## Appendix E

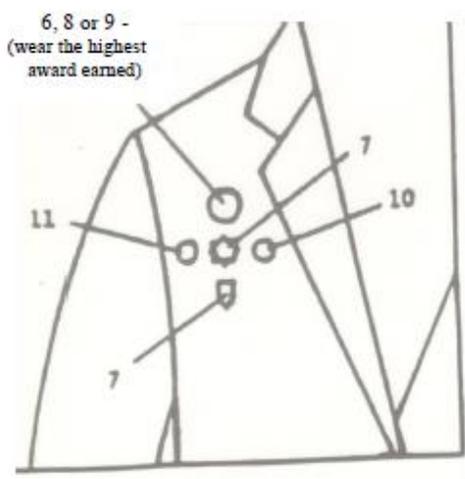
### Girl Scout Insignia and Recognitions

Adult Girl Scout Vests are available at all GS-NCCP Retail Shops

#### PLACEMENT OF GIRL SCOUT INSIGNIA/RECOGNITIONS



If the identification strip is not worn, the pins should be positioned in this way.



1. Girl Scout membership pin
2. World Trefoil pin
3. Membership numerals
4. Adult position pin
5. Personalized identification pin
6. Thanks Badge or Thanks Badge II\*
7. Years of Service pin, Girl Scout Gold Award or First Class pin
8. Appreciation pin\*
9. Honor pin\*
10. Leadership Development pin
11. Trainer's pin
12. Outgoing President's pin
  - Outstanding Volunteer Award  
Worn in position 7 or 11
  - Outstanding Leader Award  
Worn in position 7 or 11
  - GSUSA Volunteer of Excellence Award  
Worn in position 7 or 11

\*Wear only the highest award received



