

Adult Awards and Recognitions Manual

2020-2021 Manual for Adult Recognitions Coordinators



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Adult Awards and Recognitions Overview

Girl Scouting is made possible by the efforts of our amazing volunteers. It's 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 council's volunteer experience team supports and works with our area recognition coordinators (ARCs) to foster a culture of appreciation where gratitude and positive energy are the norms for GS-NCCP. Together, they facilitate recognition and appreciation events at both the council and local level and strive to create a culture of appreciation that recognizes those individuals or groups who 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.

Personal, Area, and Council 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 our girls.

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, because they are more immediate and volunteers feel valued by such a personal touch.

Area Level Recognitions

Area level awards recognize volunteers at the local level and are presented at the area's end-of year appreciation celebration. Area level awards and recognitions are an important component 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.

Adult 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 ARC 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 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 ARCs to reach out any time they have questions or need assistance. Here's a list of individuals and staff and how they can help:

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

Year-At-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.

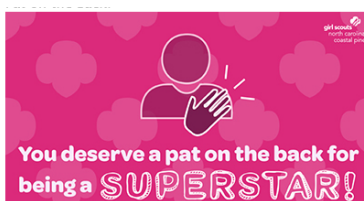
August – September	<ul style="list-style-type: none"> • Attend adult recognitions coordinator training either in person or online. Contact the Volunteer Experience team for training opportunities at volunteerservices@nccoastalpines.org. • Contact membership director or previous adult recognitions coordinator for previous area recognition records and surplus awards
September – October	<ul style="list-style-type: none"> • Promote council level awards and recognitions at area meetings; help facilitate an understanding of the council level award nomination and endorsement process • Provide council level nomination and endorsement forms and online submission links at area meetings • Encourage area members to submit council level award and recognition nominations prior to October 31 deadline
November - February	<ul style="list-style-type: none"> • Promote the GS-NCCP Annual Meeting & Recognition Luncheon at area meetings • Recruit recognitions committee members • Begin planning area level appreciation event <ul style="list-style-type: none"> ○ Decide date, location, time, and theme • Promote area level awards and recognition nominations at area meetings
March - April	<ul style="list-style-type: none"> • Attend area recognitions coordinator webinar • Promote area level appreciation event • Meet with area recognitions committee to review and select area award recipients • Discuss council recognition allocation with membership director • Order area awards and recognitions from council shop using Recognitions Supply Request Form
May	<ul style="list-style-type: none"> • Host area level appreciation event • Promote council level award nominations at area meetings
June – August	<ul style="list-style-type: none"> • Submit Area Adult Recognitions Report June 1 • Council level nominations open June 1 • Promote council level award nomination process in area • Provide nomination form and online submission links at area meetings • Encourage area members to submit council level award and recognition nominations prior to the October 31 deadline.

Personal Recognitions

Whether it's the chaperone at Teen Camporee or the area cookie program coordinator, our volunteers are deserving of gratitude for their contributions. 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 ARCs to promote these personal recognitions throughout the year in their local area.

ENCORE!

ENCORE! is a peer appreciation program created exclusively for GS-NCCP volunteers, staff, parents, and girls. 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.



Follow these four simple steps to send a “WOW” right now (or anytime throughout the year!):

1. Visit the Volunteer Adult Recognitions and Awards page on the GS-NCCP website;
2. Click [ENCORE!](#)
3. Fill out the form with the name and email of the volunteer you wish to celebrate and include a personal note from you!
4. Hit send – that's all there is to it!

Volunteers will receive a copy of your ENCORE! message immediately, and you can be satisfied knowing you shared your gratitude to those well-deserved! There is no limit to the number of ENCORE!s that can be sent or received – so spread the joy!

Volunteer Spotlight

Across our council our volunteers are doing amazing things and with our Volunteer Spotlight program we have the opportunity to shine the spotlight on them and share their stories. Anyone can recommend a volunteer who deserves to be recognized and we'll do the rest! Volunteer Spotlights are featured on our social media channels and are a fantastic way to publicly applaud volunteers who are making a difference in the lives of our girl and adult members. To recommend an individual(s) to be featured in the Spotlight, complete and submit our easy online [Volunteer Spotlight](#) form or visit Adult Recognitions and Awards on the Volunteers page of the website for the link.

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.

Families, friends, and fellow volunteers can show their appreciation for adult leadership by investing in our girls with a donation in a troop co-leader's name. The contributions go toward giving our girls the

ultimate Girl Scout experience, and the honoree is notified of the gift with a personalized card from the council. For more information, or to make a gift, contact donate@nccoastalpines.org or visit Adult Recognitions and Awards on the Volunteers page of the website for the link.

Other Ways to Informally Celebrate

Who doesn't love a surprise token of appreciation or gratitude? 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's 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're long on gratitude, but short on ideas, you can always say thank you with a Girl Scout inspired gift! Each of our Girl Scout shops are filled with gifts and other items that can take the guesswork out of what that special volunteer might like to receive. Visit one of our four shops, located at our service centers, Raleigh, Wilmington, Goldsboro, and Fayetteville, for inspiration and gift ideas. Can't make it to a shop? Find everything you need at our online shop:

<http://www.girlscoutshop.com/NORTH-CAROLINA-COASTAL-PINES-COUNCIL>

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 ARC 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 ARC, service unit manager and the membership director 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 by **March 1** of the current year. To check the status of a volunteer's registration, contact your Membership director or the council Help Desk at helpdesk@nccoastalpines.org. *Exception: Community groups or partners receiving the Certificate of Sponsorship or Certificate of Appreciation.*
- The applicant's status has been reviewed by the membership director or Volunteer Experience Team. Applicants must 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
Sponsorship Certificate	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.
Certificate of Appreciation	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].
New Leader Award <i>Badge</i> 	Recognizes all new Girl Scout co-leaders. Eligible candidates: <ul style="list-style-type: none"> • Must be a registered member • Completed one year of service as co-leader • Completed Volunteer Essentials training • Participated in fall product or cookie sale 	New troop co-leaders.
Service Unit Award <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"> • Must be a registered member • Contributed to reaching council goals as they relate to the position 	Any registered Girl Scout adult member.

<p>Leadership Achievement Award <i>Pin</i></p> 	<p>Recognizes exemplary service of troop co-leaders.</p> <p>Eligible candidates:</p> <ul style="list-style-type: none"> • Must be a registered member • Completed 2 years of service as a troop co-leader • Completed FA/CPR training • Completed outdoor skills training • Shown proficiency in the Girl Scout Leadership Experience • Participated in cookie sale • Completed 1 troop service project • Promptly presents awards to girls 	<p>Troop co-leaders.</p>
<p>Valuable Volunteer Award <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"> • Must be a registered member • Served one service year in service unit team position 	<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>Juliette “Daisy” Low Honor Pin <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"> • Must be a registered member • Served in a leadership role 5+ consecutive years • Strive to enhance volunteer development 	<p>Any registered Girl Scout adult member.</p>
<p>Mainstay Award <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"> • Have made significant achievements toward council goals and objectives in a county/area for 5+ years • Have contributed to their entire county/area and the growth and development of girls 	<p>Registered adult <i>*Only one Mainstay Award per area a year. Contact Volunteer Experience Team for approval of additional nominees.</i></p>
<p>GSUSA Volunteer of Excellence <i>Pin</i></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"> • Must be a registered member • Completed full term of service • 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 	<p>Any registered Girl Scout adult member <i>*Cannot be a prior Main Stay Award recipient</i></p>

Year Pin <i>Numerical pin with gold chain that is worn attached to Girl Scout membership pin</i> 	Recognizes total girl and adult years in Girl Scouting. Eligible candidates: <ul style="list-style-type: none"> • Must be a registered member • Available in 5 year increments 	Any registered Girl Scout adult member.
Years of Service Pin <i>Pin</i> 	Recognizes total adult years as a volunteer with active service to Girl Scouting. Eligible candidates: <ul style="list-style-type: none"> • Must be a registered member • Available in 5 year increments 	Any registered Girl Scout adult member.

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 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 Scout Movement.

Order Area Level Awards

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

1. Complete the council Recognitions Supply Request Form. (Because items and pricing can change over time, we recommend that you contact: volunteerservices@nccoastalpines.org for the most recent copy.)
2. Submit completed Recognitions Supply Request Form to the council Girl Scout shop at least **TWO weeks in advance**.
3. Contact your membership director to request printed certificates from the council for *Certificate of Sponsorship*, *Certificate of Appreciation*, and Juliette "Daisy" Low Honor Certificate; be sure to include the award recipient's name, service unit/troop number and/or Girl Scout event where service was provided.

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.

Coordinated by the ARC and the recognitions committee, the timing and type of appreciation events are different across the council. Area appreciation events can begin as early as April and may even be held as late as June – there's no required time to host your event. It's also ok to be creative with the type of event you hold. 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 director
- Begin promoting area level nominations as early as November
- 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 director to request printed certificates from the council at least THREE weeks in advance
- Promote event at area meetings and via social media sites, if applicable.

Area Adult Recognitions Report

To close out each area recognitions cycle, areas are asked to complete and submit their Area Adult Recognitions Report (Appendix G). This report provides a detailed account of the area's budget, recognitions/awards, and appreciation event for that program year. The use of this report enables areas and the council to document and track more accurate records of area level recognitions.

Council Level Recognitions

Council-level adult recognitions and awards formally honor the outstanding contributions and exemplary years of service of our volunteers to the council and the Girl Scout Movement. Nominations may be submitted by a volunteer's peers, service unit team members, council staff, and even the girls themselves! The Adult Recognitions Task Group reviews all nominations and endorsements and selects each year's award recipients from among the nominations received. The awards are then presented during the Adult Award and Recognitions Luncheon following the Annual Meeting (held in March).

Adult Recognitions Task Group

It is the goal of the Task Group to ensure that volunteers are recognized for their contributions to the Girl Scout Movement. The Adult Recognitions Task Group reviews all complete nomination packets, and 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 Task Group consists of 8-10 members (council board members and volunteers) supported by a staff liaison from the Volunteer Experience 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 Task Group including how to serve, should send a letter of interest to the Volunteer Experience Team at volunteerservices@nccoastalpines.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. The ceremony is made more meaningful because those being recognized are nominated and endorsed by their peers.






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.**



Council Level Awards

Council level adult awards honor volunteers' outstanding contributions and years of service to our girls, Girl Scouts – North Carolina Coastal Pines, and the entire Girl Scout Movement. Below is a chart detailing the council's board-approved and GSUSA sanctioned awards.

Award/Insignia	Criteria	Who to Consider
Chief Executive Officer's Award for Service Units	Information for selection is shared with area teams each year.	
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.	Registered Girl Scout adult members; community partner; community group
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.	Any registered Girl Scout adult member; service unit team members; facilitators; and 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.	Any Registered Girl Scout adult member; service unit team members, facilitators; and 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.	Any registered Girl Scout adult member; service unit team members, facilitators; and 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.	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.	Any registered Girl Scout adult member; service unit team members; facilitators; and co-leaders

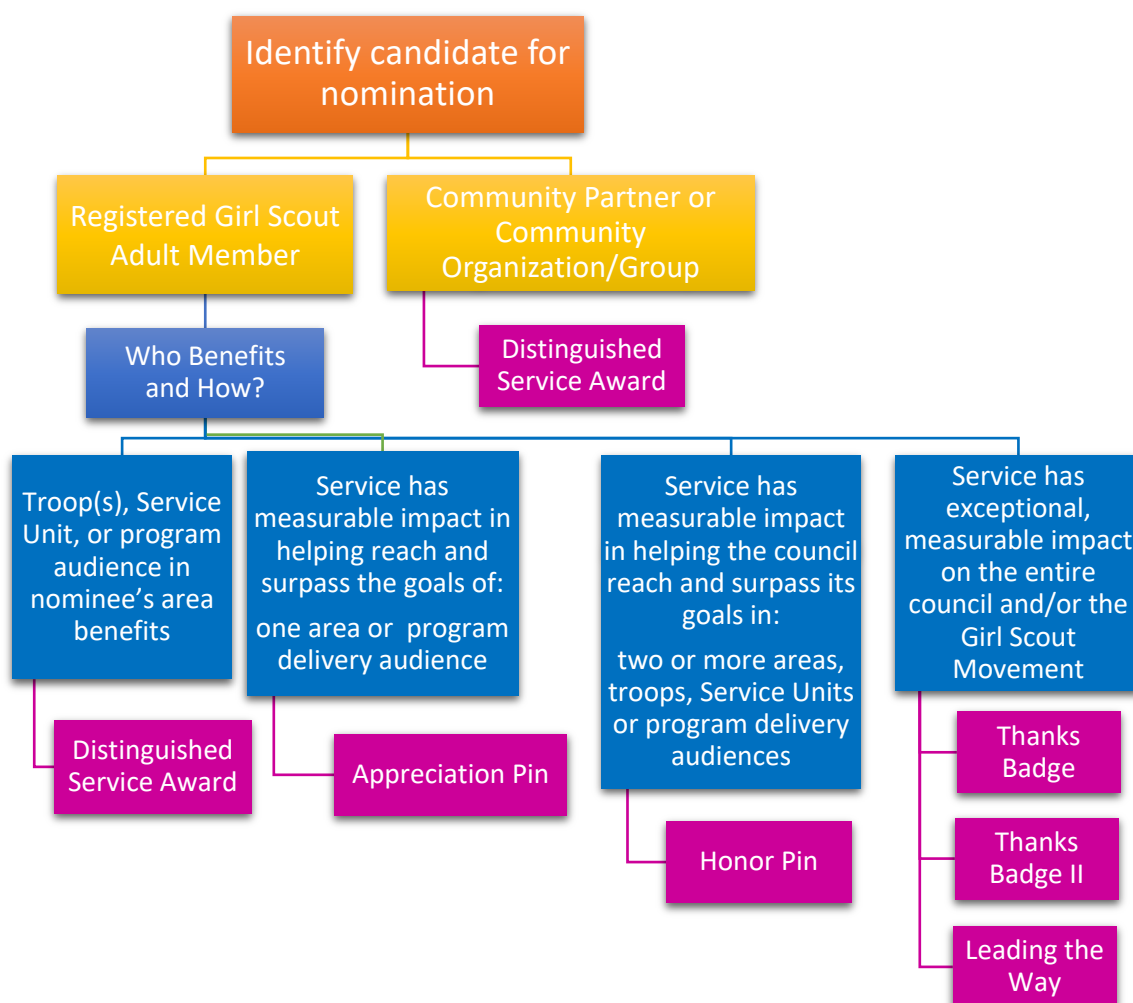
Council Level Nominations

Every council level award requires **one** nomination and **two** endorsements to be eligible for consideration by the Task Group and are the most important element in the council-level awards and recognitions process. They provide a story for each award nominee and provide the Task Group with a better understanding of the level of service and contributions of the individual or group. 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.



Submitting a Council Level Nomination or Endorsement

There is one form for both nominations and endorsements and two options for submission: online or by mail.

Online

1. Click [HERE](#) to access and complete and submit the online nomination form for nominators and endorsers.

By Mail

1. Complete the council-level Nomination and Endorsement Form [See appendix.]
2. Mail completed form to:

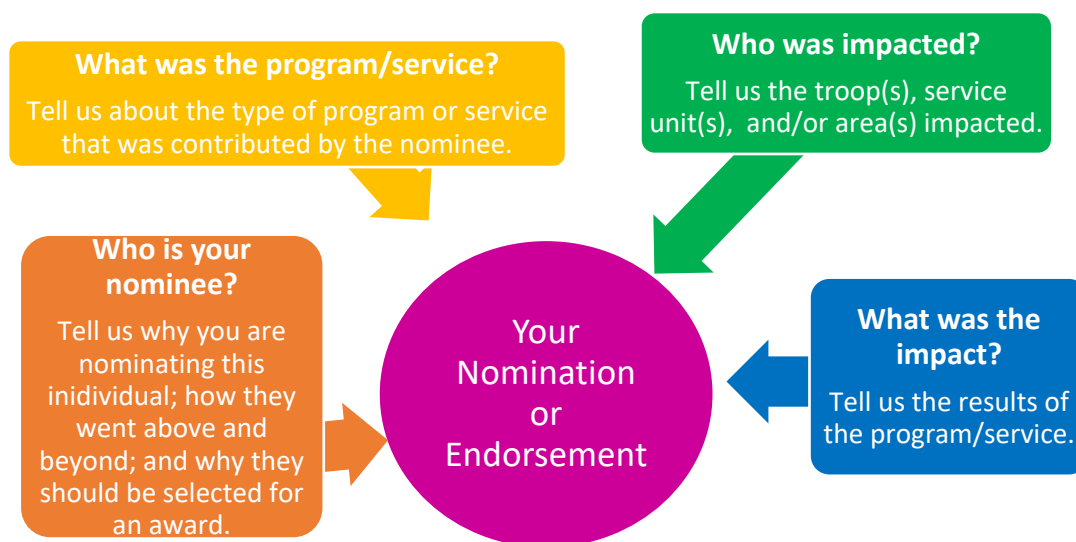
Girl Scouts – North Carolina Coastal Pines
ATTN: Volunteer Experience Team
6901 Pinecrest Road
Raleigh, NC 27613

Things to Remember:

- All nominations require one nomination and two endorsements; one person should complete and submit the nomination and two additional individuals should complete and submit the endorsements.
- All nominators and endorsers will need the nominee's name and contact information.
- All nominations and endorsements should reflect the nominee's service for the previous program year (2019-2020 Program Year).
- Nominations and endorsements must be submitted by **October 15.**

Tips for Writing Nominations and Endorsements

In order for the Adult Recognitions Task Group 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:



Here are some examples of **strong** nominations and endorsements:

- Emily 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!
- Jane coordinated three journey workshops for leaders with 90 percent of the troop leaders in our area participating in these well-organized events.
- Sarah 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.
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Appendix A

Adult Recognitions Coordinator Position Description



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

VOLUNTEER POSITION DESCRIPTION ADULT RECOGNITIONS COORDINATOR	
SUMMARY	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.
TERM OF APPOINTMENT:	The Adult Recognitions Coordinator is appointed for a term of one program year but may be eligible for reappointment.
ACCOUNTABILITY:	The Adult Recognitions Coordinator is accountable to the Area Service Unit Manager and appropriate Learning and Development staff.
RESPONSIBILITIES:	<ul style="list-style-type: none"> • 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. • 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. • Promote the recognition and appreciation of area volunteers throughout the year and support National Volunteer Month at the area level. • Maintain records of area recognitions awarded annually. • 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. • Participate in council trainings for Adult Recognitions Coordinator.
QUALIFICATIONS AND CORE COMPETENCIES:	<p>Girl-led Focus: 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>Personal Integrity: 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>Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p>Oral Communication: Practice positive communication skills and express ideas clearly and accurately.</p> <p>Foster Diversity: Understand, respect and embrace individual differences.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Registered member of GSUSA and a valid background check. • Completion of any required training assigned and provided by GS-NCCP and GSUSA. • Email, internet, and texting capabilities for consistent and effective communication, document sharing and research.

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
VPD124/7-19

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

AREA LEVEL NOMINATION AND ENDORSEMENT FORM

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:	
Are you completing this form as a Nominator or Endorser? Please select one:	
<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. 2-3). Completed nomination and endorsement forms should be submitted to the adult recognitions coordinator, recognitions committee, or membership director. The recognitions committee reviews and approves award nominations and endorsements.



Girl Scouts – North Carolina Coastal Pines
6901 Pinecrest Road, Raleigh, NC 27613
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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:	
Are you completing this form as a Nominator or Endorser? Please select one:	
<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



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6901 Pinecrest Road, Raleigh, NC 27613
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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 director.

I. Nominator or Endorser Information

Name:	
Are you completing this form as a Nominator or Endorser? Please select one:	
<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

Council Level Nomination and Endorsement Form



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

NOMINATION AND ENDORSEMENT FORM FOR COUNCIL LEVEL AWARDS PROGRAM YEAR OCTOBER 1, 2016 – SEPTEMBER 30, 2017

This form is for both nominations and endorsements for council level awards. Please keep in mind that every council level award requires **one nomination and two endorsements to be eligible for consideration by the Adult Recognition Task Group**. For more information on our council-level awards and the nomination and selection process, refer to the **Council Level Adult Awards and Recognition Guide** available on the GS-NCCP website. **The deadline for nominations and endorsements is October 31, 2017.**

ONLINE Submissions	Submissions by MAIL
<ol style="list-style-type: none">1. Click HERE to access the online nomination/endorsement form.2. Follow the instructions to complete the online form as either a Nominator or Endorser	<ol style="list-style-type: none">1. Complete this Council Level Nomination and Endorsement Form2. Mail completed form to following address: Girl Scouts – North Carolina Coastal Pines ATTN: Volunteer Experience Team 6901 Pinecrest Road Raleigh, NC 27613

I. Nomination or Endorsement?

Name of Person Completing Form	
Email of Person Completing Form	
Tell us if you are submitting a NOMINATION or ENDORSEMENT for your candidate. Select one. <input type="checkbox"/> Nominator OR <input type="checkbox"/> Endorser	

II. Nominee's Information

Nominee's Name	
Nominee's Email	
What Area or County does your candidate represent?	
Tell us what positions your nominee held this past program year.	
Tell us about your nominee's previous Girl Scout involvement. What previous positions, if any, has the nominee held in our council?	

III. Award Selection

Tell us which award you feel your nominee is most eligible to receive. Your recommendation will assist the Task Group when evaluating your nominee's nomination packet. Keep in mind that the Task Group can and may select a different award for your nominee than the award you recommend.

- | | |
|--|--|
| <input type="checkbox"/> Distinguished Service Award | <input type="checkbox"/> Distinguished Service for Community Partner |
| <input type="checkbox"/> GSUSA Appreciation Pin | <input type="checkbox"/> GSUSA Honor Pin |
| <input type="checkbox"/> GSUSA Thanks Badge | <input type="checkbox"/> GSUSA Thanks Badge II |
| <input type="checkbox"/> GSUSA Leading the Way | |

IV. Nominee's Service Delivery Information

An outstanding volunteer helps move the council toward reaching or exceeding its goals and objectives. The information you provide below will help the Task Group better understand your nominee's service and contributions to the council.

Tell us about the activities and initiatives your nominee delivered or supported during the 2016-2017 program year. How did your nominee's service delivery or support impact the area, troop, or girls they served? Please be specific.

Which delivery audience(s) were impacted by your nominee's service delivery or support? Select all that apply.

- ☐ Girls ☐ Troops ☐ Adult Members and Volunteers

Tell us how many delivery audience members you estimate were impacted by your nominee's service. TIP: Think about your nominee's service and who they impacted. If it was girls, how many girls? If it was troops, how many troops, etc. This information helps the Task Group better understand the extent of your nominee's service. It is not unusual for a nominee to impact more than one delivery audience. Be sure to estimate the number of members impacted for each delivery audience or select Not Applicable.

- | | | | | | |
|----------------------------|------------------------------|-------------------------------|--------------------------------|------------------------------|-----------------------------|
| Girls | <input type="checkbox"/> 1-5 | <input type="checkbox"/> 6-20 | <input type="checkbox"/> 20-50 | <input type="checkbox"/> 50+ | <input type="checkbox"/> NA |
| Troops | <input type="checkbox"/> 1-5 | <input type="checkbox"/> 6-20 | <input type="checkbox"/> 20-50 | <input type="checkbox"/> 50+ | <input type="checkbox"/> NA |
| Adult Members & Volunteers | <input type="checkbox"/> 1-5 | <input type="checkbox"/> 6-20 | <input type="checkbox"/> 20-50 | <input type="checkbox"/> 50+ | <input type="checkbox"/> NA |

Tell us how many areas were impacted by your nominee's service.

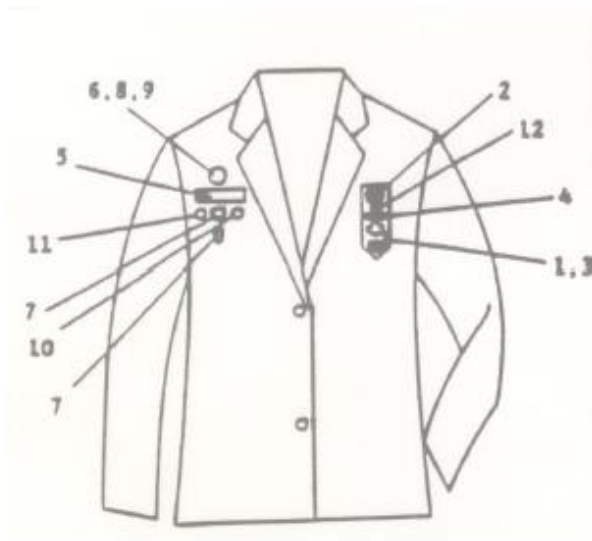
- ☐ 1 (primarily members in your immediate area or service unit)
- ☐ 2 or More (members from at least 2 or more areas or service units)
- ☐ The Entire Council (members from across the council)

Now comes the fun part. In paragraph form, tell us about your nominee as if you were sharing a story about this person's service. Share how their service impacted the girls, troops, adult members, volunteers, council, and/or the entire Girl Scout Movement with us. Your words will bring your nominee's service to life for the members of the Task Group and helps them to better understand the passion and scope of your nominee's service to our organization.

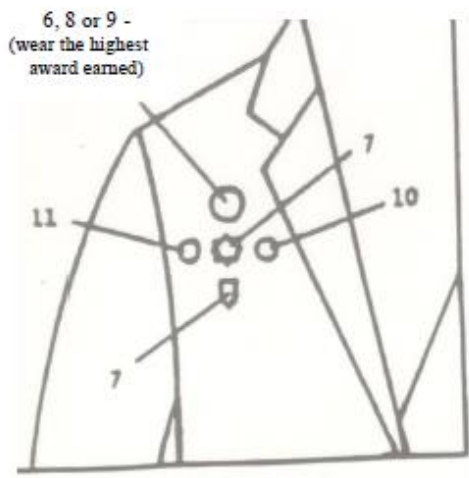
Appendix F

Girl Scout Insignia and Recognitions

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

Appendix G

Area Adult Recognitions Report SAMPLE



Girl Scouts – North Carolina Coastal Pines
6901 Pinecrest Road, Raleigh, NC 27613
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AREA ADULT RECOGNITIONS REPORT

County/Area _____ Recognitions Coordinator _____

Program Year _____ Total Budgeted Amount: \$ _____ Expenses \$ _____

EXPENDITURES	BUDGETED AMOUNT	ACTUAL EXPENSE
Council Recognitions (see below)		
Additional Recognitions Purchased		
Food/Refreshments		
Site Rental and/or Additional Supplies		
Totals:	\$	\$

COUNCIL RECOGNITIONS	# OF AWARD RECIPIENTS	TOTAL COST
Sponsorship Certificate		
Certificate of Appreciation		
New Leader Award		
Service Unit Award		
Leadership Achievement Award		
Valuable Volunteer Award		
Juliette "Daisy" Low Honor Pin		
Mainstay Award		
GSUSA Volunteer of Excellence		
Year Pin Numeral pin with gold chain that is worn attached to girl scout membership pin.		
Years of Service Pin		

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Page 1 of 1

Please return one copy to the Volunteer Experience Team at volunteerservices@nccoastalpine.org, or mail to:
Girl Scouts-NC Coastal Pines, 6901 Pinecrest Road, Raleigh, 27613