

# Girl Scouts of Northern California Bronze Award Information

## Take Action



In Girl Scouts you really can change the world. Start with things that matter to you right in your own community. Then think big. Girls are doing everything from providing food for shelters to fighting for women's rights around the world. Every day, every girl can make a difference!

## Girl Scouts of Northern California

- Discover
- Connect
- Take Action

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As part of a movement of 10 million girls worldwide, you are in an exceptional position to take action in your community to make the world a better place. By earning the Girl Scout Bronze Award—the highest award a Girl Scout Junior can earn—you will be joining the ranks of generations of young women who have made a difference in their communities both locally and globally.

### Materials you will need\*:

- The Girl Scout Bronze Award Guidelines from GSUSA.

\*This can be downloaded from the Council website: *[www.girlscoutsnorcal.org](http://www.girlscoutsnorcal.org)*

## Leaders and Council Contact

- **TROOP/GROUP LEADER.** A troop/group leader is the adult who works with an ongoing troop or group.

⇒ Your troop/group leader's primary responsibilities with respect to your Bronze Award include:

- ✓ Partnering with you to support you in completing your prerequisites to the Bronze Award project. Approving your Bronze Award plan. Verifying the completion of your Girl Scout Bronze Award project.
- ✓ Partnering with you to help define the issues in the community in which you are interested.
- ✓ Partnering with you to support you in completing your Bronze Award project
- ✓ Understanding the steps to the Girl Scout Bronze Award and the standards of excellence required for each step

- **GIRL SCOUTS OF NORTHERN CALIFORNIA STAFF CONTACT.** The staff member you can contact for additional help.

⇒ If you have questions about the Bronze Award that cannot be answered in this packet, the GSUSA Guidelines, or the website [www.girlscoutsnorcal.org](http://www.girlscoutsnorcal.org), please contact:

- ✓ Girl Scouts of Northern California Oakland Council Staff:

Melanie Johnston

Phone: (510) 562-8470 ext. 217

Email: [mjohnston@girlscoutsnorcal.org](mailto:mjohnston@girlscoutsnorcal.org)

## Girl Scout Bronze Award Steps

### The 7 Basic Steps

Your first step is to complete a Junior Journey. The Girl Scout Junior Journey will give you a full experience of what you will do as you work to earn the highest award. The skills you will gain while working on the Journey will help you develop, plan and implement your award Take Action Project.



1. **Go on a Junior Journey:** You must complete the entire Journey, Including the Journey Take Action project.
2. **Build your Girl Scouts Junior Team:** You and other Girl Scout Juniors plus your troop/group volunteer. If there are no other Girl Scout Juniors in your neighborhood, seek out some friends your age to make your team.
3. **Explore Your Community:** Take a close look at what's going on right around you. Look into where you can make a positive change in your community.
4. **Choose Your Girl Scout Bronze Award Project:** Now that you know what is going on in your community, meet with your team and brainstorm a project.
5. **Make a Plan:** Take your ideas and make a plan for how you can carry out your project.
6. **Put Your Plan in Motion:** Take your overall plan and divide up the tasks to get the project going.
7. **Spread the Word:** Put the story of your project together to share with others. Plan and carry out a celebration of your work!

Find details for each step above in the Girl Scout Bronze Award Guidelines for Juniors on our website, [www.girlscoutsnorcal.org](http://www.girlscoutsnorcal.org).

***Special Note: Paperwork is not required at the council level for this award.***

## Timelines and Requirements

- You must be a registered Junior Girl Scout to work on the Girl Scout Bronze Award.
- The Journey must be completed before beginning the steps toward the Girl Scouts Bronze Award Project. A Journey is complete when a girl has earned the Journey awards, which include creating and carrying out a Journey Take Action project. This is in addition to your Bronze Award Take Action Project.
- Projects will vary in length of time to complete from planning to sharing and celebration. The time it takes to earn the Award depends on the nature of the project, the size of the team, and the support of the community. Quality projects should be emphasized over quantity of hours. After the Journey requirements are fulfilled, the suggested minimum number of hours to use as a guide is 20 hours.
- You have until September 30 after completing the 5th grade to complete the Girl Scout Bronze Award project.
- The Girl Scout Bronze Award project is a team project that includes a group of Girl Scout Juniors plus the troop/group volunteer or a single Girl Scout Junior with friends of the same age plus the troop/group volunteer.
- The Girl Scout Bronze Award project should focus on their neighborhood, Girl Scout community, or local community.
- Projects that should be avoided: “Canned” service projects, projects where the girl is simply “doing the leg-work” for an agency or group, or projects where a girl is just volunteering for an organization or community event. These are all excellent and worthy *service* projects, but it takes something extra to be a Girl Scout Bronze Award project. Girl Scout Bronze Award projects address a community issue, challenge a girl’s leadership and organizational skills, and make a lasting change to life in her community.
- A sustainable project is one that lasts after your involvement ends. Junior Girl Scouts should reflect on how the project could be kept going following the completion of their Girl Scout Bronze Award project. This could happen in many forms, it could be a lasting social impact, a permanent structure that continues to be used, or even a system that is put in place that gets continued use.
- Projects must include a Leadership element. Leaders have responsibilities and share them with others. As a leader, you must be willing to share responsibilities for getting things done throughout the project. You must seek out and recognize the value and strengths of others, respect different points of view and ways of working, and build a team to work on and support your Girl Scout Bronze Award Project.

# Money and Your Award Project

## Money and Your Award Project

So, you are planning to do a Girl Scout Award Project and you need some money to make it happen. There is hope. There are things you can do!

- Break open your piggy bank. You can use your own money to fund your project.
- You can earn money to fund your project.
- Sell stuff. You can have a garage sale, a used book sale, a hand made crafts sale, a plant sale, a bake sale...are you starting to get the idea?
- You can directly ask your parents or grandparents to help out. You can ask your family for cash, but not anyone else. Not your friends, not your neighbors, not your teachers at school.
- Service work. Babysitting, car washes, lawn mowing, weeding, etc. You should not take over someone else's job for less money, but if it's available and up for grabs, you can use it for money-earning.
- Ask your troop to use troop funds. As long as the whole troop agrees, you can use troop funds for your project.
- Apply for a grant donation from a community organization or business. You must first contact Nikki Van Ausdall, CO Communications and Fund Development at [nvanausdall@girlscoutsnorcal.org](mailto:nvanausdall@girlscoutsnorcal.org). You must ask and receive Council permission before applying for any grant.

### Things nobody wants to see you doing:

- Asking businesses or friends and neighbors for money by yourself. Solicitation of money from organizations is only done by adults. You must work with an adult to do this.
- Selling retail items or selling via the internet to earn money.
- Using your project as a fundraiser for any organization, including Girl Scouts. Bronze Award Projects are not fundraisers.
- Holding raffles, bingos, poker night, or other games of chance to raise money. Yes, that is gambling and we do not support gambling as Girl Scouts.

## Getting Donations of Stuff

- ☒ Research the stores and companies you would like to ask for donations of items. List the name of the business, the exact address, and the name of the manager or owner that you would need to contact.
- ☒ Write a letter explaining who you are and that you are doing a Bronze Award project. Describe what the Bronze Award is, including what you are planning to do for the project and finally—how they can help. Spelling, grammar, or punctuation mistakes are not acceptable. The Council must approve your letter before you mail the letter. This donation request letter is a reflection of your writing skills as well as a tool to sell your particular project. Do not use contractions. Be sure to sign your letter and have your troop/group volunteer sign it as well. For help in writing the letter see the letter outline included in this packet. Any questions, please contact Melanie Johnston, Program Department at Girl Scouts of Northern California (510) 562-8470 ext.217 or [mjohnston@girlscoutsnorcal.org](mailto:mjohnston@girlscoutsnorcal.org).
- ☒ You can get your letter on letterhead by contacting the Council staff member for the office you are working through. They will review your letter and put it on letterhead for you.
- ☒ Print out the letter on official Girl Scout letterhead and take it to the store or company. Ask to speak to the manager or owner to explain what you are doing and what you need in person. When you go to the business, make sure you take an adult with you; they are required as your partner to ask for donation of items. If you are asking a company that you cannot visit because it is not local, it is okay to mail the letter.
- ☒ If you get the donation of items, you **must** fill out another form called the gifts-in-kind or in-kind donation form. This form can be accessed on our web site at [www.girlscoutsnorcal.org](http://www.girlscoutsnorcal.org) or through your Community Development Director (CDD) or the fund development department. You can find out who your CDD is by asking your Troop Leader or by calling your local council office. Fill out the form saying who made the donation and what its value is and submit it to the council office. The council will then note the donation and send an official thank-you letter to the store or company and make sure they get important tax deduction information for their business.

# Sample Letter Outline

TODAY'S DATE:

CONTACT NAME (if you don't have one, get one. This is very important)

TITLE

COMPANY'S NAME

ADDRESS

CITY, STATE, ZIP

Dear Mr./Ms. (name)

**FIRST PARAGRAPH:** This is the paragraph which you would inform the potential donor who you are and what troop you are from. This is a short paragraph—usually 2-3 sentences.

Points to cover (pretty much in this order)

1. Who you are.
2. Why you are doing a project.
3. What a Bronze Award is.

**SECOND PARAGRAPH:** This is what your particular project is and how what you are proposing will benefit the community. If your project impacts another organization, give a brief description of that organization and how serving that organization will impact the community. A good strategy is to pick 2-3 points you want to make about the organization (if you are collaborating with an organization) and how your project will benefit that organization and the community. The length of this paragraph will vary depending on the information you want the donor to have. Remember, this is your project so **SELL IT!**

1. First sentence should be the project name and what you hope to achieve by doing this project.
2. Next two sentences should give more detail about the project, and again the impact it will have on the community.
3. When including location, if you are holding a workshop, for example, include the name of the facility but do not include an exact address. Do include the date with the day and time the event will take place.

**FINAL PARAGRAPH:** If you are asking for one or just a few items, describe them in this paragraph explaining how they can help your project and the community. If you are asking for a list of specific items it is best to attach a sheet with your wish list. In this paragraph you thank your donor for how they have supported the community in the past and for the supporting Girl Scouts of Northern California.

Sincerely,

Your Signature

Your Name

Your Title (Junior Girl Scout)

Your Advisor's Signature