

Girl Scouts of Northern California Gold Award Information

Take Action



Girl Scouts of Northern California

- Discover
- Connect
- Take Action

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 Gold Award—the highest award a Girl Scout Senior or Girl Scout Ambassador 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 Gold Award Guidelines from GSUSA.
- The Girl Scouts of Northern California Gold Award Proposal including the Timeline and Financial plan.
- The Girl Scouts of Northern California Gold Award Final Report including the Timeline and Financial Statement.

* All can be downloaded from the Council website:
www.girlscoutsnorcal.org

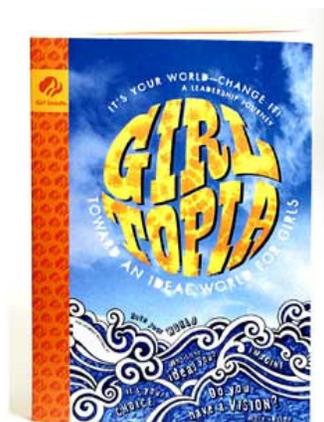
Table of Contents

Girl Scout Gold Award Steps	4
G.S. of Northern California Gold Award Project	5
Timelines and Requirements	6
Leaders and Advisors	7
Money and Your Gold Award Project	8
Getting Donations of Stuff	9
Sample Donation Request Letter Outline	10
Girl Scouts of Northern California Offices	11-13

Girl Scout Gold Award Steps

The 8 Basic Steps

Before you begin the 8 steps, complete two Senior or Ambassador Journeys or if you have earned the Silver Award, complete one Senior or Ambassador Journey. The Girl Scout 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. **Choose an Issue:** Use your values and skills to identify an issue you care about and define the community you wish to serve.
2. **Investigate:** Research everything you can about the issue.
3. **Get Help:** Invite others to support and take action with you.
4. **Create a Plan:** Create a project plan that achieves sustainable and measurable impact.
5. **Submit your Plan and get Feedback:** Complete the Girl Scouts of Northern California Gold Award Project Proposal forms. Submit your proposal to the Girl Scouts of Northern California for approval **prior** to beginning your project.
6. **Take Action:** Implement your plan after gaining Council approval.
7. **Educate and Inspire:** Share what you have experienced with others.
8. **Final Approval:** Complete your final report using the Girl Scouts of Northern California Final Report forms and submit to the Council for final approval.

Find details for each step above in the Girl Scout Gold Award Guidelines for Seniors and Ambassadors as well as the Girl Scout Gold Award Training dates and locations on our website, www.girlscoutsnorcal.org.

Girl Scouts of Northern California Gold Award Project

- Submit your Gold Award Project Proposal. You **must** use the Girl Scouts of Northern California Project Proposal paperwork. Submit your Gold Award Project Proposal a **minimum** of 6 weeks before you expect to begin work to ensure that any delays to the project approval do not impact implementation.
- **You must receive approval before you may begin work on your Project.**
- Do not send your proposal package by registered, certified, or return receipt requested mail. It can add up to a week of delay. If you want to be able to track it, purchase the post office letter tracking option that will allow you to query online whether the piece of mail has been delivered.
- The Gold Award committees meet every 4-6 weeks to review Gold Award proposals. Your proposal will be reviewed at the next meeting after receipt of your proposal. You will be assigned a **Gold Award Coordinator** who will contact you with approval of your plan if it meets all the requirements for a Gold Award Project, or advise you that your plan still needs some work and discuss with you what is needed. Your coordinator will work with you until it meets the level required to be approved and continue to guide you while you complete your project.
- Once you have finished your project, complete and turn in the Girl Scouts of Northern California Gold Award Final Report Paperwork to the Council Office or **Gold Award Coordinator** with whom you have been working, for final review. Once your project is approved, you will receive a letter and certificate in the mail. Your name will be released to your local council store for you to pick up your gift of the Gold Award Pin from the Girl Scouts of Northern California.

Timelines and Requirements

- You must be a registered Senior or Ambassador Girl Scout to work on the Girl Scout Gold Award.
- The Journey(s) must be completed before beginning the steps toward the Girl Scouts Gold 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 Gold 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(s) requirements is fulfilled, the suggested minimum number of hours to use as a guide is 80 hours.
- You have until September 30 after high school graduation or your 18th birthday, whichever is later, to complete the Girl Scout Gold Award project.
- The Girl Scout Gold Award project is an individual accomplishment. It is not a partner or group project. Gather a team of people to help you throughout the project, but it is your project to lead.
- The Girl Scout Gold Award project must focus on communities outside of Girl Scouting.
- Projects that should be avoided: “Canned” service projects, projects where the girl is simply “doing the leg-work” for an agency or group, single events that have been previously developed and implemented by others that you cannot make your own, and anything that is Girl Scout—exclusive or Girl Scout focused do not qualify as Girl Scout Gold Award projects. These are all excellent and worthy *service* projects, but it takes something extra to be a Girl Scout Gold Award project. Girl Scout Gold 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. A focus on education and raising awareness is one way to make sure a project is carried on. Workshops and hands-on learning sessions can inspire others to keep the project going. Another way to create a sustainable project is through collaborations with community groups, civic associations, non-profit agencies, local government, and/or religious organizations to ensure the project lasts beyond your involvement.
- Projects must include a Leadership element. Leaders have responsibilities and share them with others. As a leader, you must be willing to delegate responsibilities to others and oversee the entire project at the same time. 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 Gold Award Project.

Leaders and Advisors

- **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 Gold Award include:

- ✓ Partnering with you to support you in completing your prerequisites to the Gold Award project proposal. Verifying their completion on your Girl Scout Gold Award project proposal.
- ✓ Partnering with you to help define the issues in the community in which you are interested. Helping you identify a person in the community who can be a great project advisor for your project.

- **GOLD AWARD ADVISOR.** A Girl Scout Gold Award project advisor is a volunteer who guides you as you take your project from the planning stage through implementation. The project advisor is typically someone from the community who is knowledgeable about your issue and who can provide guidance, experience and expertise along the way. A Girl Scout Gold Award project advisor is chosen by you to help plan and implement your project.

⇒ Your Gold Award project advisor's primary responsibilities include:

- ✓ Partnering with you to support you in completing your Gold Award project
- ✓ Understanding the steps to the Girl Scout Gold Award and the standards of excellence required for each step

- You are encouraged to connect with your community when earning the Girl Scout Gold Award. That means working with a project advisor who is not your parent. You are encouraged to use someone other than your Girl Scout troop/group leader.
- Your project advisor must be identified before the Girl Scout Gold Award Project Proposal is turned in to the Council. Your project advisor expands the network of adults and provides expertise for your project. If you have a project idea before you start any work on your Girl Scout Gold Award project planning, you may want to identify your project advisor from the very beginning.

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.
- Get a job. 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. 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. Gold 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 Gold Award project. Describe what the Gold 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 advisor sign it as well. For help in writing the letter see the letter outline included in this packet. Any questions, please contact Marla Howard, Program Department at Girl Scouts of Northern California (408) 287-4170 ext.251 or mhoward@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 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 Gold 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 (Senior or Ambassador Girl Scout)

Your Advisor's Signature

Your Advisor's Name

Your Advisor's Title (Gold Award Project Advisor)

Girl Scouts of Northern California

Girl Scouts of Northern California Offices

Send your Girl Scout Gold Award proposal to any of our Gold Award Committee teams in the Council for review. It is most beneficial to you to send it to your nearest office **or** Gold Award Coordinator as the committee in that area is the most familiar with your direct community. If you have questions as you develop your project plan or your project proposal paperwork, contact your local Council office or Gold Award Coordinator.

CHICO OFFICE

The Chico Gold Award Coordinators would like you to direct all questions and to send Gold Award Project proposals to:

- Girl Scouts of Northern California Chico Office Staff:
Helen Molnar
50 Landing Circle
Chico, CA 95973
Phone: (530) 343-1904 ext. 102
Email: hmolnar@girlscoutsnorcal.org

SAN JOSE OFFICE

The San Jose Gold Award Coordinators would like you to direct all questions and to send Gold Award Project proposals to:

- Girl Scouts of Northern California San Jose Office Staff
Marla Howard
1310 S. Bascom Ave.
San Jose, CA 95128
Phone: (408) 287-4170 ext. 251
Fax: (408) 287-8025
Email: mhoward@girlscoutsnorcal.org

Girl Scouts of Northern California Offices

OAKLAND OFFICE

- Girl Scouts of Northern California Oakland Gold Award Coordination Team. Direct questions and send your Gold Award Project proposal to any member of the Gold Award Coordinator closest to your residence or troop meeting location.

Mrs. Helen Coleman
576 Zephyr Circle
Danville, CA 94526
(925) 831-1728
Email: colemanhelen@pacbell.net

Ms. Nancy Corbin
1093 Jost Lane
Alameda, CA 94502
(510) 521-6573
Email: njcorbin@att.com

Ms. Jean Follette
6155 Hill Road
Oakland, CA 94618
(510) 654-6710
Email: jean.follette@gmail.com

Ms. Carol Horaitis
1728 Ocean Avenue #150
San Francisco, CA 94112
(415) 395-6944
Email: cj-horaitis@rocketmail.com

Mrs. Pinky Khatri
3117 El Sereno
Alameda, CA 94502
(510) 865-2149
Email: pinkpanther12398@comcast.net

Mrs. Karen Rodriguez
671 Sycamore Road
Pleasanton, CA 94566
(925) 846-3723
Email: rgirlscoutmail@aol.com

- Girl Scouts of Northern California Oakland Office Council Staff:

Marla Howard
1310 S. Bascom Ave.
San Jose, CA 95128
Phone: (408) 287-4170 ext. 251
Fax: (408) 287-8025
Email: mhoward@girlscoutsnorcal.org

- Girl Scouts of Northern California Oakland Office Mailing Address:

Girl Scouts of Northern California
7700 Edgewater Dr. Suite 340
Oakland, CA 94621
Fax: (510) 562-8470

Girl Scouts of Northern California Offices

SANTA ROSA OFFICE

- Girl Scouts of Northern California Santa Rosa Gold Award Coordination Team. Direct questions and send your Gold Award Project proposal to the Gold Award Coordinator closest to your residence or troop meeting location.

Barbara Creamer
1828 Village East Dr.
Petaluma, CA 94954
(707) 765-1047
Email: barbaracreamer@sbcglobal.net

Karen Fies
4659 Los Gatos Ct.
Santa Rosa, CA 95403
(707) 546-5808
Email: fies@comcast.net

Monica Patterson
5395 El Mercado Pkwy
Santa Rosa, CA 95403
(707) 546-2855
Email: poobunnies@comcast.net

Kathy Place
7286 Cairo Ct.
Rohnert Park, CA 94928
(707) 795-8809
Email: daisy149@sonic.net

Pat St. Clair
1624 Bryden Ln
Santa Rosa, CA 95404
(707) 542-8183
Email: stclair@sonic.net

Leslie Stuart
4727 Annadel Heights Dr.
Santa Rosa, CA 95405
(707) 538-1311
Email: lastuart@gmail.com

Derek Kingham
1635 Prairie Hawke Court
McKinleyville, CA 95519
707-839-3714
djkingham@suddenlink.net

Nancy Rogers-Zegarra
4801 Hillsboro Court
Santa Rosa, CA 95405
707-527-9033
nr729zeg@gmail.com

Paige Wray
2524 Brookhaven Drive
Santa Rosa, CA 95405
707-573-7004
mpwray101@sbcglobal.net

- Girl Scouts of Northern California Santa Rosa Council Staff:

Barb Herrera
4852 Old Redwood Hwy
Santa Rosa, CA 95403
Phone: (707) 544-5472
Fax: (707) 544-5477
Email: bherrera@girlscoutsnorcal.org