



ADULT RECOGNITION BOOKLET

Girl Scouts of the
Green and White Mountains

Serving New Hampshire and Vermont

Second Edition - April 2011

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ADULT RECOGNITION

Everyone likes to feel appreciated for their volunteer service. Whether in the form of a simple thank-you for a small job well done or a formal recognition for years of faithful service in a key position of an organization, such acknowledgment is a signal to the recipient that she or he is noticed and appreciated—that she or he is RECOGNIZED.

An attitude of appreciation can be created by:

- Being aware of the extra effort put forth by an individual.
- Taking the time to mention a person's service or thanks for a job well done.
- Helping people to attain a higher level of achievement.
- Developing a climate wherein work is sincerely noticed and noted at all levels.

When and how the recipient is recognized will make the expression of gratitude memorable. Recognitions might be made on special Girl Scout holidays, at Service Unit meetings, at a special recognition event, immediately following service rendered, at community recognition events, etc.

Who to consider for recognition

- Adult volunteers or staff in any position in Girl Scouting
- People and organizations outside Girl Scouting who provide invaluable support to Girl Scouting.



Informal Recognitions

Some ways to say “thank you” informally at local service units or by committees or task groups could include:

- A framed photograph of the Girl Scouts who participated in a particular project or event
- A thank-you statement published in a Girl Scout publication, website or Yahoo group newsletter or community newsletter
- Flowers presented at a meeting
- Birthday or holiday greetings made by the girls
- A special citation read at a meeting
- Specific awards such as “Rookie of the Year”, “Most Valuable Team Member,” “Green Angel,” “Green Knight”, etc. as developed by your service unit team, committee, or group
- Fun awards such as:
 - breath mints - “You take my breath away”
 - note cards - “for a noteworthy achievement”
 - batteries - “You’ve added energy to our group”

Check our website for more ideas:

www.girlscoutsgwm.org/Families/saythanks.html



ADULT RECOGNITION

Formal Recognitions

For truly significant service, there is a formal adult recognition program in Girl Scouting. These national awards recognize outstanding accomplishments that go well beyond what would be expected for the position held.

The **Adult Recognitions At-A-Glance** at the back of this booklet should help you determine:

- which awards would be appropriate for your candidate(s)
- whether letters of endorsement are required, and how many letters are required for each type of award
- who approves the award nomination
- the deadline date for submission of nominations



The **Outstanding Volunteer** is a national award which is awarded by service units at local service unit meetings or other special events at any time throughout the year. These awards are approved by the service team working with Membership staff or the Manager of Volunteer Retention.



The **Outstanding Leader** award is also a national award and is either awarded at service unit meetings or other special events at any time throughout the year. Remaining national and council awards are awarded at the Annual Meeting in the fall.



Appreciation Pin



Honor Pin



Thanks Badge



Thanks Badge II

The **Appreciation Pin, Honor Pin, Thanks Badge and Thanks Badge II** are approved by the Adult Recognitions Task Group and the Board of Directors. Nominations must be submitted no later than the first Friday in June to info@girlscoutsgwm.org or mailed, faxed, or hand delivered to the Council office.

Contact Council staff
or download nomination forms at:
www.girlscoutsgwm.org/Volunteers/adultrecognition.html

ADULT RECOGNITION

NOMINATION PROCESS: EASY AS 1-2-3!

- 1. Complete the nomination form.**
Clearly state the personal achievements of the candidate and specifically state the reasons that the candidate's achievements meet the criteria for this particular award. Nomination forms should be neatly printed or typed. Alternative forms of nomination will be considered upon request.
- 2. Recruit additional people to write the required letters of endorsement.**
Be sure to communicate the deadline for submission, to whom they should return the completed letter, and share the Letter of Endorsement Tips. Letters of Endorsement should be neatly typed or printed. NOTE: The nominator is not allowed to write letters of endorsement.
- 3. Turn in the entire nomination package on or before the first Friday in June** by e-mail to info@girlscoutsgwm.org or to the service center by mail, fax (603-627-4169) or hand delivered.

Do...

- Type your nomination form if possible or legibly print all information using a ballpoint pen with black or blue ink.
- Tell us all you can... The recognition task group can only work with what is in front of them. If you don't tell them about the candidate, they won't know.
- Include personal insights or anecdotes.
- Growth between awards is one of the areas the task group likes to see. Tell how you feel the person has shown growth in her/his contributions to Girl Scouting since their previous award.
- Be results-oriented. Do not say that the candidate is responsible, friendly, etc. – explain their achievement.
- Explain your connection to the candidate. ("I work with her/him in my role as...")

Don't...

- Be vague. It is assumed that the candidate is someone you think positively of; otherwise you would not be nominating them.
- Write about the many positions the candidate holds unless you have personal experience working with the candidate.
- Make assumptions about the responsibilities involved with service unit level positions. Many service units divide duties among people who are willing to do them. What matters most is that the candidate performs above the expectations of the position.
- Just look at the job description and repeat the list of responsibilities – these are expectations of the position, not above and beyond

Remember - details are important!

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NOMINATION CHECKLIST

- Nomination typed or neatly printed?
- Endorsement letters of 100 words or less written by people who know the candidate's accomplishments well?
- Have the correct number of endorsement letters?
 - Two letters for Outstanding Leader, Outstanding Volunteer, and Appreciation Pin
 - Three letters for the Honor Pin
 - Four letters for the Thanks Badge and Thanks Badge II
- Shown how candidate has met specific award criteria?
- Included candidate's specific accomplishments?
- Included personal insights or anecdotes?
- Included evidence of the candidate's growth since any previous awards?
- Shown what the candidate has achieved (not just their positive personality traits)?
- Shown how the candidate has exceeded expectations for the position held (not just length of service)?
- Submitted entire package (including endorsement letters) **no later than 1st Friday in June?**

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ADULT RECOGNITION TIMELINE

First Friday in June	Nomination packages due: By e-mail (preferred) info@girlscoutsgwm.org OR by mail, fax, or hand delivered to your local council service center or District Membership Staff.
Upon receipt	Manager of Adult Retention reviews the nomination packets for accuracy, legibility and completeness.
June and July	Adult Recognitions Task Group meets <ul style="list-style-type: none"> • Review of nominations is based on the award criteria and the information provided in the packet, not on personality or identity • After review of the nomination, the Task Group members vote to recommend that the award be approved, approved with change of award category, or not approved • Members casting a negative vote must be prepared to state the reason(s) they feel the nomination does not meet the criteria for the award • Each packet is reviewed individually and a vote is taken at the end of the review before the next packet is reviewed
1 st Week in August	Nominators are contacted regarding any nominations that were not approved, or where a change in award category was approved, within one week of the vote. At this time, information will be shared as to what is needed to make a stronger nomination should the nominator decide to appeal. Nominators may follow the appeal process if they feel that the nomination was denied in error.
Within 5 days	APPEALS: Nominations may be revised and submitted within 5 days of notification of vote. Appeals should be sent to the Manager of Volunteer Retention via e-mail info@girlscoutsgwm.org or by fax 603-627-4169.
Mid-August	Appealed Nominations: Based on the information in the revised nomination, and discussion with the Adult Recognition Task Group Chairperson, the Manager of Volunteer Retention will submit any nominations which still do not appear to meet the award criteria for review by the Chief Executive Officer, whose decision is final.
Mid-September	Approved nominations are submitted to the Board of Directors for final approval.
October/November	The awards are presented at the Annual Meeting.

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ADULT RECOGNITION APPEALS PROCESS

If the Adult Recognition Task Group determines that a nomination does not meet the criteria for an award, they may decide to:

- **Approve the nomination for a different award category.**
Example: The candidate's service is deemed to exceed the criteria for the nominated award; a more appropriate award may be approved. Or the candidate has been nominated for the Honor Pin, but no indication is given that the candidate served two or more geographic areas, then they might be approved for the Appreciation Pin.
- **Deny the nomination.**
When there is no indication given that the candidate's service met the award criteria, (i.e. no information was provided which showed that the service was truly exemplary and exceeded the expectations for the position held,) the nomination may be denied.

If a nomination is not approved, or if a change in award category is made, the nominator will be notified within 5 days of the vote. At that time, information will be shared as to what is needed to make a stronger nomination should the nominator decide to appeal the decision. Nominators may follow the appeals process if they feel the nomination was not approved or the award category was changed in error.

- Nominations may be revised and re-submitted to the Manager of Volunteer Retention within 5 days of notification of vote.
- Based on the information in the revised nomination and discussion with the Adult Recognition Chairperson, the Manager of Volunteer Retention will submit any nominations which still do not appear to meet award criteria to the Chief Executive Officer, whose decision is final.