

Girl Scout Gold Award Supplemental Forms

Thank you for downloading the Girl Scout Gold Award Supplemental Forms for gogoldonline submission. Below is a list of the supplemental forms and a description of when they should be completed. These forms should be uploaded when you are ready to submit your Gold Award proposal and Final Report.

Proposal Forms:

1. Gold Award Project Agreement Form
 - Don't forget to have your project Advisor, Troop Leader, and parents sign.

Final Report Forms:

1. Girl Scout Gold Award Project Hour Log
 - Your project hours can be updated directly onto gogoldonline. This log is for your personal use and does not have to be turned in unless you are submitting a paper Final Report form.
2. Record of Income and Expenses
 - gogoldonline will keep track of all your income and expenses for your project. This log is for your personal use and does not have to be turned in unless you are submitting a paper Final Report form.
3. Girl Scout In-Kind Donations Form
 - One form should be filled out for every In-kind donation you receive.
4. Photo Release (minor and adult)
 - Should be used for projects where a video is being made or photos will be taken and shared. One form for each participant will need to be signed (parents if minors).
5. Closing Statement
 - This form is essential to help the committee ensure that we have all the correct information for the Gold Award Court of Awards. A copy of the GSWPA Gold Award Press Release is also include. Fill this form out when you are completed with your project and turn it in with your final report. This will give Council a quick snapshot of your project to promote. You can also turn this into any local media.



Gold Award Project Agreement Form

Please read and initial each statement then include this form with your Gold Award proposal form.

1. ___ I understand that my project proposal, when submitted for approval, will include a proposal form (GSWPA form downloadable from the gswpa.org website) or completion on gogoldonline submission (<https://gogold.girlscouts.org/en/sign-in.html>), a realistic budget and timeline, and this form.

2. ___ I understand that the approval process for the Girl Scout Gold Award proposal is approximately 6 weeks and that I cannot start my project until I speak with my assigned Volunteer Gold Award Mentor.

3. ___ I am in the 9th, 10th, 11th, or 12th grade and have completed all of the prerequisites **BEFORE** submitting my proposal.

4. ___ I have attended a Gold Award Workshop (mandatory) and read the policies and procedure packet completely, and understand the content, which I obtained online from the gswpa.org website.

5. ___ I agree to follow all council guidelines, policies and procedures for money earning and procuring donations. I cannot charge admission to my Gold Award project unless it is a minimum direct fee to cover costs that are directly related to my project. **I understand that I cannot raise money for another organization.**

6. ___ I understand that it is my responsibility to contact the assigned Volunteer Gold Award Mentor every two weeks with updates on my project, once it has been approved by the committee. Failure to do this can result in the Gold Award Mentor delaying approval of the completed project.

7. ___ I understand that my Gold Award project is an individual project.

8. ___ I understand: My Gold Award project is to be based on a community. I have gone out into my community in which I live and found a need. My project will address the root cause of the need/issue and my project will go beyond community service and demonstrate minimum 15 hours of leadership. I understand the difference between service and leadership. My project will not be solely collection based.

9. ___ I have discussed my project with my leader (parent/advisor for independently Registered Girls) **they have signed (not initialed) my proposal** and I have found a community advisor (not leader or parent/relative) to help with my project.

10. ___ I understand, that if I am a graduating high school senior, the suggested date for submitting my project plan to council is April 1st the year I graduate, in order to give me time to complete my project. I understand that proposal will not be accepted after August 1st of your graduation year.

11. ___ I acknowledge that the final deadline to have my Gold Award approved is September 30th of the year I graduate. This includes completing my project and final report, closing statement, and

headshot (jpeg preferred). I understand that my Girl Scout Gold Award Project will not be considered complete until all necessary paperwork is turned in and I will not receive my letter of congratulations until all of these forms are received by the Staff Liaison.

12. ___ I have kept a copy of my Proposal for my records.

Some Girl Scouts may require additional support (IEP, 504 plan, or other) to complete their Gold Award. If this applies to you, please let us know - we're here to support you and will follow up with steps that are specific to your needs.

Yes, please reach out to me for further information.

No thanks, I'm all set.

Note: All information will remain confidential with your council's Gold Award staff and volunteer team and only used to support you. Any documents you provide will be destroyed upon completion of your Gold Award.

I have read, initialed and agree to the above statements:

Date _____
Signature of Gold Award Candidate

Phone Number _____
Email address _____

Date _____
Signature of Project Advisor

Phone Number _____
Email address _____

Date _____
Signature of Leader

Phone Number _____
Email address _____

Date _____
Signature of Parent or Guardian

Phone Number _____
Email address _____

Girl Scout Gold Award Project Hours Log

| Date | Start Time | Activities | End Time | Hours/ mins |
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| Total hours this page | |
| Total hours for Girl Scout Award Project | |

Girl Scout Gold Award Project Record of Income and Expenses (continued)

| Date | Paid to / Received From | For | Amount - Expenses | Amount – Income | Account Balance |
|------|----------------------------|-----|----------------------|--------------------|--------------------|
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Make copies as needed



Girl Scout Gold Award In-Kind Donation Form

Date of donation: _____

Donation description: _____

Approximate In-Kind Donation Value \$ _____

Donated for Girl Scout Award Project: Silver Gold

Company, organization, or individual making donation: _____

Contact Name at company/organization: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone (____) _____

Donation solicited by: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone (____) _____

Anyone else involved in solicitation: _____

Form submitted by: _____ Date submitted: _____

Has a "thank you" been made? Yes No

If yes, what type of thank you? Card Letter Verbal

By whom: _____ Date made: _____

After completing the information above, submit with Girl Scout Gold Award Final Report to your Gold Award committee mentor.

DATE(S): _____

PHOTOGRAPHER/PRODUCER: _____

ASSIGNMENT: _____

COUNCIL (IF APPROPRIATE): _____

LOCATION: _____

ACTIVITY: _____

RELEASE FOR MINORS

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to Girl Scouts of the USA ("GSUSA"), and its successors and assigns (each a "Releasee"), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same), testimonials (written by me or attributed to me), interviews (written by me or attributed to me) (collectively, "Media"), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSUSA, for any purpose including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.

2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSUSA to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSUSA.

NAME OF MINOR (please print): _____ **DATE OF BIRTH OF MINOR** ___/___/___

ADDRESS: _____

CITY _____ **STATE** _____ **ZIP** _____

DAYTIME PHONE NUMBER: (____) _____ **ADDITIONAL PHONE (optional)** (____) _____

Release for Minors (those under the age of eighteen): I, the undersigned, being a parent or guardian of the minor, hereby consent to the foregoing conditions and warrant that I have the authority to give such consent.

NAME OF PARENT/LEGAL GUARDIAN (please print): _____

SIGNATURE OF PARENT/LEGAL GUARDIAN (REQUIRED): _____

DATE: _____

PARENT/LEGAL GUARDIAN EMAIL ADDRESS*: _____ @ _____

(*will not be used for any other purposes or distributed to third parties)

Any revisions to the text of this Release must be approved in writing by GSUSA prior to the activity in order for the changes to be effective.

PLEASE RETURN COMPLETED AND SIGNED RELEASE TO VIDEO PRODUCTION, GSUSA

DATE(s): _____

PHOTOGRAPHER/PRODUCER: _____

ASSIGNMENT: _____

COUNCIL (IF APPROPRIATE): _____

LOCATION: _____

ACTIVITY: _____

RELEASE FOR ADULTS

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I acknowledge that I am eighteen (18) years of age or older. I hereby grant to Girl Scouts of the USA ("GSUSA"), and its successors and assigns (each a "Releasee"), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same), testimonials (written by me or attributed to me), interviews (written by me or attributed to me) (collectively, "Media"), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSUSA, for any purpose including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.

2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSUSA to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSUSA.

SIGNATURE: _____

NAME (please print): _____

DATE: _____

HOME ADDRESS: _____ CITY _____ STATE _____ ZIP _____

DAYTIME PHONE: (____) _____ ADDITIONAL PHONE (optional): (____) _____

EMAIL ADDRESS*: _____@_____

(*will not be used for any other purposes or distributed to third parties)

Any revisions to the text of this Release must first be approved in writing by GSUSA prior to the activity in order for the changes to be effective.

PLEASE RETURN COMPLETED AND SIGNED RELEASE TO VIDEO PRODUCTION, GSUSA

REQUIRED - Girl Scout Gold Award Closing Statement

Please print responses in pen. This completed form is required to complete your Gold Award Final Report. Return to your Gold Award committee mentor with your finished paperwork or through Go Gold Online.

Earning your Girl Scout Gold Award is a major life accomplishment, and you have made your Girl Scout family so proud. Now it's time to tell others about what you did, what you have learned, and the effect you hope your project will have on its intended audience.

Announcing Your Accomplishment with Girl Scouts:

As part of the Court of Awards Ceremony where you will be recognized for this accomplishment and receive your Gold Award pin, GSWPA requires the following information:

1. Print your name as it should appear on certificates: _____
2. Print your name phonetically for pronunciation: _____
3. Who would you like to present you with your Gold Award Pin? What is their relationship to you?
(You are responsible for inviting your pinner to the ceremony.)
Name: _____ Relationship: _____
4. Parents Name: _____
5. Mark each award you have earned: Silver Award AND/OR Bronze Award
6. Speaking Opportunities:
 - a. Would you like to present within the council on your Girl Scout Gold Award? (Based on GSWPA needs and your availability.) Yes No
 - b. As part of the Court of Awards Ceremony, would you like to (check all that apply):
 Read a prayer Read a scripted reading Speak about my Gold Award
A random lottery will determine selection of speakers.
 - c. If yes to any, list contact information: Phone _____ Email: _____
7. As part of our council's Gold Award Court of Awards, we prepare a presentation to play while each Girl Scout receives her Gold Award pin. To represent your work and accomplishment, use the template below as a guide to describe the issue your project addressed, how you made an impact, and your inspiration.

I noticed that _____
_____. I decided to _____
_____. I chose this project because

_____.
8. Please list any other leadership role you have held: _____

9. Describe your plans after High School (if you are already attending college, please list which college you attend): _____

GSWPA requires a headshot of each Gold Award Girl Scout. Photos should be posed and professional. Wearing your Girl Scout uniform in the photo is preferred. School and senior portraits are acceptable. Additionally, you are encouraged to also submit photos "action shots" from your Take Action project.

- a. Digital photos are preferred. Photos should be in a .jpg format and submitted to your mentor.
- b. Printed photos must be at least wallet size or larger. Your photo will not be returned. Mail your photos to your mentor with your final report.
- c. It must be an original photo. ***No photo copies or scanned copies of photos will be accepted.***
- d. Do not staple your photo. Photos that are bent or have holes in them won't be submitted to press. Gently write your name on the back of your photos.

GSWPA will use the information on this form to write a short summary for the Court of Awards Ceremony. You will record yourself reading the summary, and that audio clip will be played while you're receiving your pin.

Announcing Your Accomplishment Beyond Girl Scouts:

Communicating life accomplishments is an important part of celebrating them. Imagine not only including "Gold Award Girl Scout" on your list of life milestones, but actually being able to attach the newspaper article that featured your sustainable solution for your community!

IMPORTANT NOTES ABOUT GOLD AWARD IN THE PRESS: To maintain a clear message about Gold Award Take Action projects in the press, the ONLY press that is permitted prior to a Girl Scout receiving her final approval letter is when the story clearly indicates that the Girl Scout is "working towards earning" the Gold Award. Otherwise, GSWPA does not allow Gold Award accomplishments to be published prior to a Gold Award Girl Scout receiving her official approval letter.

About working with the press

What is a press release? A press release is a single document that gives media information on a specific topic. Sending your accomplishment in this format provides journalists with most, if not all, of the details needed for a great story about your project.

Tips for your press release:

1. Use the template provided by GSWPA which provides a framework to present your message in a way that is meaningful to journalists and newspaper editors. Your press release may be printed verbatim.

For a professional presentation:

- a. Customize all highlighted portions, and remember to remove the highlight formatting.
 - b. The press release should be in 11 point Arial font.
 - c. Include your specific information in the first section, and although the About the Gold Award and About Girl Scouts sections aren't specific to you, please include them to provide supporting information.
2. Use meaningful quotes from Girl Scouts, your troop leader, or project advisor.

Remember:

- a. Quotes in a news release shouldn't repeat information that you've already stated; they should add support to your story.
 - b. Include quotation marks and list the person's name, title, and organization. For example: "We're so proud of Sarah's hard work toward earning the Gold Award," said Jane Doe, leader of Troop 123. "The volunteers at the animal shelter are especially grateful!"
3. Write in a concise, active voice and limit the first section of the press release to 300 words.
 - a. Journalists always use active voice ("Jenna earns the award") instead of passive voice ("The award was presented to Jenna"). Newspapers tend to be tight on space, so keep your release short and sweet, and don't forget to proofread before you send!
 4. Include a photo with your release. Choose an action shot, if possible, and provide a descriptive caption that explains what's happening and identifies all subjects in the photo.

Press Release Template

[City of your home address] resident earns Girl Scout Gold Award

Girl Scouts Western Pennsylvania (GSWPA) awards [City of your home address] resident and Girl Scout [First and Last Name] the Girl Scout Gold Award—the highest award a Girl Scout can earn. [Last name] is the daughter of [Parent/Guardian name(s)].

By earning the Girl Scout Gold Award, [Last Name] positions herself as community leader by advocating for others and utilizing leadership and citizenship skills that set her apart.

[Include a two- to three-sentence quote from your troop leader or project advisor. Use quotation marks and attribute the quote using the person’s name, title, and organization.]

[Last Name]’s project focused on [brief project summary].

[Include two- to three-sentence quote from you: What inspired you? What did you learn?]

[Last Name] attends [Name of school] and [will graduate OR graduated] in [graduation year]. She has been a member of Girl Scouts for [add number] years and was supported in her Gold Award effort by [list your project advisor, partnering organization(s), and your team]. She began her Gold Award project in [Month and Year], and her accomplishment will be celebrated this spring at a ceremony for new Gold Award Girl Scouts in the GSWPA Council.

[OPTIONAL PARAGRAPH] Beyond Girl Scouting, [Last Name] also participated in [list extracurricular activities like student council, sports teams, academic clubs, volunteer work, internships, etc.]

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About the Girl Scout Gold Award

The Gold Award is a national award with national standards that recognizes girls in grades 9 through 12 who demonstrate extraordinary leadership through sustainable and measurable Take Action projects that address important community needs. Requirements for the award include prerequisites for badgework, Girl Scout Journeys, and other Take Action projects, as well as a suggested minimum of 80 hours to complete the necessary steps.

Gold Award Take Action projects equip girls with an awareness of community and global needs and the knowledge and resources to lead the work to resolve these issues.

Some universities and colleges offer scholarships to Gold Award Girl Scouts, and girls who enlist in the U.S. Armed Forces may receive advanced rank in recognition of this achievements.

About Girl Scouts

We’re 2.8 million strong—2 million girls and 800,000 adults who believe girls can change the world. It began over 100 years ago with one woman, Girl Scouts’ founder Juliette Gordon “Daisy” Low, who believed in the power of every girl. She organized the first Girl Scout troop on March 12, 1912, in Savannah, Georgia, and every year since, we’ve made her vision a reality, helping girls discover their strengths, passions, and talents. Today we continue the Girl Scout mission of building girls of courage, confidence, and character, who make the world a better place. We’re the preeminent leadership development organization for girls. For more information on how to join, volunteer, reconnect or donate to Girl Scouts Western Pennsylvania, call 800-248-3355 or visit gswpa.org.

Press and Media Opt-In/Out

GSWPA submits Gold Award Girl Scout photos and project details through a broad outreach to media outlets. GSWPA also promotes Gold Award Girl Scouts on social media, blogs, and other publications. You are required to complete this press kit information, including a press release, however submitting information about yourself and your Gold Award to the press is an individual choice.

Complete this section to indicate your choice.

- I give permission for GSWPA to publish my daughters photo and the information in the attached Press Release in Girl Scout publications.
- I give permission for the above information and my daughter’s photo to be distributed to and published in local media outlets like newspapers, schools, places of worship, etc.
- I DO NOT wish for my daughter’s photo or project details to be published. (Her information will be removed from all social media promotions and media outreach.)

Other notes/information: _____

 Gold Award Girl Scout Signature _____
 Date

 Parent/Guardian Signature _____
 Date

Gold Award Girl Scouts are encouraged to submit their own press release to media and other organizations to learn about bringing community awareness to personal accomplishments and to build communication skills for a future career.

However, if you would like GSWPA to submit the press release to specific locations on your behalf (local/community newspapers, place of worship, parents’ in-house employment publication, etc.), include email addresses to which it should be sent.

 Name of media outlet/organization _____
 Email Address

 Name of media outlet/organization _____
 Email Address

 Name of media outlet/organization _____
 Email Address

CITATION INFORMATION
for
GIRL SCOUT GOLD AWARD

Scout's Full Name: _____

Scout's Address: _____

Scout's Father's Name: _____

Scout's Mother's Name: _____

Troop Number and Service Unit: _____

Gold Award Title: _____

Gold Award Project description: _____

Other Leadership Roles: _____

For questions, please contact:
GSWPA Girl Leadership and Awards Coordinator,
Amber Carson
Contact's Phone: 800-248-3355
Contact's Email: acarson@gspwa.org

Citations should be mailed to:
GSWPA c/o Kriss Svidro
Attn: Gold Award
1602 East Maiden St.
Washington, PA 15301