

Final Report Instructions

The Girl Scout Silver Award, the highest award a Girl Scout Cadette (grades 6,7, & 8) can earn, gives you the opportunity to show that you are a go-getter, innovator, risk taker, and leader who is organized, determined, and dedicated to improving your community.

Forms and Procedures AS OF October 2017

- As a group, the project team completes pages 2-4.
- Each Individual girl completes the pages for individual responses found on pages 5-9 (duplicates follow).
- Time logs are found in the Silver Award worksheets document on the Silver Award page of the GSWPA website. A time log is required for each girl.
- One set of financial logs is required for each project.
- All girls working on a project should submit their report together. Separate submission will cause delays in approval.
- Please use blue and black ink on reports or typed.
- Please do not submit paperwork in binders, folders, and stapled.

Reminders about your Silver Award Take Action Project:

- It cannot solely be a collection or donation drive.
- It cannot be a fundraiser.
- No crowd source funding – Go Fund Me, Kickstarter, etc..
 - Troops must submit an Additional Money-Earning Form to conduct a bake sale or other approvable money-earning project to cover expenses.
- Your project must have a Project Advisor who is a community member that is a expert in the area of your project. Project Advisors can not be troop leaders or family members. A Project Advisor Evaluation is required for each project.

A Silver Award Take-Action project addresses a community need and identifies the root cause. It has long term measurable benefits and sustainable support.

Please remember that it is sometimes necessary for girls to expand upon their project if the Key Points or Standards of Excellence for a Silver Award Take Project have not been met. If it is determined that the project needs to be expanded, a member of our Silver Award Volunteer Committee will work with the Troop Leader and girls to make sure that the required components of the Silver Award project are represented. Once the project has all the required components, a Final Report Addendum may be required before final approval will be granted for the award.

GSWPA Girl Scout Silver Award Take Action Project Final Report

Submit one per Silver Award Take Action Project

Troop # _____ Service Unit # _____ County _____

Project Start Date _____ Project Completion Date _____

Troop Leader Name: _____

Troop Leader Phone Number _____

Troop Leader Email Address _____

Troop Leader Mailing Address _____
 _____ State _____ Zip _____

Name of Project: _____

Prerequisite – Go on a Girl Scout Cadette Journey

Please check the Journey your Troop completed:

AMAZE
 Breathe
 Media
 Outdoor
 Think Like an Engineer
 Think Like A Programmer

Date Complete _____ Troop Leader Signature _____

Build your Girl Scout Silver Award Team

Decided to go solo
 Team of 2
 Team of 3
 Team of 4

Girl's Name	Troop Number	Individual Leadership Role	Total Number of Hours	Date of workshop attended

Silver Award Project Primary Focus Area (please check all that apply)

- | | | |
|---|---|-------------------------------------|
| <input type="checkbox"/> Animals | <input type="checkbox"/> Arts, Culture & Heritage | <input type="checkbox"/> Disability |
| <input type="checkbox"/> Children's Issues | <input type="checkbox"/> Civic Engagement | <input type="checkbox"/> Education |
| <input type="checkbox"/> Disaster Relief | <input type="checkbox"/> Elderly Issues | <input type="checkbox"/> Health |
| <input type="checkbox"/> Environmental | <input type="checkbox"/> Healthy Relationships | <input type="checkbox"/> Poverty |
| <input type="checkbox"/> Human Rights | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Sports |
| <input type="checkbox"/> Public Safety | <input type="checkbox"/> STEM | <input type="checkbox"/> Other |
| <input type="checkbox"/> Military/Veterans Affair | | |

Explore your Community:

What is the community issue that was addressed by your Silver Award Project?

What is the root cause of the community issue addressed by your Silver Award project?
Why is the issue happening?

Take Action Projects must be sustainable. Please describe how your Silver Award Project is sustainable: (Choose all that apply):

- Changes someone's mindset
- Teaches someone a new skill
- Is a physical project I created with the help of the community

Each project must have a project advisor who is a community member that is an expert in the field of the project. The Project Advisor can not be a troop leader or family member. Please tell us about your project advisor.

Silver Award Project Advisor Name _____

Organization _____

Phone number _____ Email Address _____

How is the project advisor an expert in the area of the project?

As a Leadership Award, girls are encouraged to reach outside of the comfort zone to tackle a community issue while leading a community team. Each project should involve at least 5 community members outside of the troops direct circle. Please tell us who else helped you with your project.

Community Contact #1

Name_____ Organization_____

Phone number_____ Email Address_____

Community Contact #2

Name_____ Organization_____

Phone number_____ Email Address_____

Community Contact #3

Name_____ Organization_____

Phone number_____ Email Address_____

Community Contact #4

Name_____ Organization_____

Phone number_____ Email Address_____

Community Contact #5

Name_____ Organization_____

Phone number_____ Email Address_____

Community Contact #6

Name_____ Organization_____

Phone number_____ Email Address_____

Community Contact #7

Name_____ Organization_____

Phone number_____ Email Address_____

Girl Scout Silver Award Approval Checklist

Prerequisites:

- _____ Be a registered Girl Scout Cadette Girl Scout in 6th, 7th, or 8th grade
- _____ Complete one Cadette Journey with associated Take Action project
- _____ Attend a GSWPA Silver Award Workshop—either in person or online.

Documentation:

- _____ Report is written by the girl, not an adult (except in cases where the girl is unable to write, ex. learning disability).
Girls may type report.
- _____ If it is a group project, each girl has submitted her own report, in her own words.
- _____ Final report for group project should be submitted together to avoid delays in approval. Reports for all girls working on a project should be submitted at one time.
- _____ Each girl has submitted her own timeline documenting her individual hours working on the project.
- _____ Girl is in grade 6-8 and the Final Report is received by September 30th of the year the girl begins 9th grade.
- _____ Report is filled out completely, including a time log for each girl and financial logs. Other formats are acceptable for these logs.
- _____ Answers **are written in complete sentences and are as detailed as possible**. Final reports should give a detailed story of the project so that the whole picture can be identified.

Project Plan:

- _____ The Project has a project advisor who is a community contact, outside the girl's immediate circle of family and troop volunteers and is an expert in the subject matter of the project.
- _____ The Project addresses the **root cause** of the chosen issue.
- _____ The project is a new, fresh, girl-generated idea to address the chosen issue, or builds sustainability on what others have done.
- _____ The Take Action project is not a service project where girls are the workforce helping with an effort other have already established.
- _____ Demonstrates an understanding of sustainability in the project plan and follow through; some aspects of the project may provide lasting benefits.
- _____ If it is a group project, each girl takes the lead in her own distinct role in the project and this is clearly outlined in the Final Reports and timeline
- _____ Complies with GSWPA troop finance and fundraising policies, and especially in regards to Girl Scouts not being permitted to raise money for any other organization.

Results:

- _____ Answers on the Final Reports show evidence of personal growth and/or expanded worldviews as a result of working through the Silver Award process.
- _____ Time log details at least 50 hours of work per girl, not including the Cadette Journey, which is a prerequisite for the Girl Scout Silver Award.

Girl Scout Name _____

Troop Number _____

What was the root cause of the issue your project addressed? How did you address it?

How did your project benefit others? What was the lasting effect on the community?
How will the project live on once your involvement is done?

Describe your reasons for selecting this project and your goals. Were your goals met?
Describe any obstacles you encountered and what you did to overcome them.

How did you live the Girl Scout Promise and Law while earning your Girl Scout Silver Award?

Girl Scout Name _____

Troop Number _____

What did you discover about yourself because of this project? What did you learn about others?

What skills did you gain that will help you as a person and a leader?

Describe your specific leadership role in completing this project:

Describe the national and/or global link to your project. If you chose to RESEARCH, what did you learn from others who worked to solve the same problem? How did that help you make your project better? If you chose to SHARE, who else could you share your project with to solve their group's community issue?

Girl Scout Name _____

Troop Number _____

How did you share your project with others, raise awareness of your issue or get other involved in helping to address your issue? Be sure to include any social media sites.

Evaluate your project. What was the most successful aspect of your project? What did you accomplish? What would you do differently?

Time/Hour Log:

Attach a copy of your detailed time log. Be sure to be specific in how the time was spent. Remember, each girl's time log should be different reflecting her individual leadership role in completing the project. The Silver Award has a requirement of 50 hours per girl.

Final Budget:

Don't forget to include your record of expenses and in-kind donation forms (one per donation). If your group held an additional money earning activity, a copy of the approval is required. One set of financial records for groups projects is required.

Project Advisor's Evaluation:

This evaluation should be completed by your project advisor, who is the expert in the area of your project.

Also, include any, brochures, flyers, pictures or samples of items created for you project and pictures of your work on the project to help give the entire story of what you accomplished. Please understand that materials can not be returned.

Girl Scout Silver Award Project Advisor Evaluation

End of Project Evaluation - Submit one per girl who worked on the group Silver Award Take Action

Girl Scout Name: _____ Date of Completion: ___/___/___

Project Title: _____

Dear Girl Scouts Western PA:

Project Advisor's Name (print)

Project Advisor's Signature

Girl Scout Name _____

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