



**Adult Award Nomination Packet
Honor Pin, Appreciation Pin
2015**

Submission Instructions

Complete all sections of this form and refer to the Submission Checklist to ensure all necessary information is included. Send the nomination packet, complete with all attachments, to:

Volunteer Services Specialist – Girl Scouts of the Colonial Coast - 912 Cedar Road - Chesapeake, VA 23322

Fax: 757-547-1872 – Email: volunteer@gscoc.org

Nomination Deadline: **November 30, 2014**

Nomination is for recognition of service during the 2013-2014 Membership Year (10/1/13 – 9/30/14)

Nominator Information

Name			Service Unit	
Address				
Telephone	Home		Cell	
Email				
What is the best way to contact you?				

Candidate Information

Name			Service Unit	
Address				
Current Position(s) in Girl Scouting				
<input type="checkbox"/> This candidate is a registered Girl Scout adult.				
The nominee <input type="checkbox"/> works directly with girls <input type="checkbox"/> volunteers indirectly, working with adults				

Choose one of the following criteria to determine the most appropriate award:

Appreciation Pin – recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience; this support has had a measurable impact on **one or more geographic areas of service/service units** to reach and surpass the mission-delivery goals of the council.

Honor Pin – recognizes and individual's exemplary service in support of delivering the Girl Scout Leadership Experience; this support has had a measurable impact on **two or more geographic areas of service/service units** to reach and surpass the mission-delivery goals of the council.

Endorsement Letters

Provide the appropriate number of endorsement letters for the award being submitted.

Appreciation Pin – 2 Letters

Honor Pin – 3 Letters

Individuals or groups familiar with the service performed may submit letters of endorsement. (The person making this nomination may not submit a letter of endorsement.) Use the Adult Award Letter of Endorsement form for each letter.

Provide the names and contact information of persons providing letters of endorsement for this nomination:

	Name	Phone	Email	Position in Girl Scouting
1.				
2.				
3.				

Qualification Statement

Please describe how the nominee has delivered outstanding service that has benefitted one or more areas within the council's jurisdiction. Describe a specific impact the nominee has made through this service. Be specific and provide detailed descriptions. Attach additional pages, if necessary.

Supporting Documentation

Attach any additional documentation in support of this nomination. Supporting documentation may include program impact data, service delivery team/service unit goals or plan of work, Council goals, etc.

Submission Checklist

- 1. Nominator information complete and accurate
- 2. Candidate information complete and accurate
- 3. Candidate meets qualifications stated for appropriate award
- 4. Qualification statement is thorough, specific and detailed
- 5. Letters of endorsement attached (appropriate number for the award being considered)
Appreciation Pin – 2 Letters
Honor Pin – 3 Letters
- 6. Appropriate supporting documentation attached (optional)
- 7. Copies of this entire packet are made for the nominator's records

I have reviewed this application and found it to be complete and accurate.

Nominator Signature _____ Date _____

For Use by Volunteer Services Department

- Received completed nomination form on (date) _____ Received from _____
 - Reviewed for thoroughness and accuracy
 - Logged
 - Communication sent regarding approval or denial to appropriate contacts. Date _____
-
-

Recognitions Committee Decision

- Approved Denied Pending, more information required

If pending, please describe the information required:

Signature of Committee Chair _____ Date _____

Council Board Approval

- Approved Denied Pending, more information required

If pending, please describe the information required:

Signature of Board Representative _____ Date _____