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## Girl Scout Gold Award Toolkit

### Prerequisites to beginning your Gold Award project (as of September 2009):

Complete 2 Journeys at the Senior (Grades 9-10) or Ambassador (Grades 11-12) level depending on your grade. If you're a Senior you'll need to choose the Senior Journey(s), if you're an Ambassador you'll need to choose the Ambassador Journey(s). If you've earned your Silver Award, you only need to complete one Journey at your level.

Once you've completed these (including the Take Action project portion of the Journey(s)) and your Group/Troop Advisor has signed off on your work, use this "Gold Award Toolkit" to begin figuring out your Gold Award Project. Girls must complete each step in the Gold Award Toolkit, BEFORE filling out the Proposal Form. Some girls will find that they will need to repeat steps after researching a possible root cause to an issue and coming to a dead end.

After you have gone through the tool kit, fill out the Proposal Form found within this document. **The Girl Scouts of Eastern Massachusetts deadlines & Proposal/Final Report Meeting Date choices are found on page one of the Proposal & Final Report forms within this document.** Have two different people read it for spelling, grammar and clarity. Then have it signed by your Group/Troop Advisor and mail it to the address listed on the Proposal Form by a specified deadline.

**Questions Contact:** [goldaward@girlscoutseasternmass.org](mailto:goldaward@girlscoutseasternmass.org)

### Proposal/Final Report Submissions:

Girl Scouts of Eastern Massachusetts  
Attn: Gold Award  
111 East Grove Street  
Middleboro, Ma 02346

### Q: Wait! I did all of the work in the Go For IT! Gold insert booklet! What do I do?

**A:** No worries! If you started the prerequisites before September 2009, GSEM is honoring the work you've done, and you won't have to complete the Journeys to work on your Gold. Definitely still use this tool kit to help you figure out your Gold project, though – it's sure to be a great help to you. To obtain the 2004 Proposal Form, you must send an email to [goldaward@girlscoutseasternmass.org](mailto:goldaward@girlscoutseasternmass.org) and one will be emailed to you.

**Please note:** As of Oct 1, 2011, girls are not allowed to begin working toward the Gold Award using the 2004 requirements, however any girl, that began using the 2004 requirements prior to 10/1/2011, is not required to rush to finish their Gold Award project by 10/1/11 under the 2004 requirements. These girls still have the same ultimate deadline, Sept 30<sup>th</sup>, of the year in which you graduate, so if you graduate in June 2012, you have until September 30<sup>th</sup> 2012.

**Please note:** If you would like to be included in the annual Gold Award & Graduating Senior Celebration in June, your Final Report Form must be completed, signed by you and your Gold Award Committee Advisor and mailed to the address above and received no later than 5pm on May 1<sup>st</sup>. Use this information when planning your timeline. No exceptions will be made. Remember to give your Gold Award Committee Advisor ample time to receive, review, discuss and sign your Final Report. A two week lead time is sufficient.

## Standards of Excellence Tracking Sheet

*Keep a notebook and/or binder and keep track of all you do, everyone you talk to and their full contact info and how much time each activity takes!*

<b>Girl Scout Gold Award Steps</b>	<b>Notes Regarding Your Progress and Significant Dates</b>	<b>Standards of Excellence</b>
<p><b>1. Choose an issue.</b> *See "Decision Making Tips" in the pages that follow</p>		<ul style="list-style-type: none"> <li>▪ Live the Girl Scout Promise and Law.</li> <li>▪ Demonstrate civic responsibility (the way you take action toward great citizenship)</li> <li>▪ You should be able to speak on the following topics to know that you truly have a Gold Award project:</li> <li>▪ My project addresses a root cause to an issue (state the issue) my community faces by...</li> <li>▪ And tell us why it's important to you and why you LOVE what you've chosen to do.</li> <li>▪ I have done my investigating and have research to back up my findings and to help me in achieving my goals</li> <li>▪ I will show my leadership by recruiting and directing the help of the following people/volunteers/groups (most of whom should come from beyond the Girl Scouting community)...</li> <li>▪ My project will be made sustainable by/through:</li> <li>▪ I have identified a way to measure the success &amp; impact of my project</li> <li>▪ I have talked with and identified my content/project advisor from the community who will serve as a mentor on the topic and/or population I have chosen to work with</li> </ul>
<p><b>2. Investigate.</b> *See "Interview Tips" and "Making Your Pitch"</p>		<ul style="list-style-type: none"> <li>▪ Use a variety of sources: interview people, read books and articles, find professional organizations online. Remember to evaluate each source's reliability and accuracy.</li> <li>▪ Demonstrate courage as you investigate your issue, knowing that what you learn may challenge your own and others' beliefs.</li> <li>▪ Identify national and/or global links to your community issue. Oftentimes, establishing a link is a simple "google" search away. If something is happening in your community, most likely it's happening elsewhere (See Gold Award Toolkit Additional Resources document found at <a href="http://www.girlscoutseasternmass.org/forms.html">www.girlscoutseasternmass.org/forms.html</a> for more help on this topic</li> <li>▪ Ex. Hunger is an issue in Boston: Is this happening in Texas? Is it happening in Africa?</li> </ul>
<p><b>3. Get help.</b> *See "Making Your Pitch" And "Teaming Tips"</p>		<ul style="list-style-type: none"> <li>▪ Seek out and recognize the value of the skills and strengths of others. Great Bosses hire people who have skills that flesh out their department/company. Flesh out your team to include people that bring strengths and skills to the table that you don't have or</li> </ul>

		<p>need to work on. This will require knowing your talents and skills too!</p> <ul style="list-style-type: none"> <li>▪ Respect different points of view and ways of working. You will end up directing a team member to carry out an activity/assignment. Don't expect that person to do it exactly as you would, they probably won't. Instead make your expectations for the outcome of the activity clear, and allow the person to operate in their own style.</li> <li>▪ Build a team and recruit a content/project advisor who will bring special skills to your Take Action project. Ex. If you're working with a homeless shelter, you will surely want to connect with the Director or Activities Director to find out more on the facility and population and issues surrounding homelessness. If you're working with the homeless shelter and creating educational activities for the children who live there, you may want a second content/project advisor (maybe a teacher you know?) who can help you with expert advice on that piece of your project. Other people to consider are people who can help get you permission if permission is needed for your project. Always get permission in writing (and don't be afraid to ask for this!).</li> </ul>
<p><b>4. Create a plan.</b> *See "Mind Mapping" And "Teaming Tips"</p>		<ul style="list-style-type: none"> <li>▪ Lead the planning of your Take Action project.</li> <li>▪ Walk through your plan with your Group/Troop Advisor and Content/Project Advisor before submitting your Proposal. If there's a piece to your project you know may not work, make a "plan b."</li> <li>▪ Work collaboratively to develop a plan for your project that creates lasting change (or Sustainability!).</li> </ul>
<p><b>5. Present your plan and get feedback.</b> *See "Project Planning Checklist"</p>		<ul style="list-style-type: none"> <li>▪ Submit a Project Proposal to your council that is to the point but includes enough detail to be completely comprehensive, and clear. Spell check and have 2 others read it and ask them to tell you what you intend to do to make sure it's clear to the reader! Look at the GSEM website or on the Proposal Form in the pages that follow for deadlines &amp; corresponding meeting dates. You'll need to have your Proposal signed by your Group/Troop Advisor, yourself and preferably by your Content/Project Advisor too. Having that third signature shows the committee that you have discussed your project with your Content/Project Advisor and s/he is on board. Send your typed and signed form to the address on the first page of this toolkit be sure to indicate which date for that deadline month you'd like to come in for your Proposal Meeting, with the Gold Award Committee, comprised of volunteers who've either earned the Gold Award, had a daughter or other Girl Scout earn the Gold Award or was trained because they have a</li> </ul>

		<p>passion for the Gold Award and working with young women.</p> <ul style="list-style-type: none"> <li>▪ <b>For your meeting:</b></li> <li>▪ Be able to describe your plan including the Girl Scout Leadership Outcomes you want to achieve and the impact you plan to make on yourself and the community.</li> <li>▪ Be able to articulate your issue clearly and explain why it matters to you.</li> <li>▪ Come with an open mind and be able to accept constructive suggestions that will help refine your project</li> <li>▪ You'll be assigned a Gold Award Advisor from the Committee, here at GSEM. You'll need to call her once you get her info via email. The two of you will create a Project Plan Agreement that details what you intend to do. You can not begin on your Gold Award project until the PPA is made &amp; mailed to the address on the first page of this document.</li> <li>▪ You and your Gold Award Committee Advisor will get an email saying that it's been received. This email is your confirmation that you may begin working on your project.</li> <li>▪ It is MANDATORY (or required) that you check in with your Gold Award Committee Advisor as often as specified in your PPA (usually every two weeks or monthly).</li> </ul>
<p><b>6. Take action.</b>  *See "Project Planner"  And "Planning and Budgeting Tips"  And  "Sustainability tips"  And  "Teaming Tips"</p>		<ul style="list-style-type: none"> <li>▪ Take action to address the root cause of an issue, so that your solution has measurable and sustainable impact.</li> <li>▪ Actively seek partnerships to achieve greater community participation and impact for your Take Action project.</li> <li>▪ Challenge yourself to try different ways to solve problems.</li> <li>▪ <b>Use resources wisely.</b></li> <li>▪ Speak out and act on behalf of yourself and others.</li> <li>▪ If you hit a road block, need advice or want to share a success, email or call your Gold Award Committee Advisor. She is there to help you and celebrate with you!</li> <li>▪ If you have trouble connecting with your Gold Award Committee Advisor and have made several attempts to call and email – send an email to <a href="mailto:goldaward@girlscoutseasternmass.org">goldaward@girlscoutseasternmass.org</a> include your full name and your advisors name and any details.</li> </ul>
<p><b>7. Educate and inspire</b>  * See "Sharing Tips"  And  "Reflection Tool"  <b>PLEASE NOTE:</b> the details of this section are in between the Proposal Form and</p>		<ul style="list-style-type: none"> <li>▪ Summarize the effectiveness of your project and the impact it has had on you and your community.</li> <li>▪ Share the project beyond your local community and inspire others to take action in their own communities.</li> <li>▪ Reflect on what you have learned when you present your Girl Scout Gold Award Final</li> </ul>

<p>the Final Report Form. You must include Educate &amp; Inspire in your Project Plan and ensure you complete this before you fill out the Final Report.</p>		<p>Report to your council.</p> <ul style="list-style-type: none"> <li>▪ Once you have filled out the Final Report Form – send it to your Gold Award Committee Advisor. She'll review and discuss your project with you. She ultimately gives you approval that you're finished.</li> <li>▪ Make sure to give her ample time to receive and read your Final Report prior to one of the deadlines listed on the GSEM website. Once she signs your Final Report, you'll need to Postal mail it to the address on the first page of this document.</li> <li>▪ Then you'll come in for a Final Presentation with the Gold Award Committee in order to provide closure to your project and the Gold Award process and to help GSEM continually evaluate our support to girls going for the Gold Award.</li> </ul>
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**Also check out the document called “Gold Award Toolkit Additional Resources”**

## Decision-Making Tips

You are about to make a big decision that will have a significant impact on your life and may even change it forever. Take some time to reflect and get inspired. Start with yourself.

- What inspires you? Is it something in your school, community, country, or the world?
- What motivates you into action? Is it people, events, activities, places?
- What skills, talents, and strengths do you have to offer?
- How do you want to make a difference? As an advocate for justice? A promoter of environmental awareness? As a trainer, mentor, or coach? As an artist, actor, or musician? As an organizer of petitions or campaigns? As an entrepreneur? Can you think of another role?
- What motivates, inspires, and interests others? Can you build a team to support your idea?
- What would benefit the community both immediately and long-term?
- Check back through your Girl Scout leadership journey(s). What interested you that you might be able to translate into an award project?

Need some inspiration? Search through these sites to see what others are doing to address issues in their community.

- **The Corporation for National and Community Service:** [www.serve.gov](http://www.serve.gov)
- **Global Citizens Corps:** [www.globalcitizencorps.org](http://www.globalcitizencorps.org)
- **Global Youth Action Network:** [www.youthlink.org](http://www.youthlink.org)
- **Global Youth Service Day:** <http://gysd.org/share>
- **Learn and Serve America:** [www.learnandserve.gov](http://www.learnandserve.gov)
- **Prudential:** [spirit.prudential.com](http://spirit.prudential.com)
- **Taking IT Global:** [www.tigweb.org](http://www.tigweb.org)
- **United Nations Millennium Development Goals:** [www.un.org/millenniumgoals](http://www.un.org/millenniumgoals)
- **World Association of Girl Guides and Girl Scouts:** [www.wagggs.org](http://www.wagggs.org)
- **Youth Venture:** [www.genv.net](http://www.genv.net)

## Interview Tips

While investigating an issue that interests you, you will be getting information from many sources, possibly including, but not limited to, volunteers, experts, and leaders in that field. Find out what you need to prepare and conduct an interview.

1. **Making arrangements:** Decide who you would like to interview, contact the person, and set up a date and time. Be sure to follow common safety tips and inform your parents/leader about who you are meeting and when. For more information on Safety Checkpoints & Volunteer Essentials, please visit [www.girlscoutseasternmass.org/forms.html](http://www.girlscoutseasternmass.org/forms.html)
2. **Preparation:** Gather research and background information to help you formulate questions to ask the interview subject(s). Use these sample interview questions to get you started, and then add some of your own. Practice with a friend, team mate, family member or your Group/Troop Advisor. If you need help choosing an issue, you'll want to ask the following types of questions:
  - What are the biggest challenges/problems that you have faced or are facing?
  - What do you think is the root cause of these issues?
  - What will it take to address these issues?
  - Are there any resources available to do that?
  - What do you consider to be the strengths of the community?

If you've already chosen an issue, write down some questions that you would like answered or some ideas you would like to discuss and then move forward with the interview.

3. **Conducting the interview:** Be on time! If you have to cancel or reschedule, give as much notice to the interviewee as possible. Bring a notebook to take notes. Here are some tips:
  - Find a quiet place where you'll have each others' full attention, and agree to turn off your cell phones.
  - Start by thanking the interviewee for her/his time, and then briefly describe your project (See "Making Your Pitch" on the next page).
  - Keep questions simple and related to the issue at hand. Do your research. Preparation is key!
  - Ask the person you interview if she or he would like to hear more about your project as it develops.
  - Send a thank-you note to everyone you interview within a week of the interview. Mention the possibility of a follow-up interview.
  - If you try to set up an interview and the person you're connecting with says that they do not have time for you – ask if they can refer you to someone with a good depth of knowledge, who does have time.
4. **Reviewing information and setting up a possible follow up interview:** Your interview is over. Now what? You have to sift through to find the information that's relevant to what you are working on. If there are some gaps that you need to fill, contact your interview subject(s) to get more information and to find out whether or not you have your facts correct. Remember to check and recheck your facts!

## Making Your Pitch

You've seen the advertisements and most times you even remember the slogans. What makes them memorable? It could be because they're clever or catchy or funny. Now that you've chosen your issue, think of a way that you can let people know about it. You should be able to describe the issue you've chosen in about 15 seconds. Here are some tips to help you do that.

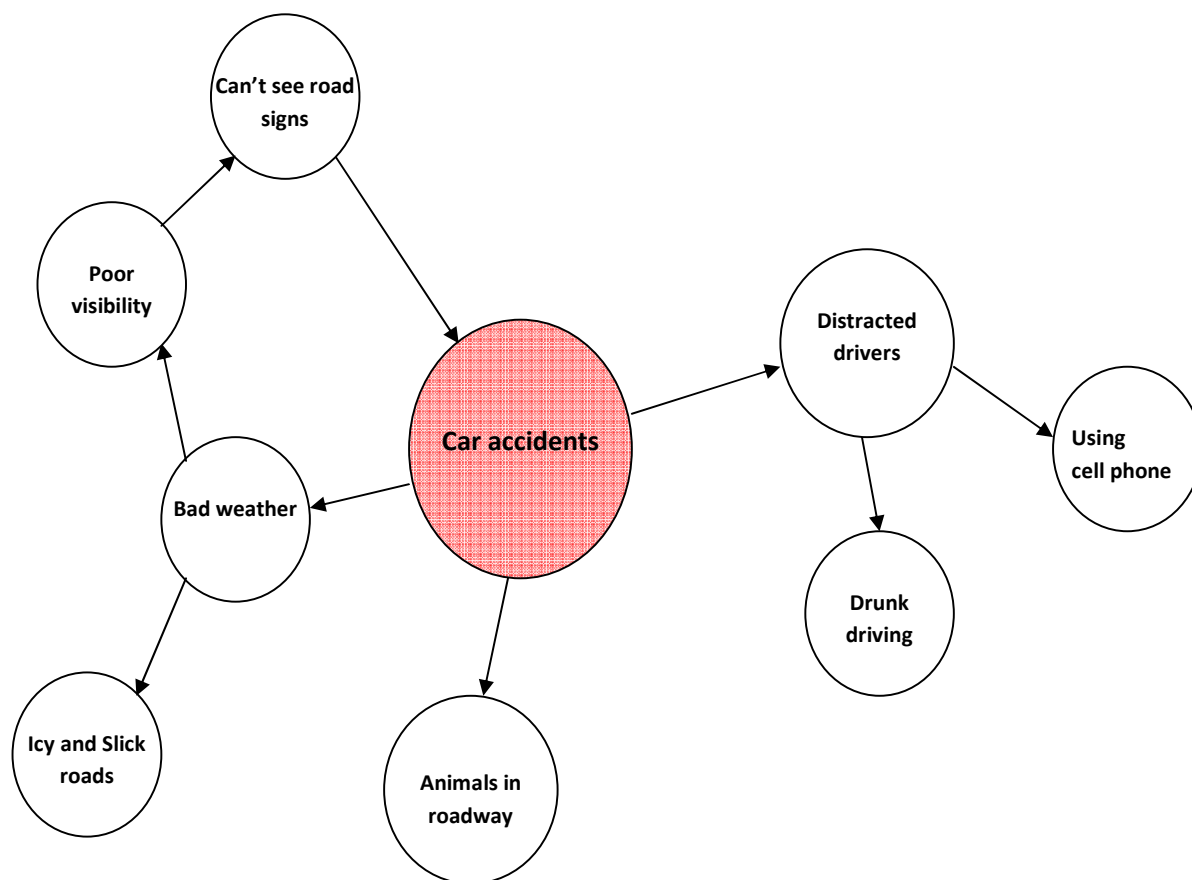
- **Make it memorable:** Develop a slogan. What makes you remember the slogan in those commercials on TV? How can you incorporate that into your pitch? Note: Not your area of expertise or comfort? Then team up with someone who is good at this!
- **Target your audience:** Who are you trying to reach? If you are aiming for kids, think of a story or riddle that would relate this to them. Young kids love to rhyme. If you're reaching out to adults, no cute stories, though meaningful examples are good! Think about your audience and try to tailor your pitch so that it connects with them.
- **How you will help:** You've gotten their attention with your slogan/brief info. Now tell them what your project will do to make their lives better and/or why you need their help/support.
- **Personalize it:** Why this project? Why this target audience? How will doing this make you a better person?
- **Do it:** Put it all together. Explain your idea in a short and motivating way that clarifies it for you, your potential team, target audience, and supporters. Remember, 15 seconds. Go!

## Mind-Mapping Tool

Create your own mind-mapping diagram like the one shown here, using one of the issues facing your community. Doing this is similar to the way English teachers explain how to write a paper with a thesis statement. Your center bubble below is the broad issue, the arrows out to the smaller bubbles are the causes of the issue. The farther out you bubble, the more likely you'll be able to tackle that cause of the issue. Follow these instructions.

- Write the community issue in the middle of the paper or any where that works for you.
- Think about what some of the causes of this issue could be. In this example, one of the main causes of car accidents is bad weather. Notice how many different causes connect from bad weather.
- Now, try connecting the different causes you come up with to each other and to the main issue. How do the causes connect to each other?
- Do you see a pattern?
- Of the smaller bubbles, which one are you passionate about and would be realistic to try and make a positive change to? Ex. Can't see road signs: maybe you do research in your town and get teams of volunteers to walk or drive around to see if all road signs are visible in your community, if they're not – you could work with your town's department of public works or highway department to make a plan to keep them clear and/or add more signs where appropriate to reduce accidents in a given area.

This activity will help you come up with different ways to approach a problem, as well as different ways you might go about addressing it.



## Teaming Tips

Think about the people who might be able to help you put your project into action. Choose people who will stick it out until the project is complete. You don't have to limit your team to people your age but you will need to create your Team with community members beyond Girl Scouting. Your Girl Scout friends can help, but you want to expand your comfort zone and work with new people!

Working in a group will help you make a bigger impact and cover more ground than you would on your own. It might be challenging at times, but remember to always be honest and fair, friendly and helpful, considerate and caring, and responsible for what you say and do. Here are a few tips to keep in mind as you build your team:

- Promote a sense of trust and belonging
- Share ownership
- Clarify roles and responsibilities
- Communicate regularly and openly
- Respect diversity
- Have fun and be creative
- Be open to new ideas and different ways of working
- Keep learning and growing

Updated: 7/2011

## Content/Project Advisor Tips

Here you'll find tips for selecting and working with your content/project advisor.

- **Reach out:** You've figured out the issue you're going to address with your project. Now it's time to find an expert to help along the way and give you advice and suggestions. Ask your troop/group volunteer or your council for suggestions. Then, select a few people who are related to your issue area with whom you'd like to work. Your Content/Project Advisor may be as specific as the Director of a Homeless Shelter or as Broad as employees of the Town.
- **Safety first:** Before you meet with new people, talk to your troop/group volunteer for some safety tips and do's and don'ts. Make sure your family knows who you're talking to and meeting with.
- **Ask:** Start with your first choice, and if she or he can't help, go to your next choice. (**Hint:** There may be many others who are willing to help!) Approach the people you selected one at a time. Introduce yourself by sending a brief letter or e-mail, explaining what you're working on and the advice you would like. Give some background. Give an estimate, asking about time commitments and which way would be best to communicate. Keep track!
- **Say thanks:** When an individual accepts, send her or him a thank-you note, along with a brief description of your project and a list of areas where you think you'll need the most help.
- **Think ahead when asking for help:** Before you compose an e-mail or call your content/project advisor, think about how you can simplify a problem you're having, so that she or he can offer quick suggestions.
- **Share your progress:** Make sure to tell your content/project advisor (in a quick e-mail or phone call) about your progress and how her or his help is making your project better, easier, and so on. Make sure you're also keeping your GSEM Gold Award Advisor in the loop! She gives you ultimate approval for your Gold Award.
- **Celebrate together:** After your project is completed, invite her or him to your Gold Award ceremony and/or your own celebration. Don't forget to send a thank-you note!

## Project Planner

A Girl Scout Gold Award Take Action project addresses the **root cause** of an issue, produces impact that is measurable and sustainable, and is a local project that links to a national and/or global issue. Here are a few tips to help you lay out your project plan:

- **Set project goals:**

What is your project? \_\_\_\_\_

Why does it matter? \_\_\_\_\_

Who will it help? \_\_\_\_\_

The difference I intend to make in the world is \_\_\_\_\_

- **Steps to meet the goals:** List step-by-step what it will take to reach your goal. Be as specific as possible so that you can put together a timeline and draw on your team to help you reach your goals. You can also have “sub-goals.” Overestimate how much time things will take you to do – that way if something unexpected pops up you’ll have time to tackle it or you’ll have time to take a break!
- **Develop a timeline:** This will help you determine how much time should be allotted to each part of your project. Sometimes it is easiest to work backward from your deadline. Remember that you have ultimately until September 30<sup>th</sup>, of the year in which you graduate. So if you’ll graduate in 2012, you have until 9/30/2012. 2013: 9/30/2013 and so on. So first take the number of weeks from when you’ll get to begin your project (post Project Plan Agreement creation with your Gold Award Committee Advisor). Divide 80 (the minimum number of hours) by the number of weeks and that’s how long per week you need to spend on your Gold. HOWEVER, if you’re a senior in high school (grade 12), you want to aim to be done with your project by March of your senior year. Why? Because – April you have prom and probably lots of sporting opportunities, May you have finals, June you graduate, July you’re spending time with friends you think you’ll never see again, August you’re probably getting ready to go to college, or there by now and September you’re there at college, are you really working still on a project you began in high school? Probably not! So go back and count the weeks up until March 1<sup>st</sup> and divide 80 by that number. Remember to include all of the things in your life that will take up time, not just your project – keep a calendar so that you know about all of the things that will take up your time and plan for it – great life skill and great way to stay in control of your stress level.
- **Think about money-earning:** Brainstorm ways to finance your project, if needed, speak with your Girl Scout group/troop volunteer to make sure that your ideas are in line with the Girl Scout policies or review money earning in Volunteer Essentials on our website. See the Safety Checkpoints (rules and regulations) also. Remember, you can make an impact without spending money by influencing policy and so on. If you are not part of a troop, your Service Unit may be able to help you keep track of any funds you earn for your project. Check with your Membership Specialist for your area who can connect you with your Service Unit Coordinator. Service Units are sometimes single towns and other times they include multiple towns that share borders.
- **Establish a global link:** Consider how to connect your project to an issue that affects people in other parts of the country or the world.

Use the following questions to help you determine what you need and what you need to do. Take the time to think about, research and answer these questions.

- What is the goal that you would you like to achieve with your project?
- How do you plan to achieve this project goal?
- What are the foreseeable obstacles?
- Aside from your team, troop/group volunteer, and project/content advisor, do who else do you need to help you with your project?
- What supplies will you need?
- If necessary, how will you earn money or fundraise?
- How will you measure your success as you go?
- How will your project create lasting change?

## Planning and Budgeting Tips

It's budget time! Start by figuring out what you need and where you can get it for little or no cost, if possible. If it's not possible, think about how much it is going to cost and how you can cover those expenses. Don't forget to shop around for the best prices! Many projects are possible when you concentrate on the issue at hand. Use your influence and leadership skills to come up with ways that you can make a difference that might not include earning money.

List the Steps to Achieve Your Goal	What Resources and Materials Will You Need?	Where Can You Get the Resources and Materials?	How Much Will They Cost?	How Do You Plan to Cover These Costs?

Does your plan sound do-able? If not, take a step back and refocus. Try to find a different angle to pursue. Work with your group/troop volunteer, content/project advisor, and Take Action team to find solutions to problems and obstacles that come up along the planning stages. Once you've submitted your Proposal and created your Project Plan Agreement, you'll want to utilize your Gold Award Committee Advisor for help on your project.

## Sustainability Tips

Girl Scout Gold Award projects are not “one shot”—they create lasting change. You can ensure a lasting project by setting clear timelines, collaborating with community organizations, building alliances with adults and mentors, and keeping good records. Sustainability often involves influencing others to pitch in. Here are some examples of sustainable projects.

### Example #1

**Community issue:** Food waste from school lunches poses a danger to the environment.

**Root cause:** No community composting or recycling program.

**Take action:** Create a food-waste composting program for the school.

**Making the solution sustainable:**

- Work with school officials to find biodegradable plates and cups to use in the cafeteria.
- Work with town/state food waste officials to ensure the system is in place.
- Implement a plan in your school to separate their cafeteria waste into composting, recycling, and trash bins. (Farmers can use the compost to fertilize crops, improve the quality of the soil, decrease soil runoff, and so on.)
- Get a commitment from school administrators to carry on when your project is complete.

**Making your project bigger (national and/or global link):** Recruit students at schools in the area to develop the program for their schools and/or contact local and state officials about adopting the program.

**Global link:** Find out how people in other parts of the world deal with food waste in schools. What kinds of programs do they have in place? How can you learn from this?

### Example #2

**Community issue:** Teen suicide.

**Root cause:** Lack of awareness and prevention.

**Take action:** Establish an awareness and prevention program.

**Making the solution sustainable:**

- Produce a short video that can be used in other communities with an online brochure outlining the steps to an awareness and prevention program.
- Share the video and online brochure with schools and community organizations.
- Work with local school officials to establish teacher training for how to recognize early warning signs of suicidal behavior

**Making your project bigger (national and/or global link):** Share the program with local youth groups, health/human services agencies, community centers, church/synagogue/mosque community centers, or school district.

## Project Planning Checklist

The answers to all of the questions below must be yes before you submit your plan to council by a specified deadline found on the Proposal Form in the pages to follow. Additional info can be found on the GSEM website [www.girlscoutseasternmass.org/forms.html](http://www.girlscoutseasternmass.org/forms.html) (Resource Library and Forms, link is at the bottom of the webpage). Once you submit your Proposal to the address on the first page of this document, you'll be emailed with a time slot for the date of your choice (from the listed dates) for your Proposal Meeting with the Gold Award Committee as well as information to help you prepare for the meeting. Whenever possible, feedback will be given to you in this email as well, though at times with the number of girls submitting Proposals, it is not always possible. If you really want to ensure that you'll receive feedback, send your Proposal form to [goldaward@girlscoutseasternmass.org](mailto:goldaward@girlscoutseasternmass.org) a month ahead of time.

- Will your project demonstrate your leadership skills?
- Have you set your project goal and identified what you would like to learn?
- Have you chosen your Take Action team? Have you discussed the project with them?
- Have you created a budget for the project?
- Have you created a plan to raise funds, if necessary?
- Have you made a timeline for your project?
- Does your project address a need in the local community and have you found national and/or global links?
- Can your project be sustainable?
- Does your project challenge your abilities and your interests?

*Once you answer yes to all the items on this checklist, you're ready to **submit your Girl Scout Gold Award Project Proposal to Girl Scouts of Eastern Massachusetts, Attn: Gold Award, 111 East Grove Street, Middleboro Ma 02346 by Sept 1, Nov 1, Feb 1, Apr 1 or June 1.***

Your Full Name: \_\_\_\_\_

**Girl Scout Gold Award Project Proposal for  
Girl Scouts of Eastern Massachusetts**

**Submit to GSEM, Attn: Gold Award, 111 East Grove Street, Middleboro, MA 02346**

**Please fill out using a word processing program, type or print in black ink. If you save this document to your computer or hard drive or usb – you will be able to type directly into it and all boxes etc will expand as you type. Make copies for your Girl Scout Gold Award Project advisor, your group/troop advisor and for you to keep. Submit original to council. Do not begin project until you have received council approval. Check with your council for any deadlines.**

**Deadlines:** Sept 1, Nov 1, Feb 1, Apr 2, and June 1. Note: Final Reports are due on the same deadlines, however, if you want to be included in the council's Gold Award & Graduating Senior Celebration in June, you have to submit your Final Report by May 1<sup>st</sup> and no exceptions will be made.

(Note: Please check back here [www.girlscoutseasternmass.org/forms.html](http://www.girlscoutseasternmass.org/forms.html) for the most current Toolkit document & dates BEFORE you fill out this Proposal Form, forms are updated by August, each year.)

\*\*\*(Please note that if you'd like to be finished for the June 2012 GSEM Gold Award & Graduating Senior Celebration, you must get your Final Report signed by your Gold Award Committee Advisor and mailed to the address above by **May 1<sup>st</sup> 2012. No exceptions will be made.** This information is provided to help you plan out your timeline.)

**Preferred date/location for In-person Proposal Meeting (see below):** \_\_\_\_\_

Please Note: Whichever date you choose you will need to be available on that date from 6:30pm and on. If it's a Saturday, you'll need to be available 10:30-1pm. If you can not be available on that date during that time period, you need to choose another date listed that works for you. Questions contact: [goldaward@girlscoutseasternmass.org](mailto:goldaward@girlscoutseasternmass.org)

**Choices for meetings:**

Sept 14, 2011 Middleboro; Sept 15 North Andover; Sept 17 Waltham

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Feb 14, 2012 North Andover; Feb 15 Waltham; Feb 16 Middleboro

Apr 23, 2012 North Andover; Apr 25 Waltham; April 26 Middleboro

May 1, 2012 – Final Reports due for girls who want to be included in June Gold Award & Graduating Senior Celebration

Jun 5, 2012 Waltham; June 6 North Andover; June 7 Middleboro

June 20, 2012 Gold Award & Graduating Senior Celebration, Boxborough (by invite only)

Please note: Please only send in the Proposal Form. You will be emailed with a time slot for the date of your choice after the deadline passes. Please allow yourself ample time to fill out the form and have it signed prior to the deadline. Forms must be postal mailed with signature and received by 5pm on the deadline date. Info and expectations for the Proposal Meeting will be in emailed with time slot info.

Updated: 7/2011

ALL SECTIONS EXPAND AS YOU TYPE. PLEASE BE DETAILED. ASK SOMEONE TO READ FOR CLARITY OF DETAILS, SPELLING AND GRAMMAR.

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ YOG: \_\_\_\_\_ School: \_\_\_\_\_

Troop/Group Number: \_\_\_\_\_ Troop/Group Volunteer: \_\_\_\_\_

Troop/Group Volunteer's Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Girl Scout Gold Award Content/Community Project Advisor: \_\_\_\_\_

Content/Project Advisor's Organization: \_\_\_\_\_

Content/Project Advisor's Phone: (\_\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Did you attend a GSEM Gold Award Orientation? Yes Date \_\_\_\_\_ No

**Prerequisites:** Two Senior or Ambassador journeys or one journey and the Girl Scout Silver Award. List two journeys that you have completed along with your troop/group volunteer's signature and tell us what you did to earn the award associated with the journey book (i.e. Girltopia = Visionary Award).

Senior/Ambassador Journey Books	Date Completed	Troop/Group Volunteer's Signature
1.		
2.		

<b>Girl Scout Silver Award Completion Date</b>	
<b>Council Where You Earned the Award, if different from Girl Scouts of Eastern Massachusetts</b>	

**Your Team**

List the names of individuals and organizations that you plan to work with on your Take Action project. This is a preliminary list that may grow through the course of your project. Note: if you have more than 6 team members to list, click in the last box in the "Team Members" column and while clicking – drag the cursor across the entire bottom row to highlight it. Then go to the Table tab in the top bar of Microsoft Word, choose Table → insert → Rows Below (do this as many times as you need more rows).

**Girl Scout Gold Award Project Proposal, continued**

<b>Team Members</b>	<b>Affiliation</b>	<b>Role</b>



G. What methods or tools will you use to evaluate the impact of your project? If you're unsure, talk to teachers and other who continuously evaluate their progress for age-appropriate ideas.

H. How will your project be sustained beyond your involvement?

I. Describe how you plan to tell others about your project (See Standards of Excellence Step 7), the project's impact, and what you have learned (Web site, blog, presentations, posters, videos, articles, and so on). While this is a required step, by preparing this before your Final Presentation, you'll have "show and tell" for it!

### Impact Planning

Using the Impact Planning Chart, describe the impact you hope your project will have on your community, your target audience, and you.

Impact On . . .	Goals	Potential Impact
<b>Community</b>	What community issue do you plan to address?	What examples of the project impact might you see in future?
<b>Target Audience</b> (workshop participants, other youth, community members, and so on)	What skills, knowledge, or attitudes will your target audience gain?	How will you know that the target audience gained skills or knowledge?

### Impact Planning, continued

The following is a list of the 15 Girl Scout Leadership Outcomes.\* Which do think you will develop through this project?

#### **Discover:**

- I will develop a stronger sense of self.
- I will develop positive values.
- I will gain practical life skills.
- I will seek challenges in the world.
- I will develop critical thinking.

#### **Connect:**

- I will develop healthy relationships.
- I will promote cooperation and team building.
- I will resolve conflicts.
- I will advance diversity in a multicultural world.
- I will feel more connected to my community, locally and globally.

#### **Take Action:**

- I will identify community issues.
- I will be a resourceful problem solver.
- I will advocate for myself and others, locally and globally.
- I will educate and inspire others to act.
- I will feel empowered to make a difference in the world.

\*Want more information on the Girl Scout Leadership Outcomes? Visit [www.girlscouts.org/research/publications/outcomes/transforming\\_leadership.asp](http://www.girlscouts.org/research/publications/outcomes/transforming_leadership.asp).

Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Group/Troop Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Content/Project Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

- Q:** I'm not sure who to have as my Content/Project Advisor. Can I get help with this at my Proposal Meeting?
- A:** Make every effort to brainstorm and network before you submit your Proposal. But if you are unable to figure it out, the Gold Award Committee Advisors will help you.

**Note:** Last page of Proposal Form. Be sure that you put a page break in before the next page, as its part of the Toolkit and not the Proposal Form. To do this you go to the "Insert" tab up top and click on "Break" then "Page Break"

## Sharing Tips

It's time to tell others about what you did, what you have learned, and the impact you hope your project will have on its intended audience. Your story may inspire others to take action to do something to make their community better! Work with your GSEM Gold Award Committee Advisor to include this portion in your PPA. You should share what've you've done before coming in for your Final Presentation.

Here are a few suggestions for how you can demonstrate your project achievements and share what you learned:

- Create a Web site or blog or join a social networking site (Facebook, MySpace, and so on) to post updates and details about your project and its impact on the national and/or global community.
- Log on to some Web sites where you can share your story:
  - **World Association of Girl Guides and Girl Scouts:** [www.wagggg.org/en/projects](http://www.wagggg.org/en/projects)
  - **Taking IT Global:** [www.tigweb.org](http://www.tigweb.org)
  - **Global Youth Service Day:** [www.globalyouthserviceday.org](http://www.globalyouthserviceday.org)
- Create a campaign that showcases your cause. Make buttons, posters, and flyers to let people know about your cause.
- Present what you have learned and what your project will do for the community at a workshop for community members.
- Make a video about the effects of your project. Post it online. Invite friends, community leaders, and people from organizations who are tackling the same or a similar issue to take a look at it.
- Write an article for your local newspaper or create a newsletter about your project.

**Reflection Tool**

Reflection is more than talking about your feelings; it's about thinking critically, solving problems, and interpreting and analyzing the results of your experiences so you can gain a better understanding of who you are. After you complete your project, take some time to assess yourself.

1. Which values from the Girl Scout Promise and Law did you employ?
2. Which new leadership skills have you developed?
3. How are you better able to advocate for yourself and others?
4. How has your access to community resources and relationships with adults changed as a result of this experience?
5. How important has cooperation and team building been in developing your leadership skills?
6. What changes would you make if you were to do this project again?
7. Has this helped you get an idea of what your future career might be?
8. Now that you have planned, developed, and taken action on your project, how are you better equipped to pursue future/life goals?

Your Full Name: \_\_\_\_\_

**Girl Scout Gold Award Final Report for**

**Girl Scouts of Eastern Massachusetts**

**Submit to Girl Scouts of Eastern Massachusetts**

**Attn: Gold Award**

**111 East Grove Street, Middleboro, MA 02346**

***Please fill out using a word processing program, type or print in black ink. If you save this document to your computer or hard drive or usb – you will be able to type directly into it and all boxes etc will expand as you type. Make copies for your Girl Scout Gold Award Project advisor, your group/troop advisor and for you to keep. Submit original to council. Check with your council for any deadlines.***

**Deadlines:** Sept 1, Nov 1, Feb 1, Apr 2, and June 1. Note: Final Reports are due on the same deadlines as Proposal Forms, however, if you want to be included in the council's Gold Award & Graduating Senior Celebration in June, you have to submit your Final Report by May 1<sup>st</sup> and no exceptions will be made.

(Note: Please check back here [www.girlscoutseasternmass.org/forms.html](http://www.girlscoutseasternmass.org/forms.html) for the most current Toolkit document & dates BEFORE you fill out this Form, forms are updated by August, each year.)

\*\*\*(Please note that if you'd like to be finished for the June 2012 GSEM Gold Award & Graduating Senior Celebration, you must get your Final Report signed by your Gold Award Committee Advisor and mailed to the address above by **May 1<sup>st</sup> 2012. No exceptions will be made.** This information is provided to help you plan out your timeline.)

**Preferred date/location for In-person Final Presentation (see below):** \_\_\_\_\_

Please Note: Whichever date you choose you will need to be available on that date from 6:30pm and on. If it's a Saturday, you'll need to be available 10:30-1pm. If you can not be available on that date during that time period, you need to choose another date listed that works for you. Questions contact: [goldaward@girlscoutseasternmass.org](mailto:goldaward@girlscoutseasternmass.org)

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May 1, 2012 – Final Reports due for girls who want to be included in June Gold Award & Graduating Senior Celebration (Pick a June date for Final Presentation)

Jun 5, 2012 Waltham; June 6 North Andover; June 7 Middleboro

June 20, 2012 Gold Award & Graduating Senior Celebration, Boxborough (by invite only)

Please note: **Please only send in the Final Form & a head shot photo of yourself.** You are welcome to email a jpeg of the photo to [goldaward@girlscoutseasternmass.org](mailto:goldaward@girlscoutseasternmass.org) . You will be emailed with a time slot for the date of your choice after the deadline passes. Please allow yourself ample time to fill out the form and have it signed prior to the deadline. Forms must be postal mailed with signature and received by 5pm on the deadline date. Use "Sharing Tips" and the "Reflection Tool" to help you prepare for your Final Presentation.

ALL SECTIONS EXPAND AS YOU TYPE. PLEASE BE DETAILED. ASK SOMEONE TO READ FOR CLARITY OF DETAILS, SPELLING AND GRAMMAR.

### Contact Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Age: \_\_\_\_\_ Grade: \_\_\_\_\_ YOG: \_\_\_\_\_ School: \_\_\_\_\_

Troop/Group Number: \_\_\_\_\_ Troop/Group Volunteer: \_\_\_\_\_

Troop/Group Volunteer's Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Content/Project Advisor: \_\_\_\_\_

Content/Project Advisor's Organization: \_\_\_\_\_

Content/Project Advisor's Phone: (\_\_\_\_) \_\_\_\_\_ E-mail: \_\_\_\_\_

Gold Award Committee Advisor: \_\_\_\_\_

Gold Award Committee Advisor's Phone: ( ) \_\_\_\_\_ Email: \_\_\_\_\_

**Your Team:** List the names of individuals and organizations that worked with you on your Take Action Project. Hint: If they are the same as your Proposal Form copy and past them in!

Team members	Affiliation	Role

**Take Action Project**

Project Title: \_\_\_\_\_

Start Date: \_\_\_\_\_ Completion Date: \_\_\_\_\_ Total Hours: \_\_\_\_\_

(suggested minimum hours for the Gold Award are 80 hours)

- A. Describe the issue your project addressed, what impact you had hoped to make, and who benefitted. Your answer to this question will be used when summarizing your project for the program book handed out at the Gold Award & Graduating Senior Celebration.

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- B. What was the root cause of the issue? How did you address it?

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- C. How will your project be sustained beyond your involvement?

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- D. Explain the national and/or global link to your project.

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- E. Describe any obstacles you encountered and what you did to overcome them.

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- F. Describe what steps you took to inspire others through sharing your project. (Web site, blog, presentations, posters, videos, articles, and so on).

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- G. Describe what you learned from this project including leadership skills you developed. What did you learn about yourself as a result of this project? (See Outcomes Sheet)

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- H. What was the most successful aspect of your project?

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- I. What aspects of your project would you change or do differently if you could start over?

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### Girl Scout Gold Award Final Report, continued

#### Impact

Using the Impact Chart, describe the impact signs your project has had and will have on your community and your target audience.

Impact On . . .	Goals	Examples of Immediate Impact	Possible Future Impact
<b>Community</b>	What community issue was addressed?	What are concrete examples that you made a difference?	What examples of the project impact might you see in future?
<b>Target Audience</b> (workshop participants, other youth, community members, and so on)	What skills, knowledge, or attitudes did your target audience gain?	What examples demonstrate that the target audience gained skills or knowledge?	What would be examples of a long-term impact on your target audience?
<b>You</b>	Which of the 15 Girl Scout Leadership Outcomes* listed do you think you were able to develop through this project?  <b>Discover:</b> <input type="checkbox"/> I developed a stronger sense of self. <input type="checkbox"/> I developed positive values. <input type="checkbox"/> I gained practical life skills. <input type="checkbox"/> I sought challenges in the world. <input type="checkbox"/> I developed critical thinking.  <b>Connect:</b>	Within each leadership key (Discover, Connect and Take Action) list one or two examples of your growth as a leader.	

	<input type="checkbox"/> I developed healthy relationships. <input type="checkbox"/> I promoted cooperation and team building. <input type="checkbox"/> I resolved conflicts. <input type="checkbox"/> I advanced diversity in a multicultural world. <input type="checkbox"/> I felt more connected to my community, locally and globally. <b>Take Action:</b> <input type="checkbox"/> I will identify community issues. <input type="checkbox"/> I will be a resourceful problem solver. <input type="checkbox"/> I will advocate for myself and others, locally and globally. <input type="checkbox"/> I will educate and inspire others to act. <input type="checkbox"/> I will feel empowered to make a difference in the world. <small>*Want more information on the Girl Scout Leadership Outcomes? Visit <a href="http://www.girlscouts.org/research/publications/outcomes/transforming_leadership.asp">www.girlscouts.org/research/publications/outcomes/transforming_leadership.asp</a>.</small>	
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### Possible Future Impact – for YOU

How do you think your leadership skills will grow in the future because of this project?

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Your Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Gold Award Committee Advisor's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Don't forget to include your hours log and budget information when sending completed Final Report to your Gold Award Committee Advisor (GACA) for review/signature. Give your GACA ample time to receive and review your Final prior to deadline. Check directly with her to see how much lead time she prefers.