

GOLD AWARD ROLES & RESPONSIBILITIES



There are lots of different people who participate in and contribute to the Gold Award Program in various ways. Many hands make light work! Here are some suggestions of the roles that different folks might be responsible for along the way.

Keep in Mind...

Gold Awards are *girl led!* As the project manager, each Gold Award Candidate brings her own unique skills and aspirations to the Gold Award experience. This list of suggestions can't possibly cover every scenario that might come up or every idea you might have. So, take a look at these guidelines and then make choices that are right for you! You can always check out more Gold Award Resources or contact [Elizabeth Helton, ehelton@gsmaine.org](mailto:ehelton@gsmaine.org) if you have questions. **Remember girls must take Going for the Gold training before submitting a project proposal.**

Gold Award Candidate	Family Members and Girl Troop Leaders	Project Advisor	Other Team Members (such as friends, neighbors, community volunteers)
Calls the shots	Provides moral support and encouragement	Provides moral support and encouragement	Provide moral support and encouragement
Serves as a project manager and leader	Celebrate successes	Celebrate successes	Celebrate successes
Delegates tasks to team members	May help with transportation/driving	Assists with brainstorming and problem-solving	Can be affiliated with other groups like Girl Scout troops, National Honor Society, Rotary, school clubs, etc.
Manages communication with team members	Ensures safety guidelines are followed at all times	Works closely with the Gold Award candidate and meets regularly with her	Complete general tasks for project, such as handing out flyers or setting up an event
Updates others on progress towards goals	Assists with money earning activities, ensures proper money earning, banking and gifts in kind procedures are followed	Signs off on tasks and hours completed	May help with spreading the word about the project
Seeks help when she needs support or does not understand something	May help with proof reading	Must be at least 18 years old	May help sustain the project after the Gold Award is earned
Connects with experts and other volunteers who have special skills and talents	May help establish connections with experts or other volunteers	Must complete a GSME volunteer application and become a member of GSME. The project advisor is not your leader, immediate family member or a GSME staff member	May contribute a special skill, resource or technology like video editing, web design or venue for an event
Tries new things and steps outside her comfort zone	Asks open ended questions		Work under the direction of the Gold Award candidate
Reads and follows guidelines from Girl Scouts of Maine	Encourages Gold Award earner to try new tasks and advocate for herself		

Gold Award Review Committee	Program Manager for Highest Awards
A committee made up of volunteers from throughout the council.	A staff member for Girl Scouts of Maine, Elizabeth Helton , ehelton@gsmaine.org
Committed to the success of each and every Gold Award candidate. Are experts in the Girl Scouts Take Action Process and know all the steps to successfully earn a Gold Award.	Supports every interested girl in Maine in achieving a successful Gold Award.
Connects with Gold Award candidates prior to proposal approval and meets with candidate and project advisor to review and clarify project proposal.	Celebrates achievements and successes.
Reviews Proposals and Final reports.	Works directly with the Gold Award Committee to provide feedback and suggestions for Gold Award success.
Provides constructive feedback to strengthen plans and help meet all guidelines. May present about Highest Awards opportunities at special events.	Provides information and clarification about GSUSA and GSME Gold Award guidelines.
Ensure all Gold Award candidates meet guidelines and expectations established by Girl Scouts of the USA and GSME.	Answers questions via phone and email promptly
Meets as a team once every month for project review and to create additional resources to support the Highest Awards Program.	Provides support to project advisors and other volunteers involved with the Highest Awards Program.

