



Adult Recognitions Nomination Information

If you are nominating a Girl Scout Volunteer for any of the four GSUSA adult recognitions – Appreciation Pin, Honor Pin, Thanks Badge, and Thanks Badge II, please follow these guidelines.

Criteria for Selection

For a nominee to be considered, she or he must meet the following criteria:

1. The candidate is a registered Girl Scout adult volunteer.
2. The service performed by the nominee exceeds the expectations of the position(s) held.
3. The service performed by the nominee through last September 30 contributed to GSME, reaching and surpassing its mission-delivery goals.
4. The service is delivered to others as follows:
 - Appreciation Pin in one service unit
 - Honor Pin in two or more service units
 - Thanks Badge throughout council or beyond
 - Thanks Badge II throughout council or beyond
5. The Thanks Badge and Thanks Badge II are intended to recognize those individuals whose service has been so *significantly above and beyond* the call of duty that no other award would be appropriate. In addition, to receive the Thanks Badge II, the individual must have already received the Thanks Badge and has continued to provide truly outstanding service.

Nomination and Approval Procedures

If you would like to nominate a Girl Scout Adult Volunteer for one of the Board Approved Adult Recognitions:

1. Ask another familiar with the service performed by the nominee to submit letters of endorsement. An email template is on page 2 of this document. The endorsement letters *must* be written by individuals *other than family* members of the nominee or the nominator (you):
 - Volunteer of Excellence 2 letters of endorsement
 - Appreciation Pin 2 letters of endorsement
 - Honor Pin 3 letters of endorsement
 - Thanks Badge 4 letters of endorsement
 - Thanks Badge II 4 letters of endorsement
2. When you receive the letters of endorsement, complete the online Nomination Form, include the letters of endorsement by copying and pasting them into the online form.
3. The application and letters of endorsement must be submitted online **by the end of the day on Thursday, February 7, 2019.**
4. The Adult Awards Review Committee reviews the nomination and letters of endorsement, recommending finalists to the Board of Directors for approval.
5. The GSME Board of Directors approves or rejects the nominations.
6. The Adult Awards Review Committee notifies the recipients and the sponsoring individual or group. Notification will be sent after the March meeting of the board of directors.

Questions? Contact your service unit Volunteer Support Coordinator, your Volunteer Support Specialist, or Customer Care at 1-888-922-4763 or customercare@gsmaine.org.



Adult Recognitions

Letter of Endorsement Request Template

If you are nominating a Girl Scout Adult Volunteer for recognition, you can use this template to email others for their endorsement of the nomination. Copy and paste this text into your email. This is kind of like Mad-Lib in that you will highlight the (words) and insert names, awards, and dates as appropriate.

Dear (Endorsers Name),

I would like to submit a nomination for (Nominee's Name) for the (award) adult recognition. In order to do that, I need endorsements from others who have worked with her/him.

Will you please take a few moments to write a brief endorsement telling about her/his service that has exceeded expectations in the Girl Scout positions held last year in Girl Scouts (ending last September 30). The letter only needs to be about 100 words, though if you'd like to write more, then that is fine. In those 100 words, will you please explain how the nominee's contributions have benefited Girl Scouting? Please be specific and factual.

In your email with the endorsement, please include your email address and phone number where a representative of GSME can contact you with questions.

Please send me your endorsement by (date you want to submit the nomination), so I can submit the whole nomination.

If you have additional questions, please contact me at:

(Your name)

(Your email address)

(Your phone number)

Thank you so much for helping me recognize (Nominee's Name)'s good work!

Please remember, you need:

- Volunteer of Excellence 2 letters of endorsement
- Appreciation Pin 2 letters of endorsement
- Honor Pin 3 letters of endorsement
- Thanks Badge 4 letters of endorsement
- Thanks Badge II 4 letters of endorsement

If you have any questions, please contact Customer Care at customercare@gsmaine.org or 207-772-1177.