



TIMELINE

- ◆ **When to start writing your proposal** – As soon as you’ve completed the prerequisites [create a profile on Go Gold](#).
- ◆ **When to submit your proposal** – The Gold Award Committee meets on the second Tuesday of every month. Proposals that are received by the first Tuesday of the month will be reviewed at the month’s committee meeting.

WHAT TO INCLUDE IN YOUR PROPOSAL

- ◆ **Answer each question completely** - This is a common, but avoidable, reason for proposals to need revision. Very often, girls have a fabulous project planned in their heads, but only part of the ideas make it into the proposal. Remember, we can’t evaluate what we can’t see or read.
- ◆ **Write out abbreviations/acronyms for organizations** - Just because you know what an abbreviation or acronym stands for, it doesn’t mean that others will. You can use the shortened form for the organization or group after you have spelled it out once. *Example:* Girl Scouts of Maine (GSME)
- ◆ **Include pictures, drawings or diagrams** – If ideas in your project are hard to explain or may be more accurately represented via visual aides, make sure to include any photos, drawings, diagrams or videos that may assist the GSME Program Staff in understanding your project. You can upload these documents as an attachment when you submit your project proposal on Go Gold.

BEFORE SUBMITTING YOUR PROPOSAL

- ◆ **Proofing and Editing paperwork** - Have someone proofread your proposal and any supplemental forms you’re including. You’re applying for the highest award in Girl Scouts, your proposal should be a polished document with complete sentences that is free of spelling and grammatical errors. Make sure your project plans and ideas are stated in a clear, concise, and detailed manner.
- ◆ **Refer to the Gold Award Proposal Rubric** - This is what the GSME Gold Award Committee uses to evaluate your proposal. If your proposal doesn’t meet the standards outlined in the rubric, it will need to be revised before it can be approved.
- ◆ **Don’t forget to submit the supplemental budget forms** – These forms can be downloaded in Step 5 on Go Gold. You must complete these forms and submit them when you submit your project proposal in Go Gold.

RESOURCES

- ◆ **Write Out Your Answers in a Word Doc** - It is highly recommended that you write out your answers into a Word document first and then copy and paste them into GoGold. This allows you to write out your thoughts and ideas completely and also allows you to check your work for any typos or grammatical errors.
- ◆ **Troubleshooting GoGold** - If you experience any technical issues with GoGold please let Elizabeth Helton, Teen & Large Events Program Specialist, ehelton@gsmaine.org know. Keep copies of your paperwork in your own files in case of any computer-related transmission issues.
- ◆ **What to do when you’re feeling stuck** – If you’re unsure as to whether your project meets the requirements for a Gold Award project, are having trouble understanding a concept, are having issues with the forms, or just have questions, please contact Elizabeth Helton, ehelton@gsmaine.org. She will be happy to talk through project ideas with you and answer any questions you may have.