

Tips for Writing and Submitting Your Silver Award Project Proposal



TIMELINE

- **When to start writing your proposal** – As soon as you’ve completed the prerequisites, have explored and identified a community issue and determined a sustainable solution it’s time to start putting your ideas onto paper.
- **When to submit your proposal**
 - If you are in 8th grade you must submit your project proposal by June 1 of your 8th grade year.
 - If you are in 7th grade you may submit your project proposal at any time.

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 email these documents as an attachment when you submit your project proposal.

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 second highest award in Girl Scouts, your proposal should be a polished document with complete sentences that are 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 GSME Silver Award Proposal Rubric** - This is what the GSME Program Staff use 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.

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 the Silver Award proposal forms. 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 Silver Award Forms** - If you experience any technical issues with filling in the writeable PDF Silver Award proposal forms please email highestawards@gsmaine.org. Keep copies of your Silver Award 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 Silver Award project, are having trouble understanding a concept, are having issues with the forms, or just have questions, please email highestawards@gsmaine.org. A GSME staff member will be happy to talk through project ideas with you and answer any questions you may have.