

VOLUNTEER RECOGNITION AWARDS**2010 Information Guide**

Thank you for helping the council recognize the many outstanding volunteers that contribute to our success. There are many ways to show your appreciation and say thank you; one of which is through the formal council-level awards. *Anyone* including parents, troop leaders, staff members, and service team members can nominate a volunteer for an award.

All forms can be found in the council offices and on-line under the Forms Page at www.gsdsww.org.

Volunteers can be nominated for one of the following council-level Awards:

- Outstanding Volunteer Award
- Outstanding Leader Award
- Appreciation Pin
- Honor Pin
- Thanks Badge
- Thanks Badge II
- Presidents Award
- Community Partner Award

Nomination process: As easy as 1-2-3

1. An individual or group familiar with the service performed submits a nomination form. The nomination **MUST** be submitted on the council form and **MUST** include specific information that demonstrates the nominees' service, its scope and impact.
2. Each nomination requires endorsement letters from individuals or groups familiar with the service performed. The number of required endorsement letters varies with the award. **The endorsement letters must be from someone other than the person who submitted the nomination.**
3. Turn in the entire nomination package (nomination form and endorsement letters) on or before the last Thursday in February. Please submit the information on official GSDSW nomination and endorsement forms and mail, e-mail, fax, or hand deliver them to Volunteer Recognition Task Group at the GSDSW Alamogordo office.

Things to keep in mind:

The Volunteer Recognition Task Group can only consider written information contained in the nomination and endorsement letters. Please remember you are submitting your nomination to a committee that may not know the individual.

Since there are a limited number of formal volunteer recognitions, **it is recommended that there is at least a year between nominations of an individual.** The time between nominations can be used to encourage great volunteers to continue serving with informal recognitions while they continue to grow in the Girl Scout organization through service opportunities.

Each nomination is considered on its own merit and is not rated against other nominations. The best nominations and endorsements include as much supporting information as possible. Facts and figures help the task group see the nominee in the best light.

Volunteer Awards At-A-Glance

Name of Award	Scope of Service	Procedure	Deadline	Presented At
Council Level Awards				
Appreciation Pin	Contribute to council goals in one geographic area or council initiative.	Nomination form and 2 letters of endorsement	Last Thursday in February <i>Information is submitted to the council's Volunteer Recognition Task Group</i>	Council recognition event
Honor Pin	Contribute to council goals in two geographic areas or council initiatives.	Nomination form and 3 letters of endorsement		
Thanks Badge	Service council-wide or the entire GS movement.	Nomination form and 4 letters of endorsement		
Thanks Badge II	Candidate has received the Thanks Badge and service benefits the total council or entire GS Movement.			
Years of Service Pin	To recognize an adult for her/his years of active volunteer service at 5 year intervals.	Membership Years form		
Service Unit Level Awards				
Outstanding Leader	A leader who is so outstanding in their volunteer role that it merits recognition by the service unit or geographical area.	Nomination form and 2 letters of endorsement	Last Thursday in February <i>Information is submitted to the Service Unit Manager</i>	Regional Recognition Event
Outstanding Volunteer	A volunteer whose service is of benefit to the geographic area, outreach program or service unit and is beyond the expectations for the position held.			
Community Partner Award	Contribution to the achievement of council goals and objectives that specifically benefits the entire council.	Nomination form and narrative explaining contribution		
Community Participation Thank you letter	A one-time or one-day service for the council or GSUSA. Completed required learning experiences.			

All award nominations **MUST** meet the following criteria:

- The candidate is a registered Girl Scout adult volunteer.
- Nominations need to include specific information about the individual and her/his volunteer service:
 - **Who** is nominated?
 - **What** has the nominee done to deserve this award?
 - **Where** did the service take place? (*Service Unit, Region, Council Committee*)
 - **When** did the service take place?
 - **Why** does the individual give time to Girl Scouts?
 - **How** does the service impact girls? Other volunteers? The community?

Please review the award options and consider the criteria carefully to ensure that the nomination includes the specific information needed for the task group to make an informed decision.

NOMINATOR CHECKLIST

- Nomination typed, or neatly printed?
- Submitted entire package with letters of endorsement no later than the last working day in February?
- Endorsement Letters written by people who know the candidate's accomplishments well?
- Enough Letters of Endorsement? (NOTE nominator may not write these)
- Shown how candidate has met specific criteria for award?
- Included candidate's specific accomplishments?
- Included evidence of the person's growth since any previous awards?
- Shown what the candidate has achieved (not just their positive personality traits)?
- Shown how the candidate has exceeded expectations for the position held (not just held it a long time)

Questions about the volunteer recognition process?

Please contact your Service Unit Manager, Membership Manager or
Kerry Rice, Volunteer Services Manager
(575) 437-2921 or krice@gsdsw.org

Information and forms can be found at www.gsdsw.org

Tips

for submitting Volunteer Recognition Nominations and Letters of Endorsement

Do... Help make sure your candidate receives the recognition they deserve for their hard work.

- ❖ Type your nomination form if possible! OR legibly print all information using a ballpoint pen with black or blue ink.
- ❖ Tell us all you can... The volunteer recognition task group can only work with what is in front of them. If you don't tell them about it, they won't know.
- ❖ Growth is one of the things the task group likes to see from one award to the other. Tell how you feel the person has shown growth in her/his contributions to Girl Scouting since her/his previous award.
- ❖ Be results-oriented. Do not say that the candidate is responsible, friendly, etc. – tell what they achieved.
- ❖ Explain your personal connection to the candidate. (“I work with her/him in my role as...”)
- ❖ Remember that details are important.

Don't...

- ❖ Do not be vague. It is assumed that this is a nice person who you like and think positively of; otherwise you wouldn't be nominating them.
- ❖ Do not write about the many positions the candidate holds unless you have personal experience working with the candidate.
- ❖ Do not make assumptions about the responsibilities involved with service unit level positions. Many service units divide duties among people who are willing to do them. It does not matter that a candidate does not do all of the listed responsibilities. It is more important that s/he does them “above the expectation of the position.”
- ❖ Do not just look at the position description or the award requirements and tell us s/he does each of these things – these are considered part of the position and not above and beyond.

***It doesn't take many words to say a lot. In approximately 100 words you can give a good picture of service!
A good endorsement might go something like this...***

Anna joined our service unit 5 years ago. When she took over the troop organizer position on the Service Unit Team 3 years ago, our membership was only 125 girls in 5 schools. Now the membership is 440 girls in all 15 schools in our area. More than 75% of the girls consistently return for another year of Girl Scouting. She started a Daisy Girl Scout program in 3 schools where no program was available to the Kindergarten girls. She was instrumental in getting 25 girls to join a Junior group that is still growing. The adult membership has grown from only 20 adults in 2006 to more than 86 today.