

GIRL SCOUTS OF GENESEE VALLEY, INC.

ADULT RECOGNITION GUIDE



REVISED October 2007





*The majority of us lead quiet, unheralded lives as we pass through this world. There will most likely be no ticker-tape parades for us, no monuments created in our honor. But that does not lessen our possible impact, for there are scores of people waiting for someone just like us to come along; people who will appreciate our compassion, our encouragement, who will need our unique talents. Someone who will live a happier life merely because we took the time to share what we had to give.*

*Too often we underestimate the power of a touch, a smile, a kind word, a listening ear, an honest compliment, or the smallest act of caring, all of which have the potential to turn a life around. It's overwhelming to consider the continuous opportunities there are to make our love felt.*

*- Leo Buscaglia*

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# **SECTION A**

## **INTRODUCTION**



## ADULT RECOGNITION

Adults participate in Girl Scouting because they believe in the philosophy of the Girl Scout movement, and they have the desire to work directly with or indirectly for girls. They seek no special rewards or recognition for their contribution to Girl Scouting.

As individuals, they find personal satisfaction, in many different ways, through the service they give. This satisfaction comes from many sources: the contribution to the community, and to a movement of world-wide significance; the association with girls and adults dedicated to a high purpose; the opportunity to see how girls grow through their participation in the program; the chance to acquire and use skills; and the knowledge of a job well done.

In 1987, Girl Scouts of the USA expanded the system of recognition to honor volunteers whose service and dedication to Girl Scouting is truly unique and outstanding above and beyond the expectations of the position description. Its primary focus is on individuals who demonstrate leadership, knowledge of the Girl Scout organization, ability to implement organizational goals throughout the council, acceptance of responsibility, and consistent follow-through. The adult recognition, symbolized by an award such as a pin, a certificate, or a simple heart-felt thank you, honors adults who, individually and collectively, are committed to Girl Scouting. Awards presented at the council level are recognitions designed by the Girl Scouts of the U.S.A. and the Girl Scouts of Genesee Valley, which contain specific criteria for which the award is presented.

A council's adult recognition program should reflect the following:

- ✓ Quality of accomplishments is the primary determining factor in awarding recognition.
- ✓ Impact on girls is the leading measure of quality.
- ✓ Quality is not judged by length of service or number of other recognitions; it is ultimately a function of impact, direct or indirect, with girls.
- ✓ Recognition is given to reinforce high expectations and to encourage continued improvement. It is not a competition. Recognitions create a strategic advantage because they identify those who model the future. Recipients' performance is part of what moves a council towards its goals.
- ✓ Publicly honoring adults underscores Girl Scouting's vitality in the community. It encourages greater involvement and support from other adults and organizations - all with the purpose of helping girls become resourceful and responsible citizens.

# GIRL SCOUTS OF GENESEE VALLEY, INC. THE GIRL SCOUT PROGRAM

## **THE GIRL SCOUT LAW**

*The Girl Scout Promise:*

*On my honor, I will try*

*To Serve God and my country,*

*To help people at all times, and to live by the Girl Scout Law.*

## **THE GIRL SCOUT LAW**

*I will do my best to be*

*Honest and fair,*

*Friendly and helpful,*

*Considerate and caring,*

*Courageous and strong, and*

*Responsible for what I say and do.*

*And to*

*Respect myself and others,*

*Respect authority*

*Use resources wisely,*

*Make the world a better place, and*

*Be a sister to every Girl Scout.*

## **THE FOUR PROGRAM GOALS**

1. Developing full individual potential
2. Relating to others with individual understanding, skill and respect
3. Development values to guide your actions and to provide the foundation for sound decision-making
4. Contributing to the improvement of society through the use of your abilities and leadership skills, working in cooperation with others.

## ADULT RECOGNITION IN GIRL SCOUTING GSUSA AWARDS – Approved by CARC

The Council Adult Recognition Committee (CARC) of the Girl Scouts of Genesee Valley, Inc., whose mission is to recognize and celebrate the efforts of Girl Scout adults, wishes to encourage applications and nominations, as appropriate for the following recognitions. The following charts are intended to highlight the various recognitions. For a full listing of all requirements, see the explanation of each specific award in the appropriate section.

Recognition	Criteria	Application Process	Approval Process
<b>Appreciation Pin</b>	For outstanding service beyond the expectations of the position. Service benefits one or more service unit(s).	Nomination may be made by anyone. Nomination and <u>two</u> letters of endorsement are submitted to the CARC.	Reviewed by the CARC and submitted with recommendation to Board of Directors for approval or denial.
<b>Honor Pin</b>	For outstanding service beyond the expectations of the position. Service benefits two or more service units.	Nominations may be made by anyone. Nomination and <u>three</u> letters of endorsement are submitted to the CARC.	Reviewed by the CARC and submitted with recommendations to Board of Directors for approval or denial.
Thanks Badge	For truly outstanding service, above and beyond the call of duty, which benefits the entire council or the Girl Scout organization as a whole.	Nominations may be made by anyone. Nomination and <u>four</u> letters of endorsement are submitted to the CARC.	Reviewed by the CARC and submitted with recommendations to Board of Directors for approval or denial.
Thanks Badge II	For recipients of the Thanks Badge whose continued service merits further recognition, meeting all of the criteria for the Thanks Badge and broadening scope of impact.	Nominations may be made by anyone. Nomination and <u>four</u> letters of endorsement are submitted to the CARC.	Reviewed by the CARC and submitted with recommendations to Board of Directors for approval or denial.
President's Award	Recognizes the efforts of a service team in moving its service unit toward the attainment of the council's goals and objectives during a membership year.	Application is submitted by the service team to the CARC.	Reviewed by the CARC and submitted with recommendations to Board of Directors for approval or denial.

**ADULT RECOGNITION IN GIRL SCOUTING**  
**GSUSA AWARDS – Approved by CARC and / or SARC**

<b>Recognition</b>	<b>Criteria</b>	<b>Application Process</b>	<b>Approval Process</b>
<p><b>Episodic Volunteer: Community Participation</b> (Thank You Letter)</p>	<p>Recognizes an adult who gives time to the organization at the council or national level but volunteers sporadically. The volunteer provides a one time or one-day service for the council or GSUSA.</p>	<p>If award action is performed at the service unit level then the nomination is submitted by SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>
<p><b>Episodic Volunteer: Citizenship in Girl Scouting</b> (Certificate)</p>	<p>Recognizes an adult who gives time to the organization at the council or national level but volunteers sporadically. The volunteer returns for second and third rounds of service and provides support through two or three different short-term venues for the council or GSUSA.</p>	<p>If award action is performed at the service unit level then the nomination is submitted by SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>
<p><b>Episodic Volunteer: Social Responsibility in Girl Scouting</b> (Volunteer Service Pin)</p>	<p>Recognizes an adult who gives time to the organization at the council or national level but volunteers sporadically. The volunteer recommits for a fourth round of short term service and provides support to the council or GSUSA.</p>	<p>If award action is performed at the service unit level then the nomination is submitted by SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>

## ADULT RECOGNITION IN GIRL SCOUTING

### GSUSA AWARDS – Approved by CARC and / or SARC

Recognition	Criteria	Application Process	Approval Process
<b>Progressive Volunteer: Stage 1 The Girl Scout Volunteer Achievement Award</b> (Girl Scout Volunteer Development Pin)	<p>Awards an adult volunteer who is involved in Girl Scouting on a continual basis rather than a sporadic basis at the council or national level, and should have opportunities for volunteer development.</p> <ul style="list-style-type: none"> <li>▪ First successful volunteer service completion on a board committee.</li> <li>▪ First successful volunteer service completion of a task group assignment.</li> <li>▪ First service experience of service unit management.</li> <li>▪ Successful service to GSUSA for one year.</li> </ul>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>
<b>Progressive Volunteer: Stage 2 The Girl Scout Mentoring Award</b> (White Key for Volunteer Development Pin)	<p>Awards an adult volunteer who is involved in Girl Scouting on a continual basis rather than a sporadic basis at the council or national level, and should have opportunities for volunteer development.</p> <ul style="list-style-type: none"> <li>▪ Has become a coach or mentor for a new volunteer.</li> <li>▪ Has provided ongoing support resulting in retention of a new volunteer.</li> <li>▪ Protégé nominates mentor</li> </ul>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>
<b>Progressive Volunteer: Stage 3 The Girl Scout Volunteer Executive Award</b> (Black Key for Volunteer Development Pin)	<p>Awards an adult volunteer who is involved in Girl Scouting on a continual basis rather than a sporadic basis at the council or national level, and should have opportunities for volunteer development.</p> <ul style="list-style-type: none"> <li>▪ Council or national level leadership role</li> <li>▪ Made significant contributions.</li> </ul>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>	<p>If award action is performed at the service unit level then the nomination is submitted to the SARC. If award action performed beyond the service unit level then the nomination is submitted to the CARC.</p>
<b>Progressive Volunteer: Additional stages to be developed.</b> (Color Key for Volunteer Development Pin)			

## ADULT RECOGNITION IN GIRL SCOUTING GSUSA AWARDS – Approved by SARC

The Council Adult Recognition Committee (CARC) of the Girl Scouts of Genesee Valley, Inc., whose mission is to recognize and celebrate the efforts of Girl Scout adults, wishes to encourage applications and nominations, as appropriate for the following recognitions. The following charts are intended to highlight the various recognitions. For a full listing of all requirements, see the explanation of each specific award in the appropriate section.

<b>Recognition</b>	<b>Criteria</b>	<b>Application Process</b>	<b>Approval Process</b>
<b>Outstanding Leader Award</b>	For outstanding service as a Girl Scout troop or group leader.	Nominated by peers, service team, troop parents, or girls. Letters of endorsement must be from troop parents or girls. Nominations submitted to the SARC.	Approved by the SARC. Verified by the Council staff member assigned to that SU.
<b>Outstanding Volunteer Award</b>	For outstanding service as a Girl Scout volunteer in a position other than troop or group leader.	Nominated by peers, parents, or girls. Nominations are submitted to the SARC.	Approved by the SARC. Verified by the Council staff member assigned to that SU.
<b>Green Angel/ Green Knight</b>	Recognizes anyone at any time for any service to Girl Scouts or Girl Scouting.	Can be presented by an individual or service unit. No specific process required.	None
<b>Leadership Development Pin</b>	For attending 2 meetings in addition to regular troop meetings in the current year and completing training as specified.	Application submitted to the SARC.	Approved by the SARC. Verified by the Council staff member assigned to that SU.
<b>Leadership Development Leaves</b>	For recipients of the Leadership Development Pin who have completed additional training of 10 or more hours in a pertinent subject area.	Application submitted to the SARC.	Approved by the SARC. Verified by the Council staff member assigned to that SU.
<b>Years Of Service</b>	For the number of years spent as a Girl Scout volunteer.	Presented or self acquired after each 5 years of service as an adult volunteer. Submitted to the SARC.	Approved by the SARC. Verified by the Council staff member assigned to that SU.

## ADULT RECOGNITION IN GIRL SCOUTING GSGV AWARDS – Approved by CARC

Recognition	Criteria	Application Process	Approval Process
<b>Circle of Friends</b>	Awarded to an individual or group, not registered with Girl Scouts, which has significantly given to a troop/group, service unit, or the entire council. Service is beyond that of a sponsor.	Nominations may be made by anyone and submitted to the CARC.	Reviewed by the CARC and submitted with recommendations to the Board of Directors for approval or denial.
<b>Milestone Members Hall of Fame</b>	Honors 40 or more years of membership	Application is submitted to GSGV, attention: CARC	No approval needed.
<b>Star Among Us</b>	The nominee demonstrates extensive and exceptional service to, and /or involvement with children. The nominee evidences commitment to, and awareness of, the welfare and education of children. The nominee may be a currently registered member of the Girls Scouts of the United States of America, but membership is not a criterion.	Nominations may be made by anyone and submitted to the CARC.	Reviewed by the CARC and submitted with recommendations to the Board of Directors for approval or denial.
<b>Galaxy Award</b>	The nominee will be a currently registered adult member of the Girl Scouts of the United States of America, who has demonstrated understanding of, respect and appreciation for individual differences in people, and who has built relationships and bridges of friendship. The nominee has been instrumental in moving the Girl Scouts of Genesee Valley toward its goal of being a truly pluralistic organization. The nominee has been successful in helping the council achieve its vision of providing all girls access to the Girl Scout program.	Nominations may be made by anyone and submitted to the CARC	Reviewed by the CARC and submitted with recommendations to the Board of Directors for approval or denial.
<b>Constellation Award</b>	The Constellation Award is presented to an individual, a group of individuals, an organization, or a company who promotes a positive image of Girl Scouting to the non Girl Scout community.	Nominations may be made by anyone and submitted to the CARC	Reviewed by the CARC and submitted with recommendations to the Board of Directors for approval or denial.

# ADULT RECOGNITION INFORMATION

## **National and Council Level Adult Recognition Application and Nomination Deadline:**

The deadline for submitting all nominations to the council is February 1.

**Adult Recognition Event:** Held annually in April during Volunteer Week.

## **Definitions and Abbreviations:**

Adults are defined as those individuals 18 years of age or older. This includes volunteers and staff members. Registered Girl Scouts as endorsers refers to girls and/or adults. However, an adult should be listed as the first endorser on the form.

CARC indicates Council Adult Recognition Committee

SARC indicates Service Unit Adult Recognition Committee

**Forms:** Information on adult recognitions can be found in our website and in this guide. Specific forms exist for each of the recognitions approved at the Service Unit-level. There is only one (1) form for the Council Approved Recognitions: the Appreciation Pin, the Honor Pin, the Thanks Badge and the Thanks Badge II. Forms are also available for President's Award, Circle of Friends, Milestone Members, Star Among Us, and Galaxy Awards. Please use only the most current. Forms may be obtained from the Forms Library on our website.

## **Nominations and Endorsements:**

- If an individual or group is deserving of an award, a nomination may be submitted. It does not have to come from a service unit. Contact the Director of Membership - Monroe County East for further information and assistance if necessary.
- Each award requires a specific number of endorsement letter typed or printed in black ink. Check the information in this guide for each award.
- All nominations and endorsement letters should contain particulars as to how the candidate's contribution was outstanding and significantly above and beyond the expectations of the job. For example, what extra efforts or duties did the candidate take on? Specifics are needed. The information should include facts and numbers such as years and dates of service and in what positions served; what responsibilities did the nominee have - did they serve on a committee or task force; was their service in a supervisory/leadership role; did they have a policy influencing responsibility. And, most importantly, what were the measurable results of their service? How many girls and/or adults benefited from their work; what is/was new or different? The more detailed and specific the facts can be, the more able the committee will be to determine the candidate has fulfilled the criteria of the award. All nominations and endorsement letters must be typed or hand printed in black ink.

## ADULT RECOGNITION INFORMATION (continued)

### **Approvals:**

See the Adult Recognition Chart on pages A3 – A7 and the specific pages for details of each award. In general, self-nomination and service unit-level awards are approved by the service unit and verified by the council staff assigned to the service unit. Council awards are reviewed by the CARC and then submitted with recommendations to the Board of Directors for approval. Notifications of approvals (or denials) are sent only to the nominator.

NOTE: Occasionally the CARC or the Board of Directors, in light of the criteria for each award, may recommend an award different from the one originally nominated. In this case, the nominator will be contacted.

### **Presentation and Costs:**

National and Council awards are provided by the council and presented at the Adult Recognition Event held annually in April during Volunteer Week. The Circle of Friends Award is presented at the Adult Recognition Event or at the Annual Meeting of the Council. All other awards are paid for and presented by the service unit or the group or individual responsible for securing the recognition. The presentation should be held at a special event as determined by the service unit, group or individual nominator.

### **Assistance:**

Adult recognition is vital to the health of the Girl Scout movement. Members of the CARC are available to assist you with the adult recognition process. Please call the Director of Membership- Monroe County East at the Program Center at 585-292-5160 or 1-800-333-0692 with questions, concerns or to request assistance from a CARC member.

### **Placement:**

Please consult Girl Scout Uniforms, Insignia & Recognitions for the proper placement of pins on the uniform. (When presenting pins, it may be easier to mount them on a ribbon, like Olympic medals, rather than trying to pin them on the recipient.)

# NATIONAL ADULT RECOGNITIONS

Please note that criteria for these awards have been determined by GSUSA therefore, they cannot be changed or altered.

## **APPLICATION/NOMINATION APPROVAL PROCEDURES:**

1. For the President's Award: When a service team meets the criteria, an application is completed. The application, with accompanying documentation, is submitted to the Council Adult Recognition Committee (CARC) by February 1.

For awarded recognitions: An individual or group familiar with the service performed by the candidate submits confidential nomination packet consisting of a nomination, record of service, and endorsement letters (number varies depending on the recognition) to the Council Adult Recognition Committee (CARC). The annual deadline for nominations is February 1.

All recommendations or determinations are made solely on the basis of the information supplied in the application/nomination packet. Please be concise, factual and specific when referring to programs and positions. CARC members may not be familiar with this information. Therefore the more details included in the nomination and endorsements will help the committee to determine whether the adult meets the criteria for a specific award. Also it is required that nominations and endorsements be either typed or printed in black ink.

2. The CARC is responsible for review of the submitted nomination or application. If approved, a recommendation is submitted to the Board of Directors for final approval. If denied, the nominator will be notified of the decision, often with a recommendation of an alternative recognition.
3. In the case of a denial, the nominator may appeal the CARC decision. Notification of intent to appeal must be made verbally within seven (7) days from receipt of the decision to the CARC. .

The appeal is reviewed by the CARC and it is forwarded to the GSGV Board of Directors with the rationale for their decision.

4. The GSGV Board of Directors review accepted nominations and approves or denies the committee's recommendations. Board action occurs at the March meeting.
5. After the Board of Directors meeting, the nominator or applicant will be notified of the decision. If denied, the applicant/nominator will be notified with an explanation of the decision. The CARC is available to provide direction and/or clarification.

## **PRESENTATION OF RECOGNITIONS:**

The Adult Recognition Event is a celebration of dedication and excellence in adult service to Girl Scouting. Service unit-level recognition recipients are acknowledged at this time, although these persons receive their awards at service unit events. Appreciation Pin, Honor Pin, Thanks Badge, Thanks Badge II, President's Award, Milestone Members Hall of Fame recipients, Episodic and Progressive Volunteer Awards submitted to the CARC are presented at the annual Recognition Event.

# INDIVIDUAL AND SERVICE UNIT-LEVEL ADULT RECOGNITION

## **APPLICATION/NOMINATION APPROVAL PROCEDURES:**

1. For individual earned recognitions: Leadership Development Pin and Years of Service Pin: the candidate submits an application with documentation of the requirements to the Service Unit Adult Recognition Committee (SARC).

For awarded recognitions: Outstanding Leader Award and Outstanding Volunteer Award: an individual or group familiar with the service performed by the candidate submits a confidential nomination packet consisting of a nomination, record of service, and endorsement letters to the SARC. In the absence of this committee, applications and nominations are submitted to the Service Unit Manager who then appoints a committee in the service unit to act on the recognitions. For nominees not affiliated with a specific Service Unit, nominations will be submitted directly to the CARC.

2. The SARC must review the recognition packet. Approval or denial of the application or nomination is to be completed within sixty days of the date the packet was received.
3. A copy of the approved application or nomination is submitted to the service unit Council staff member assigned to that SU for verification.

The Council staff member assigned to that SU reviews and verifies the application or nomination, making sure that all information is complete and correct. She/he signs the form where appropriate. As soon as verification is received, the SARC or individual may purchase the award at the Girl Scout Shops, by showing the signed form to the shop attendant.

4. The SARC notifies the applicant or nominator of the decision. If presented by the service unit, information about the date and place of the presentation should be included. If denied, an explanation of the decision must be provided.

In the case of a denial the applicant or nominator may appeal the decision in writing within thirty days. The appeal will be reviewed by the SARC and forwarded with the rationale for the decision to the CARC. The CARC will review the application / nomination at their next scheduled meeting and will make a final decision. The appealing party is notified of the decision.

5. The SARC notifies the Director of Membership – Monroe County East of the award approval for council record keeping purposes. Copies may be made of the SARC Adult Recognitions form or a sheet with all the appropriate information may be sent. All service unit awards whose notifications have been received by March 1 will be published in the Adult Recognition Event program book.

## **PRESENTATION OF RECOGNITIONS:**

Service unit-level recognitions are presented at a ceremony or event planned by the service unit. Recipients are acknowledged at the Adult Recognition Event.

NOTE: These awards are not limited to service unit nomination only. Any individual or group may nominate a deserving candidate for an award. Contact the Director of Membership – Monroe East at 585-239-7918, for further details.

# SERVICE UNIT ADULT RECOGNITION COMMITTEE (SARC) POSITION DESCRIPTION

**Purpose:** Encourage participation, acknowledge dedication and service, and promote excellence in Girl Scouting through the implementation of an established adult recognition system.

**Appointed by and Accountable to:** Service Unit Manager

**Composition:** Adult Girl Scout members within the service unit membership.  
The number will depend upon the size of the service unit.

**Term of Office:** Two years recommended, with option of additional appointment. If an individual is unable to complete a term, a replacement shall be assigned by the service unit manager for the remainder of the term.

## **Responsibilities:**

1. Complete orientation and training in preparation for fulfilling committee responsibilities as described.
2. Maintain compliance with and implement any revisions and additions to the council adult recognition system.
3. Approve/deny nominations and applications for recognitions that require service unit-level approval. These include: Outstanding Volunteer Award, Outstanding Leader Award, Leadership Development Pin, Years of Service Pin, and special awards designed by service units or service teams.
4. Approve/deny nominations and applications for recognitions for Episodic and Progressive Volunteer Awards, if the award action(s) performed benefited the Service Unit. Submit nominations/applications to Council staff member assigned to that SU for verification.
5. Maintain effective records of committee action and provide information as required to the Service Unit Manager and the Director of Membership – Monroe East.
6. Provide support for service unit-level recognition of special supporters, donors, sponsors, etc.
7. **Maintain records on all registered adults in the service unit and release information as appropriate for service unit needs. Records should include years of service, positions held, trainings completed, and adult recognitions received.**
8. Identify individuals, whose outstanding service qualifies them for nomination for a GSUSA adult recognition, and prepare and submit the appropriate nomination packet to the CARC.
9. Assume responsibility as required for coordinating service unit-level events for the presentation of adult recognitions.
10. Promote public awareness of Girl Scout adult recognitions and provide information about the recipients to the service unit public relations representative.

## **Qualifications:**

- 1) Registered adult member of the Girl Scouts of the U.S.A.
- 2) Believes in the principles and ethical code of the Girl Scout Movement.
- 3) Is able and willing to work with people regardless of national origin, disability or socio-economic status.
- 4) Supports the affirmative action policies of the Council.
- 5) Appreciates the role of adult recognition in Girl Scouting.
- 6) Is able to analyze information and make recommendations for approval of adult recognitions.

# SERVICE UNIT ADULT RECOGNITION COMMITTEES (SARC) GUIDELINES

## **Record Keeping**

An annual review of the Adult Volunteer Record (AVR) is suggested. Ask volunteers to update their AVRs at a service unit meeting. Obtain AVRs from new volunteers. These forms will help track those who qualify for the Leadership Development Pin and Years of Service Pin, etc. The AVRs will also be helpful in completing a record of service for an adult recognition application or nomination. A copy **MUST** be kept on file in the service unit.

## **Earned Service Unit Level Recognitions**

Consult with the service unit registrar to determine who may qualify for the Leadership Development Pin (an individual who registers for a second year as a leader, assistant leader, or group coordinator), and the Years of Service Pin (an individual who has served as an active adult volunteer). It may be helpful to ask the Registrar to distribute application packets for these recognitions at registration. Require that the completed applications be submitted to the SARC for approval and to the Council staff member assigned to that SU for verification.

## **Awarded Service Unit Level Recognitions**

An individual or group may nominate a qualified individual for the Outstanding Leader or Outstanding Volunteer Award. Have applications available for potential nominators. Let potential nominators know that some of the information they will need can be taken from completed AVRs. Require that the completed nominations be returned to SARC for approval and verification by the Council staff member assigned to that SU.

## **The SARC Review Process**

The "For use by SARC" box on each application/nomination must be completed as the review process takes place. The date when the completed packet is received and reviewed, the action taken, the signature of the person approving the nomination, and the verification signature of the Council staff member assigned to that SU must all be included. Note: If this box is not filled in completely, the award may not be purchased.

- Review each completed packet. Remember this is an important decision! The authority to make the approval or denial is the responsibility of the SARC and should not be taken lightly. Be sure that all the information is included and accurate.
  - Check the record of service for all necessary information.
  - Be sure all requirements have been met (registration, training, pre-requisites, etc.)
  - Look for specific examples in the record of service and endorsement letters that demonstrate the outstanding nature of the services performed. Match the nomination with a job description to be certain the services truly are above and beyond those expected.
  - Make sure that proper documentation is attached wherever appropriate.
- Keep a record of all application/nomination packets that are approved or denied. Applications or nominations may come in handy if the person is nominated for another service unit or council award in the future.

## **SECTION B**

### **GSUSA AWARDS**

Criteria for these awards are determined  
by GSUSA and cannot be changed!

Years of Service Pin

Outstanding Leader Award

Outstanding Volunteer Award

Leadership Development Pin

Episodic Volunteer Award

Progressive Volunteer Award

President's Award

Appreciation Pin

Honor Pin

Thanks Badge

Thanks Badge II



## YEARS OF SERVICE PIN

Award	<p>The Years of Service pin is a shield-shaped pin with blue background and number in five-year increments up to 50.</p> <p>The pin recognizes an adult member registered with Girl Scouts of the U.S.A. for her/his years of active volunteer service at five-year intervals (5, 10, 15, etc.).</p> <p>The pin differs from the membership numeral guard, which signifies total years of membership as a Girl Scout, including girl years and inactive years.</p>
Recipient	<p>The applicant is an active registered member of Girl Scouts of the U.S.A.</p>
Criteria	<p>The applicant has completed at least one 5-year increment of service as a volunteer. The “years of service” refer to active participation in the organization and do not include years of inactive membership. The years do not have to be consecutive.</p> <p>The applicant has maintained records of her/his positions held which include job title, dates of service, service unit and council.</p> <p>The applicant who has already received a Years of Service Pin needs to document only the service given since last receiving a pin.</p>
Nomination & Approval Procedures	<p>The applicant completes the application, attaches documentation and submits it to the Service Unit Adult Recognition Committee (SARC) who reviews it. Non-Service Unit affiliated applications submits their application to the CARC. If all requirements are met, the SARC approves the award. The application is then submitted to the Council staff assigned to the service unit for verification. The SARC, or individual may then purchase the pin.</p>
Presentation	<p>The service unit is responsible for presentation; however, any individual may apply and purchase their own award. Recipients are acknowledged at the annual Adult Recognition Event.</p>



## OUTSTANDING LEADER AWARD

Award	The Outstanding Leader Award is a yellow enamel pin depicting a white leadership torch on a blue shield.
Recipient	The Outstanding Leader Award recognizes troop/group leaders, assistant troop leaders or group coordinators whose performance in working with girls is so outstanding that it merits recognition by the geographic or program delivery unit.
Criteria	<p>The candidate is a registered Girl Scout adult and has completed Basic Leader Training. The candidate's performance as a Girl Scout leader is so outstanding in nature that it merits recognition. Considerations for nominees should include, but are not limited to, the following demonstrated skills:</p> <ul style="list-style-type: none"> <li>* <u>Leadership</u> <ul style="list-style-type: none"> <li>▪ Demonstrates exemplary leadership skills in partnership with girls, resulting in consistent quality program</li> <li>▪ Attends workshops and training to maintain and enhance leadership skills</li> </ul> </li> <li>* <u>Communication</u> <ul style="list-style-type: none"> <li>▪ Completes required council and national forms/reports on schedule</li> <li>▪ Consults with appropriate service team personnel regarding troop needs and activities</li> <li>▪ Maintains on-going communication with families of troop members</li> </ul> </li> <li>* <u>Membership</u> <ul style="list-style-type: none"> <li>▪ Meets or exceeds the troop size agreed upon by the leader and service team in accordance with Safety-Wise standards.</li> </ul> </li> </ul>
Nomination & Approval Procedures	<p>The service unit and/or the nominator complete a nomination and record of service, including as much factual data as possible. In addition, two members of the troop or members of their families must submit letters of endorsement to SARC. These letters should state, in approximately 100 words or less, the outstanding leadership qualities of the candidate in delivering Girl Scout program and the results achieved.</p> <p>The application, record of service, and endorsement letters are submitted as a completed unit to the Service Unit Adult Recognition Committee (SARC). The SARC reviews the nomination within sixty days of the date the nomination was received. If approved, the nomination is given to the service unit Membership Manager for verification. The nominator is notified of the decision and the award may be purchased at the Girl Scout Shop by showing the approved nomination form.</p>
Presentation	The service unit is responsible for presentation; however, any individual may apply and purchase their own award. Recipients are acknowledged at the annual Adult Recognition Event.



## OUTSTANDING VOLUNTEER AWARD

Award	The Outstanding Volunteer Award is a red enamel pin depicting a white chain and gold trefoil.
Recipient	The Outstanding Volunteer Award recognizes an adult in a position other than or in addition to a leader whose service benefits a geographic or program service unit in a way that is beyond the expectations for the position.
Criteria	<p>The candidate is a registered Girl Scout adult and has received appropriate training for the position or has equivalent experience. The service performed by the candidate that benefits the service unit is beyond the expectations for the position and warrants area-wide recognition.</p> <p>A volunteer who has retained or increased under represented adults and girls in areas identified in the Council Performance Assessment.</p>
Nomination & Approval Procedures	<p>SARC and or the nominator complete an application and record of service, including as much factual data as possible. In addition two individuals who are familiar with the candidate and who can address the candidate's service submit letters of endorsement to the service team stating in approximately 100 words the outstanding leadership qualities of the candidate in delivering Girl Scout program and the results achieved.</p> <p>The application, record of service, and endorsement letters are submitted as a completed unit to the Service Unit Adult Recognition Committee (SARC).</p> <p>The SARC reviews the nomination within sixty days of the date the nomination was received. If approved, the nomination is given to the service unit Membership Manager for verification. The nominator is notified of the decision and the award may be purchased at the Girl Scout Shop by showing the approved nomination form.</p>
Presentation	The service unit is responsible for presentation; however, any individual may apply and purchase their own award. Recipients are acknowledged at the annual Adult Recognition Event.

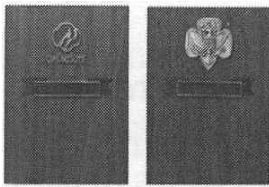
### Potential candidates for the Outstanding Volunteer Award could be the following:

- A recruiter who has retained or increased adult or girl membership in an area beyond the goals set for that area.
- A consultant who consistently provides high quality contemporary issues programs to girls.
- A person who has significantly increased Girl Scouting's positive image within a community through a wide variety of methods and media.
- An event director who has managed several successful events with increased use of girl planning and involvement.
- Any other outstanding service.



## LEADERSHIP DEVELOPMENT PIN

Award	The Leadership Development Pin is a yellow enamel pin with a brown owl design with attachable leaves recognizing advanced training participation.
Recipient	The candidate is an active registered member of Girl Scouts of the U.S.A. who has completed one year as a troop/group leader (01), assistant leader (02), or group coordinator (04).
Criteria	The candidate has completed Basic Leader Training. The candidate has participated in at least two meetings or events beyond the troop/group level within twelve months, council or community-wide; e.g. service unit meetings and program events, camporees, council meetings and events. The candidate has secured adult resource persons for the troop/group who have completed training in first aid and camping (If involved in camping activities). The candidate may be that resource person or another person may be trained to qualify.
REQUIREMENTS FOR EACH LEAF:	<p>The candidate first has been presented with the Leadership Development Pin</p> <p>Green Leaf: The candidate has completed ten additional contact hours of training or one CEU of training.</p> <p>One CEU is equal to ten contact hours. The contact hours may be completed at one workshop, course, or training event or represent hours of training accumulated at several events over a period of time.</p> <p>After receiving five green leaves, the recipient may replace them with one silver leaf.</p> <p>Silver Leaf: Represents 50 contact hours or five CEU's of training. The contact hours may be one workshop, course or training event or cumulative hours of training. Five silver leaves are replaced by one gold leaf.</p> <p>Gold Leaf: Represents 250 contact hours or 25 CEU's of training.</p> <p>Each workshop should enhance the candidate's skill in working with girls and have been delivered by an accredited institution or organization such as the Girl Scouts, American Camping Association, Red Cross, GSUSA, Edith Macy Conference Center, or a local college. The candidate should apply for leaves within one year of completion of a workshop or training.</p>
Procedure	The candidate completes an application, including documentation for the recognition and submits it to the Service Unit Adult Recognition Committee (SARC) who reviews it. If all requirements are met, the SARC approves the award. The application is then submitted to the Membership Manager for the service unit for verification. The SARC or individual may then purchase the pin.
Documentation	Documentation to verify the above criteria is to be attached to the application. Copies of GSGV training record green card, first aid certification cards, and/or certificates of completion from workshops or training programs are acceptable. Information should include course title, presenting organization, location, date and hours or CEUs.
Presentation	The service unit is responsible for presentation; however an individual may apply and purchase their own award. Recipients are acknowledged at the Adult Recognition Event.



## PRESIDENT'S AWARD

Award	The President's Award is a wooden plaque, which remains on display in a place of honor in the council. An accompanying certificate is presented to the service team. Presentation of the award takes place at the Annual Adult Recognition Event.
Recipient	The President's Award recognizes the efforts of a service team in moving its service unit toward the attainment of the council's goals and objectives during a membership year (October 1 - September 30).
Criteria	<ol style="list-style-type: none"> <li>1. Service Team Information: The service team members must have taken training appropriate for the service team position held.</li> <li>2. Service Team Diversity: The service team personnel reflect the diversity (cultural, socio-economic, racial, religious, etc.) of the service unit's jurisdiction.</li> <li>3. Service Team Communications: The service team maintains ongoing communications with each troop/group, and with girls registered as individual girl members (non-troop affiliated) in the service unit. The service team has developed and implemented a plan to maintain contact with representatives of each troop or group unable to attend service unit meetings.</li> <li>4. Community Contacts: The service team maintains community contacts through scheduled talks to civic groups (about Girl Scouting), sponsorship agreements, community profile updates, etc. The purpose of the contact must be to provide service or increase community awareness about the organization and its benefits to girls. Contacts for the purpose of securing financial assistance or gifts in kind or any parade participation are not appropriate for this requirement.</li> <li>5. Troop/Group Leader Retention: Service unit has retained 75% or more of troop/group leaders from the previous membership year. This includes adults registered as leaders (01), assistant leaders (02), and group coordinators (04) or 75% of the troop's re-registered.</li> <li>6. Girl Membership: Girl membership for the service unit has reached the membership goal agreed upon by the service team and the Council staff member assigned to that SU.</li> <li>7. Council Reports: Reports required by the council have been submitted on schedule by the service team. These include service unit and troop finance reports, all volunteer management system forms, camporee application and report, cookie reports and service team evaluation.</li> </ol>
Nomination & Approval Procedures	Service Teams who meet the criteria may apply for the President's Award at the end of any membership year. Each Girl Scout membership year begins on October 1 and ends September 30. All information submitted on the application must pertain to one membership year only. Service Teams may apply for the award each year that the criteria are met. Upon completion of the criteria, the service unit manager (or appointed service team member) completes an application with accompanying documentation of the activities and results. The application is submitted to the Director of Membership Development - Program Center by December 1st. The CARC is responsible for review of the nomination. If approved, a recommendation will be submitted to the Board of Directors for final approval. If denied, the nominator will be notified. If the nominator so wishes, an appeal may be pursued. Notification of the decision will be mailed to the nominator after the Board of Directors meeting.
Presentation	Presented at the Annual Adult Recognition Event.



## APPRECIATION PIN

Award	The Appreciation Pin is a square gold-tone pin embossed with the Girl Scout logo.
Recipient	The Appreciation Pin recognizes an adult who has delivered outstanding service to at least one geographic area, service unit, or program delivery audience.
Criteria	<p>The candidate is a registered Girl Scout adult volunteer or staff member.</p> <p>The service performed by the candidate is outstanding, above and beyond the expectations for the position(s) held and is delivered to at least one service unit within the council, thereby contributing to the attainment of the council's goals and objectives.</p>
Nomination & Approval Procedures	<p>An individual or group familiar with the service performed submits to the Council Adult Recognition Committee, a nomination that includes specific information concerning service beyond that required by the position held and the results of that service. The information must be concise and factual. PLEASE TYPE OR PRINT IN BLACK INK.</p> <p>Two individuals familiar with the service performed submit letters of endorsement with the nomination. Endorsement letters should contain specific information concerning action or service.</p> <p>The CARC is responsible for review of the nomination. If approved, a recommendation will be submitted to the Board of Directors for final approval. If denied, the nominator will be notified. If the nominator so wishes, an appeal may be pursued. Notification of the decision will be mailed to the nominator after the Board of Directors meeting.</p>
Presentation	Presented at the Annual Adult Recognition Event.

### Potential candidates for the Appreciation Pin could be the following:

- A corporate volunteer who recruits coworkers to lead or sponsor troops or provide career mentors for girls from under-represented populations in the council.
- A geographic area director or program delivery team leader whose management of the area or team results in an increase in membership ratio in all groups and a stable retention pattern over several years.
- A consultant who develops and implements an interactive pluralism program that helps girls and adults develop a greater appreciation of people who are different from themselves.
- A staff member who has successfully established a supported variety of program delivery methods in an area that results in increased girl and adult membership from under-represented populations.
- The manager of a highly successful product sale.
- A day camp director whose effective management results in an increase in participation by girls and adults over a period of time.
- Any other outstanding service.



## HONOR PIN

Award	The Honor Pin is a green enamel pin with a gold-tone trefoil circled by a laurel wreath.
Recipient	The Honor Pin recognizes an adult member who has delivered outstanding service to two or more geographic areas or program delivery audiences.
Criteria	<p>The candidate is a registered Girl Scout adult volunteer or employed staff member.</p> <p>The service performed by the candidate is outstanding, above and beyond the expectations for the position(s) held and is delivered to at least two or more service units within the council, thereby contributing to the attainment of the council's goals and objectives.</p>
Nomination & Approval Procedures	<p>An individual or group familiar with the service performed submits to the Council Adult Recognition Committee through the Director of Membership Development- Program Center, a nomination that includes specific information concerning service beyond that required by the position held and the results of that service. The information must be concise and factual. PLEASE TYPE OR PRINT IN BLACK INK.</p> <p>Three individuals familiar with the service performed submit letters of endorsement with the nomination.</p> <p>The CARC is responsible for review of the nomination. If approved, a recommendation will be submitted to the Board of Directors for final approval. If denied, the nominator will be notified. If the nominator so wishes, an appeal may be pursued. (See Section A) Notification of the decision will be mailed to the nominator after the Board of Directors meeting.</p>
Presentation	Presented at the Annual Adult Recognition Event.

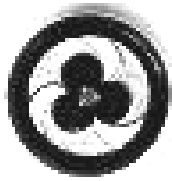
### Potential candidates for the Honor Pin could be the following:

- A person who organizes and provides leadership to a successful annual giving campaign that surpasses council financial goals.
- The director of a successfully running day camp that includes two or more areas.
- A program consultant who implements a series of events and activities that bring girls together from different parts of the council.
- A volunteer or staff member who directs a membership outreach task group that results in a significant increase in girl or adult membership in under-represented populations in several areas of the council.
- A training manager or trainer whose events for an area of the council receive consistently high ratings resulting in increased participation by adults from several geographic areas.
- Any other outstanding service.



## THANKS BADGE

Award	The Thanks Badge is a gold-filled, blue and white enamel disc that can be used as a pin or on a ribbon or chain.
Recipient	The Thanks Badge recognizes an adult member whose performance is truly outstanding and benefits the total council or the entire Girl Scout movement.
Criteria	<p>The candidate is a registered Girl Scout adult volunteer or employed staff member.</p> <p>The service performed by the candidate is truly outstanding, benefits the total council or the entire Girl Scout movement, and is so significantly above and beyond the expectations for the position(s) held that no other award would be appropriate.</p>
Nomination & Approval Procedures	<p>An individual or group familiar with the service performed submits to the Council Adult Recognition Committee, a nomination that includes specific information concerning service beyond that required by the position held and the results of that service. The information must be concise and factual. PLEASE TYPE OR PRINT IN BLACK INK.</p> <p>Four individuals familiar with the service performed submit letters of endorsement with the nomination. Endorsement letters should contain information concerning action or service.</p> <p>The CARC is responsible for review of the nomination. If approved, a recommendation will be submitted to the Board of Directors for final approval. If denied, the nominator will be notified. If the nominator so wishes, an appeal may be pursued. (See Section A) Notification of the decision will be mailed to the nominator after the Board of Directors meeting.</p>
Presentation	Presented at the Annual Adult Recognition Event.



## THANKS BADGE II

Award	The Thanks Badge II is a 5/8" gold-filled miniature version of the Thanks Badge with a gold border around the blue band.
Recipient	The Thanks Badge II for Continuing Service recognizes an adult member who has already received the Thanks Badge and who has continued to contribute in extraordinary ways that benefit the total council or the entire Girl Scout movement.
Criteria	<p>The candidate is a registered Girl Scout adult volunteer or employed staff member.</p> <p>Since receipt of the Thanks Badge, the candidate has provided distinguished service by:</p> <ul style="list-style-type: none"><li>▪ Continuing to perform at the same high level for an extended period of time, or</li><li>▪ Increasing her/his sphere of influence, or</li><li>▪ Using her/his skills and talents to move into another field of endeavor.</li></ul> <p>The service benefits the total council or entire Girl Scout movement.</p> <p>The service is so outstanding and is so significantly beyond expectations that no other award is appropriate.</p>
Nomination & Approval Procedures	<p>An individual or group familiar with the service performed submits directly to the Council Adult Recognition Committee, a nomination that includes the significance (results) of the service beyond that required by the position(s) held. The information must be concise and factual. PLEASE TYPE OR PRINT IN BLACK INK.</p> <p>Four individuals familiar with the service performed submit letters of endorsement with the nomination. Endorsement letters should contain information concerning action or service.</p> <p>The CARC is responsible for review of the nomination. If approved, a recommendation will be submitted to the Board of Directors for final approval. If denied, the nominator will be notified. If the nominator so wishes, an appeal may be pursued. Notification of the decision will be mailed to the nominator after the Board of Directors meeting.</p>
Presentation	Presented at the Annual Adult Recognition Event.

## **SECTION C**

# **GIRL SCOUTS OF GENESEE VALLEY COUNCIL AWARDS**

Milestone Members Hall of Fame

Green Angel / Green Knight Award

Circle of Friends

Star Among Us

Constellation Award

Galaxy Award



## MILESTONE MEMBERS HALL OF FAME

Award	Council Pin attached to a ribbon.
Recipient	Implemented in 1994, this recognition honors Girl Scout adults who have been members of the Girl Scouts of the U.S.A. for a minimum of 40 years.
Criteria	Members must be currently registered, but need not be actively involved. The 40 years of membership may include girl years, do not have to be continuous, and can be with more than one council.
Nomination & Approval Procedures	<p>Qualifying members either apply personally, or are recommended for induction into the Hall of Fame by another person.</p> <p>An application form is completed and submitted to CARC.</p> <p>The deadline for submission is February 1 of each calendar year.</p>
Presentation	Presented at the Annual Adult Recognition Event.

## GREEN ANGEL / GREEN KNIGHT AWARD

Award	A small green enamel pin shaped like an angel or knight.
Recipient	This is an informal award. It may be presented at any time to anyone as a token of appreciation. The recipient may be or not a registered Girl Scout member.
Criteria	This recognition is intended to be used for those folks who are there when you need them; who quietly assist and encourage, etc.
Nomination & Approval Procedures	Pins may be purchased at any time in the Girl Scout Shop at the Program Center.
Presentation	The award can be presented at the Service Unit level or at a troop function.



## CIRCLE OF FRIENDS AWARD

Award	Each honoree is presented with a Circle of Friends certificate.
Recipient	The Circle of Friends is given to an individual, community group, business, or organization, not registered as a member of the Girl Scouts of the U.S.A., who has given generously of time, talent, or treasure to the Girl Scouts of Genesee Valley, Inc.
Criteria	<p>The individual, community group, business, or organization is not a registered member of the Girl Scouts of the U.S.A.</p> <p>The nominee has given generously of time, talent, or treasure significantly benefiting a troop, group, service unit, or the entire council. Services are beyond that of a sponsor.</p> <p>A nominee shall not receive the Circle of Friends in two consecutive years.</p>
Nomination & Approval Procedures	<p>An individual or group familiar with the service performed submits directly to the Council Adult Recognition Committee. A nomination that includes the significant results of the service received.</p> <p>The CARC is responsible for review of the nomination. If approved, a recommendation will be submitted to the Board of Directors for final approval. If denied, the nominator will be notified. If the nominator so wishes, an appeal may be pursued. Notification of the decision will be mailed to the nominator after the Board of Directors meeting.</p>
Presentation	Presentation made at the Council Annual Meeting in November. Recipients are acknowledged at the Adult Recognition Event.



## STAR AMONG US AWARD

Award	A crystal star suitable for hanging.
Recipient	Recipient is a member of a community (who either lives or works in the community) served by Girl Scouts of Genesee Valley, Inc. who has given exceptional volunteer service to or for the benefit of children.
Criteria	The nominee demonstrates extensive and exceptional service to, and/or involvement with, children. The nominee demonstrates commitment to, and awareness of, the welfare and education of children. The nominee may be a currently registered member of the Girl Scouts of the United States of America, but membership is not a criterion.
Nomination & Approval Procedures	<p>Nominations are submitted to the Council Adult Recognition Committee. Nominations must be presented TYPED OR PRINTED IN BLACK INK ON WHITE PAPER. The deadline for submission is February 1 of each calendar year. Nominations are to include specific information demonstrating how the nominee meets the criteria and the results of his or her actions or projects. Information must be concise, factual, and include all possible documentation. Newspaper clippings, video footage, photographs, etc., may be included. Incomplete nominations will be returned for additional information.</p> <p>This award differs from the Circle of Friends Award in that the Star Among Us focuses on commitment to the welfare and education of children.</p>
Presentation	Since this is a community award, which may be presented to a person, or group who may or may not be members of the organization, it is recommended that it be presented at the annual Adult Recognition Event in April during.



## CONSTELLATION AWARD

Award	Each honoree is presented with a certificate showing a background watermark of the Constellation Virgo. The certificate is mounted on a wooden frame.
Recipient	The recipient is an individual, group of individuals, or company who promotes a positive image of Girl Scouting to the non Girl Scout community.
Criteria	The nominee promotes a positive image of Girl Scouting through a specific action or project.
Nomination & Approval Procedures	<p>Nominations are submitted to the Council Adult Recognition Committee. Nominations must be presented TYPED OR PRINTED IN BLACK INK ON WHITE PAPER.</p> <p>The deadline for submission of nominations is February 1 of each calendar year.</p> <p>Nominations are to include specific information demonstrating how the nominee meets the criteria and the results of his or her actions or projects.</p> <p>Information must be concise, factual, and include all possible documentation. Newspaper clippings, video footage, photographs, etc., may be included.</p> <p>Three (3) letters of endorsement are to be submitted with the nomination. Incomplete nominations will be returned for additional information. Endorsement letters should contain information concerning action or service.</p>
Presentation	Presented at the Annual Adult Recognition Event.



## GALAXY AWARD

Award	An ornament, such as a paperweight, etched with stars swirling in their paths.
Recipient	The nominee will be a currently registered adult member of the Girl Scouts of the United States of America, who has demonstrated understanding of, respect and appreciation for individual differences in people, and who has built relationships and bridges of friendship.
Criteria	The nominee has been instrumental in moving the Girl Scouts of Genesee Valley, Inc. toward its goal of being a truly pluralistic organization. The nominee has been successful in helping the council achieve its vision of providing all girls' access to the Girl Scout Program.
Nomination & Approval Procedures	Nominations are submitted to the Council Adult Recognition Committee through the Adult Education Specialists. Nominations must be presented TYPED OR PRINTED IN BLACK INK ON WHITE PAPER. The deadline for submission is February 1 of each calendar year. Nominations are to include specific information demonstrating how the nominee meets the criteria, and include the results of his or her activities or projects. Information must be concise, factual, and include all possible documentation. Newspaper clippings, video footage, photographs, etc., may be included. Incomplete nominations will be returned for additional information.
Presentation	Presented at the Annual Adult Recognition Event.