



# Adult Recognition Handbook



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This Handbook supersedes all previous guidelines.

The online nomination procedures for council-level recognition has been improved to include award specific Nomination Forms, to be used by those nominating candidates as well as, those submitting additional recommendations. Detailed instructions for the new nomination submission process are located on page 14.

All necessary forms and reference information required to nominate candidates for any Adult Recognition are conveniently located on the [GSNI Recognition](#) page of our website.

Council-level recognition nominations must be submitted no later than **February 1, 2024**.

PLEASE NOTE: Both new and previously used designs in recognition insignia are valid and can appropriately be displayed on Girl Scout uniforms.

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# Adult Recognition

Girl Scouts of Northern Illinois places a high value on recognizing the adults who make a difference in Girl Scouts' lives. Awards and earned recognitions provide a means to acknowledge individuals, troops, and service units, in and of Girl Scouts, for their unique service.

This handbook contains all the information necessary to nominate a special volunteer or service unit member and highlight their accomplishments, including recognition descriptions and criteria, a detailed outline of the nomination process for each level of recognition, and helpful links to online forms and resources.

## What is Recognition?

Recognition is given to acknowledge service. People volunteer for countless reasons, but underneath it all, most volunteers are motivated by the quality of their service and the people they serve. When volunteers know their time and energy are appreciated and they are valued by Girl Scouts, they commit themselves even more to the organization and the mission of building girls of courage, confidence, and character who make the world a better place. Adult recognition can be one of the most powerful tools for retaining the invaluable individuals who volunteer for our organization.

The Girl Scouts of Northern Illinois Adult Recognition Program reflects:

- Quality of accomplishment as the primary determining factor in recognizing adult contributions
- Impact on Girl Scouts as the leading measure of quality
- Acknowledgment of many kinds of contributions (time, talent, and measure)
- Support of the Girl Scout mission through policies and procedures outlined in [Volunteer Essentials](#).
- Understanding and practice of inclusive behavior

Recognition reinforces high expectations and encourages continued growth and development. It is not a competition. Awards encourage adults to commit to greater levels of involvement and support while they help Girl Scouts develop skills, values, and ideals to reach their fullest potential.



## Forms of Recognition

Showing appreciation for volunteers is essential. They contribute countless hours toward Girl Scouts on top of their own busy schedules and hectic lives. Girl Scouting wouldn't be the same without them. Recognition comes in many forms throughout the year.

- **Thank You:** Everyone should get one! Informal recognitions, like thank you's, should be used throughout the year. A thank you could include a greeting card, note, or certificate
- **Special Thank You:** These are reserved for a job well done. A special thank you could include a bouquet of flowers, small gift, or a cake
- **Service Awards:** Service Awards are given for years of service with the organization
- **Adult Recognitions:** Adult Recognitions are given for outstanding service that leaves a lasting legacy or impact

## How Do I Know Who to Recognize?

1. List all the people who helped you the past membership year (October 1, 2022 - present) in Girl Scouts.
2. Write next to each name what kind of recognition is most meaningful and applicable for the individual. Would it be fun for them to receive recognition in front of a crowd? Would they appreciate recognition in private?
3. Highlight the individuals who went above and beyond. Should they receive a service unit or council recognition? Only nominate an individual or group for one award per year.
4. Mark the one person who stands out to you the most and nominate that person for recognition.
5. Search the Past Awardee Lists by Award to ensure the volunteer you would like to nominate has not already received the specific award. (Please be aware when searching the database that names may have changed over the years. If you need assistance determining past award recipients, please contact Customer Care.)

## What Can Recognitions Do?

### For the Adult Girl Scout

Recognitions help the individual appreciate their own accomplishments and the worth of their position as a part of the Girl Scout Movement.

### For the Troop

Recognitions for parents at the troop level build a base of support for the Girl Scouts in the troop.

### For the Service Unit

Recognitions can be part of the service unit's traditions and contribute to the continuity of Girl Scouting.

### For the Council

Recognitions acknowledge the hard work of the "behind-the-scenes" volunteers who keep the system working.



# Levels of Adult Recognition

## Service Unit Level Recognitions

Service units may recognize outstanding volunteers and community members or groups with a variety of awards. Service Unit Teams play a huge role in the nomination and formal recognition process for these awards by:

- Providing information to volunteers within their service unit about the kinds of recognitions available
- Planning implementing, and sharing information about the award nomination procedures
- Creating and prepping service unit certificates
- Planning the times and methods for the formal recognition of awardees

Service unit recognitions can include the following ideas: First-Year Leader Certificate, 5- or 10-Year Service Certificate, and Outstanding Leader Award Pin. These are only ideas for the Service Unit to use for local recognition.

## Council Level Recognitions

Girl Scouts of Northern Illinois provides many opportunities to recognize exceptional individuals or groups whose leadership or service had a measurable impact at the council- or movement-wide level. There is a rigorous nomination and selection process for most council-level recognitions which, along with award descriptions are outlined in this handbook.

Council-level recognitions include: Volunteer of Excellence Award, Appreciation Award Pin, Honor Award Pin, President's Award, Thanks Badge, Thanks Badge II, and Hall of Fame. The nomination criteria for each award are provided in this handbook.





# Volunteer Recognition Ceremony

Every year, the Girl Scouts of Northern Illinois recognizes and celebrates our outstanding volunteers and community members during our Annual Meeting's Volunteer Recognition Ceremony. This inspirational and much anticipated event showcases the exceptional acts of service and leadership performed within our Council during the previous membership year.

The annual Volunteer Recognition Ceremony only highlights council-level recognitions. Service unit level recognitions may be awarded at separate ceremonies or events hosted by local service units.

The next Volunteer Recognition Ceremony, which will recognize awardees for the 2023 membership year (October 1, 2022 - present), will be held on **April 27, 2024**.

## Did You Know?

88% of volunteers believe their life is better because they volunteer with Girl Scouts.

94% of volunteers say they have made new friends because they volunteer.




Two-thirds believe their volunteer experience has helped them professionally.

95% of Girl Scout volunteers are happy knowing they are making girls' lives better.








# Council-level Recognitions

Recognition	Recognizes	Support Documents	Form of Award
<b>Appreciation Award Pin</b>	An individual's exemplary service in support of delivering the Girl Scout Leadership Experience with impact on one geographical area of service	Completed online nomination form	
<b>Volunteer of Excellence Award</b>	A volunteer who has contributed outstanding service while partnering directly with Girl Scouts to implement the Girl Scout Leadership Experience, or who has contributed outstanding service in support of the council's mission delivery goals to youth and adult members	Completed online nomination form	
<b>Honor Award Pin</b>	An individual's exemplary service in support of delivering the Girl Scout Leadership Experience which as had measurable impact on two or more geographic areas of service, allowing the council to reach and surpass its mission delivery goals	Completed online nomination form	
<b>President's Award</b>	A service-delivery team or committee whose exemplary service in support of delivering the Girl Scout Leadership Experience surpassed team goals and resulted in significant, measurable impact toward reaching the council's overall goals	Completed online nomination form	Committee Members receive a President's Award Pin and Certificate.



# Council-level Recognitions

Recognition	Recognizes	Support Documents	Form of Award
Thanks Badge	An individual whose ongoing commitment, leadership, and service had an exceptional, measurable impact on meeting the mission delivery goals and priorities of the council or the entire Girl Scout organization	Completed recommendation form from nominator	
Thanks Badge II	Continuing service of adult member who has already received the Thanks Badge and who continued to provide exemplary service in a leadership role, resulting in a measurable impact that benefited the council or entire Girl Scout organization	Completed recommendation form from nominator	
Hall of Fame	Recognizes a lifetime commitment to the Girl Scout Movement within Girl Scouts of Northern Illinois. The recipient has supported GSNI in a variety of ways including advocating for Girl Scouts in the community, volunteering in the variety of roles, and financially supporting GSNI. No more than 2 individuals shall be inducted in the Hall of Fame in a given year	Completed recommendation form from nominator plus 2 additional recommendation forms	





# Council Level



## Appreciation Award Pin

The Adult Appreciation Award Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience with impact on one geographic area of service.

### Criteria

- The candidate is an active, registered adult Girl Scout
- The service the candidate performed was between the dates of October 1, 2022, to present
- The service performed by the candidate exceeded expectations and had a measurable impact on one or more geographical areas of service

### Examples of Candidate

- A volunteer organized and led a Higher Award workshop for Juniors, Ambassadors, increasing engagement and participation in a neighborhood
- After noticing many leaders in the neighborhood were struggling with implementing Journeys, a volunteer organized a Journey Workshop to help leaders get the most out of the experience. The workshop made it easier for troops to incorporate Journeys into their troop activities and made the implementation of the Journeys run smoother.

### Procedure for Nomination

Service Unit Team Members or any adult member nominates candidates by completing GSNI's online nomination form.





## Volunteer of Excellence Award

The Volunteer of Excellence Award Pin recognizes volunteers who have contributed outstanding service while directly partnering with Girl Scouts in any pathway to implement the Girl Scout Leadership Experience through the use of the National Program Portfolio or in support of the council's mission delivery to youth and adult members.

### Criteria

- The candidate is an active, registered adult Girl Scout
- The service the candidate performed was between the dates of October 1, 2022 to present
- The candidate completed a term of service and all requirements for the position
- The candidate's performance was beyond the expectations of the position to deliver the Girl Scout Leadership Experience and supported the council's mission-delivery goals in one or more of the following functional areas: membership development/community cultivation, volunteer relations and support, program, fund development, or council support service

### Examples of Candidate

- Wanting to see more Girl Scouts earn higher level awards, a volunteer worked closely with council to develop materials for the Gold Award. She worked hard to ensure the Girl Scouts understood the process and helped them reach their goals. Because retention of youth and adults was important to her, she has written many modules and workshops for trainers
- When GSUSA announced the new Girl Scout Trailblazer program, this volunteer worked closely with council to promote the program by developing plans and materials to help Girl Scouts build outdoor confidence, interest, and competence, while understanding the true meaning of environmental stewardship. Afterward, this volunteer continued to mentor troop leadership to growing the program

### Procedure for Recommendation

Service Unit Team Members or any adult member nominates candidates by completing GSNI's online nomination form.



## Honor Award Pin

The Honor Award Pin recognizes an individual's exemplary service in support of delivering the Girl Scout Leadership Experience which has had measurable impact on two or more geographic areas of service, allowing the council to reach and surpass its mission delivery goals.

### Criteria

- The candidate is an active, registered adult Girl Scout
- The service the candidate performed was between the dates of October 1, 2022, to September 30, 2023
- The service performed by the candidate exceeded expectations and had a measurable impact on two or more geographical areas of service

## Examples of Candidate

- A Service Unit Manager and Council Trainer set out to educate troop leadership on the benefits of participating in troop travel experiences. She worked with council to coordinate materials and facilitated Troop Trips courses council wide. This resulted in increased troop trip applications and countless travel experiences for Girl Scouts
- After declining participation at a service unit event, a volunteer took charge to revitalize it. The event was traditionally only offered to 5th grade Girl Scouts. The volunteer decided to open the event to Juniors and older and modify activities to peak the interest of Juniors, Cadettes, Seniors, and Ambassadors. This event has since been offered every year and retention has improved throughout the service unit

## Procedure for Nomination

Service Unit Team Members or any adult member nominates candidates by completing GSNI's online nomination form.



### Thanks Badge

The Thanks Badge honors an individual whose ongoing commitment, leadership, and service had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the council or the entire Girl Scout organization.

## Criteria

- The candidate is an active, registered adult Girl Scout
- The service the candidate completed was between the dates of October 1, 2022, and September 30, 2023
- The outstanding service performed by the candidate resulted in outcomes that benefited the council or the entire Girl Scout organization, and was so significantly above and beyond the call of duty that no other award would be appropriate

## Examples of Candidate

- A volunteer who has a passion for training other volunteers, as evidenced by her many positions in the service unit. Along with being a Council Trainer, she personally mentored new troop leaders to help them sort through all the information they received in the first few months. She also served in her service unit as Service Unit Manager. She assisted her service unit with an event in which record numbers of Girl Scouts and adults participated. She went beyond the local level by regularly volunteering as Camp Director and at council events

## Procedure for Nomination

Service Unit Team Members or any adult member nominates candidates by completing GSNI's online nomination form.



## Thanks Badge II

The Thanks Badge II honors a previous Thanks Badge recipient who continued to provide exemplary service in a leadership role, resulting in a measurable impact that benefited the Council or entire Girl Scout organization.

### Criteria

- The candidate is an active, registered adult Girl Scout
- The candidate has previously received the Thanks Badge
- The service the candidate completed was between the dates of October 1, 2022, and September 30, 2023
- The outstanding service performed by the candidate resulted in outcomes that benefited the council or the entire Girl Scout organization and so went significantly above and beyond the call of duty that no other award would be appropriate

### Examples of Candidate

- After receiving the Thanks Badge, this volunteer continued to dedicate herself to Girl Scouts. She served in her service unit as chair on various event committees and as Service Unit Manager for multiple terms. She taught numerous workshops and modules in an extra effort to bring more resources and tools to other volunteers. In everything she did, she worked to ensure Girl Scouts came first and that programming was educational and fun. She served the Girl Scout organization as a whole by sharing her Girl Scout experience with others around the country as a delegate at the National Convention. She continued to bridge the gap between seasoned volunteers while supporting new leaders

### Procedure for Nomination

Service Unit Team Members or any adult member nominates candidates by completing GSNI's online nomination form.



## GSNI's Hall of Fame

The Hall of Fame Award recognizes a lifetime commitment to the Girl Scout Movement within Girl Scouts of Northern Illinois. The recipient has supported GSNI in a variety of ways including advocating for Girl Scouts in the community, volunteering in a variety of roles, and financially supporting GSNI. No more than two individuals shall be inducted into the Hall of Fame in a given year. The Hall of Fame Award may be awarded posthumously.

### Criteria

- The candidate has been a member for at least 20 years
- The candidate has delivered service that far exceeds the expectations of any position
- Has had long-lasting impact on the Girl Scout organization
- Has made a financial commitment to GSNI in the current or previous year

## Examples of Candidate

- A volunteer who has a passion for training other volunteers, as evidenced by her many positions in the service unit. Along with being a Council Trainer, she personally mentored new troop leaders to help them sort through all the information they received in the first few months. She also served in her service unit as Service Unit Manager. She assisted her service unit with an event in which record numbers of girls and adults participated. She went beyond the local level by regularly volunteering as Camp Director and at council events

## Procedures for Nomination and Endorsement

Service Unit Team Members or any adult member nominates candidates by completing GSNI's online nomination form. Two other adult members complete the Hall of Fame Endorsement form to be submitted to GSNI.



## President's Award

The President's Award recognizes the efforts of a Service Delivery Team or committee whose exemplary service in support of delivering the Girl Scout Leadership Experience surpassed team goals and resulted in a significant, measurable impact toward reaching the council's overall goals.

## Criteria

- All Service Delivery Team or committee members are active, registered adult Girl Scouts
- All Service Delivery Team or committee members met all requirements and expectations of the positions held
- The Service Delivery Team or committee significantly contributed to meeting one or more of the council's mission-delivery or committee goals
- The Service Delivery Team or committee reflects the diversity of the target audience or area it serves, in youth and adult membership, in all pathways offered

## Examples of Candidate

- A Service Unit Team saw an opportunity to recruit more Girl Scouts within their schools. They implemented a new approach to recruitment by hosting individual school recruitments and then having one large recruitment night for the whole neighborhood. This allowed schools a second chance to get more members interested in Girl Scouts. This new method of recruitment led to an overall increase in youth membership
- This Service Unit Team worked together to overcome the limitations of recruiting Girl Scouts during a pandemic by promoting and facilitating virtual recruitment events throughout the neighborhood. This helped the service unit maintain the high membership levels that were seen in previous years

## Procedure for Recommendation

Service Unit Team Members or any adult member nominates candidates by completing GSNI's online nomination form.



# Submission Process

## Adult Recognition Submission Process

After studying the criteria and determining the award you wish to recommend, please follow this procedure:

1. Gather information related to criteria for the award for which you want to nominate the volunteer. You may need to talk to others in your troop or service unit to ensure you have gathered enough information for the nomination. If the award requires an endorsement letter, contact references and share the award criteria and online endorsement form link with them.
2. Complete the online nomination form for the Adult Recognition Award for which you are nominating the volunteer. All online nomination forms can be found on GSNI's Recognition page. Nominations are due by February 1, 2024, at 11:59 p.m. Nominations requiring an endorsement form/letter will not be considered submitted until both have been received.
3. The GSNI Recognition Committee reviews all nominations and approves them before forwarding them to GSNI's Board of Directors for final approval. A decision letter will be sent to the nominator, and an approval letter will be sent to the nominee.

The time frame for this nomination term is for services performed from October 1, 2022 - present. Please note, some of the higher awards will ask for information prior to this time frame.

## Tips for Nominating/Recommending Candidates

- Remember that candidates are nominated for council-level awards based on their achievements from the previous membership year to the present; for example to recognize a candidate's accomplishments from the 2023 membership year (October 2022 - present), that candidate would need to be nominated by the cut-off date for the spring Volunteer Recognition Ceremony in 2024
- Consult the Past Awardee Lists by Award, to see if the candidate you wish to nominate has received a particular award before: an individual may only receive any given council-level award once. Committees or Council Groups may receive the President's Award every 3 years
- Each Nomination Form must offer a distinct perspective on the candidate's suitability for the award - do not copy text from the candidate's other Nomination Forms
- Only one candidate may be nominated per submission on the online nomination form



# Selection Process

## Council-Level Recognitions

Council-level recognition awardees are chosen by the Recognition Committee in February, once all nomination materials for each candidate have been received by council. This committee includes volunteers from different council regions, along with a staff representative to help with administration.

The Recognition Committee reviews all nominations for each award and confirms that candidates meet all eligibility criteria. The Recognition Committee may ask nominators for more information with a short timeline to ensure each candidate is eligible for the award or suggest the candidate to receive a different award instead if necessary.

Award recipients are notified of their forthcoming recognitions, after all award selections are made, Awardees should plan to attend the Annual Meeting in the Spring to receive their awards and be recognized by the Board of Directors and their Girl Scout peers.

## Sample Nomination Questions

All nomination forms use the same questions to gather specific information about the volunteer's work based on the criteria of each award. Here are the questions you will need to answer on each form as you gather your information and details to submit.

1. Basic information for both the Candidate and Nominator:
  - a. Full Name (As is listed in GSNI's system. No nicknames.)
  - b. Service Unit
  - c. Address
  - d. Email
  - e. Phone Number
  - f. Current Volunteer Positions
2. Is the candidate a registered Girl Scout member now and throughout the time period when the service was given?
3. Please describe the activity/activities this candidate implemented to support the delivery of the Girl Scout Leadership Experience in their troop, service unit, or the council. Give specific examples that meet the award requirements.
4. In what community/service unit area was this service delivered?
5. Who was affected? For adults, include how many in what roles. For Girl Scouts, include how many and what grade level(s).
6. How were they affected? What outcome did the Girl Scouts/adults experience, or what did they say they remembered/learned about the experience or activity?
7. What position did the candidate hold, and how did the candidate's service go above and beyond the expectations for the position? What were the goals or expectations? Use specific examples to support their nominations.

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