



Girl Scouts®

Girl Scouts of Northern Illinois



**Volunteer
Recognition**

Welcome to the Girl Scouts of Northern Illinois book of adult recognitions. This booklet is designed to be used as a guide and tool for those seeking to give recognition to a Girl Scout volunteer. Girls and adults in Girl Scouting show appreciation in many ways. We express gratitude with a smile, a “thank you,” formally written notes, certificates, and other awards.

In Girl Scouts of Northern Illinois we believe in recognizing those volunteers who have been role models—giving unselfishly of their varied talents and valuable time and therefore inspiring us all.

Act on your desire to honor these special volunteers by nominating them for one of this year’s awards. When volunteers feel recognized, the girls are better served . . .

*And girls are the reason
for doing all that we do!*

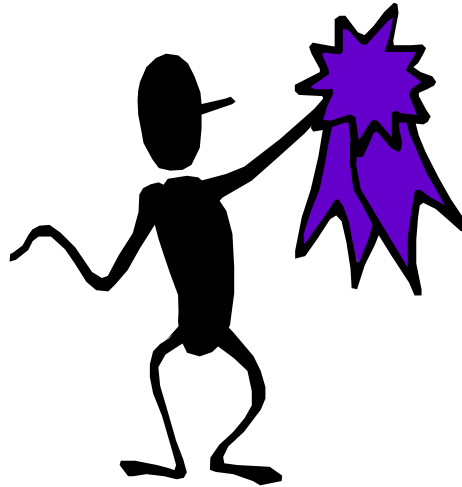
Our Mission:

Girl Scouting build girls of courage, confidence, and character, who make the world a better place.

Introduction

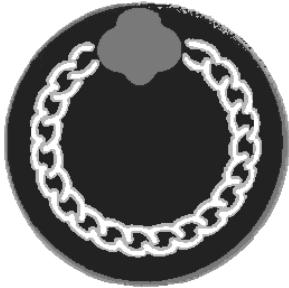

rec • og • ni • tion

1. the action of recognizing
2. formal acknowledgement
3. special notice or attention
4. acknowledgement with a show of appreciation




A volunteer is not paid monetarily for his/her services, but finds rewards in many intangibles—volunteer symbols of achievements are not salary increases, but recognition and growth on the job. To hold the interest of a volunteer, or anyone else, work must be satisfying. You can help by keeping in mind some of the factors that contribute toward job satisfaction:

- **Involvement:** identifying with what is going on, having an opportunity to participate in decisions affecting the job
- **Personal Growth:** feeling that even while giving so much, a person is learning a lot, widening her/his circle of friends, expanding interests
- **Feeling Needed:** being convinced that the slot a person fills is important in itself and to the whole picture, and that others think she/he has a special contribution to make to it
- **Enjoyment:** of the associations, the successes, the experiences—a bed of roses would not be very stimulating, and no one needs or expects one—however, a person expects to feel good about the job often enough to make up for the frustrations
- **Recognition:** even when a volunteer is already aware that she/he is doing a good job, it is important to feel that others think so, too

Recognition	Who to Consider	Criteria	Nomination and Approval Process
<p>Outstanding Volunteer Award <i>Certificate is also available</i></p> 	<p>For a volunteer in a position other than leader</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Complete appropriate training or demonstrate ability/skills for the position • Actively recognize, understand, and practice the values of inclusive behavior • Perform at a level that exceeds the expectations of the position as outlined in the position description agreement in one or more of the following areas: <ul style="list-style-type: none"> *Membership *Program *Fund development *Pluralism *Marketing & communications *Strategic leadership/governance *Human resources 	<ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the recognitions task group outlining how the service has benefited the girls and the organization • Recognitions task group reviews the application and approves or denies the nomination • Recognitions task group sends out notification of its decision
<p>Outstanding Leader Award <i>Certificate is also available</i></p> 	<p>For a troop/group leader, assistant leader, or coordinator for outstanding performance in working with girls</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Demonstrate competence in at least two of the following: <ul style="list-style-type: none"> * Involving adults in the community to help broaden the program opportunities for girls * Increasing girl membership to support the council membership goal * Using the four program goals to select a wide range of program activities with girls * Helping girls to recognize, understand, and practice the values of inclusive behavior * Building an effective "girl-led" approach with girls 	<ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the recognitions task group outlining how the service has benefited the girls and the organization • Recognitions task group reviews the application and approves or denies the nomination • Recognitions task group sends out notification of its decision

Recognition	Who to Consider	Criteria	Nomination and Approval Process
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President's Award



For a geographic area team or program delivery team

- All be registered Girl Scout adults
- Must have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility
- Must reflect the diversity of the area they serve
- Actively recognize, understand, and practice the values of inclusive behavior

- Submit an application describing the volunteer's accomplishments to the recognitions task group outlining how the service has benefited the girls and the organization
- Recognitions task group reviews the application and approves or denies the nomination
- Recognitions task group sends notification of its decision to the council Board of Directors for confirmation

Appreciation Pin
Certificate is also available




For volunteers actively giving outstanding service to at least one geographic area or program delivery audience

- Be a registered Girl Scout adult
- Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in one geographic area
- Actively recognize, understand, and practice the values of inclusive behavior

- Submit an application describing the volunteer's accomplishments to the recognitions task group outlining how the service has benefited the girls and the organization
- Recognitions task group reviews the application and approves or denies the nomination
- Recognitions task group sends notification of its decision to the council Board of Directors for confirmation



Honor Pin
Certificate is also available





For volunteers actively giving outstanding service in more than two geographic areas

- Be a registered Girl Scout adult
- Have significantly contributed to meeting one or more council goals in membership growth and retention, fund development, or increased community visibility in two or more geographic areas
- Actively recognize, understand, and practice the values of inclusive behavior

- Submit an application describing the volunteer's accomplishments to the recognitions task group outlining how the service has benefited the girls and the organization
- Recognitions task group reviews the application and approves or denies the nomination
- Recognitions task group sends notification of its decision to the council Board of Directors for confirmation

Recognition	Who to Consider	Criteria	Nomination and Approval Process
<p>Thanks Badge <i>Certificate is also available</i></p> 	<p>For volunteers actively giving service impacting the council or the entire Girl Scout Movement</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have taken a leadership role at the council level in one or more of the following areas during the previous four years: <ul style="list-style-type: none"> *Increasing membership growth and retention *Increasing the percentage of adult-generated funding in the total council income *Increasing innovative program opportunities council-wide *Developing broad participation in policy-influencing through the democratic process *Ensuring that inclusive behavior is recognized, understood, and practiced at all levels 	<ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the organization • Council recognitions task group reviews the application and approves or denies the nomination • Council recognitions task group sends its recommendation to the National Board Adult Recognitions Task Group
<p>Thanks Badge II <i>Certificate is also available</i></p> 	<p>For Prior Thanks Badge Recipients</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have taken a leadership role in developing a model that has been replicated at the national level in one or more of the following areas during the previous three years: <ul style="list-style-type: none"> *Membership *Program *Fund development *Pluralism *Marketing & communications *Strategic leadership * Human resources 	<ul style="list-style-type: none"> • Submit an application describing the volunteer's accomplishments to the council recognitions task group outlining how the service has benefited the organization • Council recognitions task group reviews the application and approves or denies the nomination • Council recognitions task group sends its recommendation to the National Board Adult Recognitions Task Group

Recognition	Who to Consider	Criteria	Nomination and Approval Process
<p>Leadership Development Pin</p> 	<p>For troop/group leader, assistant leader, or coordinator</p>	<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have completed one successful year in the position of troop/group leader, assistant leader, or group coordinator • Have completed the appropriate training and have demonstrated position competence • Actively recognize, understand, and practice the values of inclusive behavior 	<p>The candidate submits an application which is reviewed by a designated volunteer or employed staff member. If all requirements have been met, the recognition is authorized</p>
<p><i>Additional Recognition:</i> Green Leaf Silver Leaf Gold Leaf</p>	<p>For Prior Leadership Development Pin Recipients</p>	<p>Green Leaf: Represents 10 contact hours or one CEU of additional training</p> <p>Silver Leaf: Represents 50 contact hours or five CEUs of additional training</p> <p>Gold Leaf: Represents 250 contact hours or 25 CEUs of additional training</p>	<p>Candidates applying for leaves need to document their hours and describe how the workshop/course has improved their work with girls</p>
<p>Trainer's Pin</p> 		<ul style="list-style-type: none"> • Be a registered Girl Scout adult • Have completed the council Train-the-Trainer course or demonstrated competence in planning, designing, delivering, and evaluating training 	<p>Adult development director or appropriate designee approves the recognition</p>

Nomination and Approval Procedures for Recognitions

1. An individual or group familiar with the service performed (e.g., troop/group leadership, service unit event coordination, etc.) fills out an application to nominate a volunteer for an award.
 - Applications may be copied out of this book, downloaded from www.girlscoutsni.org or picked up at your local Girl Scout Service Center.
 - A separate application is needed for **EACH** name submitted.
 - Nominees must be registered Girl Scouts.
2. Applications should include **SPECIFIC** information about the nominee's unique qualifications for the award based on the award criteria. Completed application forms should be submitted to Girl Scouts of Northern Illinois Attention: Tracy Joy, 200 New Bond Street, Sugar Grove, IL 60554 or e-mailed to tjoy@girlscoutsni.org. The deadline for submissions is **11:59 P.M. the last day of February**.
3. The service team (for service unit awards) or adult recognition committee (for council awards) reviews and holds in confidence all applications for recognitions. The Board of Directors has delegated authority to the service team or volunteer recognition committee to use its judgment as to which recognitions are most appropriate.
4. Following the recommendations of Girl Scouts of the USA (GSUSA), one person cannot receive the same award more than once.
5. The service team or adult recognition committee approves or denies the nomination and notifies the nominating group and the director of volunteer development of its decision. If the award request is not approved, a letter explaining the reason for the rejection or suggestion for more suitable recognition will be sent.

Leadership Development Pin Application

Original Application:

1. To receive the *Leadership Development Pin*, complete Sections I and II.
2. To receive *Green, Silver, or Gold Leaves*, complete Section III. **All trainings for leaves must have been taken after October 2002.** If the training or class was not offered through Girl Scouts, please attach a copy of your grade or other verification of class attendance. Grades will be kept confidential.
3. Submit the completed form to your Girl Scout Service Center. **Retain a photocopy for your own records.**

Section I

Name _____ E-mail _____
Street Address _____
City _____ Zip _____
Telephone (_____) _____ Best Times to Call _____ AM / PM
Current Position _____ Years in Position _____
Service Unit _____ Troop/Group # _____

Section II

Applicant has completed the basic leader trainings required by Girl Scouts of Northern Illinois:

(circle yes or no and please add dates if known)

Orientation YES / NO _____

Volunteer Essentials YES / NO _____

Troop Module YES / NO _____

Leadership Essentials YES / NO _____

Leadership Development Pin Application

Name _____ Phone (_____) _____

Section III

The applicant has attended the following additional workshops and other trainings to qualify for leaves to be added to the Leadership Development Pin. **All trainings must have been taken after October 2002.**

- Green Leaf = 10 contact hours or one CEU of training. Five green leaves are replaced by one silver leaf.
- Silver Leaf = 50 contact hours or five CEUs of training. Five Silver Leaves are replaced by one gold Leaf.
- Gold Leaf = 250 contact hours or twenty-five CEUs of training.

Course Name	Date	# of contact hours or CEU's (1 CEU = 10 hrs.)	Accredited Institution or Organization	Training Record Report Attached
Total Hours of Training =				

Retain a copy of this form for your personal records.



Girl Scouts of Northern Illinois

<p style="text-align: center;">CHECK ONE This is a nomination for:</p> <p>Outstanding Volunteer Outstanding Leader President's Award Appreciation Pin Honor Pin Thanks Badge Thanks Badge II Other _____</p>
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NOMINATION FORM ADULT RECOGNITION

Due to Girl Scouts of Northern Illinois by February 28, 2010

Nominee _____

Address _____

City _____ State _____ Zip _____

Email _____ Telephone _____

Submitted by:

Name _____

Address _____ City _____ State/Zip _____

Service Unit/Committee/Task Group _____

How does the nominee meet the criteria? (Refer to Recognition-at-a-Glance at www.girlscoutsni.org)

List the impact and results of this person's actions. Please give specific examples.

Note: This is an interactive PDF form. You may either e-mail PDF as an attachment to tjoy@girlscoutsni.org, or you can fax or mail or to your local service center. Must be postmarked no later than February 28, 2010. Questions? Call 630-897-1565, Ext. 7180.

MAIL TO: GIRL SCOUTS OF NORTHERN ILLINOIS/ATT: ADULT RECOGNITION

Sugar Grove Service Center
200 New Bond St.
Sugar Grove IL 60554
P 630-897-1565

Elgin Service Center
12N124 Coombs Rd.
Elgin IL 60124
P 847-741-5521

Freeport Service Center
5040 Bus Rt. 20 West
Freeport IL 61032
P 815-235-8777

Rockford Service Center
2101 Auburn St.
Rockford IL 61103
P 815-962-5591