



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, 2023, 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, 2021 - 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 2022 membership year (October 2021 - present), that candidate would need to be nominated by the cut-off date for the spring Volunteer Recognition Ceremony in 2023
- 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.