

GOLD AWARD TROOP LEADER AND PARENT CHECKLIST

This document includes important Gold Award information to ensure that your girls are planning quality Gold Award Take Action projects and are prepared to successfully earn the Gold Award.

- Girls are registered Girl Scout Seniors or Ambassadors.
- Girls have completed Gold Award pre-requisites.
 - Option 1: Having earned their Silver Award as a Girl Scout Cadette and completed one Senior or Ambassador level Journey.
 - Option 2: Having completed two Senior or Ambassador level Journeys.
- Review the [Gold Award Guidelines for Seniors and Ambassadors](#).
- Girls have attended a GSCO Gold Award training either online or in person.
 - As of October 1, 2015 girls must complete training prior to beginning their Gold Award.
 - Adult training is available for parents and troop leaders. It is not mandatory but strongly suggested.
- Girl is registered on the Go Gold website.
- Girl develops a complete proposal, which includes answers to the following questions:
 - What is the **issue** she has identified and the facts behind it? What is the root cause?
 - Identified a suitable **Project Advisor** (A Project Advisor cannot be the girl's parent or troop leader. A Project Advisor is an expert on the issue the girl has chosen to address.)
 - Develop a **project plan** that will clearly impact the issue chosen.
 - Decide how the project's impact will be **measured**.
 - Figure out a plan (which will be carried out after the project is approved) for making the project **sustainable**. Sustainability means figuring out how the issue chosen will continue to be impacted after the project is complete.
 - Build a team that includes more than just family and Girl Scouts.
 - Identify a **global and national connection**. This means figuring out how this issue affects others on a national and global level.
- Girl submits the project online via the [Go Gold website](#) and receive email confirmation of receipt from a council staff member.
- Girl receives an introduction to her assigned Gold Award mentor via email.
- Girl works with her Gold Award mentor to make revisions to proposal (if needed), prepare for an interview, and schedule an interview with the regional Gold Award Committee.
 - The goal of working with a Gold Award mentor is to perfect the proposal so that it is highly likely for girls to leave their interview with an approved proposal.

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- Girl interviews with regional Gold Award Committee.
 - o Interview outcomes are generally approved, approved with conditions, or needs improvement.
- After proposal approval carry out the project plan.
- After proposal approval a girl can work with the GSCO Director of Public Relations to help publicize her project.
- Girl should keep in touch with her Gold Award mentor throughout the course of the project.
 - o She should keep in touch with her mentor via email, phone, or in person at least once a month and more often during the "thick" of the project.
 - o Strongly suggest creating a Gold Award Candidate/Mentor agreement and having both the girl and her mentor sign it (similar to a troop agreement!).
- Girl keeps a running hour log and makes sure all hours are entered into the Go Gold website.
- Girl keeps a running budget log and makes sure all income, expenses, and donations are accounted for and entered into the Go Gold website.
- After the project is complete a girl will work with her mentor to write up her final report and develop a final presentation.
- Once a mentor has approved the final report and presentation, and the girl has submitted her final report online, the girl will be scheduled to present to her regional Gold Award Committee.
- Girl should work with her mentor to prepare for her final presentation and Q&A with the Committee.
- Girl will receive final approval notification from her mentor and then official notification from GSCO.
- After final approval the girl will work with the GSCO PR Director to write a blog post.
 - o Gold Award mentors will approve blog posts before they are published to make sure the girl has not left out any key elements of her project.

Important Deadlines

- Girls have until **September 30th of the year they graduate from high school** to fully complete their Gold Award (including submitting an approved final report and giving a final presentation).
 - o For example, if a girl is graduating in 2015 her deadline is September 30, 2015.
- **In order to be included in the April/May GSCO Highest Awards Celebrations girls must have fully completed their Gold Award by March 1st.**

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- In order to meet this deadline girls need to be working on her final report with her Gold Award mentor by February 1st. This deadline is in place to allow time for final report revisions and a presentation to the regional Gold Award Committee.
- If girls miss the March 1st deadline they will be included in the following year's celebration.

Leaders and Parents **CAN**:

- Be a member of a girl's Gold Award team
- Proof read all documents associated with a girl's project (project proposal, letters to community partners, agreements with community partners, final report, emails, etc.)
- Role play situations with girls (interviews, meetings, etc.)
- Practice phone etiquette
- Drive girls to and from project locations
- Take photos
- Research Girl Scout and Gold Award scholarships
- Make suggestions for resources
- Assist with budgeting, locating resources, and/or money earning

Leaders and Parents **CANNOT**:

- Instruct girls to carry out specific project plans
- Insist that a girl focuses on a specific issue of your choosing
- Do the Gold Award project for a girl
- Fix any bumps in the road
- Make phone calls
- Send emails
- Schedule meetings
- Contact council to discuss a girl's specific project
- Contact a girl's mentor to discuss her specific project