



FINAL REPORT ATTACHMENTS CHECKLIST



Your complete Gold Award final report will include GoGold Online Steps 6-7, as well as the following final report attachments. Upload them to GoGold Online in Step 6 with the Create Post button, or in Step 7 in a zip file. Double-check to make sure you have them all!

- Final report signature page
- Final time log
- Final budget
- Community partner letter of evaluation
- Copies of your sign-in sheets, surveys and/or evaluations you used to measure impact
- Other supporting documentation of your choice (such as video or photos)



FINAL REPORT SIGNATURE PAGE



Directions: Please print, complete by hand, scan and attach to your GoGold Online Final Report, along with the other required material. If you have any questions, please contact the Gold Award Staff Liaison.

Gold Award candidate certification of completion:

I hereby certify that I dedicated at least 80 hours of my own time in designing and facilitating my Gold Award project, during which I followed the Girl Scout San Diego guidelines and abided by the Girl Scout Promise and Law.

Girl signature

Date

Project advisor certification of completion:

I hereby certify that I reviewed the above Gold Award candidate's Final Report and certify that she completed her project.

Project advisor signature

Date



FINAL TIME LOG



Please *type* all content.

The below is just a template. You can use GoGold Online's time log or your own spreadsheet, as long as it is typed and includes the same information as the below template.

Remember: GSUSA guidelines suggest that Gold Award projects should take a minimum of 80 hours to complete. See "How much time does it take?" (p. 8 in *Your Guide to Going Gold*) for more information.

Date	Specific activity	Start time	End time	Total time
Total hours:				



FINAL BUDGET



Please *type* all content.

The below is just a template. You can use GoGold Online's budget or your own spreadsheet, provided that it is typed and includes the same information as this template.

EXPENSES

Items	Cost(s)
	Total cost(s):

FUNDING AND DONATIONS

Source(s) of monetary funds	Amount per source
	Total funding:

Item(s) donated	Donor(s)



Community Partner Letter of Evaluation Guidelines



All content should be typed, except for signatures.

You must include a letter of evaluation from the community partner you worked with during your Gold Award project. The letter should be on the community partner's letterhead, and acknowledge they were aware that worked on your Gold Award project, describe the benefits of your project on their community, and include a handwritten signature. Below is a good template.



girl scouts
san diego

[MONTH] [DAY], [YEAR]

To whom it may concern:

Girl Scout #FIRST NAME [LAST NAME] partnered with Girl Scouts San Diego to complete a multi-faceted Girl Scout Gold Award project that benefited our members. Her project enhanced our organization by X, Y, and Z. We enjoyed supporting her in this endeavor and witnessing [FIRST NAME] enhance our community with her hard work, dedication and follow-through.

Please do not hesitate to contact me if you have any questions.

Best,



Steph Dawes
Program Specialist, 6-12
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619-610-0792

Girl Scouts San Diego
Rafaela Campus
1231 Uppala Street
San Diego, CA 92103
619-298-8391
sdgirlscouts.org

Escondido Program Center
3050 Las Palmas
Escondido, CA 92025
760-739-8268

North Coastal Service Center
5315 Avenida Encinas, Suite 100
Carlsbad, CA 92008
760-444-9011

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