



Girl Scouts San Diego

Service Unit Recognitions Chair Self-Paced Training Guide



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Section One: Introduction

Thank you for volunteering to fill this important position on your service unit team! This guidebook will prepare you for your role as service unit recognitions chair.

In 1987, Girl Scouts of the USA implemented a nationwide system of recognitions for adults in Girl Scouting. This system includes both recognition for outstanding service and recognitions that are earned by meeting established criteria.

Throughout this guidebook, you will learn how to:

- Create a recognitions plan for your service unit (SU).
- Use this guide as a reference for awards and recognitions events.
- Understand the criteria for approval of awards and recognitions and be able to teach to others within your service unit.

Taking advantage of this training:

This training is designed to be completed at your own pace via [Girl Scouts San Diego website](#). It will be updated consistently as changes occur. You are encouraged to use it as a go-to reference.

You will be considered to have completed this course when:

- the online [evaluation and knowledge check](#) is received by the volunteer recognition specialist.
- the page 2 position description has been reviewed and [e-signed](#) by the recognitions chair and received by the volunteer recognitions specialist.



Service Unit Recognitions Chair Position Description

Function: To promote and organize ongoing recognition for volunteers, Girl Scouts and members of the community within your service unit; educate and promote Girl Scouts of the USA, council level and service unit level awards and earned recognitions.

Reports to: Volunteer recognition specialist

Term: Two-year terms; renewable up to two consecutive terms
May return to position after at least one term or two years of absence

RESPONSIBILITIES	<ul style="list-style-type: none">• Maintain adult records within your Service Unit (SU). Sample records available on resources page 16.• Initiate regular, ongoing recognition of training, service, and other accomplishments of volunteers and girls within your SU year round.• Educate and update volunteers at SU meetings regarding applications and criteria for Girl Scouts of the USA, council awards, service unit awards and earned recognitions.• Organize at least one SU wide adult event for volunteers to present appropriate awards and earned recognitions.• Organize at least one girl recognition event for the following accomplishments: Cookie awards, Girl Scout Torch Award, Bronze Award, Helping Hands patch, Journey Summit Award.• Promote awareness of community recognitions to increase Girl Scout visibility in your community.• Collaborate with your volunteer recognitions specialist to develop a recognitions plan appropriate for your service unit.
EXPECTATIONS	<ul style="list-style-type: none">• Honor and live by the Girl Scout Promise and Law.• Ability and desire to work with and serve people from diverse backgrounds.• Able to maintain confidential information on sensitive issues.• Belief that recognition is an integral part of the Girl Scout program.
REQUIREMENTS	<ul style="list-style-type: none">• Be a registered Girl Scout member in good standing with current volunteer membership and background clearance on file.• Complete self-paced training for position prior to assuming duties, and accept responsibilities and duties outlined.• Attend the annual SU Recognitions Roundtable.• Accept and promote Girl Scouts of the USA and Girl Scouts San Diego recognitions and awards.

Your appointment as Service Unit Recognitions Chair begins on _____
And will continue until September 30, 20____

E-sign your position description [here](#) so your volunteer recognition specialist knows you are ready to take on your role!

Section Two: Role of a Recognitions Chair

Everyone likes to feel appreciated for a job well done. Whether in the form of a simple thank you note for a small job or a formal commendation for years of faithful service, any acknowledgment is a signal to the recipient that she or he is noticed and appreciated—that she or he is *recognized*.

There are two levels of recognitions that a recognitions chair is responsible for: service unit level and council level.

- The year-end SU adult volunteer recognitions event is planned by the recognitions chair. It is usually held at either the final service unit meeting of the membership year or at the end of the school year. This is a chance to distribute formal and informal recognitions and to reward volunteers for their achievements within your SU during the membership year. Refer to page 9 for more information.
- Court of Awards ceremony/ceremonies for girls and their families are also held on the SU level. This event(s) is planned by the recognitions chair. Refer to pages 10-12 for more information.
- Girl Scouts San Diego hosts a Volunteer Celebration every membership year. Here, council and Girl Scouts of the USA awards are awarded to those volunteers who have contributed significantly to the well-being of the council as a whole. This event is planned by Girl Scouts San Diego staff.

As recognitions chair, your enthusiasm for recognizing volunteers and girls will carry over to the rest of the SU team, and soon, everyone will be thinking about new and creative ways to say “Thank You!”. Work on creating and fostering an attitude of gratitude within your SU.

An “attitude of gratitude” can be created by:

- Being aware of the extra effort put forth by an individual
- Taking the time to mention a person's service at an SU meeting or in private to thank them
- Recommending and helping others to attain a higher level of achievement
- Developing a climate wherein work is sincerely noticed and noted at all levels
- Asking an outstanding volunteer to represent Girl Scouts at a community event
- Encouraging a volunteer to get involved on the next level (service unit, council, national)

When and how to recognize volunteers:

A volunteer can be recognized anywhere, at any time! Recognition can occur at several venues on special Girl Scout holidays, at Girl Scout meetings, at a special recognitions event, immediately following service rendered, at community recognitions events, etc. When and how the recipient is recognized will make the expression of gratitude memorable. Try to match the deed to the recognition received (informal and formal).

Ideas for an informal “thank you” include:

- A social media post spotlighting an outstanding volunteer
- A statement published in a Girl Scout publication or community paper, or broadcast on radio
- A mention at an appropriate meeting
- Craft or thank you card created by girls
- Small gifts [like these!](#)

Ideas for a formal “thank you” include:

- Pin or Badge
- Certificate
- Plaque

Section Three: Adult Recognitions in Girl Scouting

The Girl Scouts of the USA Adult Recognitions program is not only about being a terrific person and doing a good job, but also about significant accomplishment. Girl Scouts of the USA adult awards should be given for truly significant service in Girl Scouting. Taken from Girls Scouts of the USA *Adult Awards in Girl Scouting*.

Who to consider for adult recognition:

- Anyone in an adult volunteer position
- Individuals and organizations in the community who provide invaluable support to Girl Scouting
- Families in Girl Scouting

Council-level awards

Council-level awards show adult recipients that they are noticed and appreciated at a wider range than the service unit. These awards are given at the Volunteer Celebration hosted by Girl Scouts San Diego each membership year. Information about the event is sent out via mail, email and available on our [website](#) by your council team. It is your responsibility to ensure your SU is aware of the Volunteer Celebration and feels encouraged to attend as all adult Girl Scout members are invited.

Nominations for all council-level awards must be completed via [GSSD website](#) each year. A volunteer recognitions task group meets to review and approve nominations for these awards:

- Appreciation Pin
- Cookie Award*
- Family Award*
- Fran Styles Lifetime Achievement Award*
- Friendship Award*
- Get Outdoors Award*
- Honor Pin
- President's Award
- S.H.A.R.E. award*
- Thanks Badge
- Thanks Badge II
- Volunteer of Excellence

**Award created by Girl Scouts San Diego. All other awards created by Girl Scouts of the USA.*

TIP: The Membership Numeral Guard and the Years of (Volunteer) Service Pins are awarded at Volunteer Celebration but can also be awarded at your service unit recognition event. Visit the resource section, page 18, for more information on these awards then [click here](#) for an application to receive this milestone pin.

Council-level award descriptions

Appreciation Pin—recognizes a registered adult Girl Scout’s exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had a measurable impact on one geographic area of service, helps reach and surpass the mission-delivery goals of the area.

Cookie Award—recognizes service unit cookie team members (e.g. cookie coordinators, booth coordinators, and rewards coordinators), cookie cupboard volunteers and volunteer regional managers who surpassed their position duties by increasing sales and/or providing extraordinary service to girls and/or volunteers.

Family Award—recognizes service benefiting the entire council, beyond the troop and service unit level, over a period of time, by more than one member of a family.

Fran Styles Lifetime Achievement Award—recognizes one Girl Scout volunteer each year who has given Girl Scouts San Diego above and beyond service for 25 plus adult years. Their work must impact all levels of girl scouting: girls, adults, council, peers, etc.

Friendship Award—recognizes individuals, groups, organizations or businesses outside of Girl Scouts that have supported the mission of Girl Scouts San Diego by providing superior service and/or assistance to the entire council.

Get Outdoors Award—recognizes adults who worked beyond their own troop or service unit to inspire a love for the outdoors in more girls and volunteers.

Honor Pin—recognizes a registered adult Girl Scout’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.

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 significant, measurable impact toward reaching the council’s overall goals. Application based off of self-tracking turned into council for final decisions.

S.H.A.R.E. award—recognizes adults who have built awareness and support for the Share Her Annual Real Expense program, which helps keep Girl Scouting available and affordable for all. Reviewed, approved and presented by Council Fund Development Team.

Thanks Badge—This badge is the highest honor in Girl Scouts. It honors a registered adult Girl Scout whose ongoing commitment, leadership and service have had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the entire council or entire Girl Scout Movement.

Thanks Badge II—The Thanks Badge II recognizes a previous Thanks Badge recipient who has continued to provide exemplary service in a leadership role which resulted in a measurable impact benefitting the entire Girl Scout Movement.

Volunteer of Excellence award—recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience through use of the national program portfolio or who have contributed outstanding service in support of the council’s mission delivery to girl and adult members.

COUNCIL LEVEL AWARDS

*Award created by Girl Scouts San Diego. All other awards created by GSUSA.

Appreciation Pin

recognizes a registered adult Girl Scout's exemplary service in support of delivering the Girl Scout Leadership Experience. This service, which has had a measurable impact on one geographic area of service, helps reach and surpass the mission-delivery goals of the area.



Honor Pin

recognizes a registered adult Girl Scout'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.



Years of Membership Numeral Guard

recognizes registered adult members for years of Girl Scout membership including girl years.

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Cookie Award*

recognizes service unit cookie team members (e.g. cookie coordinators, booth coordinators, and rewards coordinators), cookie cupboard volunteers and volunteer regional managers who surpassed their position duties by increasing sales and/or providing extraordinary service to girls and/or volunteers.

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 significant, measurable impact toward reaching the council's overall goals.

Years of Service Pin

recognizes registered adult members who have given volunteer service to Girl Scouting.



Family Award*

recognizes service benefiting the entire council, beyond the troop and service unit level, over a period of time, by more than one member of a family.

SHARE Award*

recognizes adults who have built awareness and support for the Share Her Annual Real Expense program, which helps keep Girl Scouting available and affordable for all.



Fran Styles Lifetime Achievement Award*

recognizes one Girl Scout volunteer each year who has given Girl Scouts San Diego above and beyond service for 25 plus adult years. Their work must impact all levels of girl scouting: girls, adults, council, peers, etc.

Thanks Badge

This badge is the highest honor in Girl Scouts. It honors a registered adult Girl Scout whose ongoing commitment, leadership and service have had an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the entire council or entire Girl Scout Movement.



Friendship Award*

recognizes individuals, groups, organizations or businesses outside of Girl Scouts that have supported the mission of Girl Scouts San Diego by providing superior service and/or assistance to the entire council.

Thanks Badge II

The Thanks Badge II recognizes a previous Thanks Badge recipient who has continued to provide exemplary service in a leadership role which resulted in a measurable impact benefiting the entire Girl Scout Movement.



Get Outdoors Award*

recognizes adults who worked beyond their own troop or service unit to inspire a love for the outdoors in more girls and volunteers.



Volunteer of Excellence Award

recognizes those volunteers who have contributed outstanding service while partnering directly with girls in any pathway to implement the Girl Scout Leadership Experience through use of the national program portfolio or who have contributed outstanding service in support of the council's mission delivery to girl and adult members.



SERVICE UNIT AWARDS

Spirit Award*

recognizes non-member individuals, groups/ organizations or businesses that have offered service or non-monetary support to their service unit.

Award of Distinction*

recognizes adult volunteers who have completed appropriate training and carried out duties and responsibilities for their position.



Questions? Please contact your Volunteer Recognitions Specialist at 619-610-0695 or recognitions@sdgirlscouts.org

Email recognitions@sdgirlscouts.org for service unit award certificates.



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Submitting a Nomination

All council-level awards require nominations and endorsements.

Nominations are not required for Membership Numeral Guards and Years of Service pins.

The [recognitions task group](#) reviews and approves or denies council awards.

1. Go to our website and [NOMINATE NOW!](#)
2. Make sure you have contact information for both you and the nominee.
3. If you need more time to fill out the nomination, remember that the survey saves your progress for up to three months after beginning the survey.
4. After submitting the nomination in completion, you will receive a confirmation email.
5. Make sure you have at least two others to support this nomination through an endorsement.
6. Be prepared to hear from your recognitions task group with approval or denial.

TIP: A complete nomination includes: one nomination and two endorsements from two additional people. The Thanks Badge and Thanks Badge II require one nomination and three endorsements from three additional people.

Nomination Tips

Do...

- **ensure all volunteers receive appropriate recognition.** Help make sure the recognition each volunteer receives matches the great work he or she has done.
- **give as many details as possible.** The Recognitions Task Group can only work with what is in front of them. If you don't tell them about it, they won't know.
- **explain how the person has grown in his/her contributions to Girl Scouting.** Growth is one of the things the task group likes to see when progressing from one award to the other.
- **be result-oriented.** Do not say that the candidate is responsible, friendly, etc. Give detailed, concrete data or testimony on what s/he has achieved.

Don't...

- **be vague.** It is assumed that this is a nice person who you like and think positively of; otherwise you would not be nominating her/him.
- **write about the many positions** the candidate holds unless you have personal experience working with her/him in those positions.
- **make assumptions** about the responsibilities involved with service unit-level positions. Many service units divide duties among people who are willing to do them. Rather than listing responsibilities, it is more important to show that your nominee does them "above the expectation of the position."
- **just look at the job description** and tell us s/he does each of these things; awardees must go *above and beyond* the described duties.

Service unit-level awards

Throughout the year, you will want to recognize the efforts of volunteers at SU meetings through informal recognition. In addition to monthly recognition, you can give formal recognition, or SU-level awards presented at the SU's end-of-year recognitions event.

- Award of Distinction*
- Spirit Award*
- Years of Membership Numeral Guard
- Years of Service Pin
- Other volunteer/community recognitions deemed appropriate by the service unit

**Award created by Girl Scouts San Diego. All other awards created by GSUSA.*

Service unit-level award descriptions

Award of Distinction—recognize volunteers who have completed appropriate training and carried out the duties and responsibilities for their position as an SU team member or troop leader/assistant leader. Each year, the SU recognitions chair and service unit manager (SUM) will go through these [checklists](#) to determine who qualifies for an Award of Distinction. Keep these completed forms for your records. There is no need to turn these in to council.

Qualifying SUMs will receive this award from Girl Scouts San Diego each year. As a recognitions chair, you do not need to fill out the checklist for this specific position. This will be completed by Girl Scouts San Diego Service Unit Support Specialists.

Council provides free of charge SUM Award of Distinction pin. Just contact your Volunteer Recognition Specialist at recognition@sdgirlscouts.org.

TIP: Award of Distinction encompasses three pin colors: White, Yellow and Red. White is awarded to SUM, yellow to troop leaders and co-leaders, red to SU team positions.

Spirit Award—recognizes non-member individuals, groups/organizations, or businesses who offer service or non-monetary support that is deserving of recognition on an SU level. For more information, go to page 18 of the resource section. For an application to submit to your SU team, follow [this link](#).

Years of Membership Numeral Guards—recognizes Girl Scout membership years, including both adult and girl years given in five-year increments. Years 5 and 10 are provided at the SU level and can be purchased in the council store. Fifteen years and greater are provided free of charge by council. Once you have filled out the survey mentioned on page 4, just call or email your volunteer recognitions specialist to collect your pins.

Years of Service Pin – recognizes registered adults who have dedicated volunteer service to Girl Scouts given in five-year increments. Years 5 and 10 are provided at the SU level and can be purchased in the council store. Fifteen years and greater are provided free of charge by council. Once you have filled out the survey mentioned on page 4, just call or email your volunteer recognitions specialist to collect your pins.

End-of-year adult recognitions event

Each year, the SU recognitions chair plans an adult recognitions event where SU-level awards are given. The SU is responsible for purchasing these awards, which are available at the council store.

Ideas for planning a service unit year-end recognitions event:

Venues:

- Restaurant
- Council property
- Meeting venue
- Local church
- Local community center
- Local school gym or cafeteria

Potential Themes (These can be formal or more casual and interactive):

- BBQ
- Tea
- Dessert Party
- Painting Party
- Plant Swap

Other Planning Tips and Ideas:

- Designate an emcee
- Plan a girl-led ceremony where girls from local troops, possibly daughters or Girl Scouts of recipients, present the awards.

TIP: If you need more guidance on how to host a large event, [check out this online training!](#)

Section Four: Girl Recognitions in Girl Scouting

Just like the adults in your SU, the girls are accomplishing amazing things! Though troop leaders and Girl Scouts San Diego host some recognitions events throughout the year for girls, not every accomplishment is being recognized. This is where you step in to the girl recognitions role.

An SU recognitions chair is responsible for coordinating an annual girl recognition event or Court of Awards: Helping Hands Award, Bronze Award, Torch Award, Cookie awards and Journey Summit award.

Helping Hands Award

The "Helping Hands" Award is intended to supplement national GSUSA recognitions such as service training bars, leadership awards and service done to fulfill a badge or complete a Journey. The award recognizes the value of community service and is our council's way of thanking girls for being available to the community and the council to lend a hand when called upon. Sometimes what is called for is a willing worker- help around the office, unpaid babysitting, picking up trash, and many other small jobs.



This award can be earned at each program level.

Segments

The first 25 hours of service earns the blue wedges.

The second 25 hours of service, equaling 50 hours, earns the turquoise wedge.

The third 25 hours of service, equaling 75 hours, earns the purple.

The fourth 25 hours of service, equaling 100 hours, earns the white arc.

Bronze Award

Every day around the country, Girl Scout Juniors go Bronze, completing incredible service projects that help make their communities and the world a better place. The Bronze Award is the highest honor Girl Scouts in grades four and five can earn. Their daring efforts show just how much it means to them—because going Bronze isn't really about winning an award, but about changing others' lives and inspiring others to do the same. Taken from [girlscouts.org](https://www.girlscouts.org).



This award must be submitted by September 30 each year, the last day of the membership year. This means that each year you will be honoring the previous year's awardees.

Remember, Gold and Silver awardees are honored at a Girl Scouts San Diego event each year. Your responsibility is to recognize Bronze awardees, though you may include Gold and Silver if you prefer.

Torch Award

The Torch Award exists on three levels: Cadette Silver Torch Award, Senior Silver-Gold Torch Award and Ambassador Gold Torch Award. Each Girl Scout must complete a Leadership Journey on her respective level and act as a leader in her community to receive this award.



Cookie awards

The Girl Scout Cookie Program is the world's largest girl-led entrepreneurial program. This program fosters key business skills that help the girls of San Diego excel in future endeavors.

In 2019, San Diego customers bought over 2.83 million packages in six weeks, including 165,355 donations to Operation Thin Mint!



In the past, end of season events have been hosted by the SU cookie coordinator. Beginning in the 2019-2020 membership year, this recognition event will fall to the recognitions chair as it is honoring the accomplishments of girls within the service unit. Since this is such a big recognition event, consider hosting it as its own celebration. Feel free to add awards specific to your service unit to include achievements of girls at all levels.

Journey Summit Award pin



The Journey Summit Award pin is earned by girls who have completed any three Girl Scout Journeys in their program level. It can be earned at every program level. The colored border around each pin denotes the program level the girl was in when she earned the award.

Hosting a girl recognitions event

These girl recognitions events or event can be held as either one giant Court of Awards or multiple events throughout the membership year. Many SUs have found it helpful to host two different girl award ceremonies, one for cookie recognitions and the other for all other awards. Keep in mind when planning a date for one or more ceremonies, the deadline for award approval. We want to ensure all girls have had a chance to complete each of these accomplishments before a ceremony is held.

The event(s) will have a large guest list with family and friends of both girls and whole troops invited to celebrate. You may choose to have this event modeled after the Volunteer Celebration hosted by Girl Scouts San Diego for adult recognitions. This could include a full meal, guest speaker and award presentation. You may also choose to have a more relaxed and interactive event with an opportunity for girls to present and enjoy their accomplishments with activities and games.

To support these girl recognitions events, your council is offering stipends to cover some expenses. An application for this support as well as further guidelines are currently in the works. Please check back on this training for updates. Email your volunteer recognition specialist if you have any questions.

For more inspiration and ideas on girl recognitions events, check in with these valuable resources: Troop Leaders, Troop Assistant Leaders, Cookie Managers, other SU Recognitions Chairs, Volunteer Recognition Specialist.

TIP: For celebration awardee certificates, please email your volunteer recognition specialist at least two weeks prior to your event. If a certificate doesn't already exist, one can be designed!

October	November	December
<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting presentation. Topics could include Founder's Day. • Consider holding an Investiture and Rededication ceremony • Work with Service Unit Support Specialist on President's Award application submission, due this month • Update Service Unit Adult records on service unit sign in sheet <p>October 1- First day of new membership year!</p> <p>October 31-Founder's Day/Juliette Gordon Low's Birthday</p> <p>Nominations and Endorsements for Volunteer Celebration are officially open!</p>	<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting presentation. Consider holding a mini Investiture and Rededication ceremony for those who missed October. 	<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting presentation.
January	February	March
<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting presentation. Topics could include self-care in the new year and cookie season approaching. 	<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting presentation. Topics could include World Thinking Day. <p>February 22, World Thinking Day</p>	<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting Presentation. Topics could include reminder of April Volunteer Appreciation Month and presentation over council level awards. • Discuss planning for SU year-end recognitions event <p>March 12, Girl Scouts' Birthday</p>

April	May	June
<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting presentation. Topics could include how volunteers have been celebrated this month for Volunteer Appreciation Month. • Order pins from council for SU recognitions event (45 days in advance) <p>April 22, Girl Scout Leader's Day</p>	<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting presentation. Topics could include end of year SU celebration promotion. • Identify a few new members interested in joining next year's Recognitions committee. 	<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU meeting presentation. Topics could include closing of Volunteer Celebration nominations and endorsements next month. • Pass recognitions materials to new Recognitions Chair (if position is changing hands) and notify staff of change • Begin planning for next membership year • Review with Service Unit Support Specialist for President's Award
July	August	September
<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU Meeting presentation. Topics could include all of the great things SU has accomplished this year. • Encourage Volunteer Conference registration. <p>July 1, Volunteer Celebration nominations and endorsements close.</p>	<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU Meeting presentation. • Attend Volunteer Conference to network with and learn from other recognitions chairs. Register on our website! • Attend Recognitions Roundtable • Create a plan and timeline for year • Form a recognition team- can be as large or small as you would like. We recommend 2 to 4 people. • Council may reach out regarding unfinished nominations and endorsements for Volunteer Celebration- find willing volunteers to complete 	<ul style="list-style-type: none"> • New leader(s) greeting and welcome • Plan SU Meeting presentation. • Discuss President's Award with SU team

Section Six: Resource Guide

Girl Scout Law

I will do my best to be

honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,

and to

respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

Girl Scout Promise

On my honor, I will try:

To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

* Members may substitute for the word God in accordance with their own spiritual beliefs.

Adult Uniform

Girl Scout Adult





Service Unit Adult Record Form

Membership Year October ____ through September 30, ____
Service Unit _____

This form will be filled out annually by each adult volunteer with the help of their SU Recognition Chair. It will be returned to and held by the recognition chair until the next membership year when it will be reviewed for necessary updates. You may choose to keep these records as an online shareable file (Google Doc or Excel Sheet) for paperless option accessible to all at any time.

Name of Volunteer _____
Phone _____
Email _____
Birthday (Month/Day) _____

Number of Years in Girl Scouting as Member, Including Girl Years _____
Number of Years in Girl Scouting as a Volunteer _____

Please list any special skills you have that you would be willing to share with troops, girls and/or adult volunteers (i.e. banking, cyber skills, first aid, yoga, knitting, etc):

Current Positions Held in Girl Scouting:

Title _____	Held Since _____
Title _____	Held Since _____
Title _____	Held Since _____



Service Unit Recognitions Questionnaire

This form will be filled out annually by each adult volunteer with the help of their SU Recognition Chair. It will be returned to and held by the recognition chair until the next membership year when it will be reviewed for necessary updates. You may choose to keep these records as an online shareable file (Google Doc or Excel Sheet) for paperless option accessible to all at any time.

Service Unit Level Awards

My Current Service Unit Team Position _____

I currently have the Award of Distinction for my SU position (circle your status): YES NO

I currently have the _____ year tab for my Award of Distinction

Please list any other awards you have ever received from your Service Unit along with the year the recognition was awarded:

Council Level Awards

Please fill out the “Year Honored” column if you received any of the following recognitions from Girl Scouts San Diego:

Award	Year Honored
Appreciation Pin	_____
Cookie Award	_____
Family Award	_____
Fran Styles Award of Lifetime Achievement	_____
Friendship Award	_____
Get Outdoors Award	_____
Honor Pin	_____
Thanks Badge	_____
Thanks Badge II	_____
Volunteer of Excellence	_____

Current Membership Numeral Guard Pin Number _____

Current Years of Service Pin Number _____

Membership and Years of Service Recognitions

Years of Membership Numeral Guards are worn with the membership pin and indicates, in five-year intervals, the total number of years as a registered member with Girl Scouts of the USA. Both girl and adult years of membership are counted in determining the total years of membership.

Years of Service Pin recognizes the years of active volunteer service as an adult member with Girl Scouts of the USA. Recipients would choose to wear either this pin **or** the numeral guard.

Recognitions for five or ten years may be purchased from the council shop by an individual or recognition chair to be presented at an appropriate service unit event.

Membership and/or service recognitions for 15 or more years may be presented at the annual council recognitions event if desired or at an appropriate service unit event. Fifteen year or higher pins are available through council free of charge. Fill out this [online form](#) and your Volunteer Recognition Specialist will get back with you.

Legendary Leaders Circle Recognitions

The **Legendary Leaders Circle** is a distinguished group that honors troop leaders and co-leaders who've ushered girls through the Girl Scout Experience from their youngest years to Ambassadors. It debuted at Volunteer Conference 2020. It will be given out to all qualifying attendees at each year's Volunteer Conference and Volunteer Celebration. This award can be awarded at your service unit event or requested on a personal level by filling out the survey on [this page](#).

Spirit Award

The Spirit Award recognizes non-member individuals, groups/organizations or businesses who offer non-monetary support that is deserving of service unit level recognition.

Candidate Criteria:

- Individuals, groups, organizations or businesses who are non-members of Girl Scouts
- Candidate's service or support benefits one or more areas within ONE service unit
- The candidate consistently gives priority service to Girl Scouting whether through providing role models, meeting spaces, event venues, programs, opportunities, etc.

Nomination Process:

- Fill out the [online nomination form](#)
- Submit the Spirit Award nomination to your service unit team for approval
- If approved, the SU recognitions chair will contact the volunteer recognitions specialist at least two weeks prior to presenting the award for a Spirit Award certificate

Approval:

Your service unit team reviews the nomination form and approves or denies the award. The service unit team notifies the nominators of acceptance or denial and notifies candidates of acceptance.

Form of Recognition: Personalized certificate created by council

Award Presentation: End of year service unit adult recognition event hosted by SU recognitions chair or other SU team member.

Investiture and Rededication Ceremonies

An Investiture and Rededication Ceremony is an opportunity to come together as a service unit to welcome new members and rededicate the Girl Scout Promise and Law amongst returning members. As a service unit recognition chair, you are responsible for the investiture and rededication of adult members only though you may choose to combine this ceremony with troops and their leaders.

Investiture is the welcoming of new adult members into the Girl Scout family for the first time. Adult members may receive a Girl Scout Membership Pin.

Rededication is the opportunity for adults to renew their commitment to the Girl Scout Promise and Law. Adult members may receive their Membership Numeral Guards.

These ceremonies are a great way to start the new Girl Scout year, October and November, with the focus being on the Law and Promise. Holding these ceremonies are also a great way to affirm a volunteer's belief in the Girl Scout Promise and Law. Here's one way you can celebrate your ceremony:

- Gather flashlights (or use one that is passed) or candles and matches
- Ask participants to form a horseshoe
- State: The horseshoe is used as there is an opening which allows us to include all Girl Scouts and Girl Guides to join in our ceremony.
- Use three flashlights to represent the three parts of the Girl Scout Promise. As each is lit, the speaker can say a sentence or two about part of the Promise: serving God (or one's own interpretation depending on spiritual beliefs) and country, helping people and living by the Girl Scout Law. At the end, the group can recite the Girl Scout Promise in unison.

There are many other ways to hold an Investiture and/or Rededication ceremony. For more ideas, visit our [Pinterest](#) page, contact previous recognitions chairs from your service unit or contact your volunteer recognition specialist.

Service Unit Meeting Presentation Ideas

Part of your responsibility as Service Unit Recognitions Chair is to educate and inform the volunteers in your service unit about the recognition opportunities that are available. Check with your Service Unit Manager to schedule brief 5-10 minute informational presentations at each service unit meeting. These presentations will allow you to:

- Educate service unit members about recognitions at the council and service unit levels
- Keep them informed about key deadlines
- Remind them about information you need to collect (such as nomination forms)
- Let them know where to acquire recognitions forms

Presentation Ideas

Council-level award education

New leaders greeting and welcome

Investiture and Rededication Ceremonies

Founder's Day

Girl Scouts Birthday

Volunteer Appreciation Month/Week

Go to [girlscouts.org](https://www.girlscouts.org) for more traditions and Girl Scout Days

CONGRATULATIONS!

If you have submitted your [e- signed position description](#) to your volunteer recognitions specialist and filled out the [online evaluation and knowledge](#) check, you are officially ready to lead your service unit in all things recognition.

Your volunteer recognitions specialist is so excited to go on this journey with you!



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