



Short and Snappy

Learning Opportunity for Volunteers

Recognizing Volunteers

20-30 minutes

What is a Short and Snappy?

- These short trainings can be provided at a service unit meeting.
- Any interested volunteer may lead a Short and Snappy.
- Short and Snappys are usually 10-45 minutes in length.

What you'll need

- Short and Snappy outline
- Sign-in sheet
- Markers
- Popsicle sticks
- Glue

Things to remember:

- Have all participants sign in. Submit the sign-in sheet to your closest Girl Scouts San Diego location.
- Stay within the allotted time.
- If you don't know the answer, seek the appropriate answer from the volunteer services team.

Questions? Comments?

Contact training@sdgirlscouts.org
www.sdgirlscouts.org

Adult Girl Scout volunteers give their time, talents and enthusiasm to help girls grow. By offering appreciation, we acknowledge those whose contributions exceed our expectations. Whether in the form of a simple thank-you note or a formal commendation for years of faithful service, any recognition tells a volunteer that her or his hard work is noticed.

While we all appreciate recognition for our efforts, it means the most when it comes from our peers.

Activity 1: Ask the group how they think the service unit can recognize members. Share ideas and have someone take notes.

- Brainstorm themes for a year-end recognitions dinner.
- Come up with funny and serious awards to give out.
- Think of prizes for monthly raffles to recognize great leaders.

Activity 2 (optional): Assign everyone four people in the group to write a compliment about on a Popsicle stick. Be specific – not, "You're nice," but, "You guide girls to become confident leaders." Then give everyone the four sticks with compliments about them to glue into a square. This makes a picture frame for a photo of them!

Activity 3: Ask the group how they recognize helpful troop parents.

- Share stories of parents that go above and beyond.
- Ask for gift or token ideas for cookie parents, drivers, etc.

Activity 4: Learn about Girl Scouts San Diego (GSSD) recognitions:

- Nominating a volunteer for a council-level recognition award requires one nomination and two endorsement forms, available at sdgirlscouts.org/recognitions.
- Completed nomination packets are due to the Balboa Campus office by April 30 each year via email, fax or hand-delivery.
- A volunteer committee reviews the submissions and approves nominations, then notifies the volunteer and nominator. Awards are presented at the Volunteer Celebration in August.
- Quality of accomplishments (with direct or indirect impact on

girls), not length of service, is the primary factor in granting awards. Recognize great local leaders and community partners with service unit awards, presented at a service unit event.

- There is no limit to the number of awards given in a single year. A volunteer can be nominated for and receive multiple awards in any given year, and nominated again regardless of whether they were previously approved to receive a recognition award.

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Visit sdgirlscouts.org/recognitions to view all council-level awards and requirements. Here are a few:

- **Appreciation Pin** recognizes adults who deliver outstanding service to one or more service unit areas.
- **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 surpass their position duties by increasing sales and/or providing extraordinary service.
- **Family Award*** recognizes services benefiting the entire council, beyond the troop and service unit level, over a period of time, by more than one member of a family.
- **Friendship Award*** recognizes individuals, groups, organizations or businesses outside of Girl Scouts that support the mission of Girl Scouts San Diego by providing superior service and/or assistance to the entire council.
- **Honor Pin** is presented for outstanding service to two or more service units or program audiences.
- **Membership Numeral Guards and Years of Service Pins** recognize registered adult members for years of membership and years of active volunteer service at five-year intervals, starting at five years. Purchase five- and ten-year pins at GSSD stores. GSSD provides year 15+ pins free of charge; simply fill out the form found at sdgirlscouts.org/recognitions.
- **President's Award** recognizes the efforts demonstrated by an entire service unit to enhance Girl Scouting in its community during a membership year.
- **SHARE Award*** recognizes adults who build awareness and support for the Share Her Annual Real Expense program, which helps keep Girl Scouting available and affordable for all.
- **Thanks Badge** recognizes adult members whose ongoing commitment, leadership and service have an exceptional, measurable impact on meeting the mission-delivery goals and priorities of the entire council or the entire Girl Scout movement.
- **Thanks Badge II** recognizes previous Thanks Badge recipients who continue to provide exemplary service in a leadership role, resulting in measurable impact benefitting the entire Girl Scout movement.
- **Volunteer of Excellence Award** recognizes volunteers who contribute outstanding service while partnering directly with girls to implement the Girl Scout leadership experience through use of the national program portfolio, or contribute outstanding service in support of GSSD's mission delivery.

*This award was created by Girl Scouts San Diego.

Activity 5: Pair up participants to discuss the following questions and record each other's answers:

- How long have you been a Girl Scout?
- What position(s) do you hold in Girl Scouts?

- What aspects of your work in Girl Scouts are you most proud of?
- What impact might your work have had on girls or your service unit?
- What are your outside interests, hobbies or special talents?

Now, everyone should use the information from their discussions to answer these questions:

- Which award is most appropriate for your partner?
- Find the correct nomination packet at sdgirlscouts.org/recognitions. Do you have enough information to fill it out for your partner and write a letter of support? What accomplishments would you highlight?
- Who else might you enlist to write letters of endorsement for your partner?

Council Award Nomination Tips

Help make sure your candidate receives the recognition s/he deserves for her/his hard work.

Do ...

- **Type** your nomination form, or **print legibly** using black or blue ballpoint pen.
- **Give as many details as possible.** The Recognitions Task Group can only work with what they're told. If you don't tell them about it, they won't know!
- Explain how the nominee has shown **growth** in her/his contributions to Girl Scouts since any previous awards. Growth is one of the things the task group looks when an individual progresses to higher and higher awards.
- **Be results-oriented.** Give detailed, concrete data — including numbers, percentages and anything quantifiable — illustrating the nominee's achievements.
- Describe what **role** the candidate plays in your Girl Scout experience.
- Remember, **details** are very important!

Don't ...

- **... be vague.** Don't just say the candidate is responsible, friendly, etc. The Recognitions Task Group assumes this is a person you like and think well of; otherwise you wouldn't be nominating her/him.
- **... write about the many positions** the candidate holds unless you have personal experience working with her/him in those positions.
- **... just look at the nominee's job description** and tell us s/he does each of these things; awardees must go *above and beyond* the described duties.
- **... make assumptions** about the responsibilities involved with service unit-level positions. Many service units divide duties among people who are willing to do them. Describe what you know your nominee does that exceeds expectations!