

# **AWARD CELEBRATION PACKET**

**PLANNING A RECOGNITION EVENT FOR  
BRONZE, SILVER AND GOLD AWARD RECIPIENTS**

**GIRL SCOUTS OF WESTERN WASHINGTON**

(Available online at [www.girlscoutsww.org/for\\_teens](http://www.girlscoutsww.org/for_teens),  
or in your local Regional Office)

## **TIMELINE FOR PLANNING AN AWARD/RECOGNITION EVENT:**

“Ceremonies are the words, music, and special effects we put together to honor or commemorate a person or event. Whether they are spontaneous or well-planned, brief or lengthy, formal or casual, ceremonies give us space and time to reflect on our special event before moving on.

Ceremonies recognize accomplishments and pass on traditions. They are used to open or close meetings, give out awards, welcome new members, renew memberships, and honor special accomplishments or days.”

(Taken from *Let's Celebrate!* GSUSA, 2004)

### **6 – 9 MONTHS BEFORE THE EVENT:**

- Identify a Service Unit/Regional/or Troop lead for coordinating the Recognition Event
- Set a date and time for the event
- Identify potential locations for the event
- Set a date for when girls need to have paperwork to council to be celebrated at your event, and publicize this date to leaders, advisors, girls, etc. at leader meetings, SU meetings, etc.\*\*

Note: GSUSA has set deadlines for Bronze, Silver, and Gold Award Recipients. For the Bronze Award, it is before girls leave Junior Girl Scouting. For the Silver Award, it is September 30 after girls' 9<sup>th</sup> grade year. For the Gold Award, the deadline is September 30 after girls' 12<sup>th</sup> grade year. These dates may not line up with your Spring Celebration, so we recommend setting an additional deadline for your event in order for girls to participate. If girls do not make your regional deadline, but still make the GSUSA deadline, they can be recognized at the following year's event.

### **3 – 6 MONTHS BEFORE THE EVENT:**

- Reserve a site for the event
- Identify and recruit the types of volunteers necessary for the event
- Identify and invite speakers and local dignitaries to be present at the event
- Consider what ways you would like to specially recognize recipients (i.e. a PowerPoint, video, etc.)\*  
\*This is a great place to get girl input! Talk to the girls in your region to see what and how they would like to be a part of the celebration (i.e. theme choices, ceremony wording, etc.)

### **2 MONTHS BEFORE THE EVENT:**

- Request a list from Girl Scouts of Western Washington of girls earning awards in your region (if you are planning a regional event). Visit [www.girlscoutsww.org/for\\_teens](http://www.girlscoutsww.org/for_teens) to find the council contact for the Silver and Gold Awards. The Bronze Award does not have a council contact. The approval process is coordinated between a girl and her project or troop advisor.

### **4 – 6 WEEKS BEFORE THE EVENT:**

- Confirm site details and arrange for refreshments/food and beverages (if applicable)
- Contact volunteers
- Purchase additional insurance (if needed)
- Send out invitations\* and publicize your event with an RSVP in order to obtain an accurate number of guests. Invitations should be sent to all girls who have received Awards, day-of-event volunteers, Neighborhood Troop Services staff in your region, speakers and local guests, and if honoring Gold Award recipients, the CEO of Girl Scouts of Western Washington.

- Invitations should let your audience know what type of event you are holding. For example, if you want the event to be semi-formal or to have a theme, you should include this information on your invite.

**\*Invitations or flyers should include:**

- Who (is invited)
- What (Awards Ceremony)
- When (Date and Time)
- Where (Address and Directions to site)
- Cost (if applicable)
- Contact (Registration/RSVP information)

**1 - 2 WEEKS BEFORE THE EVENT:**

- Send out confirmation letters with a map to girls who RSVP'd (optional)
- Finalize room set-up and confirm final numbers
- Make sure all necessary payments have been arranged
- Purchase ceremony supplies (candles for ceremony, matches/lighter, plates, cups, napkins, forks, juice, cake server, etc.)
- Create displays of some opportunities available to teen Girl Scouts (travel, *destinations* programs, summer camp, etc.) or Gold/Silver/Bronze Award projects (optional)
- Make sure a Level 1 certified First Aider is present
- Contact day-of-event volunteers with Event Info/Update