



# Gold Award Final Report

## WHEN & WHERE TO SUBMIT

1. Review Girls Scouts of Western Washington [Gold Award Guidelines](#).
2. Look at your original Proposal Form and Proposal revisions. Have you completed everything you said you would?
3. Look at the [Final Report Rubric](#).
4. Plan your time. Do not rush. Submit your Final Report Form **at least 6 weeks prior to the date you would like to have final approval**. This timeframe allows for the Highest Awards Review Committee to evaluate your work during our monthly meetings. Your Gold Award Final Report Form must be approved by **September 30 after you complete high school**. Graduated seniors are required to submit their Final Reports by early August (i.e., if you graduate from high school in June 2019, the last possible time for you to submit your Final Report is August 6, 2019).
5. Complete every piece of the Gold Award Final Report Form. Submit via email to [goldawards@girlscoutsww.org](mailto:goldawards@girlscoutsww.org).

## Basic Information

Use the down arrow to move to the next field and the up arrow to move to a previous field.

Gold Award Earner Contact Info	
Name you like to be called <i>(i.e. Katie instead of Katherine):</i>	Last Name:
Full name: <i>(as you would like it to appear on your Gold Award Certificate):</i>	
Email Address:	<i>(This is how we will contact you about the Gold Award process, including to notify you after reviewing your report and how we will invite you to future Gold Award alumnae events and scholarship opportunities. We recommend it is an email you check often and one that you will be able to access for the next several years).</i>
Secondary Email Address:	<i>(In case we cannot reach you at your primary email address, we will try this one).</i>
Phone:	
Primary Address:	City:  State:                      Zip code:

County (type an 'X' into the gray box to the left of the county where you live):

<input type="checkbox"/>	Cowlitz	<input type="checkbox"/>	Clallam	<input type="checkbox"/>	Grays Harbor	<input type="checkbox"/>	Island	<input type="checkbox"/>	Jefferson	<input type="checkbox"/>	King
<input type="checkbox"/>	Kitsap	<input type="checkbox"/>	Lewis	<input type="checkbox"/>	Mason	<input type="checkbox"/>	Pacific	<input type="checkbox"/>	Pierce	<input type="checkbox"/>	San Juan
<input type="checkbox"/>	Skagit	<input type="checkbox"/>	Snohomish	<input type="checkbox"/>	Thurston	<input type="checkbox"/>	Wahkiakum	<input type="checkbox"/>	Whatcom	<input type="checkbox"/>	

Current Grade:

Current Age:

Expected High School Graduation Year:

Troop Number (if you are not in a troop, write IRM):

Service Unit Number (if known):

*Applicants must be currently registered members of Girl Scouts of Western Washington in order to participate in the Highest Award Program.*

Girl Scouts is an organization for every girl—regardless of race, ethnicity, socioeconomic status, sexual orientation, gender identity, ability or geographic location. All Girls Scouts of Western Washington teens are invited to participate in the Gold Award Program following the same standards and guidelines. We are committed that each Gold Award earner has the experience they want to have. And we are committed to expanding access of the Gold Award Program.

Responding to the questions below is completely optional. Any information you chose to share will be used by Gold Award staff and volunteers to improve and expand Gold Award offerings.

**Optional:** Do you have any feedback you would like to share with us about your Gold Award experience?

What are the ways we can better support Gold Award earners?

**Optional:** What advice would you give to teens who are starting the Gold Award process now?

**Project Advisor Info**

First Name: Preferred First Name (i.e. "Katie" instead of "Katherine"):

Last Name:

E-mail: Primary Phone:

Project Advisor's Organization:

Project Advisor's Job Title or Volunteer Role within Organization:

Address: City: State: Zip code:

County (type an 'X' into the gray box to the left of the county where you live):

<input type="checkbox"/>	Cowlitz	<input type="checkbox"/>	Clallam	<input type="checkbox"/>	Grays Harbor	<input type="checkbox"/>	Island	<input type="checkbox"/>	Jefferson	<input type="checkbox"/>	King
<input type="checkbox"/>	Kitsap	<input type="checkbox"/>	Lewis	<input type="checkbox"/>	Mason	<input type="checkbox"/>	Pacific	<input type="checkbox"/>	Pierce	<input type="checkbox"/>	San Juan
<input type="checkbox"/>	Skagit	<input type="checkbox"/>	Snohomish	<input type="checkbox"/>	Thurston	<input type="checkbox"/>	Wahkiakum	<input type="checkbox"/>	Whatcom	<input type="checkbox"/>	

**Supporting Adult**

Many Gold Award earners designate an additional adult who is supporting the Gold Award process. **This is optional.** This individual may be a troop leader, parent/guardian or another Girl Scout volunteer. Sharing their contact information here allows us to connect with them in order to support your Gold Award completion.

First Name: Preferred First Name (i.e. "Katie" instead of "Katherine"):

Last Name:

E-mail: Primary Phone:

What is your relation to this individual (parent, troop leader, etc.)?

Address: City: State: Zip code:

County (type an 'X' into the gray box to the left of the county where you live):

<input type="checkbox"/>	Cowlitz	<input type="checkbox"/>	Clallam	<input type="checkbox"/>	Grays Harbor	<input type="checkbox"/>	Island	<input type="checkbox"/>	Jefferson	<input type="checkbox"/>	King
<input type="checkbox"/>	Kitsap	<input type="checkbox"/>	Lewis	<input type="checkbox"/>	Mason	<input type="checkbox"/>	Pacific	<input type="checkbox"/>	Pierce	<input type="checkbox"/>	San Juan
<input type="checkbox"/>	Skagit	<input type="checkbox"/>	Snohomish	<input type="checkbox"/>	Thurston	<input type="checkbox"/>	Wahkiakum	<input type="checkbox"/>	Whatcom	<input type="checkbox"/>	

**Do you want your Gold Award Pin, certificate and letter of congratulations mailed to this person on your behalf?** *(That would make it easy for them to present it to you during a local ceremony)*

## PROJECT OVERVIEW

### Project Purpose

Before you write your answers to these questions, please review your approved Gold Award Proposal to ensure you have completed your project. Be detailed and specific—remember that the members of the Highest Awards Review Committee were not there with you each step of the way, and we need to have a full picture of your accomplishments.

1. Briefly describe what you did for your project.
2. If you created any online resources, web pages, videos, etc., please provide links here:
3. On your initial proposal form, you indicated an overall community need that your project was designed to address. Describe something you have learned—*after submitting your proposal*—about this community need.
4. Consider the community need you set out to address and its root causes. Describe the specific aspects of your project that addressed these.
5. What has been the most successful aspect of your project?

6. What was the biggest challenge you faced and how did you deal with it?

**Sustainability and Measurement**

Sustainability and measurement are two of the most important components of a successful Gold Award project. By the time you submit your Final Report, your project should be set up in such a way that it could continue without your future involvement. Additionally, you should have measured your progress towards your goals and analyzed the results.

*Keep in mind—earning your Gold Award is not dependent on meeting or exceeding the goals you set—the important part is that you set goals, you measured your progress and that you can show the impact your project had.*

7. In the table below, please describe the goals you set in your Proposal Form and how you **measured** your progress towards them. You are welcome to attach copies of your surveys, charts, graphs or other logs if you would like to do so.

*Keep in mind—earning your Gold Award is not dependent on meeting or exceeding the goals you set—the important part is that you set goals, you measured your progress and that you can show the impact your project had.*

Goal	Measurement Tool (surveys, interview questions, attendance logs, etc.)	Result(s) (these will usually be expressed as a number, percentage or brief phrase that represents a trend)	Observations/Comments
<i>Example: Serve 100 participants at my June 10<sup>th</sup> event</i>	<i>attendance roster</i>	<i>78 people attended the event</i>	<i>My event ended up conflicting with a football game, which I believe lowered the attendance</i>
<i>Example: 80 % of participants improve their math skills after event</i>	<i>pre- and post-quizzes with math questions</i>	<i>93% of people who took both the pre- and post-quizzes improved their math score</i>	
<i>Example: 60% participants feel more confident about their math skills after event</i>	<i>interview questions such as: "What did you gain from your participation in this event?" and "How do you feel about your math skills now?"</i>	<i>Majority of interviewees reported increased self-confidence</i>	<i>I noticed that even the students who still have weak math scores feel more confident and enjoyed participating in the event.</i>

8. In order to earn your Gold Award, you need to show that you've put a plan in place for your project to be **sustainable**. Who have you met with and what resources/information did you give to others in order for your project to continue?

## LEADERSHIP

### Leadership Development

Participating in the Gold Award Program allows you the opportunity to grow tremendously as a leader. A successful Gold Award experience is one in which you learn new things, step outside your comfort zone and gain valuable skills.

9. Outline your leadership skills or personal talents that have developed or expanded most significantly throughout your Gold Award process.
10. Describe one experience from your Gold Award process where you stepped outside of your comfort zone or tackled something completely new. How did you handle this experience or what did you gain from it?

### Your Team

List the names of all individuals and organizations that you worked with on your Gold Award Take Action project. This list should include a full range of the people you worked with—from your project advisor, to volunteers that only helped for an hour or two. For general volunteer crews/groups you can list them as a group such as “10 Associated Student Body members” or “7 people from Boy Scouts.”

Team Member Name	Organization or Affiliation	Job Title or Volunteer Position at Organization	Affiliation/Role Within Your Project
Example: Sally Sue	YMCA	Executive Director	Coordinating donations

Your Team (continued)

Team Member Name	Organization or Affiliation	Job Title or Volunteer Position at Organization	Affiliation/Role Within Your Project
		total number of volunteers:	

**The Girl Scout Leadership Experience:** The following is a list of the 15 Girl Scout Leadership Outcomes. Select **all outcomes that you experienced** as a direct result of your Gold Award Process. Tell us about **three**.

**Discover**

- I will develop a stronger sense of self.
- I will develop positive values.
- I will gain practical life skills.
- I will seek challenges in the world.
- I will develop critical thinking.

**Connect**

- I will develop healthy relationships.
- I will promote cooperation and team building.
- I will resolve conflicts.
- I will advance diversity in a multicultural world.
- I will feel more connected to my community, locally and globally.

**Take Action**

- I will identify community issues.
- I will be a resourceful problem solver.
- I will advocate for myself and others, locally and globally.
- I will educate and inspire others to act.
- I will feel empowered to make a difference in the world.

Outcome 1.

Outcome 2.

Outcome 3.

Detailed information about the Girl Scout Leadership Experience can be [found here](#).





## BUDGET

Gold Award Take Action Projects often require money or an in-kind donation of goods to complete. Use this form to share about any donations you received, money you earned, etc.

You may use Cookie Dough Rewards that you have earned via the Girl Scouts of Western Washington Fall Product Program and Cookie Program to fund your Gold Award activities. Please contact [goldawards@girlscoutsww.org](mailto:goldawards@girlscoutsww.org) with any questions about that.

Please ensure you have submitted all appropriate forms in accordance with [money-earning guidelines](#) and [Volunteer Essentials and Safety Activity Checkpoints](#).

In the first box (INCOME) list approved money-earning activities you completed, in-kind donations you received, Cookie Program money or Cookie Dough Rewards you utilized or collected. In the AMOUNT column, estimate the value of the donation or list the dollar amount earned.

### INCOME

### AMOUNT

<i>Example: Troop Cookie Sale Money</i>	<i>Example: \$30</i>
<i>Example: donations of toys</i>	<i>Example: \$200</i>
<i>Example: donation of printing costs to make flyers</i>	<i>Example: \$15</i>
TOTAL	(ex. \$245)

In the second box (EXPENSES) list items and activities that you spent money on and in-kind donations you used. In the AMOUNT column, show the cost or estimated value of the item.

### EXPENSES

### AMOUNT

<i>Example: Food for special event</i>	<i>Example: \$15</i>
<i>Example: office supplies</i>	<i>Example: \$15</i>
<i>Example: toys (donated)</i>	<i>Example: \$200</i>
<i>Example: flyers/brochures (printing costs donated)</i>	<i>Example: \$15</i>
TOTAL	(ex. \$245)

The TOTAL in your INCOME box should be equal to the TOTAL in your EXPENSES box—because you do not want to earn more money or collect more donations than your project needs. If you earned more money than you needed for your project, please explain what you did with the surplus funds in the text box below.

## HELP US CELEBRATE YOUR SUCCESS

If you have quality, digital photos of your work that can be shared on Girl Scouts of Western Washington social media and with local press organizations, please submit those to [goldawards@girlscoutsww.org](mailto:goldawards@girlscoutsww.org). You may want to use a file sharing site such as [www.dropbox.com](http://www.dropbox.com). Please submit each photo as a separate .jpg.

## AGREEMENTS & FINAL REPORT CHECKLIST

I am ready to submit my Final Report because I have:

- Reviewed my Gold Award Proposal Form and have completed everything I said I would do
- Written detailed and professional answers within the Final Report Form
- Attached a detailed time log
- Attached an accurate budget
- Attached any related brochures, planning notes, resources I created, etc. (as appropriate)
- Reviewed the Final Report Rubric
- Reviewed my Final Report Form with Gold Award Project Advisor

### Gold Award Earner

By typing my full name below or signing, I verify that all of the information in this document and any attached supplements is true, correct and accurate to the best of my knowledge. I have reviewed the Gold Award guidelines and my Final Report with my Project Advisor. I understand that the Gold Award is the highest honor in Girl Scouts. I have completed all of my work by living the Girl Scout Promise and Law.

Your Signature:

Date:

### PROJECT ADVISOR'S AGREEMENT

By typing my full name below or signing, I verify that all of the information in this document and any attached supplements is true, correct and accurate to the best of my knowledge. I served as their Project Advisor, supporting them throughout the Gold Award earning process. I have reviewed her Final Report with them and I support them as a candidate for the Gold Award. I understand that I can contact a Gold Award staff member at Girl Scouts of Western Washington via [goldawards@girlscoutsww.org](mailto:goldawards@girlscoutsww.org) if I have any questions.

Your Signature:

Date:

Once you have prepared your Final Report and additional materials, please submit it via email to [goldawards@girlscoutsww.org](mailto:goldawards@girlscoutsww.org). Email submission expedites the process.