



GOLD AWARD PROPOSAL FORM

WHEN & WHERE TO SUBMIT

1. Review Girl Scouts of Western Washington [Gold Award Guidelines](#).
2. Look at the [Proposal Rubric](#).
3. Plan your time. Do not rush. Submit your proposal **at least 6 weeks prior to the date you would like to begin implementing your project**. This timeframe allows an opportunity for you to complete your pre-project interview and make any needed revisions to your plan based on feedback during the interview.
 - a. High School Seniors: Gold Award Proposals must be submitted no later than May 1 of the year you graduate to allow for time to have your proposal approved before graduation.
4. Answer every question and complete all sections of the Gold Award Proposal Form. Review with your Project Advisor and then submit via email to goldawards@girlscoutsww.org.

BASIC INFORMATION

Gold Award Earner Contact Info

My First Name:

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

Last Name:

Email Address (This is how we will contact you, to notify you of earning your award or to ask follow-up questions. Please make sure it is correct and that you check it often. You are responsible for communicating directly with Girl Scouts of Western Washington staff and volunteers in a timely manner.):

Secondary Email Address:

Primary Phone:

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 teen members 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 to the Gold Award Program.

Responses to the two questions below are completely optional. The information you chose to share will be used by Gold Award staff and volunteers as they support your own Gold Award participation. The information you share may also help us understand general trends about Gold Award participants, enabling us to eliminate barriers and improve the experience for all future award earners.

Optional: Do you have any special accommodations or support you would like us to provide? Please feel free to share as little or as much information as you'd like.

Optional: Would you like to share any information about your race, ethnicity, cultural background, language and/or personal demographics?

Project Advisor Information

As a Gold Award earner, you are required to have a project advisor who is an adult with knowledge or expertise related to your Gold Award topic. Your project advisor **cannot** be your guardian/parent or your own troop leader. Your project advisor must pass a background check via Girl Scouts of Western Washington before you start your project. Please review the description [project advisor role](#). Contact customercare@girlscoutsww.org with any questions.

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 of residence):

<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 them in 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 help support you during your Gold Award experience.

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 of residence):

<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"/>	

Gold Award Prerequisites

Before beginning work on your Gold Award, you must complete **two prerequisites**. You must earn your Silver Award plus one high school Journey **OR** complete two high school Journeys. Senior Journeys should be earned by girls in grades 9 and 10, while those in grades 11 and 12 should earn Ambassador Journeys. If you have completed additional high school Journeys, let us know about those too!

SILVER AWARD OR TITLE OF JOURNEY	DATE OF COMPLETION	YOUR INITIALS/OR SIGNATURE

PROJECT OVERVIEW

Gold Award Project Title (Your project title should be short and tell about your project):

Project Category (type an 'X' into the gray box on the left of **one category** that most relates to your project):

<input type="checkbox"/>	Animal Welfare/Rights	<input type="checkbox"/>	Civic Engagement	<input type="checkbox"/>	Education
<input type="checkbox"/>	Emergency and Disaster Preparedness	<input type="checkbox"/>	Environmental/Green	<input type="checkbox"/>	Health/Nutrition
<input type="checkbox"/>	Independent Living/Senior Needs	<input type="checkbox"/>	Public Safety	<input type="checkbox"/>	Social Justice
<input type="checkbox"/>	STEM	<input type="checkbox"/>	Youth Development	<input type="checkbox"/>	Other:

Project Purpose

Be detailed and specific—remember that your Proposal will be reviewed by the Highest Awards Review Committee and they likely do not know you or your community personally, so please be professional and thorough.

1. Briefly describe your proposed Gold Award Take Action Project. What will you be doing?
2. Each Gold Award Take Action Project must focus on improving a community need or problem. What is the community need that your project will address?
3. Consider the specific community you will be working in and problem you plan to address. What are the **root causes** of the problem? In other words, what is causing the problem to happen in the first place? Why is it continuing to happen?
4. Who are the individuals that will benefit from your project and how will you partner with them? What assets, resources or skills do these individuals already possess? You may want to include details about the demographics of the community who will benefit from your project.
5. What is the overall goal you plan to accomplish with your project? In your own words and vision, describe what your successful Gold Award project will look like.

Sustainability and Measurement

Sustainability and measurement are two of the most important components of a successful Gold Award Take Action project. Gold Award Take Action projects are required to have detailed plans for sustainability and measurability.

6. In the table below, please describe several measurable goals for your project. Be sure to follow SMART goal guidelines.

Keep in mind that you are not required to meet these goals in order to earn your Gold Award—you're required to practice the skills involved in setting and keeping track of goals.

Goal	Measurement Tool (surveys, interview questions, attendance logs, etc.)	Comments/Notes
<i>Example: Serve 100 participants at my June 10th event</i>	<i>attendance roster</i>	
<i>Example: 80 % of participants improve their math skills after event</i>	<i>pre- and post-quizzes with math questions</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>	

7. Gold Award projects are sustainable, meaning they create new opportunities for people to volunteer or expand the project in the future. Looking ahead to the future, by the time you submit your Gold Award Final Report, it should be possible for your project to continue without your direct involvement. How will your project be sustainable?

8. What is your marketing plan to share your project with others (such as websites, social media, presentations, etc.)?

9. Gold Award Take Action projects are connected to a broader context, often called a national or [global link](#). Your project may be a local solution to a problem that affects people throughout the world. Or your project may directly benefit a community in another country. Your project might demonstrate an understanding of diverse cultures. Or it might be designed so that others can copy your project in different locations. Describe how your Gold Award Take Action project relates to a broader context. We recommend you do research and/or include statistics in your response.

LEADERSHIP

Leadership Development

Participating in the Gold Award Program allows you the opportunity to grow tremendously as a leader and is the highest honor that can be earned as a Girl Scout. A successful Gold Award experience is one in which you continue to learn new things, step outside your comfort zone and gain valuable skills.

10. Outline leadership strengths, talents and skills you already possess that will help you complete a successful Gold Award project.

11. Describe leadership skills you hope to develop or improve while earning your Award.

Your Team

List the names of individuals and organizations that you plan to work with on your Gold Award Take Action project. **This is a preliminary list that may grow or change during the course of your project.** If you do not know the name of a specific individual, you can still list their role or organization. For example, you may know you want to work with a local librarian, without yet knowing that person's name.

Team Member Name	Organization or Affiliation	Title or Role Within Your Project

The Girl Scout Leadership Experience: The following is a list of the 15 Girl Scout Leadership Outcomes. Select the top **3** outcomes you think you will achieve through your Gold Award Take Action project and specifically describe how you will attain each one you've selected.

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](#).

YOUR PROPOSED PROJECT PLAN/TIMELINE

You are required to submit a project plan. Your project plan should be a detailed step-by-step list or chart explaining how and when you will complete your Gold Award Take Action project. Your project plan should lay out the tasks you and your team members need to do in order to successfully complete your Gold Award. You can organize this information in a variety of formats such as a table listing the month, activity and person responsible for completing it; a bullet-point or numbered list; calendar view or another format that is clear and easy to understand.

Make sure someone who is reading your project plan could answer the following questions:

- What tasks will the Gold Award earner be doing?
- What tasks will the Gold Award earner delegate to other team members?
- When will the Gold Award earner be meeting with their project advisor? Meeting with other team members?
- When will the Gold Award earner be measuring progress towards goals? Evaluating? (remember question #6)
- What tasks are required to make the project sustainable and when are those happening? (remember question #7)
- When will this project be marketed/promoted? (remember question #8)
- When will the Gold Award earner reflect on their project and complete the Gold Award Final Report Form?

In addition to listing your action steps, be sure to consider and make note of the following where appropriate:

- proposed dates and/or time periods (how long will the step take to complete and when do you plan to complete it?)
- additional resources you will need to access or rely on (such as facilities, equipment, volunteers, etc.)
- any permission or approvals you think you will need (such as money-earning requests or additional insurance)

Your Proposed Timeline might look like this:

Month	Activity	Team Member(s)
January 2018	design recruitment flyer	me
January 2018	hold first meeting with team members	everyone
February 2018	write & conduct survey of classmates	Dana
February 2018	analyze survey results, based on info select activities for our first public event	Me & Janisha
<i>so on and so forth...</i>		

An Important Note About Project Hours

There is **no required minimum number of hours to earn a Gold Award**. Our national organization, GSUSA (which sets national Gold Award guidelines), does not require a specific minimum. The Gold Award Program is built around the **Take Action process and leadership development**. Therefore, it is more important for you to focus on designing/implementing a project that is sustainable, measurable and targets the root cause of a community need. And it is imperative for you to take on personal challenges in order to grow and develop as a more confident and courageous leader. It is recommended that Gold Award earners spend approximately 80 hours working towards their award—this would include any Gold Award activities after the prerequisites are complete until the Final Report is submitted.

PROPOSED BUDGET

Gold Award Take Action Projects often require money or in-kind donation of goods. Use this form to share your plan for earning money/securing donations for your project as well as estimates about the money you will be spending to implement your Gold Award Take Action Project.

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. If you intend to do so, you will need to submit additional documentation. Please put an 'X' in this box if you would like to use Cookie Dough.

If you are proposing a money-earning activity or plan to request in-kind donations, you must submit all appropriate forms in accordance with [money-earning guidelines](#) and [Volunteer Essentials and Safety Activity Checkpoints](#). Please check these guidelines before you submit your proposal.

In the first box (INCOME) list descriptions of money you have, money you plan to earn and in-kind donations you plan to seek out and their corresponding dollar amounts or estimated value.

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

In the second box (EXPENSES) list items and activities you expect to spend money on, or in-kind donations you plan to use. In the AMOUNT column, estimate the cost of this activity.

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.

AGREEMENTS & PROPOSAL CHECKLIST

I am ready to submit a proposal because I have:

- Completed the Girl Scouts of Western Washington Gold Award Proposal Form
- Written detailed, complete and professional answers
- Created a Proposed Project Plan/Timeline
- Created a Proposed Budget
- Submitted any necessary Money-Earning Applications
- Reviewed the Proposal Rubric
- Reviewed my project and plan with my 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 proposal with my Project Advisor. I understand that I need to complete a pre-project interview, revise my proposal and **receive approval from the Highest Awards Review Committee before proceeding**. I understand that my Gold Award Project Proposal is an agreement with Girl Scouts of Western Washington as to what my Gold Award project will accomplish. If my project needs to change for any reason, I will contact Girl Scouts of Western Washington and understand that I may need to submit a modified Project Proposal for approval.

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 agree to serve as their Project Advisor, supporting them throughout the Gold Award earning process. I have reviewed the Gold Award guidelines and this Proposal with the Gold Award earner. I understand that my criminal background check must be approved before I begin meeting with them individually. I understand that I can contact a Gold Award staff member at Girl Scouts of Western Washington via goldawards@girlscoutsww.org if I have any questions.

Advisor's Signature:

Date:

Once you have prepared your proposal and additional materials, please submit it via email to goldawards@girlscoutsww.org. Email submission expedites the process.