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Silver Award Final Report Form

Nobody really likes reading instructions on forms (we understand)... but we promise it will make your experience better if you *read these instructions before filling out the form.*

- **Make sure you have downloaded the form**, saved it to a good spot on your computer such as the “documents” folder, and opened up that file before you type. If you start filling out this form while it is showing as a tab in your internet browser, it won’t save your input and you’ll end up frustrated and we’ll feel bad too!
- If you are able, please type your responses. If you need to handwrite the form, please make sure we can read what you write.
- This form should be completed by **each individual Cadette** who works on a Silver Award project. If you worked in a group, you can talk about your answers together and help each other, but we want to hear from each individual person about your Silver Award experience, in your own words.
- **Review the Silver Award Guidelines** and reflect for yourself if you’ve completed all the steps (there’s a handy checklist on the final page). If you don’t think you’ve met the requirements on the checklist, you can add more to your project before you submit the final report form!
- Make sure you followed all guidelines in *Volunteer Essentials*, Safety Activity Checkpoints, and Money-Earning Guidelines.
- Submit your Final Report **as soon as possible after you finish your project**—when it is fresh in your mind.
- **The absolute final deadline is September 30th after you finish 8th grade.** For example, if you finish 8th grade on June 12, 2018, you have until September 30, 2018 to submit your form. ***But why wait until the last minute if you don’t have too?***
- We’re not looking for perfection—we’re looking to see that you grew from your Silver Award experience and that you followed the Take Action process.

Please submit via email (preferred method) to: silverawards@girlscoutsww.org.

Or by mail (if necessary) to:

Girl Scouts of Western Washington
ATTN: Silver Award
5601 6th Avenue South, Suite 150
Seattle, WA 98108

We will notify via email when a report is received. Reports will be reviewed in order they are received. Silver Award earners can usually expect a response about approval within four weeks after we receive the report.

Basic Info

Name you like to be called *(i.e. Katie instead of Katherine)*

Last name

Full name as you would like it to appear on Silver Award certificates

Email address

(This is how we will contact you about the Silver Award process, including to notify you after reviewing your report and inviting you to special Silver Award events. Please make sure it is correct and checked often)

Phone number

Mailing address

City

State

Zip code

County

Current grade *(if it is summer while you are filling out this form, list the grade you just completed)*

Expected high school graduation year

Troop number

(If you are not in a troop, write IRM—which stands for individually registered member. To earn the Silver Award, you must be a currently registered Girl Scout member)

Service unit

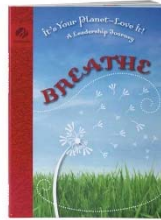
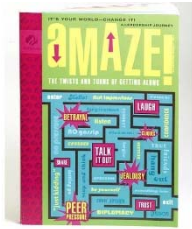
Would you like to share any information about your race, ethnicity, cultural background, gender identity, language, disability, and/or personal demographics?

(optional – this information will be used to help us better engage with you, and to help us learn more about our Girl Scout communities)

Pre-requisites

Which Journey did you complete?

(Before beginning work on your Silver Award, you must have completed at least one Cadette Journey.)



Cadette Outdoor Journey

What skills did you learn from your Journey that helped you complete a successful Silver Award?

Silver Award Take Action Project

Project title

(Your project title should be brief and give a sense of what your project was about like what you did, for who, and/or where. It can be fun—but make sure people can understand it too! Some example titles are: Puget Sound Green Team, Cozy Cats in Maple Valley, Gender Equity at Smith Middle School, or Fighting for Honesty in Media and Marketing. If you are working on a group project, make sure everyone in your group agrees on the same project title.)

Girl Scouts of Western Washington has incorporated the United Nation's Sustainable Development Goals (SDGs) for our Highest Awards **project categories**. Learn more about the SDGs [here](#).

Select one category that most relates to your project.



Project Information & Reflection

Links *(If you created a website, video, social media, or anything online related to your project, please include link(s) here. If you created any flyers, diagrams, slideshow presentations, etc. that are **not available online**, please attach a copy when you submit your Final Report.)*

*There are no “wrong” answers to the following questions, please just be **detailed and thoughtful** when answering them. Keep in mind that the person reading your form may not know you, your communities, or anything about what you did for your project. We want to know what steps you took, what your personal experience was like, what you accomplished, or where you encountered obstacles. This is your chance to practice and expand your critical thinking and descriptive reporting skills.*

1. Overview of your Silver Award Project: Imagine you are talking to a reporting or chatting with someone in line at the coffee shop—someone who doesn’t know you well or hasn’t seen you working on your Silver Award Project. Briefly describe what you did for your project.

All Silver Award Projects should target the root cause(s) of a community issue.

2. What is the community issue your project addressed?

All Silver Award Projects should include a plan for sustainability, this means that other people should be able to keep your project going into the future.

3. What did you do to help make your project sustainable or to help pass on your resources so others can pick up where you left off?

All Silver Award Projects should have at least one **measurable** goal.

Sometimes goals aren't met—and that's totally okay! But it is valuable to set goals, keep track of them, and analyze what happened.

4. What goal did you or your group set for the project? *Example: Our goal was to have 20 people attend our event.*

5. What tool did you use to keep track of your progress? *Example: We used a sign-in sheet to track attendance.*

6. What were the results and how did it go? *Example: 15 people attended. We could have hung up more flyers.*

*If you've gotten to this point in filling out your Silver Award Final Report Form, and you realized you didn't focus on targeting the root cause of an issue, making your project sustainable, or setting measurable goals, consider adding a bit to your project! Remember, the Silver Award is **not** about perfection—it's about the process. If you are writing your Final Report very close to the deadline and you don't think you have any time to add to your project, please contact silverawards@girlscoutsww.org to discuss the best steps forward.*

Leadership

7. Describe one way you stepped outside of your comfort zone while working on your Silver Award. *(Maybe you learned a new skill, overcame an obstacle, or maybe there was something you felt nervous about and you did it anyways.)*

8. What accomplishment are you most proud of regarding your Silver Award?

Your Team

Project Advisor

Relationship (select the choice that best describes the adult that provided primary support for you during your Silver Award experience)

Adult associated with an organization you helped

Example: Volunteer coordinator at a food bank you helped

Adult with knowledge or expertise related to your project topic

Example: Family friend who is a master gardener helped with a community garden project

Parent

Troop leader

If your project advisor is affiliated with an organization that relates to your project, what organization is it and what is their role/job title? *Example: Outreach coordinator for Vashon Public Library*

First name they go by

Last name

Email address

Phone number

Co-Earners

The Silver Award may be earned by an individual or a small group of up to 4 Cadettes. Please list the first and last names of any other Cadettes who worked on the same project with you for their Silver Award.

1.

2.

3.

Other Team Members

If there was anyone besides your Project Advisor and Co-Earners who helped with your Silver Award Project, please list them.

Name of Individual or Organization	How many volunteers?	What tasks did they help with?
<i>Example: Boy Scouts</i>	<i>Example: 4</i>	<i>Example: helped hang up signs for advertising</i>

Silver Award Time Log

We recommend that each individual Cadette spends **approximately 50 hours** working towards the Silver Award. However, the **Take Action process** of earning a Silver Award is more critical than the actual number of hours. The time log should reflect a combination of brainstorming, planning, meeting with experts, implementing the project, measuring progress towards goals, etc. The hours on the time log should begin **after** the prerequisite Journey is complete, and should only be time spent by the individual Silver Award earner (not hours from other earners or team members).

Date	Activity	Number of Hours	Running Total
<i>Example: 11/8/17</i>	<i>Brainstorming project ideas</i>	<i>1</i>	<i>1</i>
<i>Example: 11/12/17</i>	<i>Voting on project idea</i>	<i>1</i>	<i>2</i>
		Total Number of Project Hours:	

Silver Award Budget

Silver Award projects may be financed using existing troop funds, proceeds from Girl Scout Fall Product or Cookie Sales, personal money from the Cadettes (such as allowance), or other **approved money earning activities**, which must receive prior approval using the [money-earning application form](#).

Girl Scouts cannot solicit cash donations while conducting Girl Scout activities at any time.

Donations of Items or Services (These are called “in-kind donations”)

Item or Service Donated	Where did the donation come from or how was it gathered?	Estimated value of donation
<i>Example: gently used clothing</i>	<i>Donated by individuals using a collection bin at our school</i>	<i>\$300</i>
<i>Example: printing flyers</i>	<i>Our school printed flyers for us without charging us</i>	<i>\$10</i>
<i>Example: pizza</i>	<i>Tasty Pizza Co.</i>	<i>\$75</i>
	Total value of donations:	<i>Ex:</i> \$385

Income (cash used for Silver Award expenses)

Source of Income	Amount
<i>Example: Troop Cookie Sale Money</i>	<i>\$30</i>
<i>Example: My own personal money</i>	<i>\$10</i>
	Total income:
	<i>Ex:</i> \$40

