Making it look good!

Read the Girl Scout Gold Award Final Report form carefully. It requires a number of dates and signatures in addition to narrative information. Be sure you have all of the necessary dates (mm/dd/yy) and signatures required for each entry on your application form before you send it in.

Consult with your Girl Scout Troop/Group Leader and your Gold Award Project Advisor and ask her/him to review your package for accuracy, readability, clarity and proper spelling and grammar.

Type or print clearly. Include all attachments and submit photos, newspaper articles, fliers and other items that will help communicate the scope of your project to the Gold Award committee. Keep a copy for your records and a copy should be given to your Girl Scout Gold Award Project Advisor, Troop Leader/Advisor and submitted to Girl Scouts of Black Diamond Council.

When you fill out your forms for your Gold Award Final Report:

1. Have you followed directions for filling out the forms?
   - typed or written legibly and neatly?
   - answered each section and each question?
   - have appropriate signatures?

2. Have you carefully proofread your form?
   - are all words spelled correctly?
   - are your answers (to questions) written in complete sentences?
   - are your sentences punctuated correctly?
   - is your writing grammatically correct?

3. Are your ideas clearly expressed?
   - specific examples?
   - details of your work?
   - clear descriptions?
   - complete and accurate information?
   - logical sequence of plans and activities?

The following is a list of resources to assist you...

http://grammar.ccc.commnet.edu/grammar/
www.grammar.about.com
Final Report Check-List

Upon completion of your project, your must submit the following:

Please include anything that will show the work, leadership and time commitment you have put into your project. The more evidence you send, the sooner your project is likely to receive final approval.

☐ Final Report Form – Must be typed. The Final Report Form can be found on our website at www.bdgsc.org. Do not limit yourself to one or two sentence responses. Remember to give detailed responses.

☐ Include a detailed timeline. This time should reflect how you spent your time and must include leadership of others. Time spent on planning, preparing, organizing, and evaluating the project are all items to include. Phone calls to community organizations, resource people and peers who are helping you on your project count towards time on your log. Work parties that you may have organized to prepare for your project count toward time on your log.

☐ Include detailed budget information.

☐ Recognition form must be completed and submitted along with a headshot photograph of yourself that will be used for council publications (graduation or school pictures work great for this) and an action photo taken during the course of your Gold Award project. Please sign and return the attached Photo Release Form.

☐ Pin and certificate form must be completed.

Other materials that you may want to submit with your final report include, but are not limited to:

- Photos of your project in progress
- Journal or scrapbook
- Sample evaluation tool (i.e. survey form for participants)
- Samples of fliers
- Letters of thank you from benefitting community organization
- Reference letter from your project advisor stating your accomplishments during your project.

*Any of the items listed above will be returned to you upon your request.
For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to Girl Scouts of the USA (“GSUSA”), and others working for GSUSA or on its behalf, and each of its respective licensees, successors and assigns (each a “Releasee”), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness and voice (including any video footage of the same) (collectively, “Media”), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSUSA, for any purpose (except defamatory) including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.

2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness and voice. I agree that nothing in this Release will create any obligation on GSUSA to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSUSA.

NAME OF MINOR (please print): ________________________________
ADDRESS: ________________________________________________
CITY: ___________ STATE: _____ ZIP: ___________
DAYTIME PHONE NUMBER: ( ) __________ ADDITIONAL PHONE (optional): ( )

Release for Minors (those under the age of eighteen): I, the undersigned, being a parent or guardian of the minor, hereby consent to the foregoing conditions and warrant that I have the authority to give such consent.

NAME OF PARENT/LEGAL GUARDIAN (please print): ________________________________
SIGNATURE OF PARENT/LEGAL GUARDIAN (REQUIRED): ________________________________
DATE: ____________________________
PARENT/LEGAL GUARDIAN EMAIL ADDRESS*: ____________________________ 

(*will not be used for any other purposes or distributed to third parties)

Any revisions to the text of this Release must be approved in writing by GSUSA prior to the activity in order for the changes to be effective.

7/2010
Girl Scout Gold Award Final Report

Council Name and Address: Girl Scouts of Black Diamond, P.O. Box 507, Charleston, WV 25322
Council Telephone: (304) 345-7722 or (800) 756-7616 Council E-Mail: program@bdgsc.org

Submit the original completed form to Girl Scouts of Black Diamond. Make copies for your Girl Scout Gold Award project advisor and yourself to keep. The Final Report must be typed. The Final Report Form can be found on our website at www.bdgsc.org.

Contact Information

Name: ____________________________________________
Address: _________________________________________
City: __________________________ State: ______ Zip Code: ___________
Home Telephone: _______________ Cell Phone: __________________
E-mail: _________________________
Age: _____, Grade: _________ School: ____________________________
Service Unit: ___________________________ Troop #: __________________

Troop/Group Leader Information

Troop/Group Leader: __________________________________________
Address: ____________________________________________
City: __________________________ State: ______ Zip Code: __________
Home Telephone: _______________ Work Phone: _______________ Cell Phone: __________
E-mail: _________________________

Project Advisor Information

Girl Scout Gold Award Project Advisor: ______________________________
Project Advisor’s Organization: ___________________________________
Address: ______________________________
City: __________________________ State: ______ Zip Code: __________
Home Telephone: _______________ Work Phone: _______________ Cell Phone: __________
E-mail: _________________________
Your Team: List the names of individuals and organizations that worked with you on your Take Action Project.

<table>
<thead>
<tr>
<th>Team Members</th>
<th>Affiliation</th>
<th>Role</th>
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</thead>
<tbody>
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Take Action Project

Project Title: ____________________________________________

Start Date: ________________ Completion Date: ________________ Hours: ______

On a separate sheet of paper, please answer the following questions.

A. Describe the issue your project addressed, what impact you had hoped to make, and who benefitted.

B. What was the root cause of the issue? How did you address it?

C. How will your project be sustained beyond your involvement? In other words, how will the project continue once you are gone?)

D. Explain the national and/or global link to your project. How did you learn from others or develop a plan to share the results of your project beyond your local community?

E. Describe any obstacles you encountered and what you did to overcome them.

F. Describe what steps you took to inspire others through sharing your project. (Website, blog, presentations, posters, videos, articles, and so on).

G. Describe what you learned from this project including leadership skills you developed. What did you learn about yourself as a result of this project?

H. What was the most useful aspect of your project?

I. What aspects of your project would you change or do differently if you could start over?
Impact Chart

Using the Impact Chart, describe the impact signs your project has had and will have on your community and your target audience.

<table>
<thead>
<tr>
<th>Impact On ...</th>
<th>Goals</th>
<th>Examples of Immediate Impact</th>
<th>Possible Future Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community</td>
<td>What community issue was addressed?</td>
<td>What are concrete examples that you made a difference?</td>
<td>What examples of the project impact might you see in the future?</td>
</tr>
<tr>
<td>Target Audience (workshop participants, other youth, community members, and so on)</td>
<td>What skills, knowledge, or attitudes did your target audience gain?</td>
<td>What examples demonstrate that the target audience gained skills or knowledge?</td>
<td>What would be examples of long-term impact on your target audience?</td>
</tr>
</tbody>
</table>
### Possible Future Impact

On a separate sheet of paper, answer the following:

A. How do you think your leadership skills will grow in the future because of this project?

B. How might you inspire other Girl Scouts to “Go for the Gold?”

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<table>
<thead>
<tr>
<th>Impact...</th>
<th>Goals</th>
<th>Examples of Immediate Impact</th>
</tr>
</thead>
<tbody>
<tr>
<td>You</td>
<td>Which of the 15 Girl Scout Leadership Outcomes* listed do you think you were able to develop through this project?</td>
<td>Within each leadership key (Discover, Connect, and Take Action), list one or two examples of your growth as a leader.</td>
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<td>Discover:</td>
<td>I developed a stronger sense of self&lt;br&gt;I developed positive values&lt;br&gt;I gained practical life skills.&lt;br&gt;I sought challenges in the world.&lt;br&gt;I developed critical thinking.</td>
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<tr>
<td>Connect:</td>
<td>I developed healthy relationships.&lt;br&gt;I promoted cooperation and team building.&lt;br&gt;I resolved conflicts.&lt;br&gt;I advanced diversity in a multicultural world.&lt;br&gt;I felt more connected to my community, locally and globally.</td>
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<tr>
<td>Take Action:</td>
<td>I will identify community issues.&lt;br&gt;I will be a resourceful problem solver.&lt;br&gt;I will advocate for myself and others, locally and globally.&lt;br&gt;I will educate and inspire others to act.&lt;br&gt;I will feel empowered to make a difference in the world.</td>
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*Want more information on the Girl Scout Leadership Outcomes? Visit [www.girlscouts.org/research/publications/outcomes/transformation_leadership.asp](http://www.girlscouts.org/research/publications/outcomes/transformation_leadership.asp).*
Gold Award Recognition Form

This form must be completed and returned with your Gold Award Final Report in order for final approval to be granted. When returning this form, please be sure to include the following (digital format is preferable):

- A headshot photograph
- 1 photograph of you in action on your project

The information provided on this form is laid out for use in Girl Scouts of Black Diamond’s Annual Report and for the Annual Meeting recognition purposes.

Name, as you would like it to appear: ____________________________

Parents’/Guardians’ names as you would like them to appear: ______________________________________

Address: ______________________________________________________

Telephone number: ___________________________ E-mail address: ___________________________

Telephone number and e-mail address will be used to verify information only and will not be published in any type of publication.

Please provide us with a short summary on how your project has impacted you, others, and the community. This should weave in, or use as a frame, the Discover + Connect + Take Action = Leadership theme. For example, what did you discover, with whom and how did you connect, and what action did you or others take? Talk about how the project enhanced your leadership skills. (attach a separate sheet if necessary.) Note: an edited copy of this will be used in Council publications such as the Annual report or the Program Catalog.

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

If you only had thirty seconds to tell others about your project, what would you say? (attach a separate sheet if necessary)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What are your future college and career plans? How does your Gold Award project relate to them? (attach a separate sheet if necessary)

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

What is the most popular newspaper in your area? ____________________________
Girl Scout Gold Award
Pin and Certificate Information

This form must be completed and returned with your Gold Award Final Report in order for final approval to be granted.

Mail Gold Award pin and certificates to: ________________________________

Address: _____________________________________________________________

City: __________________________ State: ________ Zip: ________

Home #________________________ Work #______________________ Cell #_____________________

E-Mail: ______________________________________________________________________

Relationship to you (circle one) Parent Troop Leader Other _____________

If known, when is your ceremony scheduled and what is the location? ______________________________

_____________________________________________________________________________

**Please allow 4 – 6 weeks for processing and mailing.**
# Gold Award Project Time Log

Submit this form to Council with your Final Report. Keep a copy for you and your advisor.

**Name:**

**Project Title:**

Record hours spent in all activities of your project (e.g. planning, preparing materials, purchasing supplies, conference time with advisors and consultants, soliciting donations from businesses or holding money earning activities, preparation time spent at pre-meetings, special events, and actual time spent leading an activity or event).

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
<th>Time Start</th>
<th>Time End</th>
<th># Hours</th>
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**TOTAL NUMBER OF HOURS** (suggested minimum of 80)
## Gold Award Take Action Project
### Final Budget Sheet

### Income

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<th>Date</th>
<th>Income Source(s) for Project</th>
<th>Amount</th>
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### Expenses

<table>
<thead>
<tr>
<th>Date</th>
<th>Item(s) Needed</th>
<th>Was this item donated or purchased?</th>
<th>Actual Cost</th>
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**Total remaining**

*What are your plans for any remaining balance?*
Girl Scout Signature:

I verify that the final report and attachments accurately document my Girl Scout Gold Award Take Action project. I am aware of the deadlines for submitting this report and the consequences for missing deadlines. I have acting according to the Girl Scout Promise and Girl Scout Law.

Your Signature ___________________________ Date ___________________________

Troop/Group Leader’s Signature

I have reviewed the above Girl Scout Gold Award Final Report and all attachments and verify that the information accurately documents the Girl Scout Gold Award Take Action project.

Troop/Group Leader’s Signature ___________________________ Date ___________________________

Project Advisor’s Signature

I have reviewed the above Girl Scout Gold Award Final Report and all attachments and verify that the information accurately documents the Girl Scout Gold Award Take Action project.

Project Advisor’s Signature ___________________________ Date ___________________________

<table>
<thead>
<tr>
<th>GSBDC Actions</th>
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<tbody>
<tr>
<td>Received by Council</td>
<td>Date:</td>
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<tr>
<td>Final Approval Given:</td>
<td>Date:</td>
</tr>
<tr>
<td>Signature:</td>
<td>Date:</td>
</tr>
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</table>