

# Girl Scouts of the Jersey Shore

## Checklist for Working on the Gold Award

- \_\_\_\_\_ Read the Go For the Gold or attend a Gold Award Information Night. It is important that you understand all of the steps that must be followed to complete the award.
  
- \_\_\_\_\_ Do an interest inventory by writing down the things you enjoy doing and decide which of your skills you can share with others.
  
- \_\_\_\_\_ Talk with an adult who is willing to support you as you work toward the Silver Award. Discuss with her/him your ideas and see if together you can come up with a project that will meet your interests and conform with Gold Award project guidelines.
  
- \_\_\_\_\_ Work on the first 3 requirements for the award.
  
- \_\_\_\_\_ Once these requirements are complete, you can call 732-349-4499 ext 213 or 214 and ask for a Gold Award Project Proposal Form, or download one from [www.girlscoutsjs.org](http://www.girlscoutsjs.org) your project must be reviewed and approved by the Silver and Gold Committee before you begin working on it..
  
- \_\_\_\_\_ Check to make sure your project has community involvement.
  
- \_\_\_\_\_ Complete the Planning Calendar page of the Project Proposal with the support of your Troop/Project Advisor. Estimate the amount of time you will spend on each step. This will give you a good idea if you have 60 hours of work planned and will help you set goals for keep your project on time.
  
- \_\_\_\_\_ Complete the rest of the applications and have your Troop Advisor /adult support sign off that you have completed the initial requirements.

- \_\_\_\_\_ Once the project is reviewed and approved by the committee you will be assigned a Committee Contact who will monitor your project. If you are planning a Girl Scout program for your service unit, find out from your Troop Advisor the name and phone number of your Service Unit Manager. Contact her for approval.
  
- \_\_\_\_\_ Begin keeping your project log. Keep track of every minute you spend on your project.
  
- \_\_\_\_\_ Make sure materials, information, people, and other needed resources are available and arrangements have been made.
  
- \_\_\_\_\_ Decide on the financial needs of the project and make sure they are incorporated into a program cost. All Gold Award projects must be self-supporting. If money is involved a financial report must be submitted along with your Project Final Report.

**If applicable:**

- \_\_\_\_\_ Make arrangements for project location sites, and program aides need to run the project.
  
- \_\_\_\_\_ Produce any flyers needed to advertise the project and distribute them to the appropriate people. Remember if it is a program for your Service Unit you must plan at least two months lead time for registration. Register and confirm all participants.
  
- \_\_\_\_\_ Make sure you have support from Service Unit Events Manager.
  
- \_\_\_\_\_ Conduct any training necessary for the program aides and adults helping with your project.

**Then:**

- \_\_\_\_\_ Discuss with your Project Advisor any potential problems and try to set alternative plans wherever possible.
  
- \_\_\_\_\_ Complete the project.
  
- \_\_\_\_\_ Complete the Project Final Report, including your project log and return them to either of the Service Centers within 2 – 3 weeks of completing your project, and by **April 1<sup>st</sup>** if you wish to receive your Gold Award at the Council Silver Award Ceremony.
  
- \_\_\_\_\_ The Silver and Gold Committee will review your report and log and notify you of final approval.