

Girl Scouts of the Jersey Shore

Checklist for Working on the Silver Award

- _____ Read the Go For the Silver or attend a Silver 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 Silver 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 an Silver Award Project Proposal form, or download one from 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 40 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 Silver 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 1st** if you wish to receive your Silver Award at the Council Silver Award Ceremony.

- _____ The Silver and Gold Committee will review your report and log and notify you of final approval.