

**Girl Scout Gold Award Project Proposal**

This form is an opportunity for you to present your Gold Award project plan and receive feedback on the proposal before meeting with the committee for an entry interview. **Do not begin your project until your entry interview is complete and you have received council approval.** Before submitting your proposal, please have others read it – this will help you identify missing information, sections that might not make sense as written, etc.

Once approved, your proposal becomes an agreement between you and Girl Scouts, Hornets’ Nest council as to what your Gold Award project will accomplish. If your project needs to change for any reason (your project advisor changes jobs/moves, the organization you are working with closes/moves, you are unable to secure needed permits to undergo your project, etc.) you must contact and inform both the GSHNC Highest Awards Specialist and your assigned Committee Member immediately to identify best next steps.

**Instructions:**

1. All proposals and supplemental information (budgets, timelines, project plans, pictures or diagrams, etc.) must be typed. Please provide detailed and accurate information in your proposal. Remember, you are writing this proposal for someone who does not know you or your project plan. Be as specific as possible so we can fully comprehend the Gold Award project you are proposing. Make a photocopy for yourself.
2. All proposals should include:

☐Completed proposal form with thorough answers to every question.

☐Pictures or diagrams (if applicable)

☐Proposed budget

☐Proposed timeline

☐All required signatures

1. The majority of Gold Award communication occurs over email. Please ensure the address you provide in your proposal is current and checked often. You are expected to communicate directly with the GSHNC Highest Awards Specialist and Gold Award Committee yourself. Please do not have your troop leader, parent, advisor or other adult make inquiries on your behalf unless absolutely necessary.
2. Save your proposal as ‘Your Name Gold Award Proposal,’ i.e. Sarah Smith Gold Award Proposal. Once complete, email your proposal to oldergirls@hngirlscouts.org
3. Important Notes:
	1. Follow all money-earning guidelines as noted on budget worksheet.
	2. Remember the “Big 4” (Root Cause, Measurable, Sustainable, National/Global Link)
	3. Remember Leadership – you will need to delegate responsibilities to others
	4. Photos/Videos - If you are taking photos of others, be sure to obtain a signed photo release form for everyone identifiable in the photo and/or the parent/guardian of any children you photograph under the age of 18.

Revised 9/12/2019

**Personal Information**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_

Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Troop Number: \_\_\_\_\_\_\_\_\_\_\_\_\_

Street Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_\_\_\_\_\_\_

School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Grade: \_\_\_\_\_\_\_\_\_\_\_\_ Graduation Year: \_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent/Guardian Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Troop Leader’s Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Troop Leader’s Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Prerequisites**

*In order to begin work on your Girl Scout Gold Award project, you must first complete two Senior or Ambassador Journeys OR one Journey and the Girl Scout Silver Award as well as attend a Girl Scouts, Hornets’ Nest Council Gold Award Training.*

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| --- | --- | --- |
| **Senior/Ambassador Journey Book** | **Date Completed** | **Troop/Group Volunteer’s Signature** |
| 1.  |  |  |
| 2.  |  |  |

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| --- | --- |
| **Girl Scout Silver Award Completion Date** |  |
| **Council Where You Earned the Award** |  |
| **Troop/Group Volunteer’s Signature** |  |

Gold Award Training Completed: □ In person □ Online/Webinar Date Completed:\_\_\_\_\_\_\_\_\_\_\_\_

**Troop Leader’s Signature & Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Advisor & Team Members**

*A project advisor is a subject matter expert who can help you with particular details of your project. Project advisors can help you enhance the quality of your project and make connections with other experts in the field.*

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Organization/Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Briefly describe why this person was chosen to help with the project and what he/she will contribute:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Project Advisor’s Signature & Date**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*List the names of individuals and organizations that you plan to work with on your Take Action project. This is a preliminary list that may grow through the course of your project.*

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| **Team Member** | **Affiliation** | **Role** |
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**Girl Scout Gold Award Project Proposal**

Project Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Start Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completion Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Brief description of your project:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Describe the root cause/issue your project will address and who is your target audience. (Tip: Be sure that you have researched your issue so that you can provide statistics confirming that there is a need for your project. We recommend using any written sources you can find &/or speaking with 1 or more people. Be sure to cite your sources).
2. Discuss your reasons for selecting this project.
3. Outline the strengths, talents, and skills that you plan to put into action. What skills do you hope to develop?
4. Describe the steps involved in putting your plan into action, including resources, facilities, equipment, and approvals needed. (Attach a detailed project plan.) (Tip: We recommend listing all major steps in your plan, 5-6 steps or more, &/or creating a timeline of all anticipated steps)
5. Enter the names of people or organizations you plan to inform and involve and how. (We are looking for a clear leadership/delegation plan.)
6. Estimate overall project expenses and necessary recourses and how you plan to meet these needs. (Complete the budget worksheet at the end of this proposal form.) (Note: All projects will have a budget, even if items are being donated. Include any expected costs and where the money will come from on your budget worksheet at the end of this proposal form. Make sure that your budget balances to $0.)
7. What methods or tools will you use to evaluate the impact of your project? (How will you measure your project? How will you show that your project helped? Tip: Set some numeric goals here.)
8. How will your project be sustained beyond your involvement? (Remember that at the end of your project we will need to see a plan of how your project will be carried on in the future. We will need a letter of sustainability, on letterhead, from an official partner organization agreeing to continue your work.)
9. Explain your project’s national/global link(s) or the “ripple effect.” (Tip: Research what others are doing locally and nationally &/or globally about your issue. Explain how your project will reach others beyond your local community).
10. Describe how you plan to tell others about your project, the project’s impact, and what you have learned (Web site, blog, presentations, posters, videos, articles, and so on).

**Impact Planning**

*Using the Impact Planning Chart, describe the impact you hope your project will have on your community, your target audience, and you.*

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| --- | --- | --- |
| **Impact On…** | **Goals** | **Potential Impact** |
| **Community** | What community issue do you plan to address?  | What examples of the project impact might you see in the future?  |
| **Target Audience** *(workshop participants, other youth, community members, and so on)* | What skills, knowledge, or attitudes will your target audience gain? | How will you know that the target audience gained skills or knowledge? |

**GSLE Outcomes**

*The following is a list of the 15 Girl Scout Leadership Outcomes.\* Which do you think you will develop through this project?*

**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.

*\* Want more information on the Girl Scout Leadership Outcomes? Visit:* [*Www.girlscouts.org/research/publications/outcomes/transforming\_leadership.asp*](http://Www.girlscouts.org/research/publications/outcomes/transforming_leadership.asp)*.*

**Current Hours Log**

*Please list the time spent to date investigating/researching, planning, preparing your proposal, etc.*

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| --- | --- | --- | --- |
| **Date** | **Time Spent** | **Action** (planning, calling, meeting, doing, etc.) | **Notes** |
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**Anticipated Hours Log**

*Estimate future time and action needed to complete your project once approval to begin is received. Should total 80 hours or more.*

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| **Date** | **Time** | **Action** (planning, calling, meeting, doing, etc.) | **Notes** |
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**Budget Proposal**

**Section 1: Estimated Expenses** - List all items/supplies you will need for your project and their costs. You may estimate the value if you do not know the actual value. List the total amount for all your items/supplies to be purchased or donated in Box A.

**Section 2: Estimated Income** - List all sources of revenue for your project. Will you conduct money-earning activities like spaghetti suppers, bake sales, car washes, etc. to help you fund your project or do you anticipate cash donations? If you will use personal funds or money from troop funds for your project, please list them in this section as well. Enter the total amount of income in Box B.

**Section 3: In-kind Donations** - List all items/supplies you anticipate will be donated for use in your project. For each item you think will be donated, please estimate the value of that item/supply. Enter the total value of all in-kind donations in Box C.

**Section 4: Summary** - In this section, add Total Cash/Checks (B) + the Total Value of In-Kind donations (C) and subtract this number form the Total Estimated Expenses (A) for your project. The results (D) should be $0 since the goal is to break even – neither making nor losing money on your project.

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| **1. Estimated Expenses** |
| Item | Cost/Value ($) |
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| **A. Total**  |  |

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| **2. Estimated Income** |
| Source | Amount ($) |
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| **B. Total**  |  |

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| --- |
| **3. In-Kind Donations** |
| Source | Value ($) |
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| **C. Total**  |  |

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| --- |
| **4. Summary** |
| Enter Total from Box B |  |
| Enter Total from Box C | + |
| Total Income (Add Box B + Box C) |  = |
| Enter Total from Box A | - |
| D. Total (Total Income – Box A) | =Should balance to $0 |

**Important Things to Remember:**

1. This is merely a budget projection. You will need to account for actual expenses, income, and donations in your final report.
2. All solicitations and money earning activities (other than Fall Sale or Cookie Sale) require Council approval (via the ‘Highest Awards and International Travel Money-Earning Application’ found online at [www.hngirlscouts.org](http://www.hngirlscouts.org) on the “Forms” page) and must be submitted at least 4 weeks in advance of the date of your activity.
3. All money earned must be deposited in a troop account.
4. General money earning guidelines for Gold
	1. In order to raise money or request donations for a Bronze, Silver or Gold Award project, girls must sell at least 4 cases (48 packages) of cookies and submit the money earning application form at least 4 weeks in advance of their activity or request. The application is online here: https://form.jotform.com/62694565911162. There are no fall sale requirements nor blackout periods, but please note that no door-to-door selling is allowed during the Treats & Reads program or the Cookie Sale.
	2. Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business (ex. In-home product parties). Any business using the Girl Scout trademark must seek authorization from GSUSA.
	3. Girl Scout Seniors and Ambassadors can solicit cash and in-kind donations as long as the donation is being used exclusively for their Gold Award projects and the funds are deposited in an approved account. (This is different for girls working on Bronze and Silver Awards where girls may solicit in-kind donations but can NOT solicit money. For those projects, the girl may present the project and make the case for support but an adult must make the “ask”.)
	4. Girl Scouts are prohibited from raising money for other organizations.
	5. Spirit Nights are not allowed
	6. Belk Charity Sale is allowed
	7. Donations over $250 require a receipt that must come from GSHNC as the holder of tax-exempt status. Donors can make checks payable to GSHNC, or make the donations online, but they must indicate that the gift is for a Gold Award project and include the girl’s name.