



# The Appreciation Pin

*This award recognizes an adult member who has delivered outstanding service to at least one geographic area in a way that furthers the council's goals.*



**Girl Scouts of Northern California – Konocti Area**

*4825 Old Redwood Highway  
Santa Rosa, California 95403  
707.544.5472*

## The Appreciation Pin Information



Girl Scouts of Northern California  
Konocti Area

- ❖ The nominating individual or group completes the *Nomination Form*. Only forms which are **neatly printed** or **typed** will be accepted.
- ❖ **Two** people are needed to provide references in support of the nominee. They should be able to convey information and feelings clearly and concisely either in a letter or on tape. They should have enough time to return the letters to the nominator, and should use the *Letter of Endorsement* format provided.
- ❖ The entire packet (Nomination Form and Letters of Endorsement) must be submitted to the Girl Scouts of Northern California – Konocti Area  
4825 Old Redwood Hwy., Santa Rosa, CA 95403 ~ by **March 15, 2008**

### CRITERIA FOR SELECTION FOR APPRECIATION PIN

- ❖ The candidate is an active adult member registered with Girl Scouts of the U.S.A. either as a **volunteer** or **employed staff** member.
- ❖ The candidate has provided outstanding service to at least one geographic area, service unit, or program delivery audience in a way that furthers the council's goals.
- ❖ The service goes beyond the expectations for the position.
- ❖ **A nomination and two** letters of endorsement by an individual or group, who are familiar with the service performed by the candidate, must be submitted, with the nomination application, to the adult recognitions task group chairman.

### TIMELINE FOR ADULT AWARD NOMINATIONS

- ❖ Nominations must be received and stamped in the Sonoma County Service Center **no later than March 15, 2008**.
- ❖ The committee will meet by the end of March to review and vote on the nominations.
- ❖ Nominations not approved are mailed to the nominator within two days following the meeting.
- ❖ The awards ceremony will be held in May.

### APPEALS PROCESS

- ❖ If the candidate you nominate is not accepted, the nominator will receive a letter of explanation detailing the reasons for denial.
- ❖ The nominator may resubmit the application within two weeks, responding to the committee's concerns.
- ❖ The Interim Area Director will make the final decisions on all appeals and the nominator will be notified.

# Nominator Tips



## Do-----

- **Type** your nomination form if possible!  
 OR **legibly print** all information using a ballpoint pen with black or blue ink.
- **Complete the nomination form.**  
 Research information for accuracy and include all that they have done even if you do not have personal experience with them. The nomination form is the only part of the application that includes all aspects of the nominee's performance in girl scouting.
- **Write details** based on facts rather than personal experience.
- **Choose people** who are going to write the endorsement letters carefully.
- **Review** the endorsement tips with the letter writers.
- **Growth** is one of the things the committee likes to see from one award to the other. Tell how you feel the person has shown growth in her/his contributions to Girl Scouting since her/his pervious award.
- **Remember that details** are important.

## Don't-----

- **Do not use the person's name** in the body of the Nomination Form or letter of recommendation. To ensure maximum fairness, anonymity is important.
- **Review "Endorsement Letter Tips"** for more "Don'ts"

### **Nominator's check off list:**

#### **Appreciation Pin** nomination to include:

- Recognizing outstanding service to at least one service unit or program delivery audience.
- Letter One
- Letter Two

#### **Honor Pin** nomination to include:

- Recognizing outstanding service to two or more service units or program delivery audiences.:
- Letter One
- Letter Two
- Letter Three

#### **Thanks Badge** nomination to include:

- Recognizing outstanding service that benefits the total council or the entire Girl Scout Organization.
- Letter One
- Letter Two
- Letter Three
- Letter Four

#### **Thanks Badge II** nomination to include:

- Recognizing continued outstanding service that benefits the total council or the entire Girl Scout movement
- Letter One
- Letter Two
- Letter Three
- Letter four

# Appreciation Pin Nomination Form



Girl Scouts of Northern California  
Konocti Area

*Please type or print legibly.  
Please do not use the nominee's name in the body of the letter.*

Nominee's Name: \_\_\_\_\_

Date: \_\_\_\_\_

Phone: \_\_\_\_\_

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

Current Position in Girl Scouts: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Service Unit: \_\_\_\_\_

During the nominee's years of service in an adult capacity in this Council, she/he has served in the following positions:

	Dates (Year to Year)	Which Service Unit		Dates (Year to Year)	Which Service Unit
Troop Leadership	_____	_____	Board Member	_____	_____
Service Unit Director	_____	_____	Trainer	_____	_____
Service Unit Team Member	_____	_____	Camp Director/Staff	_____	_____
Product Sales	_____	_____	Staff Member	_____	_____
Program Team Member	_____	_____	Delegate	_____	_____

Experiences in other Councils: \_\_\_\_\_

Years of Girl Scout Membership: As a Girl \_\_\_\_\_ As an Adult \_\_\_\_\_

Other Recognitions the nominee has received:

Outstanding Volunteer Award, Year \_\_\_\_\_

Outstanding Leader Award, Year \_\_\_\_\_

Service Unit Recognitions: \_\_\_\_\_

Year \_\_\_\_\_

Other: \_\_\_\_\_

Year \_\_\_\_\_

Volunteer experiences beyond Girl Scouting, if known: \_\_\_\_\_

Please describe the service that qualifies this nominee for the Appreciation Pin: \_\_\_\_\_

Document the ways the service has been beyond the expectations for the position held: \_\_\_\_\_

Audience (age level of girls and/or adults) benefiting from the service: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Impact service had on one or more geographic areas: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Nominating Group: \_\_\_\_\_

Group Chair's Name: \_\_\_\_\_

Group Chair's Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Group Chair's Phone: \_\_\_\_\_

Signature of Group Chair: \_\_\_\_\_

**APPRECIATION PIN  
Letter of Endorsement**



*Please type or print legibly. You may use this form or follow this format.  
Please do not use the nominee's name after the first line of this form.  
When completed, return to the nominator in advance of the March 15, deadline.*

Submitted in support of: \_\_\_\_\_

Submitted by: Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_  
Number Street City Zip

I am recommending the Appreciation Pin, because: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Give instances of effort far beyond total job assignments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In what other ways has the nominee contributed directly to help move the Council toward its operating objectives and goals? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Other pertinent information that may be helpful: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

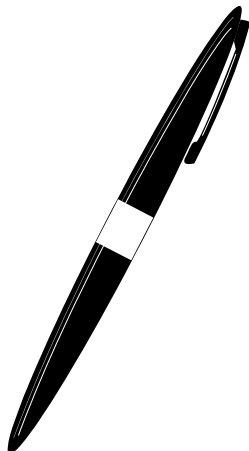
Signed: \_\_\_\_\_ Date: \_\_\_\_\_

# Endorsement Letter Tips

## Do-----



- **Type** your letter and nomination forms if possible!  
*OR legibly print* all information using a ballpoint pen with black or blue ink.
- **Tell as all you can....**The recognition committee can only work with what is in front of them. If you don't tell them about it, they won't know.
- **Include personal insights** or anecdotes.
- **Growth** is one of the things the committee likes to see from one award to the other. Tell how you feel the person has shown growth in her/his contributions to Girl Scouting since her/his previous award.
- **Be results oriented.** Do not just say that the nominee is responsible or something – tell what they achieved.
- **Explain your personal connection** to the nominee. (“I work with her/him in my role as...”)
- **Remember that details** are important.



## Don't-----

- **Do not use the person's name** in the body of the Nomination Form or Endorsement Letters. To ensure the maximum fairness, anonymity is important.
- **Do not be vague.** It is assumed that this is a nice person who you like and think positively of; otherwise you wouldn't be nominating them.
- **Do not write** about the many positions the nominee holds unless you have personal experience working with the nominee.
- **Do not make assumptions** about the responsibilities involved with service unit level positions. Many service units divide duties among people who are willing to do them. It does not matter that a nominee does not do all of the listed responsibilities. It is more important that she/he does them “above the expectation of position job held”.
- **Do not just look at the job description** and tell us she/he does each of these things – these are considered part of the position and not above and beyond.