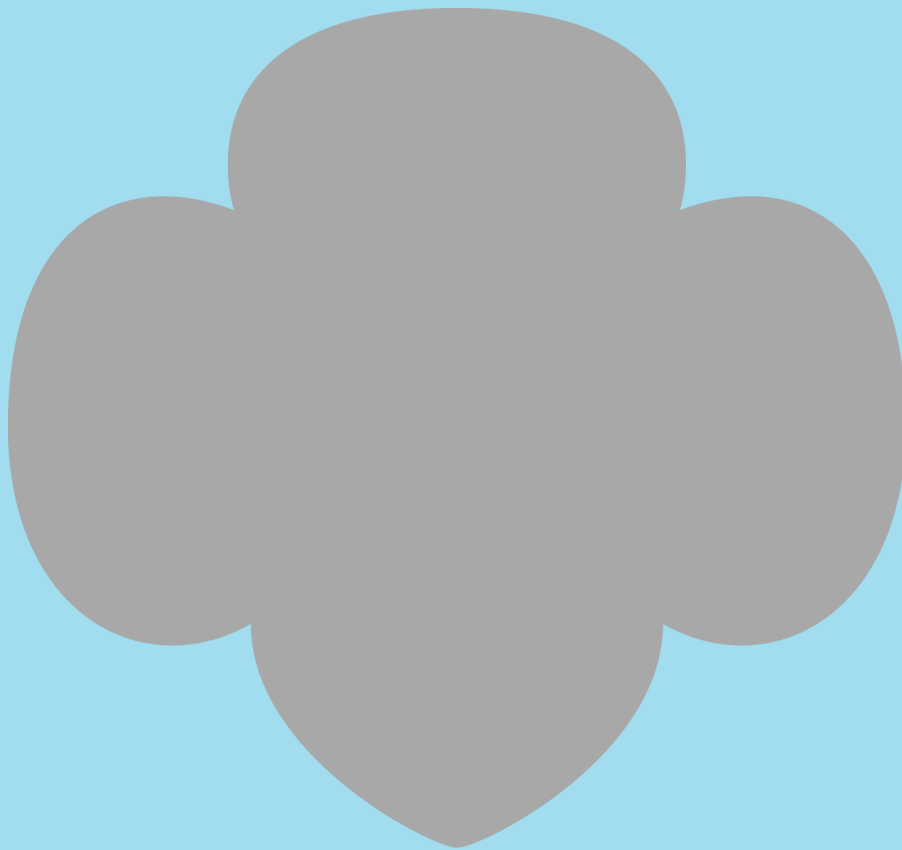


girl scouts 
north carolina
coastal pines

A Cadette's Guide to the Girl Scout Silver Award





We are so excited that you are ready to begin working on your Girl Scout Silver Award! The Silver Award is the highest award a Girl Scout Cadette can earn. It is a national award with national standards, and it represents the time, leadership, creativity, and effort Girl Scouts contribute towards making their community better.

The Girl Scout Silver Award is your leadership adventure, where you will develop more confidence, meet new people, and have the kind of fun that happens when you make a difference in the world. Going for the Girl Scout Silver Award gives you the chance to show that you are a leader who is organized, determined, and dedicated.

The Girl Scout Silver Award Take Action Project should benefit your community, which can include your school, city, town, house of worship, sport groups, or have a more global community. You can earn your Silver Award as an individual or as part of a small group of up to four Girl Scouts.

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Prerequisites

- Be a registered Girl Scout
- Be in 6th, 7th, or 8th grade
- Attend a Girl Scout Silver Award Workshop (*not required, but highly recommended*)
- Pre-approval of your Silver Award Take Action Project is not required unless your project would directly benefit Girl Scouts (for example a patch program or a project at a council property). If so, see page 13 for more information.

Girl Scout Silver Award Steps

Step 1: Go on a Cadette Journey.

Step 2: Identify issues you care about.

Step 3: Build your Girl Scout Silver Award Team, or decide to go solo.

Step 4: Explore your community.

Step 5: Pick your Take Action Project.

Step 6: Develop your project.

Step 7: Take Action – make a plan and put it into motion.

Step 8: Reflect, share your story, and celebrate.

Take Action vs. Community Service

Community service makes the world a better place **right now**. Community service projects are done *for* the community and serve an immediate need in the community. It can be short term, for example, collecting toys for kids who live in shelters. It can be long term or recurring, for example, weekly volunteer shifts at a soup kitchen.

Take Action Projects take community service to the next level by thinking more broadly and deeply about an issue.

You work with the community to address a **root cause** of an issue (the **root cause** is the basic problem that is causing the issue. *Why* is this issue happening?).

- Take Action Projects create **sustainable** change.
- Take Action Projects have well-defined goals with **measurable** outcomes.
- Take Action projects connect with an issue that is relevant beyond your immediate community, creating a **national/global link**.

| Community Service | Take Action |
|---|---|
| A short-term effort that helps something or someone fulfill an immediate need | A long-term project with sustainable and ongoing impact that addresses a root cause of an issue |
| Done FOR the community | Done WITH the community |
| Joining an existing effort to solve a problem | Creating a unique initiative to address an issue |
| Done as part of an existing team (usually as a volunteer) | Creating and leading your own team of volunteers |
| Working towards a goal that's set by others | Setting the goals and leading a team to achieve them |

What a Take Action Project is NOT:



A Canned Project...

... **because** a canned project is pre-designed and demands only that you implement someone else's project. A **Take Action Project** requires you to act in a leadership position from the get-go, designing a sustainable project based on an issue that you have carefully researched.



A Collection Project...

... **because** collecting items for an organization does not address the root cause of an issue or offer a sustainable solution.



A Building or Landscaping Project...

... **because** building or installing items *by itself* does not address the root cause of an issue and/or offer a sustainable solution. You would need to add an element that educates or inspires others.



A Fundraising Project...

... **because** Girl Scouts, whether girls or adults, are not allowed to raise money for another organization.



Planned with Girl Scouts as the beneficiary...

... **because** a Take Action Project should address an issue faced by the larger community.

*If, once you have thoroughly researched your issue, Girl Scouts is the most logical beneficiary (target audience) for your Take Action Project, you **MUST** contact girlawards@nccoastalpines.org BEFORE **beginning your project**. (See page 13)*



A Large Group Project...

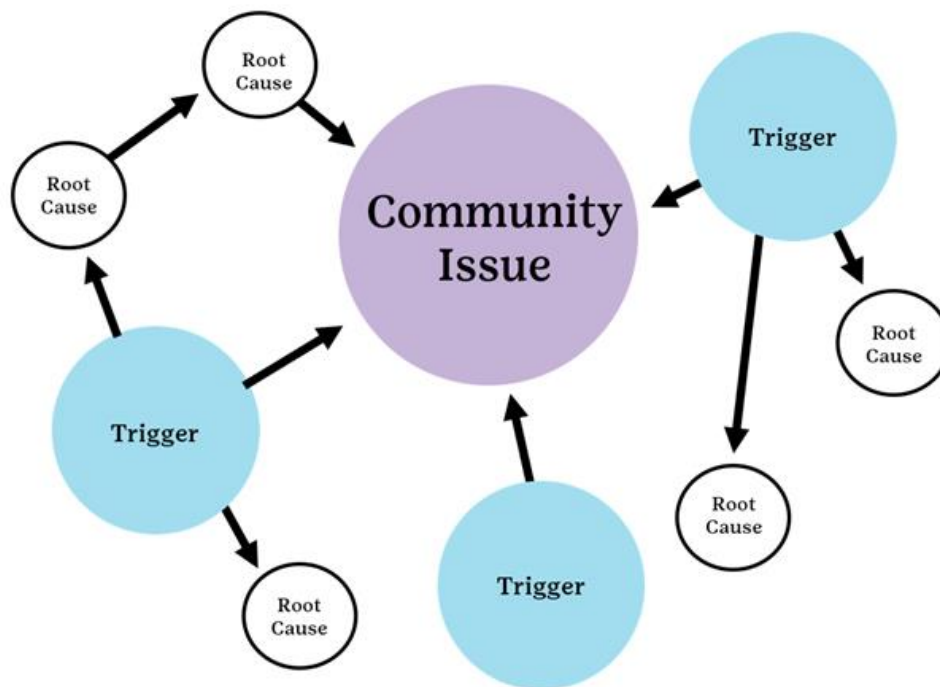
... **because** the **Girl Scout Silver Award** is a leadership award. It can be done either as an individual or in a small group of no more than four Girl Scouts. Each Girl Scout must complete 50 hours and be an equal participant in the Take Action Project.

Terms and Concepts

Root Cause

The Root Causes of an issue are the reasons the problem is happening.

For the Silver Award, you should research and connect with community experts to find out what triggers a community issue. Ask why those triggers happen to find root causes.



There is a blank copy of this Community Issue Map is at the back of this guide for you to fill out.

- Choose your community issue and place it in the center.
- Ask “what triggers the issue?” and place the answers in the circles just outside the issue.
- To find the root cause, ask “why does this trigger happen?” and place the answers in the outside circles.

Measurability

Measurability is how you track your Take Action Project's success.

- How many people will your project help?
- Was there a reduction in need because of your project? Or an increase in the number of people helped?
- What did people learn because of your project?

Sustainability

Sustainability means the ability to endure.

What does that mean for a Take Action Project? It describes how your project will stay alive even when you're done.

- Will someone else be able to pick up where you've left off?
- Could someone recreate your project?
- How has your project educated or inspired someone else?

Here are some examples of ways a Take Action Project can be sustained (not all may apply to your project):

- Create a brochure or guide to show others how to recreate the project.
- Connect with community leaders who can continue the conversation by raising ongoing awareness of the issue.
- Ask community organizations to distribute your information or programming
- Create an awareness prevention program.
- Create a video or website to inform and encourage others to take action.

a note about websites or videos

Simply creating a website or video doesn't create sustainability – your plan should include how people will find it after your project is over.

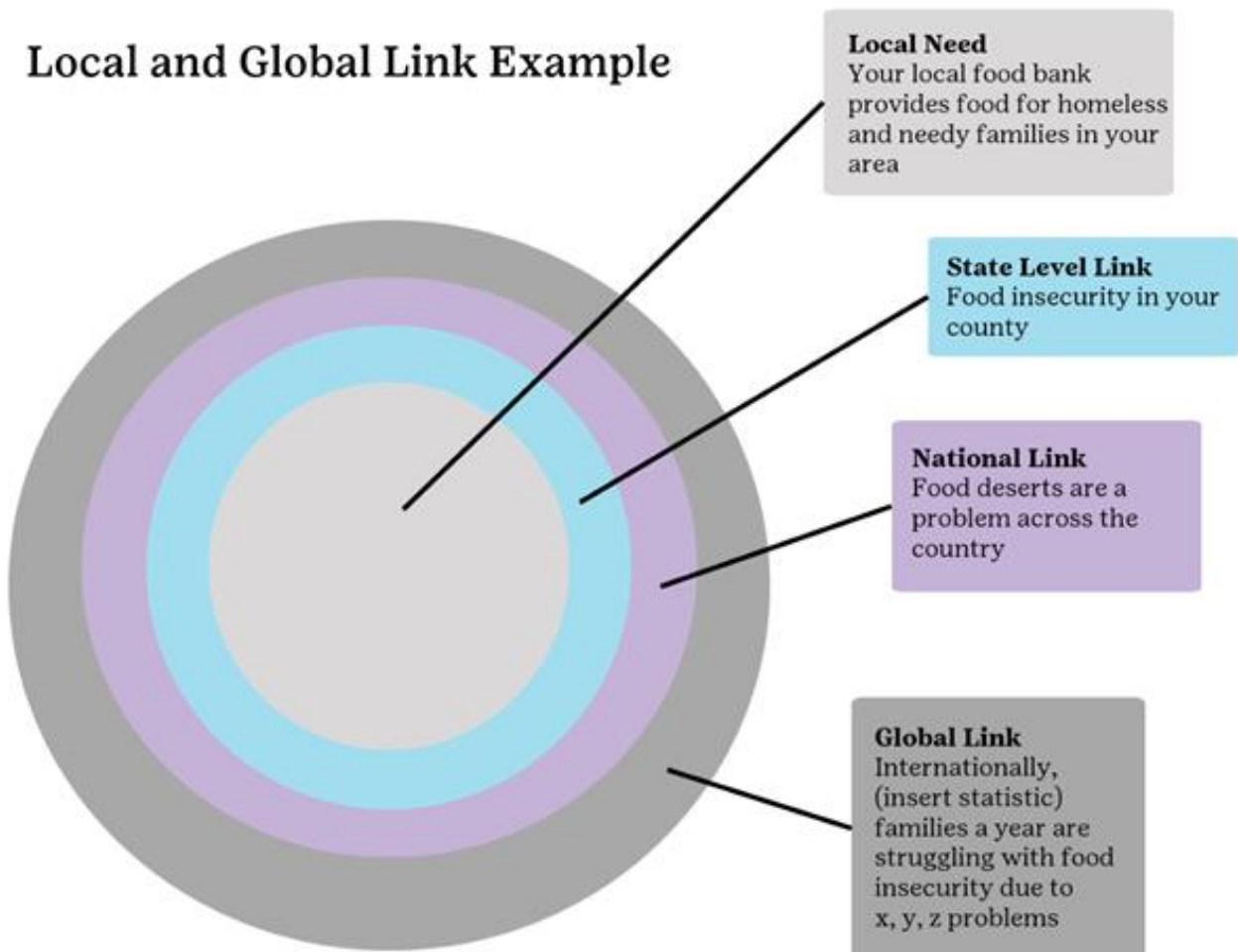
Monitoring a website or video to track the number of visits or downloads is another way to measure your project's success.

National/Global Link

You can understand the **national or global link** of a Take Action Project by asking:

- How does the issue you chose impact people in other parts of your city, state, or country?
- How have others in different communities solved similar problems?
- How can you share the results of your project beyond the local community or organization that you helped?
- How can you connect with people who can continue the conversation and support the cause or community need?

Local and Global Link Example



The Steps

Step 1: Go on a Cadette Journey

Choose any of the seven Journeys available. You must complete your entire Cadette Journey before beginning your Silver Award project.

aMaze



Breathe



MEdia



Outdoor



Think Like an Engineer



Think Like a Programmer



Think Like a Citizen Scientist



Step 2: Identify Issues You Care About

Selecting an issue can be a big decision – ask the following questions:

- What inspires me?
- What motivates me to take action? People, events, activities?
- How do I want to make a difference?
- What would benefit my community now and in the future?

Need some help? Check-out these sites for ideas:

- United We Serve: www.serve.gov
- World Association of Girl Guides and Girl Scouts: www.wagggs.org
- Prudential: www.spirit.prudential.com

You can use this chart to write down some issues that concern you. You're not choosing your project yet, just figuring out what topics you care about.

| Issue That Concerns You | Why Is It Important to You? | How Does This Issue Affect Your Community? |
|-------------------------|-----------------------------|--|
| | | |
| | | |
| | | |
| | | |
| | | |

Use this Passion Sort to help you narrow down your interests!

What Are YOU Passionate About?

What does it mean to be “passionate about something?”

| My Top Ten | |
|------------|-----|
| 1. | 6. |
| 2. | 7. |
| 3. | 8. |
| 4. | 9. |
| 5. | 10. |

| My Top Five |
|-------------|
| 1. |
| 2. |
| 3. |
| 4. |
| 5. |

| My Top Three |
|--------------|
| 1. |
| 2. |
| 3. |

| My #1 Passion |
|---------------|
| |

| What are you currently doing related to this passion? | If you could do ANYTHING related to this passion, what would you like to do? |
|---|--|
| | |

Step 3: Build Your Girl Scout Silver Award Team

- Small team model: The girls you work with can be Girl Scouts, non-Girl Scouts, or a combination of both. If other Girl Scout Cadettes are on the team, each girl must play an equitable and active role in choosing, planning and developing the Take Action project. Your team should partner with others in the community.

*EVERY team member must be an equal partner in the project and be able to complete 50 hours towards the project. It is recommended that a team not exceed **four** girls without prior permission from the Girl Scouts – North Carolina Coastal Pines Program Director.*

- Solo model: A Girl Scout can create and implement a project on her own, however, she should partner with others in the community to earn the award.



“Alone we can do so little; together we can do so much.”

- Helen Keller



Step 4: Explore Your Community

Communities are groups of people who have something in common. You belong to many communities – your school is a community, for example. So is your math class or your swim team. Even kids who ride the same bus every day are a community. Other communities include your neighborhood, your place of worship, your town, and so on. Think about what communities you belong to.

Find out what a community needs and where your interests and community needs overlap.

Look at your Community:

- List communities (schools, clubs, community centers, organizations, etc.)
- Identify needs these communities may have
- Visit places within the community
- Write down things that need improvement where an individual Girl Scout or small team could use their skill set

Talk to People:

- Gather information about community issues
- Conduct interviews
- What do experts in the community say is needed?
- How can you address the root cause of an issue?
- Where will your efforts have the most impact?
- Could a subject expert you talk to be your Project Advisor?

Investigate:

- Research all you can about the issue
- Use a variety of sources – books, people, the internet
- Identify national or global links to your community issue

Always be safe when you talk to new people. Discuss safety tips with your troop and or family, and always meet people with a friend, team member or trusted adult. Before going online, remember to sign the Internet Safety Pledge and, of course, never give out your address or any personal information when on the internet.

Step 5: Pick Your Take Action Project

Talk over the issues explored with your team. Choose your project based on:

- the needs of the community
- what matters most to you
- where positive change can occur

To create a successful project, narrow the focus of your issue. It will help you set realistic goals for your project. In your research, what needs does the community express? Focus the audience for your project. Instead of “children,” focus on preschoolers or students in 3-5 grade.

After choosing your project, ask yourself: **What** is the project? **Who** will it help? **Why** does it matter?

As you discuss your project ideas, remember:

- Your project should be something new. It should not focus on a previously created or currently existing program.
- For example, your project can not be a program that is already established by a community organization that will be led by a group of Girl Scouts for a period of time.
- Pick something you are passionate about! You’ll be spending a lot of time on this project.
- Find a need in your community – did you talk to the community to be sure they need what you’re planning?
- You can make a difference – don’t be afraid to dream big!

Step 6: Develop Your Plan

Your project plan should include the following:

1. **Project Goals**
 - **Who** will this project benefit?
 - **How** will it benefit them?
 - **What** other people or organizations have an interest in this issue?
2. **Project Milestones** – a list of actions required to complete the project.
3. **Your Timetable** – create a detailed list, in time order, of when all the project pieces need to happen. Be specific!
4. A plan for **communications and resources**. This may not be necessary, but would include plans for developing a website, hand-outs, posters, or letters.
5. A plan for **sustainability** – how will the project be maintained after you are no longer involved?

6. A **budget** – what will it cost to implement your project?
7. What is your **National/Global Link**? How does your plan connect to efforts in other areas?

As you choose your Take Action Project, if it seems like Girl Scouts or a Girl Scout facility is the most logical beneficiary of the project, you must send girlawards@nccoastalpines.org a complete description of your Take Action Project for approval **before** beginning your Silver Award project. The project must fit the council's strategic goals and property plans.

Finding a Project Advisor

A Project Advisor is an expert who can answer specific questions about the issue your Take Action Project addresses.

While you were exploring your community in Step 4, you may have talked to someone in the field who would be willing to support you as you do your project.

A Project Advisor is not a parent or Troop Leader, but rather someone who is an expert on the issue you are addressing.

For Example:

- If your project addresses literacy, your Project Advisor might be a librarian or English teacher
- If your project includes sewing, your Project Advisor should be someone with sewing expertise
- If your project focuses on an environmental issue, your Project Advisor could be a scientist who specializes in a relevant field, or a staff person at an organization that also works on environmental issues

Project Funding

- Figure out how much the project will cost
- Figure out how the expenses can be paid for. For example, you could earn money through chores, use troop funds, or receive help from parents/family
- You can't ask for donations of money, but you can ask for donations of materials or services (in-kind donations). If you ask an individual or business for an in-kind donation and they offer money instead, it's okay to accept it.

Important Project Funding Reminders:

- ✓ *A Girl Scout Silver Award project can not earn money for, nor contribute money to, another organization.*
- ✓ *Crowd-source funding, such as Go Fund Me, Network for Good, or via Facebook Live are not permitted by Girl Scouts – North Carolina Coastal Pines.*

A Note About Safety

As a Girl Scout, you always want to be prepared. It's a good idea to make a basic safety management plan. Before you begin, think about:

- What age level your event is for. Is what you're planning safe and appropriate for that age?
- What could go wrong.
- How to prevent things from going wrong.
- What to do if they go wrong anyway.

Be sure to review Safety Activity Checkpoints if you are planning any kind of event:
https://www.nccoastalpines.org/content/dam/nc-coastal-pines-images-/forms-and-documents-/2021%20Safety%20Activity%20Checkpoints_FINAL%208-3-21.pdf



Step 7: Take Action – Put Your Plan into Motion

Now it's time to implement the plan you outlined!

Things to remember:

- If you mention Girl Scouts, the Girl Scout Silver Award, or you use any Girl Scout logos (trefoils, pictures, etc.) in any materials like flyers, websites, letters, etc., you have to get approval from the Highest Awards Program Director (girlawards@nccoastalpines.org) before distribution. There are restrictions on how to use the Girl Scout logo and other copyrighted information.
- A photo release form has to be printed and signed before pictures can be taken or used in materials, and parent permission is required for minors –anyone under the age of 18. You can find copies of the forms at the end of this Guide.

Step 8: Reflect and Share Your Story

Congratulations, you have completed a project that makes a difference! Take some time to reflect on what you have accomplished.

- What did you discover about yourself?
- What skills did you gain that helped you as a person and a leader?
- What impact did your Take Action Project have on your community?
- How did you live the Girl Scout Promise and Law?

Share what you did – it can help you see just how much you have grown and may inspire others to act!

- Present what you have learned to the community. Host a workshop at your meeting location, give a talk at a community that is interested in your issue.
- Create a video about your project and post it online.



The Final Report

Each girl must complete her own, unique final report. Copied and pasted responses will not be accepted.

All final reports are submitted through our online system, Smarter Select. You can download a preview of the report if you need to. You will need to create an account to submit your report. *The account should be in **your** name – not a parent or troop leader!*

<https://app.smarterselect.com/programs/16958-Girl-Scouts---Nc-Coastal-Pines>

The report includes:

- Biographical Information – including your troop information, your Project Advisor’s contact information, and a media release
- Your project details – the **what, who, where, why, and how** of your project
- A place to upload your hours log, income and expense reports, and supplemental information

Important tips:

- Be thorough! Pay attention to the minimum number of words requested for each response. One or two sentence answers won’t be enough.
- If any of your answers do not fit in the space given, you can upload them in a separate document in the “Additional Supporting Documentation and Materials” section.
- Proofread! Correct spelling and grammar make it easier for the person reviewing your report.

Important Date: *the Silver Award Take Action Project must be **completed** and the final report **submitted** before the September 30th after a girl completes 8th grade.*

Silver Award Final Report FAQs:

1. Do you need to complete the Online Application all at one time?

Answer: No, you can log in and out of the application, completing the sections at various times, but you should save your application after each question is answered.

2. Will your work be auto-saved on the application, if you forget to save the information?

Answer: No. The application does not have an auto-save feature. It is important to save your work following entering each answer.

3. Can you access the application to make changes after clicking on “SUBMIT”?

Answer: No. You won’t have access to the application after clicking on “submit,” but you can send extra forms or information later, if you need to.

Project Hours Log

Be specific! Each entry must include the date and amount of time spent, and what you did during that time. Total the hours at the bottom of the log.

You can include:

- Time spent researching your project
- Planning hours (including troop meeting time)
- Implementation hours
- Time spent completing paperwork

Log each activity along with the number of hours/minutes spent working on the project. Round time to the nearest quarter hour.

Hours must be directly related to your planning and implementation of the project. For example, general troop meetings, other community service hours, or hours completed by other people can't be included in your log.



Girl Scouts – North Carolina Coastal Pines Girl Scout Silver Award Project Hours Log

Record all activities you do as you work on your Girl Scout Silver Award Take Action Project. Log each activity as you execute them.

You must submit this log with your Girl Scout Silver Award Final Report.

| Date | Activities | Hours/mins (in 15 minute increments) |
|----------|--|---|
| 10/1/22 | Troop meeting to plan Silver Award projects | 1.5 |
| 10/5/22 | Silver Award Workshop | 2 |
| 10/7/22 | Phone call with Ms Jones at food bank to discuss needs | .75 |
| 10/13/22 | Second call with Ms Jones, decided on herb garden | .5 |
| 11/3/22 | Talk w/ Mr Smith about building a raised garden bed, asked him to be my advisor | 1.5 |
| 11/12/22 | Designed plan for raised bed w/ Mr Smith | 2 |
| 11/19/22 | Troop meeting to go over project plans with leader | 1.5 |
| 11/30/22 | Talk w/ Mr Smith to make supply list and research locations to request donations | 1.25 |
| 12/28/22 | Worked with troop leader to write letter requesting donations | 1 |
| 1/5/23 | Went to Lowe's to request donation | .75 |
| 2/20/23 | Built garden bed, went to greenhouse to purchase plants | 7 |
| 4/1/23 | Wrote final report and thank you notes | 1.5 |
| | | |

Financial Reports

In-Kind Donation Form

You should complete this for ALL donations of items for your project, including any from family members.

Record of Income and Expenses

Use this to list all money spent on the project and where that money came from. The entries should end with a \$0 balance.



Girl Scouts – North Carolina Coastal Pines Girl Scout Silver Award Record of Income and Expenses

Girl's Name: Juliette Lowe

Project Title: Raised Garden Bed at Food Bank

Record all income and expenses for your Silver Award project here.
You must submit this report with your Girl Scout Silver Award Final Report.

| Date | Paid To / Received From | For | Amount | | Balance |
|----------|-------------------------|---------------------------|----------|--------|---------|
| | | | Expenses | Income | |
| 10/1/22 | Lowe's Hardware | lumber for raised beds | -47.56 | | -47.56 |
| 10/1/22 | Lowe's Hardware | in kind donation | | 47.56 | 0.00 |
| 10/25/22 | Home Depot | seed packets, garden soil | -26.98 | | -26.98 |
| 10/25/22 | Troop 123 | cookie funds | | 26.98 | 0.00 |
| 11/1/22 | Grandma Gordon | donation | | 50.00 | 50.00 |
| 11/20/22 | Raleigh Greenhouse | plants | -33.29 | | 16.71 |
| 1/5/23 | Troop 123 | returned to troop | -16.71 | | 0.00 |
| | | | | | |

- ← Requires and In-Kind Donation form
- ← Money from the troop
- ← Be sure to send a Thank You note!
- ← Leftover funds should be returned to the donor or used for additional materials

Supplemental Materials

You may create flyers, a PowerPoint presentation, a website, handbooks, guides, or other supplementary materials during your Take Action Project. These will be considered when your project is evaluated, so be sure to include them in your final report.

If you create any of these materials, there are a few important details to pay attention to:

- If you have an event and want to use photos from it, you'll have to get a signed photo release form from everyone who participates. You have to get a parent's permission to photograph anyone under 18.
- There are specific copyright laws about photographs, art, quotes and music you may find online. Be sure to follow copyright guidelines before using anything you find online.

Tips for Success with your Take Action Project

- Keep asking questions – what, why, how, who
- Be sure you are excited about your issue – you'll be spending a lot of time on it.
- Log your time as you go – it's hard to remember dates and times when you get to the end.
- Wear your Girl Scout vest/sash or a Girl Scout shirt when you are meeting with anyone in the community.
- Send written thank you notes – adults LOVE them!
- Don't procrastinate! No one ever said "I had too much time!"
- Ask for help – your troop leader, Silver Award Committee volunteers, and the Program Director are here for you.
- Have someone proofread your final report.
- Have fun!

After You Submit Your Final Report

1. Smarter Select will send an email to the Program Director.
2. You'll get an email confirming that your report has been received within two weeks of submitting your report, and then your report will be added to the list to be reviewed.
3. A Silver Committee member will review your report in the order it was submitted. This may happen up to four to six weeks after you receive your confirmation, depending on the time of year.
Each report is reviewed individually, even if you completed your project as part of a team, but whenever possible the same committee member will review all the reports from a team.
4. You may be contacted for additional information. *This is a common part of the process.*
5. If you have bridged to Seniors, or are close to bridging, you may be given a deadline to reply with any updates.
6. Following approval of the final report, you will receive a congratulatory email, and your Silver Award certificate and pin will be mailed to your home address.

What We Look For in a Silver Award Final Report

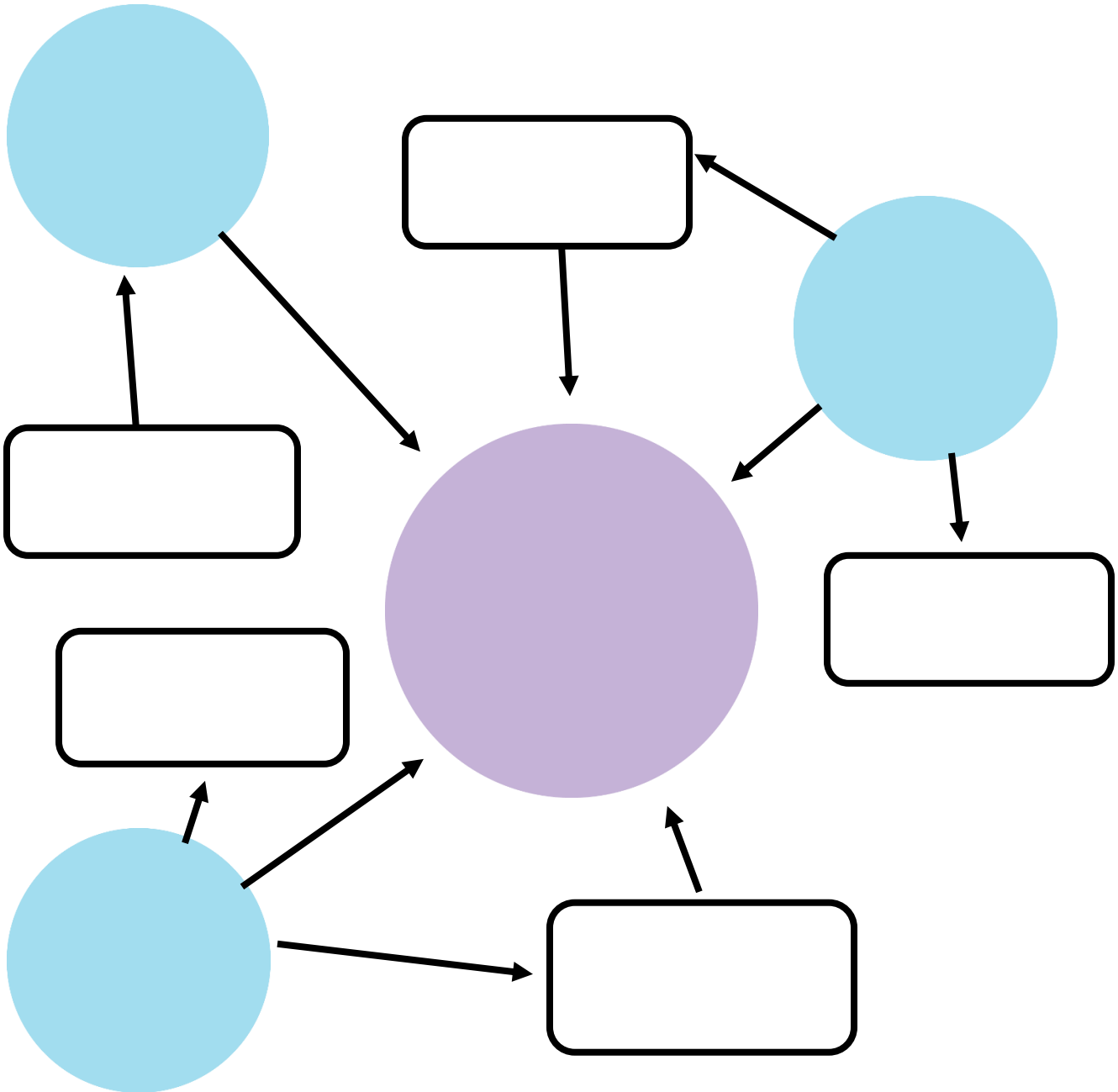
Final Reports are reviewed based on the following criteria:

- Is the report complete, detailed, and understandable?
- Does your Hour Log show 50+ hours?
- Did you show evidence of a community or organizational need?
- Did you express personal growth through the process?
- Were local, national, and global links identified?
- Are team members listed?
- Is your Project Advisor listed?
- Is the issue clearly defined?
- Have you shown how your project could be sustained?
- Did you actively engage the community or people interested in the issue?

Supplemental Forms and Documents

Community Map

Put your community issue in the purple circle. Then, add what triggers that issue in the blue circles. Finally, use the white boxes to list root causes of your issue.





Girl Scouts – North Carolina Coastal Pines
Girl Scout Silver Award Record of Income and Expenses

Girl’s Name: _____

Project Title: _____

Record all income and expenses for your Silver Award project here.
You must submit this report with your Girl Scout Silver Award Final Report.

| Date | Paid To / Received From | For | Amount | | Balance |
|------|-------------------------|-----|----------|--------|---------|
| | | | Expenses | Income | |
| | | | | | |
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Girl Scouts – North Carolina Coastal Pines In Kind Donation Form

Girl's Name: _____

Project Title: _____

Date of Donation: _____

Donation Description: _____

Approximate In-Kind Donation Value: \$ _____

Company, Organization, or Individual Making Donation: _____

Contact Name at Company/Organization: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone (_____) _____

Donation Solicited by: _____

Address: _____ City: _____

State: _____ Zip: _____ Phone (_____) _____

Anyone else involved in the solicitation: _____

Form Submitted By: _____ Date Submitted: _____

Has a "Thank You" been made?

Yes

No

If yes, what type of thank you?

Written

Verbal

By Whom: _____

Date Made: _____

Make copies as needed