 Bronze Award Project Checklist

Please use this checklist as a tool to help you navigate the Bronze Award process. This form is for your records and does not need to be submitted with the Final Reports.

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| --- | --- |
| **Leader/Advisor** |  |
| **Troop** |  |
| **Project** |  |

|  |  |  |  |
| --- | --- | --- | --- |
| **Trainings** | | | |
| **Training** | **Date complete** | | **Comments** |
| Leader/Advisor has taken Take Action webinar |  | |  |
| Leader/Advisor has taken Bronze Award webinar |  | |  |
| (Optional) Group members attend Bronze Award workshop or take Bronze Award Webinar |  | |  |
| **Pre-requisites** | | | |
| **Item** | **Date Complete** | | **Comments** |
| All group members registered Girl Scout Juniors and in 4th/5th grades |  | |  |
| Completion of Junior Journey incl. Journey Take Action project |  | |  |
| **Process** | | | |
| **Steps** | | **Done** | **Comments** |
| Build your Junior team | |  |  |
| Explore your community | |  |  |
| -Identify people who may have a need | |  |  |
| -Identify places that may have a need | |  |  |
| -Identify community needs | |  |  |
| -Identify community resources | |  |  |
| -Identify issues in your community | |  |  |
| -Identify root causes of issues in your community | |  |  |
| Choose an issue to address | |  |  |
| Identify the root cause of the issue | |  |  |
| Choose your project to address the root cause of the issue | |  |  |
| \*\*If doing project at a camp, obtain Outdoor Program Department approval prior to starting. Fill out and submit Bronze at Camp Request Form found at gswcf.org/bronze\*\* | |  |  |
| Make a plan | |  |  |
| -What tasks need done? | |  |  |
| -How will tasks be done? | |  |  |
| -Who will do each task? | |  |  |
| -When will each task be completed? | |  |  |
| -What volunteers can help you? | |  |  |
| -How will you create lasting change? How  will the project continue after we’re no longer  involved? Remember to educate and inspire! | |  |  |
| -Plan your budget. Where will you get the  money? How much will supplies cost? How  much will you spend? Remember income  must equal expenses. Document on Final Report. | |  |  |
| -Follow guidelines in the Supplemental Money  Earning documents. | |  |  |
| Put the plan into action | |  |  |
| -Each group member contributes 20 hours. Document  on each girls individual Final Report. | |  |  |
| Each girl fills out a final report | |  |  |
| Turn in your final reports together to council by September 30th of the girls 6th grade year. | |  |  |
| **Steps after sent to council** | | **Done** | **Comments** |
| Leader/Advisor received email from council that reports have been received | |  |  |
| Leader/Advisor received email from council that Final Reports have been approved | |  |  |
| Leader/Advisor received certificates in mail | |  |  |
| Pins purchased | |  |  |
| Celebrate! | |  |  |

**Notes**