

girl scouts 
of west central florida 

Girl Scout Silver Award Packet



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Have you ever looked around your neighborhood or school and wondered how you could make a change for the better?

Welcome to the Girl Scout Silver Award, your leadership adventure where you earn the highest honor a Girl Scout Cadette can achieve! As you and your Girl Scout team plan and complete your Silver Award Take Action Project, you will develop more confidence, meet new people, and have the kind of fun that happens when you work with other Girl Scouts to 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 to improving your community.

The Girl Scout Silver Award Take Action Project begins with defining a community “issue” you wish to improve. Once your issue is defined, you then need to look at “why” this issue is happening. There can be many reasons “why” the issue is happening; these are called the “root causes”. You can then choose one “root cause” to develop into your Take Action Project.

Girl Scout Silver Award Steps

1. Go on a Cadette Journey

- Be a registered Girl Scout Cadette (6th, 7th, 8th grade)
- You may begin working on the prerequisites as soon as you bridge to or register as a Girl Scout Cadette
- Complete a Cadette Journey- this means completing all 3 awards within a journey, concluding with a Journey Take Action Project
- Take your Silver Award Workshop/Webinar to learn more about creating your Silver Award Project. You are **required** to take a workshop/webinar prior to starting your Silver Award Project! See our website for more information on when they are being held. (<https://www.gswcf.org/en/events/event-list.html>)

2. Identify Issues you Care About

- To solve any problem, you must first identify it. Start by asking yourself what matters most to you and what issues concern you.
- Think about what connections you can make between the issues you care about and the issues in your own community.

3. Build your Girl Scout Cadette Team:

- You may decide to work in a small team up to 4 girl scouts or individually
- **Small Team Model:** The girls you work with can be Girl Scouts, non-Girl Scouts, or a combination of both. If the other Girl Scout Cadettes on your team also wish to earn the Girl Scout Silver Award, each girl must play an active role in

choosing, planning, and developing the team's Take Action project. Keeping your team small ensures that everyone can participate fully. You and your team will also partner with others in the community to complete your project.

- **Solo Model:** You can create and implement a project on your own. However, if you choose the solo option, you will want to partner with others in your community (Friends, neighbors, and business owners) in order to earn your award. After all, leaders like you know how to team up with others, even when they're in charge.

4. Explore your community

- Become detectives and create an observation list of problems in your community.
- Silver Award Projects must reach beyond the Girl Scout community.
- Visit places where there are people and resources who can help you identify community needs. You might even want to attend a town meeting to find out what concerns people in your area.

5. Choose your Girl Scout's Silver Award Take Action Project

- Choose a project based on what matters most to you and that allows you to make some positive change.
- Ask "why" this issue is happening to find the 'root cause' that you wish to work on to improve the world around you.
- Make sure everyone is clear about what you want to do and why by answering these 3 questions:
 - What is our project?
 - Who will it help?
 - Why does it matter?

6. Develop your Take Action Project

- Answer the following questions to help you get started:
 - What steps do we need to take to reach our goal?
 - Do we know enough to get started or do we need more background information? Where can we get that information?
 - What groups or organizations can we work with? Who can we ask for help?
 - What supplies will we need?
 - If necessary, how will we earn money for our project? Remember to follow Girl Scout policies on money earning.
 - How much time do we need to finish our project?
- **Make it last!** Below are some examples of Take Action projects that will last:
 1. **Problem:** Kids can't walk to school safely because there aren't any sidewalks.
Root Cause: Lack of planning when the roads were built
Solution with long-term impact: Create a petition asking that a sidewalk be built. Get local residents to sign it, and present it to the city council.

Make the solution sustainable: Once the sidewalk is built, it will be in place for years, offering a safe route for future generations.

2. Problem: Children in homeless shelters often struggle in school.

Root Cause: Lack of stability and family resources, both financial and emotional

Solution with long-term impact: Work with a local homeless shelter and school to establish an ongoing tutoring program that matches student volunteers with children in the shelter.

Make the solution sustainable: Work with the school and the shelter to find adult staff members who will continue to coordinate the program. Establish a transition tradition, such as an end of school year party, where potential new student volunteers can meet current volunteers and people in the homeless shelter.

- **Find a Project Advisor**
 - Your project advisor is an expert in the field. Someone who can answer specific questions about your issue. This person cannot be a parent or troop leader!
- **Make a Global Connection**
 - Think about others who may have worked on the same problem in the past, or check the internet to see how others around the globe deal with your issue.
 - Consider how you may be able to extend the reach of your project into other communities besides your own.

7. Make a plan

- What is your solution?
- Who is your audience?
- Who can you partner with in the community to help with the project?
- Where will it take place?
- When?(create timeline)
- Think of ways to make this project carry on?(how will advocacy be sustainable)
- Who will be your project advisor?(expert in the field, outside of GS)
- Who will be your Girl Scout advisor? (usually troop leader)

Sustainable-At the Cadette level, to achieve the sustainability component, you need to create and implement a plan which you allow the project to carry on without you, but if it doesn't become a reality it's ok. As you advance in earning your Gold Award, you will make a solid plan for your Gold Award project to carry on.

Once plan is complete

- Fill out proposal form and turn into council (only one per group)– email to silveraward@gswcf.org
 - Keep a detailed “hour log” of all time spent on the work you do for your Silver Award.
 - Be sure to include your webinar certificate or workshop information

- Research and time spent on doing proposal paperwork all count towards project hours, just remember only 10 hours prior to the project being approved.

Put your plan in motion

- Create a list of tasks and deadlines
- If you are working in a team, figure out which component of the project you will lead
- Continue to keep a detailed “hour log”
- Time to get busy!

8. Reflect & Share Your Story, and Celebrate

- Put your story together and share it globally!
- Take some time to reflect on what you have accomplished
- Remember to thank everyone who helped you along the way!
- Complete the [GSWCF Final Report form](#) send it in to council via email at silveraward@gswcf.org – it will take approx. 4-6 weeks to be processed so be sure to plan ahead and send it in, in enough time prior to bridging ceremonies etc.
- Each year GSWCF celebrates the Girls who have completed their Silver and Gold Awards by hosting a Gold Award Ceremony. This ceremony is in June (usually held on the second Saturday.) We invite Silver Award Recipients to attend and see what’s next. Silver Award Recipients are acknowledged in the Program Event Guide and receive a small gift. This is a great opportunity to meet Gold Award Recipients and celebrate each’s accomplishments.

Deadlines

The Silver Award must be completed by the September 30th after the girls graduate from 8th grade. Check with your Service Unit to see if they hold a Service Unit Silver Award/High Award Ceremony and if there are any Service Unit Award Deadlines.

Take Action!

What is the difference between a Take Action project and a Community service project?

Community service: Comes from your heart

- Service is a passive role where you help with something that is already in place
- Major decisions have been made and you are following some else's directions
- Collecting and donating items –a one-time fix of a problem
- Beautification and renovation without an educational or awareness raising component

Take Action project: Comes from your heart and passion, but uses your ingenuity to develop a long lasting impact

- You are the leader of the project = an active role in decision making
- You create a Take Action project based on your observations of an issue
- Tackle the root cause of this issue to make a long lasting impact –why is this issue happening? What caused it? = root causes
- You develop your leadership skills by exploring your community, brainstorming, planning, organizing, and putting your plan in motion = you are the CEO!

What is the difference between a Journey Take Action Project and a Silver Award Take Action Project?

The Journey Take Action Project should be looked at as the practice run for the Silver Award Take Action Project.

The only difference is the **Journey Take Action Project** is topic specific, the project must relate to the Journey and what you have learned. It can be completed as a Troop, but each girl needs a leadership role.

The **Silver Award Take Action Project** must be done individually or in a group of 2-4 Girl Scout Cadettes, and the topic is of your choosing. You will need to identify an issue in your community that you want to improve or help solve. Tackling the root cause of this issue will help make a bigger impact on your community and help sustain the project.

A Girl Scout Silver Award Take Action Project...

...has national and/or global links

Your issue may be as local as saving the ash trees in the town park. Now step back and look around. Forests across the country are being devastated by borer beetles, which are spread when people transport firewood. Linked! **Then when your project is completed, share it with the world to inspire others.**

...is sustainable

How will your project's advocacy (inspire and educate) stay alive even when you're done? Will someone else be able to pick up where you've left off? Can you involve school clubs? Change curriculum? Start a non-profit? Partner with your community or an organization? Advocate for change in local government or beyond? Will the education you've provided live on in people's memories and habits by starting a grassroots movement?

...takes a minimum of 50 hours

50 hours of your own time starts with Girl Scout Silver Award Step One, Choosing an Issue, before you even submit your proposal. Keep a detailed "Hour Log". Remember to count your workshop/webinar, research, doing proposal paperwork etc. (Can only count up to 10 hours prior to approval)

...addresses an issue you care about

You care about. Not your grandma, dad, best friend, or leader. **You**. So be brave. Take a stand. Find your passion.

From Good to Silver!

Red Flags

Below, you'll find a list of projects that just don't make the cut as Silver Award Take Action Projects.

Why so many rules, you ask?

Because a Girl Scout Silver Award Take Action Project is about creating the greatest impact possible, so you make the world a better place! Avoiding these simple traps will help you do just that.

What Not To Do...

Canned Projects...

...because a canned project is pre-designed and demands only that you implement someone else's project (i.e. a blood drive or annual clean-up). A Silver Award Take Action Project requires you to act in a leadership position from the get-go, designing a sustainable service or advocacy project on an issue that you have carefully researched.

Collection Projects...

...because collecting items for an organization does not elicit the creativity or leadership required by the Silver Award. Collections are also a short term fix of a problem, which does not tackle the "root cause."

Fundraising Projects...

...because Girl Scouts, whether girls or adults, are not allowed to raise money for other organizations.

Take Action Project Idea Areas

Community Development

- Civic/ Public Infrastructure
- Homeless Assistance
- Transportation
- Community Uncleanliness
- Social Services
- Volunteer Capacity/ Management
- Historic Preservation
- Animal Care Services
- Independent Living Assistance

Economic Development

- Financial Literacy
- Workforce Development
- Financial Assistance Awareness
- Economic Revitalization
- Technology Access
- Volunteer Service Awareness

Disaster Recovery and Relief

- Disaster Mitigation
- Disaster Recovery
- Disaster Preparedness
- Disaster Relief

Youth Development

- Child and Youth Safety
- Juvenile Justice Systems
- Bullying Prevention
- Delinquency Prevention
- Teen Pregnancy Prevention
- Teen Pregnancy/ Parenting Services
- Gang Prevention/ Rehabilitation
- Youth Leadership Development
- Volunteer Service Awareness

Education

- Adult Literacy
- Computer Literacy
- Special Education Populations
- After School Programs
- English Language Supporters
- Classroom Education

- Child Literacy
- Job Preparedness
- Cultural Heritage
- School Preparedness

Environment and Energy

- Clean Air and Water
- Environmental Protection
- Waste Reduction/ Recycling
- Endangered Flora/ Fauna Advocacy
- Environmental Restoration
- Weatherization
- Energy Conservation

Health & Wellness/ Nutrition

- Disability Services
- HIV/AIDS Prevention
- Nutrition Education
- Health & Wellness Education
- Substance Abuse Education
- Food Production

Veterans Assistance

- Housing Assistance
- Military Family Assistance
- Veterans Employment Services
- Outreach and Counseling
- Veterans Disabilities/ Rehabilitation

Public Services

- Accident Prevention
- Crisis Intervention
- Victim/ Witness Services
- Community Policing
- Fire Prevention
- Public Safety Education
- Conflict Resolution/ Mediation
- Legal Assistance
- Crime Awareness/ Prevention
- Offender/ Ex-Offender Service/ Rehabilitation
- Children and Youth Safety
- Elderly

High Awards at GSWCF

To do a Silver project within the Girl Scouts, it must align with the council's strategic objectives and long-term goals and must still meet the requirements that are key to taking sustainable action:

- The project makes a lasting difference in the local community, region, or beyond
- The project puts the Girl Scout Promise and Law into action
- The project includes provisions to ensure sustainability
- The project identifies national and global links to the girl's selected issue
- The project inspires others

Council Strategic Objectives Topics

- **IMPACT-** Program aligned with the GSLE, Financial Literacy and Entrepreneurial aspect of Product Program, STEM, Outdoors, Juliette's, Properties
- **BRAND-** Alumni, Advancing the Brand
- **GIRL-** Recruitment, Underserved girls, Older Girl Retention, Education of Importance of High Awards, Travel, Global Girl Scouting
- **OPERATIONS-** Volunteer Training, Volunteer On-boarding, Volunteer Retention

*Please complete the High Awards at GSWCF Request Form: [LINK](#)

Please turn this in with your Silver Award Proposal paperwork and allow time for processing. Please do not begin the project until your request and proposal have been approved.

Being a Leader

Your Team:

- Friends
- Adults
- Volunteers
- Troop mates

These people go in the chart in your proposal

Your Target Audience:

- People you're educating
- Organizations you're working with
- Groups you're advocating for or toward

These people and groups will be listed in the chart in your proposal

Your Wider Audience:

- Everyone you'll share your story with once you complete your Silver Award Take Action Project

This audience and your means of reaching them will go in Question 4 of the proposal.

Follow these **tips**, and you'll be **unstoppable!**

Write thank you notes

Call or email people yourself

It's ok to run into road blocks, find plan B

Be ok with making mistakes

Maintain a positive outlook

Don't be afraid to ask for help

Lead your team with confidence

Your Proposal

The Girl Scout Silver Award Project Proposal

Consider this: This is your chance to make an impression and tell the Silver Award Committee about your Take Action Project idea. Your project proposal allows the Committee to form their questions for you. The following is a guide to what type of information they will be looking for in your proposal.

A: Describe the issue your project will address and who is your target audience.

What will you actually be doing? What issue concerns you, who are you aiming to involve by addressing this issue, and how will you go about doing this? Be thorough- this is the first thing the Silver Award Committee will read about your project!

B: Discuss your reasons for selecting this project.

Why is this particular project of interest to you? How does it relate to your skills, interests, other community involvement, or future plans? What makes this project personal?

C: Outline the strengths, talents, and skills that you plan to put into action. What skills do you hope to develop?

What comes naturally to you that you plan to put into action? What's a bit harder for you that you plan to make stronger by stretching yourself during your Silver Award Take Action Project?

D: Describe the steps involved in putting your plan into action, including resources, facilities, equipment, and approvals needed.

Attach a detailed project plan and timeline!

What tasks do you need to complete? What are all of the resources you will need during your project? Plan location, transportation, develop curriculum/workshops. Train your team, etc. Do you need to have any special training or to have others with special skills participate in your project? All equipment, supplies, and approvals need to be planned out in advance. Don't make assumptions that others will help you- ask in advance and have a backup plan.

E: Enter the names of people or organizations you plan to inform and involve.

Beyond the team you put together, who else is benefitting or collaborating with you on your project? Who will you be informing of what you are doing? Example: I will contact the local Elks Club to request help with my project.

F: Estimate overall project expenses and how you plan to meet these

costs.

How much money will you need to make your project a reality? How do you plan to earn money to cover the costs of your project? Even if you hope to have items donated, how will you come up with the money to cover those costs of items that are unexpectedly not covered by donations? What is your backup plan to cover all costs?

G: What methods or tools will you use to evaluate the impact of your project?

Your evaluation needs to be something tangible. Will you have pre and post participant surveys? Will you interview participants/ volunteers? Will you measure success by number of participants, by number of people who benefitted?

H: How will your project be sustained beyond your involvement?

How will your project continue to have an impact in the future? How will your project stay alive even when you're done? Will the education you've provided live on in people's memories and habits? (Need to measure this with surveys) Will another person or group be able to pick up where you have left off? Will you advocate for change with the local government or beyond?

I: Describe how you plan to tell others about your project, the project's impact, and what you have learned. (Website, blog, presentations, posters, videos, articles, etc.)

How will you spread the word about your project to people in the community? If you make a display, where will you put it? If you make a video, where and when will it be viewed? If you create a website, how will people find out about it?

Helpful Hints

GSWCF Silver Award Proposal Form

- ◆ **Keep an “Hour Log”** —these hours count towards you required 50 hours.
- ◆ **Be detailed in your answers** —this is how you stand out and we understand your plan!
- ◆ **Do not leave anything blank** — for example: Project Advisor, signatures
- ◆ **Type answers, no handwritten forms will be accepted**

Please think through your timeline — you **MUST** submit your Silver Award Project Proposals 4 to 6 weeks prior to your estimated start date. There is a review process of your proposal that takes time.

Proposal Status

When GSWCF receives your Silver Award proposal you will get an email letting you know it has been received. The review can take up to 2-4 weeks. When the review is completed you will be emailed to give suggestions on how to expand your project and letting your know that it is approved or if it needs work.

Helping Hands—Who’s Who?

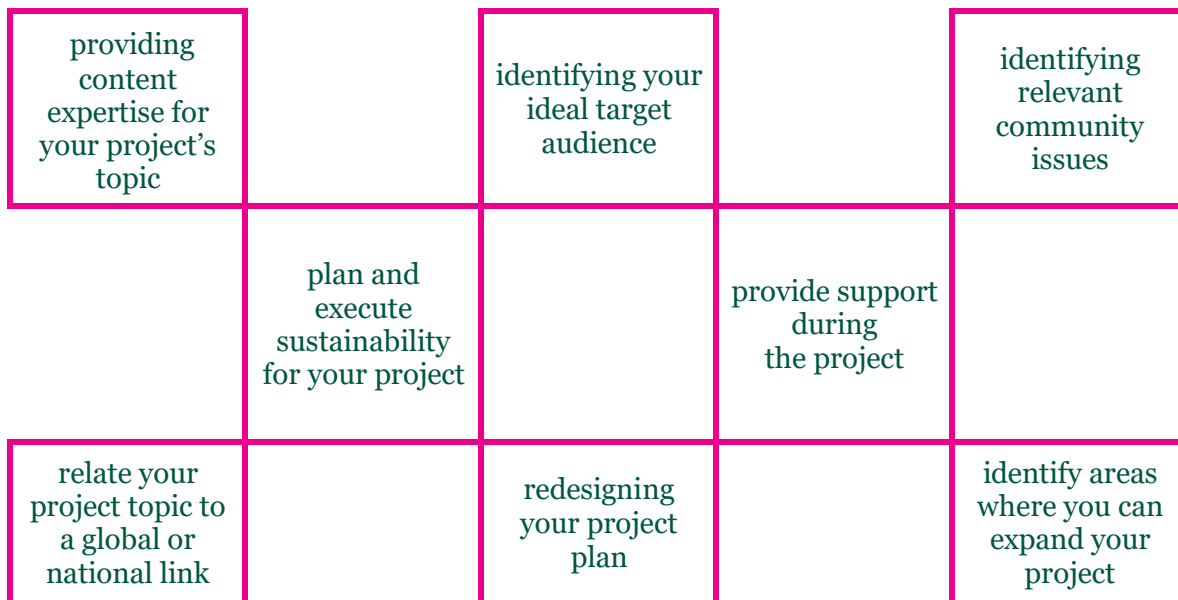
Girl Scout Advisor

Your Troop volunteer is your Troop Leader or your parent, if you are an Individual Girl Scout. They will help you as you complete your prerequisites and can help guide you through the Silver Award proposal submission process. Then they become your cheerleader!

Silver Award Project Advisor

You need to seek out a Project advisor from your community, school, or an organization who has specialized knowledge that relates to your Silver Award Take Action Project. They cannot be your Troop Leader nor your parent, and is outside of your Girl Scout community. Their signature is required on both your proposal and final report.

Your chosen Silver Award Project Advisor can help you with:



Money and Safety

The Dirt on the Green

Girl Scout girls may ask for in-kind donations of goods and supplies. Keep in mind that Girl Scout **girls cannot ask for cash donations**. Girl Scout adults can do so on your behalf and with your input. You can describe your project to others, write a letter or create a PowerPoint presentation, but an adult has to do the actual “ask”.

All money-earning hours, such as product sales and money earning activities, cannot be counted toward your project hours. Example: the hours spent organizing and running a car wash does not count toward Silver Award project hours. Those hours are not specific to the project. However, if you are doing a presentation while doing a money earning activity it can count towards the hours. All money earning must be approved by the Silver Award Committee.

Silver: Projects may be funded by Troop/Group Cookie Sales, Troop/Group Fall Product Sales, Troop/ GS Community donations, Troop/ Individual girl Supplemental Earning, family/friend donations, business donations or girl contributions. The troop or girl may apply for youth service grants. The Grant Writer Manager must review grants prior to submission. Please submit grant proposal to Girl Scouts of West Central Florida’s Grant Writer Manager at least 4 weeks in advance. The **Project budget is not to exceed \$5,000 dollar value**, when the budget is over \$2,000 the project will need to be reviewed by the Troop Support Manager 6-12. All receipts should be kept for all expenses and turned in with project final. (It is HIGHLY recommend that no more than 1/3 of the estimated budget be contributed by the individual girls, if possible)

What is Supplemental Money Earning?

Supplemental Money Earning activities are all money-earning activities that girls participate in other than the Fall Product and Girl Scout Cookie Programs to support Girl Scout activities. Additional Money Earning events should be an experience that gives girls the opportunity to develop self-confidence and to practice and develop skills in goal-setting, budgeting, marketing, and customer relations. Read the GSWCF and GSUSA policies and standards in Volunteer Essentials regarding money earning online at: www.gswcf.org/volunteeresentials

- Money-earning activities need to be age appropriate, suited to the abilities of the girls, be agreed upon by the girls as part of their overall budget and be consistent with the goals and standards of Girl Scouting as presented in Volunteer Essentials and the Blue Book of Basic Documents.
- The Girl Scout Cookie Program and Fall Product Program are the primary money-earning activities in which girls can participate.
- Troops or groups requesting a supplemental money-earning project must participate in both council sponsored product programs in order to request a

supplemental money earning activity as these programs promote and educate girls in financial literacy and money management. The troop or group may plan or hold money earning events at any time of the year; however it may not compete with the Girl Scout Cookie Program or other council product programs.

- ❁ Supplemental Earning Forms must be submitted a minimum 4 weeks prior to the money earning event. Projects may not be approved if they conflict with existing council wide events, policies or procedures on money-earning activities. Forms are attached to this document.
- ❁ The Service Unit Troop Consultant &/or Service Unit team will verify participation in product sales and ensure there are not conflicts with service unit or council events. Once the request has been reviewed, you will be notified of the approval decision by the Troop Consultant/Service Unit team. If any part of the project does not meet guidelines, you will be notified by the Troop Consultant/service unit. All money earned from supplemental money-earning projects must be recorded on the troop finance report. (If Troop Consultant is involved with the money earning activity, a service unit team member will review the request.)
- ❁ It is recommended that a troop/group has no more than one money-earning project a year (in addition to the council-sponsored product programs) unless it is raising money for a Take Action project or to go to Juliette Low's Birthplace in Savannah, a World Center, or another major trip with a defined purpose and budget.
- ❁ Girl Scouts discourages the use of games of chance. Any activity which could be considered a game of chance (raffles, contests, bingo) must be approved by council and be in compliance with all local and state laws.
- ❁ Girl Scout Blue Book policy forbids girls from the direct solicitation of cash.
- ❁ The Girl Scout trademark may not be used to increase revenue for another business (including in home demonstration parties). Any business using the Girl Scout trademark must seek authorization from GSUSA

Money Donations to Others

- ❁ Girls CANNOT donate money, raise money, ask for money or do a money earning activity for another organization or person as a Girl Scout. Example: Girls can't have a bake sale and tell people that they are giving the proceeds to a homeless shelter for meals, ask for pledges for a walk-a-thon to benefit breast cancer research, or hold a benefit dance to raise money for Sally's kidney operation.
- ❁ Troops CAN hold a money earning activity or ask for money from businesses/people in which the money goes towards a troop service or Take Action project. The money may go towards purchasing materials to support the project or materials to donate to a cause. However, the troops must have council permission for any Supplemental Earning (see above).

Supplemental Earning Ideas

Reminder: All Girl Scout activities must meet Safety Activity Checkpoints and Volunteer Essentials guidelines and be approved by Troop Consultant/ Service Unit Team.

- Provide childcare at special events during the holiday season or community events. (Be sure to have an adult or girl trained in First Aid/CPR present!)
- Recycle aluminum cans. (How about a community can-a-thon? Involve small businesses as well as families.)
- Host a Girl Scout event: Daddy daughter dance, Barn dance, Juliette Gordon Low birthday bash
- Put on a gigantic garage sale
- Have a bake sale
- Offer clown activities and face painting at family events or malls
- Wrap gift packages
- Provide classroom or home birthday parties on order
- Have a dog wash, car wash, or window wash
- Create jewelry, accessories or crafts and sell them at a local fair, to friends or neighbors
- Pet walking and pet care
- Babysitting
- Lawn mowing, leaf raking
- Recycling
- Tutoring younger kids
- Providing respite care for family caregivers
- Refereeing sports games
- Creating hand-made greeting cards
- Providing a calligraphy service for addresses on special invitations
- Provide holiday decorating services
- Teach dance, sewing or another activity

SUPPLEMENTAL EARNING REQUEST Form – High Awards

This form is to be used when girl(s) plan a supplemental money activity to help finance her GS Bronze, Silver or Gold Awards. Attach project budget form to this. GS Bronze groups- submit to community troop consultant, GS Silver and Gold groups/individuals submit to council Troop Support Manager 6-12.

Troop/Individual # _____ Program Age Level: _____ Junior _____ Cadette _____ Senior
_____ Ambassador

Girl Scout's Name: _____ Girl Scout Community: _____

Street Address: _____ City: _____

Zip: _____

Telephone # (____) _____ Email: _____

Projected Money Earning Project(s): _____

Proposed Date _____

Proposed Date _____

Proposed Date _____

1. PROJECTED INCOME

Money Earning Activity	
	Estimated Income
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTALS	\$ _____

PROJECTED INCOME TOTAL

\$

2. PROJECTED EXPENSES

Specific Expenses – Describe	
	Estimated Expenses
_____	\$ _____
_____	\$ _____
_____	\$ _____
TOTALS	\$ _____

PROJECT EXPENSES TOTAL

\$

3. TOTAL ANTICIPATED PROFIT (Income less expenses)

\$

We have read the Girl Scouts of West Central Florida and GSUSA policies and standards in *Volunteer Essentials*. We have discussed our money-earning activity plan with the parents/guardians and have secured their support for these activities.

Group/Individual Girls Signature _____ **Date** _____

Adult

FOR COUNCIL USE

Money-Earning Project Approved _____

Money-Earning Project Not-Approved _____

If not approved reason are:

Staff person reviewed: _____ Date: _____

*If project exceeds \$2,000.00 project must be approved and reviewed by Troop Support Manager

BUDGET FORM

Project Title: _____

Income from	Details	Amount

Total income: _____

Expense Item	Details	Amount

Total expenses: _____

Safety First

During your Silver Award Take Action Project, keeping yourself, your team, and your participants safe is key! Make sure to ask yourself these questions:

Do I have any volunteers or participants under the age of 18? If so, I definitely need to have permission slips for them.

Have I thought about having any snacks or meals? What food allergies do my participants have? This is a great question to ask on permission slips. Once I read my permission slips, what allergens might I need to avoid?

Are the activities I'll be doing during my project, or activities like them, listed in the online [Safety Activity Checkpoints](#)? If so, what do I need to do to ensure the safety of my project participants?

Do ALL Girl Scout meetings and activities need a first aider?

No, but a first aider is required for:

- Physically demanding activities
- Activities involving potential injury such as but not limited to hiking, camping, backpacking, bicycling, caving, climbing, horseback riding, skating, skiing, swimming, and boating.
- An activity of 24 hours or more

If you are planning to hold an event as a part of your Girl Scout Silver Award Project please be sure to follow [Volunteer Essentials](#) and [Safety Activity Checkpoints](#). Guidelines for events. If you would like to take our Event training you can find it [Here](#). Here is some helpful information that you may need specifically for your project.

Event insurance

What is event/accident insurance?

We use it mainly to insure people who are not registered Girl Scouts but they are participating in an authorized, supervised Girl Scout activity. This insurance is similar to our regular Girl Scout insurance that covers registered members during our normal Girl Scout activities: (for further information see [Volunteer Essentials](#))

HOW TO APPLY FOR EVENT/ACCIDENT INSURANCE

Applying for event/accident insurance doesn't require a special form!

- It's inexpensive – only 11 cents per unregistered person per day!
- Submit your request online at: <https://form.jotform.com/212584509869167>

If your event is less than a week away, please contact Yazmin Garcia at ygarci@gwcf.org or at (813)262-1779 **after** submitting your request to ensure it was received.

Please include the following:

- Date/Time
- Location address
- Approximate Number of attendees

Social Media Tips and Tricks for High Awards

Social media is a great tool for Girl Scouts to connect their Bronze, Silver, or Gold Award Project to members of their community. Facebook, Twitter, Instagram, Blogs, and YouTube are all great options to help you sustainably advocate for your project. And creating groups, pages, and content for your project is easy!

4 Keys to Social Media Success:

1. **Be Safe** – Follow the guidelines of the Girl Scout Internet Safety Pledge, and use your best judgement when posting personal information online. When in doubt, ask your advisor for guidance on what is safe to post.
2. **Be Respectful** – Treating others with warmth and respect allows your followers to feel comfortable asking questions and engaging with your page and posts. When responding to a negative audience, write your response not for the person who made the comment, but for the next person who will read both the original comment and your response. You can't change the haters, but you can show your maturity and respectfulness to others who come along afterwards.
3. **Be Resourceful** – Utilize the page and your posts to advocate and educate for your cause, and call people to action. Be sure to clearly introduce yourself, your project, and your goal. Let people know why they should care and how they can help.
4. **Be Connected** – Each social media outlet allows you to connect with audiences of different demographics. People use Twitter for news consumption and updates that are short and get to the point quickly. 90% of people on Instagram are under age 35, and communicate with visuals rather than text. LinkedIn is where business professionals network, so it can be useful for communicating with people who have high-income and are highly educated. Think about what kind of message you want to communicate, and with whom you want to share it, and then choose the social media that fits your needs.

If you have any questions, or need advice on social media for your project, please contact:
Alice Benefiel Digital Content Manager, Phone: 813-262-1766 Email: abenefiel@gswcf.org

Making a Powerful YouTube Video

While it may be tempting to shoot a quick video on your phone and upload it to YouTube right away, taking the time to plan and make a bit more of an effort will result in a higher quality video that can engage and inspire your audience. The best advice when making a video to post to YouTube is to think about the videos you watch, and what keeps you watching, or makes you click away. Try our tips below for making a great YouTube video, and be sure to publicize your video on your other social media pages.

- **Sound-** Can your audience hear you? Viewers will often make allowances for fuzzy videos, but if they can't understand what you're saying, they're a lot more likely to leave your page. You don't need to buy a microphone or expensive equipment. Just find a quiet place with good acoustics, take a few test videos, and listen to them. Can you understand what's being said? Is there a lot of background noise (a crowd talking, wind blowing, etc.)?

- **Lighting-** Can your audience see you? Good lighting will make even a low-quality camera produce better video. Again, there's no need to buy expensive equipment, you can place a few desk lamps behind and around the camera. Good lighting will make you stand out from the background, and give a sense of depth to the video.

- **Make a plan-** Communicating effectively is easiest when you know what you're going to say, and how to say it. Write out a script, and decide what your shots will look like ahead of time. Having a plan will help you prevent awkward pauses, fumbling with your words, and using verbal fillers (like, uh, um, etc.). Pro Tip: Let your passion and personality shine through. People want to see someone they can relate to, not a robot.

- **Jump cuts-** Scripts can be hard to memorize, and getting it all exactly right can be frustrating. Jump cuts can be used to make this easy! While recording, have a friend read your line to you, and then you say it back. Do this for the entire script. After you have all your shots, use a video editor (like iMovie or Windows Movie Maker) to edit out your helper's voice. Pro Tip: make sure your body position is consistent from cut to cut. It can be a jarring to have someone's body move from one position to another, without seeing how it got there.

- **Hold the camera like a pro-** If you're filming with your phone, make sure you're holding it horizontally, not vertically. Try to avoid a shaky camera. If you'll be filming a long video, find a way to prop the camera up without holding it. Using a tripod, or even a stack of books on a table, will make a big difference. Pro Tip: Don't zoom. Using zoom on a phone will cause your image to have a lower resolution. Place yourself closer to the camera instead.

- **End with a call to action-** Now that people have watched your video, and you've convinced them to join your cause, what should they do? Let them know how they can help, where they can find information, and ask them to like, comment and share your video. Make sure to use tags that are general enough that you can find wide audience, but not so popular that your video gets lost. The "funny" tag may be relevant, but it'll also get lost in the millions of humorous videos on YouTube. Pro Tip: Verbal calls to action work best, but you should also be sure to also include this information in the video's description.

The Finish Line!

Complete the Silver Award Final paperwork
Email it to silveraward@gswcf.org

Or mail it to:
Attn: Higher Awards
4610 Eisenhower Blvd.
Tampa, FL 33634

Don't forget, to go over the forms and reflect on your experiences with your troop/Group Volunteer and your Silver Award Project Advisor. Make sure that **you and your Project Advisor sign** your Final Report!

Then, you will receive an email stated it was received, and it will take up to 4 weeks for approval. Your troop leader will then receive your Silver Award Certificate in the mail and can purchase your Silver Award pin at the GS store.

Celebrate

All Silver Award Recipients are invited to **The Gold Award Ceremony**, which is the official Girl Scouts of West Central Florida celebration that recognizes our newest Gold Award Girl Scouts. The event is held each year in June to recognize those girls who earned their award during the 12 months from April to April. This is an exciting opportunity for Silver Award Recipients to see what Gold Projects are all about and celebrate in their accomplishments. All Silver Award Recipients will receive recognition in our program guide handed out at the reception.