

## Girl Scout Silver Award TOOLKIT

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

When Girl Scout Cadettes focus on an issue you care about, learn the facts, and take action to make a difference, you gain the confidence and skills that will catapult you to lifelong success. It all adds up to the Girl Scout Silver Award—the highest honor a Cadette can achieve.

Becoming a Silver Award Girl Scout 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.

Take the [Take Action Quiz](#) to find out how much you really know about Take Action projects, and start thinking of ways you can make a difference in your community.

### **Highly Recommended:** Silver Award Training for Girls, Leaders, and Adults

Learn the process for earning the Silver Award, including the difference between community service and Take Action projects. This online training can be found at [gsnc.org](http://gsnc.org) Silver Award page in the Resource section. Watch at your convenience!

### **Girl Scout Silver Award Pre-requisites**

You may begin working on the prerequisites as soon as you bridge to or register as a Girl Scout Cadette.

- Be a registered Girl Scout Cadette (6th, 7th, or 8th grade)
- Complete a Cadette Journey - this means completing all three awards within the Journey, concluding with a Journey Take Action project. There are no set hours for this project, but each girl needs a leadership role to practice those skills.

### **Journey Choices:**

- It's Your World—Change It! (Amaze)
- It's Your Planet—Love It! (Breathe)
- It's Your Story—Tell It! (MEdia)
- Engineering: Think Like an Engineer
- Computer Science: Think Like a Programmer
- Outdoor STEM: Think Like a Citizen Scientist
- Outdoor



# Girl Scout **Silver Award TOOL KIT**

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## **When the Pre-Requisites are completed, what do you do next?**

- Each girl needs to work in the **Girl Scout Silver Award Guidelines for Cadettes** to develop their Silver Award project idea and plan
- Keep a detailed “**Hour Log**” of all time spent on the work you do in the Guidelines Booklet. This will count toward your total project hours

**General Guidelines** - Can be found in detail in the Girl Scout Silver Award Guidelines for Cadettes.

## **Girl Scout Silver Award Steps**

### **1. Build your Girl Scout Cadette Team**

- Decide to go solo

*OR*

- Team of 4 or less- each girl needs to be responsible for one specific aspect of the project

### **2. 50 Hour project**

- Group projects: all girls need to log 50 hours per girl toward the project
- There may be some overlap hours, but each girl needs to log her independent work for her leadership role

### **3. Explore your community**

- Become detectives and create an observation list of problems in your community

### **4. Choose your Girl Scout Silver Award Take Action Project**

- Define your issue
- Ask “why” this issue is happening to find the root cause you wish to work on to improve the world around you

### **5. Develop your Take Action Project**

- Answer the questions in the Guideline booklet for this step pg. 8

### **6. 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 a timeline)
- Think of ways to make this project carry on-sustainable.

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

### **7. 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-Global Aspect**

- First make sure you thank everyone who helped



- Put your story together and share it! Pages 12 & 13 of the Guideline Booklet will help you with this part of the project

## **Completion Procedures:**

Silver award projects are leader approved!

It is important for leaders to understand what a Take Action project is, in order to approve Silver Award projects. They are NOT community service projects (example: collections and donations) or an accumulation of volunteer hours.

If a troop leader has questions about whether a project is appropriate or should be approved, she/he may contact the Awards Coach in their service unit or [customercare@gsnc.org](mailto:customercare@gsnc.org) with Silver Award in the subject line.

The troop leader using the Silver Award Approval Checklist for Leaders approves your Silver Award Take Action Project. **This does not need to be submitted, it is for leader use only.**

After the leader approves the project, **each girl must then complete the electronic GSNC Silver Award Final Report form**, whether you are working as a team or going solo. A confirmation email will be sent to the girl with a copy of her final report. The girl must email or bring a copy of her completed final report to her leader for a final approval. **Once all your girls are approved, leaders complete the Leader Silver Award Approval form electronically.** There will be a section to pre-order the Silver Award pins, patches, and certificates.

**Please note:** If final report is NOT submitted, the Silver Award will NOT go on the girl's Girl Scout record.

## **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 host a Silver Award Ceremony and learn about deadlines.

## **Silver Award Documents and Links**

### **Adults:**

- [Girl Scout Silver Award Adult Volunteer Guide](#)
- [Highest Awards - At a Glance](#)
- [Silver Award Approval Checklist for Leaders](#)
- [Leader Silver Award Approval form](#)

### **Girls:**

- [Girl Scout Silver Award Girl Guidelines for Girl Scout Cadettes](#)
- [Silver Award Final Report Checklist for Girls](#)
- [Silver Award Final Report Form](#)
- [Silver Award Hours Log](#)

### **Other Information:**

- [Difference Between a Take Action Project and a Community Service Project](#)
- [FAQ Funding Silver Award](#)
- [What Not to Do for the Silver Award](#)

| AWARDS                     | GIRL SCOUT BRONZE AWARD®   | GIRL SCOUT SILVER AWARD®  | GIRL SCOUT GOLD AWARD®  |
|----------------------------|--|---|---|
| <b>GRADE</b>               | Girls must be in 4th or 5th grade and a registered Girl Scout Junior   | Girls must be in 6th, 7th, or 8th grade and a registered Girl Scout Cadette   | Girls must be in 9th, 10th, 11th, or 12th grade and a registered Girl Scout Senior or Ambassador  |
| <b>OVERVIEW</b>            | <p><b>Prerequisite</b></p> <ul style="list-style-type: none"> <li>✓ Complete a Junior Journey including the Awards within=Take Action project</li> </ul> <p><b>Bronze Award</b></p> <ul style="list-style-type: none"> <li>✓ Be part of a troop or group where girls take the lead</li> <li>✓ Use Bronze Award Guidelines to develop a 20 hour project</li> <li>✓ Take action on a community issue the troop or group cares about</li> <li>✓ Help and guidance provided by troop/group volunteer</li> <li>✓ Council approval needed for any money earning</li> <li>✓ Project must be completed by September 30 after 5th grade graduation</li> </ul> | <p><b>Prerequisite</b></p> <ul style="list-style-type: none"> <li>✓ Complete a Cadette Journey including the Awards within=Take Action project</li> </ul> <p><b>Silver Award</b></p> <ul style="list-style-type: none"> <li>✓ Work as an individual or in a small group(2-4) where girls take the lead</li> <li>✓ Use Silver Award Guidelines to develop a 50 hour project</li> <li>✓ Take action on a community issue that the girls care about</li> <li>✓ Help and guidance provided by troop/group volunteer</li> <li>✓ Council approval needed for any money earning</li> <li>✓ Project must be completed by September 30 after 8th grade graduation</li> </ul> | <p><b>Prerequisite</b></p> <ul style="list-style-type: none"> <li>✓ Complete two Journeys (Senior or Ambassador) OR Have earned the Silver Award and complete one Journey including the Award within=Take Action project</li> </ul> <p><b>Gold Award</b></p> <ul style="list-style-type: none"> <li>✓ Individual project: Girl is CEO recruits Project Advisor</li> <li>✓ Use the GoGold portal to come up with, develop, and submit 80 hour project proposal</li> <li>✓ Take action on a community issue the girl cares about</li> <li>✓ Help and guidance provided by Project Advisor and team</li> <li>✓ Council approval needed for any money earning</li> <li>✓ Deadline for HS seniors to submit Gold Award proposal is May 1</li> <li>✓ Project must be completed by September 30 after 12th grade graduation</li> </ul> |
| <b>TAKE ACTION PROJECT</b> | <p>Group Take Action Project focuses on an issue the girls care about and want to improve within their Girl Scout or local community.</p> <p>Puts the Promise and Law into action</p>  | <p>Individual or group Take Action Project that makes the local neighborhood or community better.</p> <p>Puts the Promise and Law into action</p>   | <p>Individual Take Action Project that makes a lasting difference in the local community, region, or beyond.</p> <p>Puts the Promise and Law into action</p>  |
| <b>SUSTAINABLE</b>         | After the project is complete, girls develop an understanding of sustainability by talking together about how solutions can be lasting.  | Girls demonstrate an understanding of sustainability in the project plan and implementation.  | Take Action Project includes provisions to ensure sustainability.   |
| <b>GLOBAL</b>              | After the project is complete, girls develop an understanding of the wider world by talking together about how others may experience the same problem that their project helped resolve.   | Girls connect with new friends outside their immediate community, learn how others have solved similar problems and determine if the ideas of others can help with their plan.  | Girls identify national and/or global links to their selected issue. They learn from others and develop a plan to share the results of their project beyond the local community.  |
| <b>PROJECT APPROVAL</b>    | Troop/Group Volunteer  | Troop/Group Volunteer   | Council's Gold Award Committee  |
| <b>RESOURCES</b>           | <ul style="list-style-type: none"> <li>• GSNC's Girl Scout Bronze Award Toolkit: Includes all Guidelines, Forms, and Bronze Award training</li> <li>• Bronze Award page at <a href="http://gsnc.org">gsnc.org</a></li> </ul>   | <ul style="list-style-type: none"> <li>• GSNC's Girl Scout Silver Award Toolkit: Includes all Guidelines, Forms, and Silver Award Training</li> <li>• Silver Award page at <a href="http://gsnc.org">gsnc.org</a></li> </ul>  | <ul style="list-style-type: none"> <li>• Your Guide to Going Gold</li> <li>• GoGold portal</li> <li>• Gold Award Training and more!</li> <li>• Gold Award page at <a href="http://gsnc.org">gsnc.org</a></li> </ul>   |



## Silver Award Approval Checklist for Leaders

*(does not need to be submitted to council, for leader use only)*

Troop #: \_\_\_\_\_

### Girl Scout Completed the following:

Yes    No

- Silver Award Training
- Completed one Cadette Journey- including earning all three awards or Take Action badge
  - aMaze    Breathe    MEdia    Engineering: Think Like an Engineer
  - Computer Science: Think Like a Programmer    Outdoor STEM: Think Like A Citizen Scientist    Outdoor
- Completed the Girl Scout Silver Award Guidelines for Girl Scout Cadettes

Built Team: \_\_\_\_ Decide to go Solo \_\_\_\_ Team of 2 \_\_\_\_ Team of 3 \_\_\_\_ Team of 4

### Girl Scout Name(s):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

- Hour Log completed: Minimum of 50 hours per girl
- Project is Take Action, not community service
- Silver Award Take Action Project: Issue is defined
- Did the project meet its goal?
- Does the project continue on after girls' involvement?
- Silver Award Project is shared with community
- Budget
- GS saved or made a copy of Final Report for her records
- Completed project and submitted Final Report before September 30 after 8th grade graduation

Date Final Report submitted to leader: \_\_\_\_\_

### Leader:

Date Leader completed GSNC's Leader Silver Award Approval Form: \_\_\_\_\_



## Silver Award Final Report Checklist for Girls

Girl Scout's Name: \_\_\_\_\_

Troop #: \_\_\_\_\_

### I have completed the following:

- Silver Award Training (optional)
- One Cadette Journey- including earning all three awards or Take Action badge
  - aMaze  Breathe  MEdia  Engineering: Think Like an Engineer
  - Computer Science: Think Like a Programmer
  - Outdoor STEM: Think Like A Citizen Scientist  Outdoor
- Completed the Girl Scout Silver Award Guidelines for Girl Scout Cadettes
- Team:  
\_\_\_\_\_ Decide to go Solo \_\_\_\_\_ Team of 2 \_\_\_\_\_ Team of 3 \_\_\_\_\_ Team of 4

### Team member(s) names:

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- Minimum of 50 hours per girl (Hour Log attached)
- Budget (1 per project)
- Made a copy or saved Final Report for my records
- Sent a copy of Final Report to my leader
- Completed project and submitted paperwork before September 30 after my 8th grade graduation

Date submitted to leader for approval: \_\_\_\_\_



## Take Action Projects

### What is Take Action?

Girls will create and carry out a Take Action project with every Journey they complete. Girl Scout Bronze, Silver, and Gold Awards all require Take Action projects.

### Overview of Take Action

Take Action projects are different from community service projects. Take Action elevates projects. A Take Action project is a chance for girls to partner with others in their community to solve a problem. They learn about getting to the root causes of issues, mobilizing and engaging community members and volunteers, and striving toward creating lasting change in their world. An important component is to understand and address the cause of a problem.

### Community Service-comes from the heart

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

### Take Action project-comes from the heart, but uses the head to develop long lasting impact

- Leadership puts girls in an active role of decision making
- Girls create a Take Action project based on their observations of a local issue
- Tackle the root cause of this issue to make a long lasting impact, so project is sustainable
- Girls develop their leadership skills by exploring their community, brainstorming, planning, organizing, and putting their plan in motion

### What is the difference between Journey Take Action Projects and higher awards Take Action Projects?

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

The Awards Take Action Project issue is of the girls' choosing. The girls will need to identify an issue in their community that they want to improve or resolve. Tackling the root cause of their issue will help make a bigger impact on their community and sustain the project.

| Service Project                  | Take Action Project   |
|----------------------------------|---|
| Make first aid kits.             | Promote healthy living through a community health fair.   |
| Holds a food drive.              | Start a community garden that can provide fresh fruits and vegetables to the homeless.                                  |
| Start a recycling project.       | Create a workshop to teach others about water conservation and have every one make a rain garden or barrel.             |
| Donate items to a local shelter. | Organize a volunteer recruitment & supply drive for a local animal shelter at your school, community center, or church. |
| Donate books to a local school.  | Organize a tutoring session at a local elementary school with senior citizens to help students learn to read.           |

The Journey Take Action Project should be looked at as a practice run for the Awards Take Action Project. The girls will gain Leadership skills in developing this Journey Project. She will build upon these acquired skills to complete a quality Bronze, Silver or Gold Award Take Action Project.



## FAQ for Funding a Silver Award Project

**Q. Does a Silver Award Project need to cost a lot of money?**

**A.** Most award projects don't cost a lot of money and sometimes nothing at all. Part of expanding girls' leadership skills is finding creative ways to get supplies donated.

**Q. If money is needed how should we begin?**

**A.** The first way to fund Bronze Award Projects is to use troop funds to cover expenses. Girls can vote to use troop funds to cover the cost of award projects.

**Easy ways to build troop funds:**

- Mags&Munchies...and more
- Cookie Program

**Q. After you have taken part in the most recent council product sales and you still don't have enough funds what do you do?**

**A.** You can move on to money-earning activities with council's approval. The money-earning activities are planned and carried out by girls and supported by adults to earn money for the troop treasury.

**Examples:**

- Gift-wrapping for the holidays
- Babysitting at Town meetings, school meetings, or other public places
- Spaghetti Supper
- Car wash
- Garage sale
- Raking leaves, shoveling walks, weeding gardens
- Birthday party service
- Craft sale
- Collect & redeem recyclable materials

Be creative! There are many more ways in which you can earn money!

Troops must participate in the most recent Council-sponsored Mags&Munchies *AND* Cookie product sales programs before any other additional troop money earning projects can be approved.

**Q. Do you need to apply for a troop money-earning activity with council?**

**A.** Yes, Troop Money Earning Application

**Q. Can you run money-earning activities (ex. yard sale) during council product sales?**

**A.** No, there are blackout dates where no money-earning activities can take place:

- The in-person order taking period for Mags&Munchies, which is usually late September through October.
- The initial order taking period for Cookies, which is usually late December through January.

Check the GSNC website or the GSNC OLC for the specific dates of these programs each year.



## FAQ for Funding a Silver Award Project *continued*

### **Q. What are the guidelines for accepting donations or money-earning limits?**

- A.**
- Less than \$250.00: may be accepted by an individual/troop/group
  - More than \$250.00: must be submitted to GSNC and council will disperse the funds
  - **Sponsorships:** Troop/group receives total donation
  - **Matching Gifts:** Prior to applying, contact [customercare@gsnc.org](mailto:customercare@gsnc.org) with Fund Development in the subject.

### **Q. Can you set up a Crowd Sourcing funding website?**

- A.** No, at this time GSNC has not approved this type of funding. Ex: Go Fund Me page

### **Q. Does money-earning income ever become the property of an individual member, girl or adult?**

- A.** No, it is used for awards projects only.

### **Q. Can a Girl Scout who is an Independently Registered Girl Scout-Juilette money-earn for her Silver Award Project?**

- A.** Yes, she can, but she needs to use all the money raised toward her project. Any funds left over will be donated to GSNC.

### **Q. Do the money-earning hours count toward the award's project hours?**

- A.** No, for example the hours spent organizing and running a car wash does not count toward Bronze Award project hours. Those hours are not specific to the project.

### **Q. Can a girl "ask" for donations (cash or checks) for her Silver Award Project?**

- A.** No, she can present her project, dressed in uniform, but the adult with her must do the "ask."  
Example: Seeking donation from the local Kiwanis.

### **Q. Does the time spent presenting her project to get donations count as project hours?**

- A.** Yes, those hours are specific to the project.

### **Q. What if a company or organization needs the request in writing on GSNC letterhead?**

- A.** GSNC can provide letterhead. Girls can write the first part of the letter explaining the project. The adult needs to write the last paragraph "asking" for the donation.

### **Q. Can we charge an event fee for our Silver Award Project?**

- A.** Yes, but only to cover materials, never to make money.

### **Q. Can a girl or her family make personal contributions for their Silver Award Project?**

- A.** Yes, but it should not be a hardship for the family. Girls should be encouraged to work on a budget for their project and come up with ways to fund it first.

### **Q. Can girls/troop apply for a grant?**

- A.** Yes, but prior to applying, contact [customercare@gsnc.org](mailto:customercare@gsnc.org) with Fund Development in the subject.

### **Q. Are there inappropriate money-earning activities that we should avoid?**

- A.** Yes:

- Games of chance, raffles
- Home demonstration parties: Avon, Mary Kay, Pampered Chef, etc.
- Receiving a percentage of sales (where a portion of the sales goes back to the troop) from a business during a specific time frame where those sales generate a profit for a specific company: Applebee's, Macy's, McDonald's, etc., is not allowed.
- Fundraisers for other organizations

### **Q. Can Cookie Credits be used for funding a Silver Award project?**

- A.** Yes, an estimate needs to be submitted to GSNC and we will write a check to the vendor, or the troop can pay for the supplies and GSNC can reimburse the troop account. Girls cannot receive cash or check directly.



## What **NOT** To Do for the Girl Scout Silver Award

- **Find a project online that someone else did and copy it**  
*You should be finding a problem in your neighborhood that needs improvements and develop your own project to fix it.*
- **Put a few small projects together to make up the hours**  
*The Silver Award is one complete project, not a set of smaller projects combined.*
- **Work as a whole troop on one project**  
*There is a maximum of 4 girls working on a project for the Silver Award.*
- **Put together a project that is a fundraiser to donate money to an organization**  
*This is not allowed for the Girl Scout Silver Award.*
- **Plan a project that is less than 50 hours per girl minimum**  
*Silver Award projects are targeted at 50 hours per girl. The 50 hours includes the Girl Scout Silver Award Guideline work to come up with your project idea.*
- **Set up a project where you show no leadership**  
*Each girl needs to be responsible for one specific piece of the project to gain leadership skills. In group projects there will be some overlap hours, but each girl needs a leadership role with her own specific hours.*
- **Plan a project that is just collecting and donating items to an organization**  
*Collecting and donating is a great SERVICE project, but it is not to be used for the Silver Award Take Action Project.*

The Silver Award is earned by completing a Take Action Project, where you discover an issue or need in your community that you work on to improve.

Any questions contact [Customercare@gsnc.org](mailto:Customercare@gsnc.org) with Silver Award in the subject line.



## Silver Award Hour Log

Girl Scout's Name: \_\_\_\_\_

Troop Number: \_\_\_\_\_

Use this Hour Log to keep track of the time spent working on your project. The minimum is 50 hours for each girl. There can be some overlap meeting time for brainstorming and planning, if working in groups of 2-4 girls, but each girl needs to record her unique leadership role.

Project Name: \_\_\_\_\_

| Date             | Activity | Time Spent | Total Hours |
|------------------|----------|------------|-------------|
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