

**Community Service Award – GSHG Level Award
Requires Approval of the Council Review Committee**



The Community Service Award recognizes a non-member, business, educational institution or other civic/community organization that has demonstrated outstanding service and support of Girl Scouting in the community.

Criteria: The candidate

- must be a non-member, business, educational institution or other civic/community organization
- has demonstrated outstanding service and support of Girl Scouting in the community
- service and support positively impacted more than one Service Area or District

Nominated by and Endorsed by: An individual familiar with the service performed and willing to coordinate the submission of the nomination and any follow-up questions submits a nomination form including a list of individuals (or groups of individuals) that have agreed to write Letter of Endorsement. Candidates for the Community Service Award need **two** Letters of Endorsement. The person submitting the nomination may be one of the individuals endorsing the candidate. The Letters of Endorsement need to be individually written and provide specific accounts of the service provided by the candidate.

Approval: The recognitions committee reviews the nomination and the Letters of Endorsement, approves or denies the award, and notifies the nominating individual or group.

Form of Recognition: A Community Service Award Framed Certificate is awarded at a GSHG- level Awards event

Community Service Award Nomination Form

The Community Service Award recognizes a non-member, business, educational institution or other civic/community organization that has demonstrated outstanding service and support of Girl Scouting in the community.

Contact Information:

	Candidate: Person or Group Being Nominated	Sponsor: Person Submitting the Nomination
Name:		
Address:		
Phone:		
e-mail:		

Confirmation of eligibility:

_____ must be a non-member, business, educational institution or other civic/community organization

_____ submission of this nomination form along with two letters of endorsement where the endorser is not related to the nominee.

The letters of endorsement must be independently written and address the following:

- Context (how the endorser knows the person or group being nominated)
- Explain how the service demonstrates outstanding service and support of Girl Scouting in the community
- Specific information/support for how the service has resulted in exceptional, measurable benefits
- Description of how the service has made an impact on more than one geographic area (service area or district) of the council.

	Name and address of individuals providing letters of endorsement—The person submitting the nomination may serve as one of the endorsers.
1	
2	

[Preferred submission method]: Collect all letters of endorsement and send a complete nomination packet as attachment(s) to an email sent to adultrecognitions@gshq.org.

[Alternative method]: Have each person completing a document submit her part as separate attachments to an email submitted to adultrecognitions@gshq.org and include the following in the body of the email: award name, name of the individual or business being nominated, name of the sponsor, and name of the individual(s) associated with the attachment(s).

----- Office Use Only -----

Award: Community Service

Application #: _____

Community Service Award Endorsement Cover Page

Name of the person or group being nominated: _____

Name of the person providing this endorsement: _____

Name of the Sponsor (person coordinating the nomination): _____

DO NOT USE THE NAME OF THE PERSON BEING NOMINATED IN THE LETTER OF ENDORSEMENT. [Instead use statements such as: “As a member of _____ committee”, “She used professional experience as a _____”...]

Attach this cover page to your letter of endorsement or include it as the first page of an electronic file where your letter starts on page 2. The review process uses “blind” reviews, so this page will be removed from the material going to the Review Committee. The committee will expect each person providing an endorsement to provide her own perspective about the candidate—rather than a form letter used by multiple endorsers.

DO include specific information related to the following:

- Context (how the endorser knows the person or group being nominated)
- Explain how the service demonstrates outstanding service and support of Girl Scouting in the community
- Specific information/support for how the service has resulted in exceptional, measurable benefits
- Description of how the service has made an impact on more than one geographic area (service area or district) of the council.

Type or neatly write your endorsement on a separate page (Remember NOT to use the person’s name since these go through a blind review process; do NOT sign your name).

Once complete, submit your letter of endorsement following the instructions provided by the person coordinating the nomination (the sponsor). Note: This person may give you an earlier deadline than the council deadline to allow her time to assemble all material and submit a single completed nomination packet in one email.

----- Office Use Only -----

Award: Community Service **Application #: _____**