

PROCEDURES FOR THE NOMINATION, APPROVAL AND PRESENTATION OF ADULT RECOGNITIONS

Volunteers want and need appreciation for the work they do - whether in the form of a simple "thank you" for a job well done or a formal commendation for years of faithful service. Such acknowledgment signifies to the recipient that she or he is noticed and appreciated - that she or he is recognized.

Recommendations for an adult recognition (GSRI or GSUSA) can occur at any time of year. } See Adult
} Recognitions
Presentations can occur at a variety of times and places. } in Girl Scouting

Procedures are as follows:

1. Selecting the proper recognition - each proposed recognition should be thought through.

- (1) Each individual must be viewed as the unique individual she or he is, rather than as compared to others.
- (2) Longevity is de-emphasized as a principal criterion so that volunteers who are newer to the organization can be recognized if their service meets requirements.
- (3) Group award - the President's Award reinforces group cooperation.
- (4) Employed staff as well as volunteers are eligible for some recognitions.
- (5) The criteria for the selection must fit the job category of the individual being recognized.

2. Timing - when to submit necessary paperwork.

Since the Recognition Committee and the board participate in the approval procedure - it is essential to note the timing of their meetings. This information may be found on the Council Calendar. Since the Recognition Committee must review all material before it is passed on to the board for final approval, adequate time must be allowed for processing the application.

The Recognition Committee meets regularly in the 3rd or 4th weeks of the months of October through June. The board meets 7 times a year on the 4th Thursday of the month. **NOTE:** All recognitions for the month of May must be submitted to the Recognition Committee by the 1st of March and for the month of June by the 1st of April.

3. Submitting Proper Forms - there is a definite sequence.

- (1) Submit only the Preliminary Application (sample on reverse of this page) to the Recognition Committee. This form is found in the service unit manager's Resource Box.
- (2) **The Recognition Committee determines the forms appropriate for the proposed recognition. Therefore do not submit additional forms or information to the Committee until you receive the Acknowledgment of Preliminary Nomination for Adult Recognition form from the Committee. (Much time has been wasted when material not pertaining to the requirements of the recognition was submitted to the Committee.)**

For additional help, please call a member of the Recognition Committee, speak to the field director or call the council office, 331-4500 or 1-800-331-0149, ext. 414 or 418.

Over...

PRELIMINARY APPLICATION FOR HONORARY AWARDS FOR ADULTS

Instructions: No less than 2 months before the date the proposed recognition is to be presented mail this application to:

Recognition Committee
GIRL SCOUTS OF RHODE ISLAND, INC.
125 Charles Street
Providence, RI 02904

Next Steps: Following review of this preliminary application, the final application, where required, will be sent to the person making the nomination.

Completed applications, including the required endorsement letters as indicated should be returned promptly to meet the 2-month processing period for approval by the group designated.

Check (✓): Recognition for which you are making a nomination:

- Outstanding Leader Green Angel Thanks Badge II
- Outstanding Volunteer Appreciation Pin Mira Hoffman
- Volunteer Years of Service Pin Honor Pin Episodic Volunteer
- Kit Hammett Thanks Badge I Progressive Volunteer
- Military Award

Nominee's Name _____ Phone No. _____

Address _____
(street) (town) (state) (zip)

Individual or group making nomination _____

| | | |
|---------------------|---------|---------------|
| Position in Council | Phone # | Date |
| Address _____ | | |
| (street) | (town) | (state) (zip) |

Position in which nominee is currently registered _____

Position for which recognition is being sought _____

Proposed date/occasion for presentation _____

Briefly describe (below) the service given by your nominee that you feel merits the recognition proposed. Refer to the awards description in the Service Team Manual or the Leader Manual. Be sure to address your comments to the criteria given.
