

Girl Scouts Silver Award Final Report Instructions

A Project Proposal form must be filled out and approved by council before submitting your Final Report

The Girl Scout Silver Award™, the Highest Award a Girl Scout Cadette can earn, gives you the chance to do big things and make your community better in the process.

This Final Report is to be used by:

- A registered Girl Scout Junior 4th-5th grade
- Troop
- Girl Scout Volunteer Supervisor
- Group Leader
- Girl Engagement Specialist

How to complete this form:

2. If you are working in a group, fill out Sections 1 and 2 together. Section 3 is for individual reflections. When Sections 1, 2, and 3 are completed then you're ready to obtain the appropriate signatures in Section 4. **The Final Report must be submitted with all four sections together.**
 - **Section 1:** Share how your project went by updating your Project Proposal responses with a recap of your project. Include supplemental documentation of budget worksheet and money-earning forms if needed.
 - **Section 2:** Outline how you shared your project and provide copies of photos, videos, flyers, and/or other evidence that documents the work you did. Include photo release forms if needed.
 - **Section 3:** Complete your individual reflection, sharing what you learned along the way. Include your time log (required).
 - **Section 4:** Signature page
3. Complete and submit the Silver Award Final Report Form.

A few friendly reminders:

- When the Silver Award project winds down, the outcome may not be exactly as planned. That's OK! Girl Scouts earn the Silver Award as long as award requirements have been met. The most important outcomes are the ones you gain for yourself: improved confidence, better organization, stronger teamwork, and more. It's less about the perfect final project and more about what you discover along the way!
- Finish your Silver Award Take Action™ project and Final Report by **September 30** of the year you or your oldest team member completes 8th grade!
- Keep a copy of this Final Report for your records.

When you have completed the form turn it in by emailing it to info@gswestok.org



Silver Award Final Report

Council _____

Section 1 – Group Response

Share how your project went by updating your Project Proposal responses with a recap of your project. Include supplemental documentation of budget worksheet and money-earning forms if needed.

Team members: Confirm the full names of each Girl Scout on the project. Please include troop number, current grade, email, and mailing address. (See *Cadette Workbook for Earning Your Silver Award*, Step 2.)

Full Name	Troop Number	Current Grade	Email	Mailing Address	School You Attend

List additional adult resources:

	Responsibilities	Name	Email	Phone Number
Troop/Group Leader*	Managing guidelines for any project donations, money-earning activities, or use of troop funds and approvals.			
Adult Girl Scout Volunteer Supervisor*	Silver Award project team supervision, including managing safety and procedures			
Project Advisor (optional)	An adult who has some level of knowledge, skills, expertise, or access to resources that can help.			
Girl Engagement Specialist (Council)	Council staff member that will approve final reports and answer any questions that may come up along the way.	Addie Zahn	azahn@gswestok.org	(405) 418-7938

*Volunteers in these roles must be registered and background checked.

Recap your Silver Award project:

Share your results, what you actually did, and how it went.

Project Title _____

Start Date _____ Completion Date _____

1. The issue the project addressed was... (Please include a 3–4 sentence description. See the *Cadette Workbook for Earning Your Silver Award, Step 4.*)

Example: The Silver Award project that we decided on was to focus on the growing amount of trash at our local park. One of the things that causes the parks to be trash filled is the lack of trash cans. To lessen the trash in the park, we installed multiple trash cans as well as advertised on social media and posters about the importance of picking up our trash. The management of the park will teach classes annually to ensure that people know the importance of throwing their trash away.

2. It mattered because... (Please include a 3–4 sentence description. See the *Cadette Workbook for Earning Your Silver Award*, Step 4.)

3. The target audience (who your project benefited) was... (Please include a 1–2 sentence description. See the *Cadette Workbook for Earning Your Silver Award*, Step 4.)

4. **Community members who I contacted or partnered with** to research the issue, find the root cause, and help complete the project (See the *Cadette Workbook for Earning Your Silver Award*, Step 3.):

Name	Organization	How they helped

5. The **root cause** of the issue was... (Please include a 3–4 sentence description. See the *Cadette Workbook for Earning Your Silver Award*, Steps 3 and 4.)

6. My team’s project idea was... (Please include a 3–4 sentence description of your project, including the result and how it addressed the root cause of your issue. See the *Cadette Workbook for Earning Your Silver Award*, Step 4.)

7. The project is **sustainable** because my team... (Check the boxes that apply. See the *Cadette Workbook for Earning Your Silver Award*, Step 5.)

Created a permanent solution that can be used after the project is complete.

Educated and inspired others in the community or within Girl Scouts to be part of the change.

Advocated to change a rule, regulation, or a law and encouraged others to join.

Here is how it was done... (Please include a 3–4 sentence description.)

8. Please provide a description of your team’s **leadership**. (See the *Cadette Workbook for Earning Your Silver Award*, Steps 2 and 5.)

Name	Leadership Roles	Responsibilities

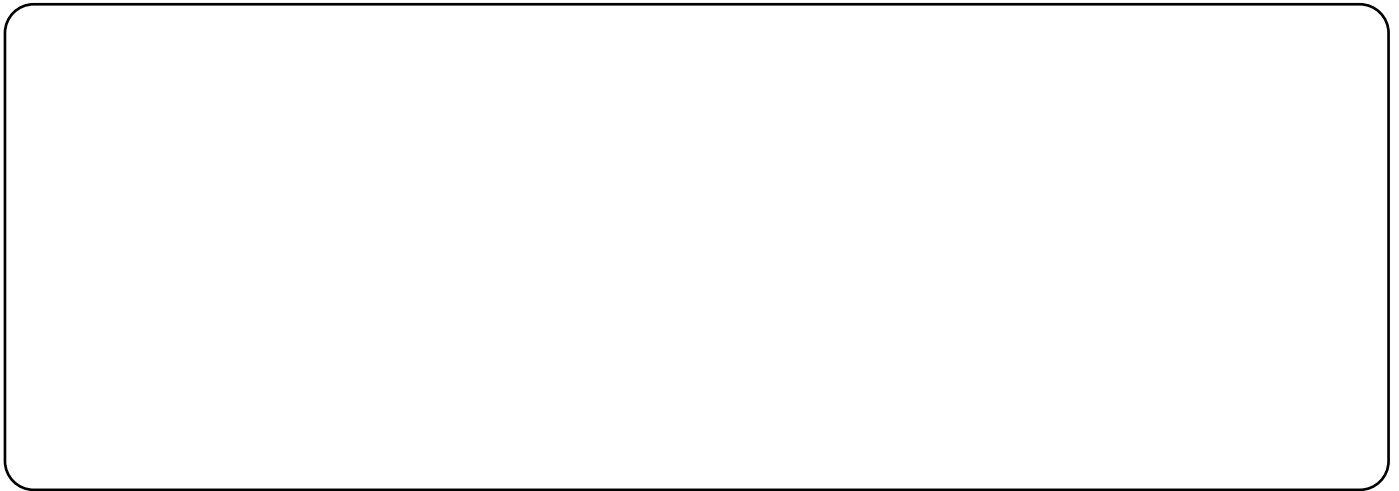
9. Provide supplemental documentation of a budget worksheet of money or non-monetary donations of goods (any supplies or donations that were given to you by companies, people or other groups) received or spent and any associated costs. See the *Cadette Workbook for Earning Your Silver Award*, Step 5, and use the form in the template pages. Other spreadsheet formats are acceptable.)
10. Try it: Describe how the project was measurable by sharing the goal you set and if it was achieved. (See the *Cadette Workbook for Earning Your Silver Award*, Step 5.) **[Optional]**

11. Try it: Describe any changes to your original national and/or global link. (See the *Cadette Workbook for Earning Your Silver Award*, Step 5.) **[Optional]**

Section 2 – Group Response

Outline how you shared your project and provide copies of photos, videos, flyers, and/or other evidence that documents the work you did. Include photo release forms if needed.

1. How did you let others know about your project and the impact it had? (Please include a 3–4 sentence description. See the *Cadette Workbook for Earning Your Silver Award*, Step 7.)



2. Provide any copies of photos, video, flyers, and/or evidence that documents your project to help share the big picture of what you need and your team accomplished. Please understand the materials cannot be returned. (See the *Cadette Workbook for Earning Your Silver Award*, Step 7.)

Section 3 – Individual Response

Complete your individual reflection, sharing what you learned along the way. Include your time log (required).

1. Provide each individual's Silver Award project time log. Remember to only list time spent after Journey completion. (See the *Cadette Workbook for Earning Your Silver Award*, Step 6, and use form in the template pages, or other acceptable formats.)
2. Reflection questions:

Team Member Name _____

Describe in detail what you did for your leadership role. (Please include a 3–4 sentence response.)

In completing this project, what did you discover about yourself? (Please include a 3–4 sentence response.)

What skills did you gain and how will these skills help you in the future? (Please include a 3–4 sentence response.)

What part of your project would you change if you could start over, and why? (Please include a 3–4 sentence response.)

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What part of your project would you change if you could start over, and why? (Please include a 3–4 sentence response.)

Signature Page

We*—the Girl Scout Cadette(s), troop/group leader and adult Girl Scout volunteer supervisor—agree and understand that the Silver Award Project:

- Cannot be just a collection or donation drive. Donations may be part of a larger Silver Award project.
- Cannot be a fundraiser for another organization, program, or individual.
- Is not simply volunteering time for another organization in an already existing project.
- Cannot be done by multiple teams. Only one team (1–4 Girl Scouts) may collaborate on each Silver Award project.
- Is a Take Action project, not a community service project—even if the community service project is very large and takes a lot of time and hard work.

I, Girl Scout Cadette, followed all the requirements and guidelines as outlined by the *Cadette Workbook for Earning Your Silver Award* and my council during my Silver Award project.

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

I, the adult Girl Scout volunteer supervisor, confirm that the Cadette(s) above fulfilled requirements for the Girl Scout Silver Award and that they upheld all guidelines specific to their project as outlined by the *Adult Guide for Earning the Silver Award*, *Cadette Workbook for Earning Your Silver Award*, and my council.

Signature _____ Date _____

I, the Girl Scout Troop/Group Leader, have reviewed the above Girl Scout Silver Award Final Report. I am aware of and believe this project aligns with the requirements and guidelines outlined by the *Adult Guide for Earning the Silver Award*, *Cadette Workbook for Earning Your Silver Award*, and my council.

Signature _____ Date _____

*Adults may cover multiple roles in the Silver Award process.

Budget Worksheet

Funds/Donations (+)

What is the item? [Money Earning/Troop Funds/Donations (in-kind or monetary)]	Who is it from?	Total Value

Expenses (-)

What is the item? (Purchased Supplies)	Where is it from?	Total Value

Balance

\$0

(This is a sample. Other spreadsheet formats are also acceptable.)

Time Log

You must submit this log with your Girl Scout Silver Award Final Report. Only list time spent after you complete your Journey. Each Cadette should spend approximately 20 hours working toward the Silver Award.

(This is a sample. Other spreadsheet formats are also acceptable.)

Date	Task	Time Spent	Running Total

Total Hours for Girl Scout Silver Award Project

Final Information:

Next Steps:

- After your Final Report is submitted and approved by the Girl Engagement Specialist, you will officially be done with your project.
- After the Final Report is officially approved, you will be added to the list to be recognized at the next Highest Awards Ceremony.

Highest Awards Ceremony:

- The Highest Awards Ceremony will be held in May and will be a time that all Bronze, Silver and Gold Award recipients will be recognized.
- You will be notified by the programs team with more information and details about the day itself and what all you will need to know before the ceremony occurs. this information will likely be sent out in April to all recipients of their Highest Award.



IN-KIND DONATION FORM

Girl Scouts Western Oklahoma
6100 N. Robinson Ave Oklahoma City, OK 73118
(405) 528-GIRL (4475) 1-800-698-0022
Fax: (405) 418-7999
www.gswestok.org

Donor Contact: _____ Date of Gift: _____

Company: _____ Phone (Day): _____

Address: _____ Phone (Night): _____

City: _____ State: _____ ZIP: _____

Email Address: _____

Donated Item(s) (Please list products, goods, supplies or services only. Do not list cash or like-cash donations on this form)

Declared Value by Donor \$

Purpose of Donation: _____ ☐ Additional Documentation Attached

Donor Signature _____ Date _____

Solicitor Name: _____

Address: _____ City: _____

State: _____ ZIP: _____ Phone: _____

Troop/SU#/Individual Name: _____

E-Mail: _____

Affiliation with Prospective Donor:

☐ Cold Call (No affiliation)

☐ Personal

☐ Corporate Connection

Please Specify: _____

Method of Contact: _____

Donations are not tax deductible unless Donor receives a written acknowledgement from the Council as Girl Scouts Western Oklahoma, Inc. holds the tax-exempt status and not the Troop/SU. If you have any questions, please contact the Fund Development Department at 405-528-4475. Thank you.