

Girl Scout Silver Award Project Proposal Instructions

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 Project Proposal is to be used by:

- A registered Girl Scout Cadette 6th-8th grade
- Girl Scout volunteer supervisor
- Troop/Group leader
- Project Advisor (optional)

This form will help you think through the details of your project, helping make sure you have a plan in place that will set you up for success early on. Let's get started!

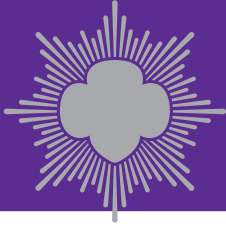
How to complete this form:

1. Familiarize yourself with Silver Award guidelines: review the *Cadette Workbook for Earning Your Silver Award* and complete any council training on your local council's webpage.
2. Read the Silver Award Project Proposal questions ahead of time and think about your answers. If you are working in a group, fill it out together! You can work with a team of up to three other Cadettes or on your own. One form should be completed per project.
3. Complete and submit the Silver Award Project Proposal. Approval is necessary **BEFORE** the project may continue.

A few friendly reminders:

- Finish your Silver Award Take Action™ project and Final Report by **September 30** of the year you or your oldest team members complete 8th grade.
- Take photos and/or video to document your project along the way—you'll be asked to share them in your Final Report!
- The Final Report will require updating and reflecting on your approved Project Proposal. Keep a copy of this Project Proposal so you can answer the questions more easily.
- 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. What Girl Scouts learn in the process about themselves and the world around them is what's most valuable. Look at any unexpected twist as a learning opportunity.
- If your project ends up significantly changing from your current Project Proposal, please contact the person who approved your proposal to let them know and they will advise you on next steps.
- Wait for Final approval from GSWESTOK Council and invitation to Highest Awards Ceremony in May.

Once the Proposal is complete, email to info@gswestok.org to get approval before moving on.



Girl Scout Silver Award Project Proposal

Council _____

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	School You Attend	Email and Mailing Address	Training (when/how)

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 staff member that will approve final reports and answer any questions that may come up along the way.	Addie Zahn	azahn@gswestok.org	(405) 528-4475

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

Prerequisite: Provide the Cadette Journey title, completion date, and reflection for each team member.

Team Member Name _____

Prerequisite Cadette Journey	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

Team Member Name _____

Prerequisite Cadette Journey	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

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Prerequisite Cadette Journey	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

Team Member Name _____

Prerequisite Cadette Journey	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

Tell us about your project plan:

Project Title _____

Proposed
Start Date _____

Proposed
Completion Date _____

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

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

3. My target audience (who is going to benefit) is... (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 my issue and find the root cause (See *Cadette Workbook for Earning Your Silver Award*, Step 3.):

Name	Organization	How might they help?

5. A **root cause** of my issue is... (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 is... (Please include a 3–4 sentence description of your project, including the desired result and how it addresses the root cause of your issue. See the *Cadette Workbook for Earning Your Silver Award*, Step 4.)

Tip: Check out the “Take Action vs. Community Service” section of the *Cadette Workbook for Earning Your Silver Award* to make sure your project is truly Take Action.

7. How will you create a plan to make your project **sustainable**? (Check the boxes that apply. See the *Cadette Workbook for Earning Your Silver Award*, Step 5.)

- Create a permanent solution that can be used after the project is complete.
- Educate and inspire others in the community or within Girl Scouts to be part of the change.
- Advocate to change a rule, regulation, or a law and encourage others to join.

Specifically, my team will plan to make the project sustainable by... (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. Silver Award projects sometimes require money or non-monetary donations of goods. If your project requires this, then please estimate supplies/donations needed and potential costs. A budget worksheet with actual supplies and costs will be required with the Final Report. (See the *Cadette Workbook for Earning Your Silver Award*, Step 5 and the template pages.)

Find the Money Earning Request Form and In-Kind Donation form [here](#).

Supplies/Donations	Cost (even if \$0)

10. Check **Yes** to indicate you are aware that each individual team member should spend approximately 50 hours working on their Silver Award project and will maintain a time log. (See the *Cadette Workbook for Earning Your Silver Award*, Step 6 and the template pages.)

11. Try it: Describe how you will try to make your project measurable by sharing the goal your team set to measure your project's success... (See the *Cadette Workbook for Earning Your Silver Award*, Step 5.) **[Optional]**

12. Try it: Describe how you will try to make a national and/or global link... (See the *Cadette Workbook for Earning Your Silver Award*, Step 5.) **[Optional]**

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, have read and understand all the requirements and guidelines specific to the Girl Scout Silver Award as outlined by the *Cadette Workbook for Earning Your Silver Award* and council-specific requirements. I am aware of all deadlines for the Girl Scout Silver Award. Should any major plans change, I will contact the person who approved my proposal.

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

Girl Scout Signature _____ Date _____

I, the adult Girl Scout volunteer supervisor, recognize it is the Cadette's responsibility to fulfill the requirements for the Girl Scout Silver Award including all deadlines. I understand that they must uphold guidelines specific to their project as outlined by the *Adult Guide for Earning the Silver Award* and the *Cadette Workbook for Earning Your Silver Award*, and council-specific requirements.

Signature _____ Date _____

I, the Girl Scout troop/group leader, have reviewed the above Girl Scout Silver Award Project Proposal. I am aware of the requirements and guidelines outlined by the *Adult Guide for Earning the Silver Award* and the *Cadette Workbook for Earning Your Silver Award*, as well as council-specific requirements and believe this project aligns with those requirements.

Signature _____ Date _____

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



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.