

# Girl Scout Silver Award Final Report 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.

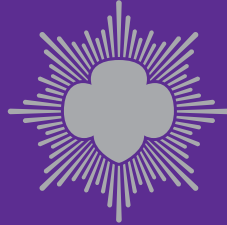
This Final Report is to be used by you (and/or your team)—a registered Girl Scout Cadette in grades 6 to 8—with the assistance of your troop/group leader, adult Girl Scout volunteer supervisor, and project advisor (optional) for approval of your Silver Award project.

## How to complete this form:

1. Read the Silver Award Final Report questions ahead of time and think about your answers.
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.



# 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 <small>If submitting after June 1, please list the grade you will enter in the fall.</small>	Email and Mailing Address

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, where relevant			
Adult Girl Scout Volunteer Supervisor*	Silver Award project team supervision, including managing safety and Silver Award procedures			
Project Advisor (optional)	An adult who has some level of knowledge, skills, expertise, or access to resources that can help with your project			

\*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.)

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 nonmonetary donations of goods 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 and your team accomplished. Please understand the materials cannot be returned. (See the *Cadette Workbook for Earning Your Silver Award*, Step 7.)

*[Note to councils: Please provide a copy of your photo release form if required.]*



## 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.)

**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.)

**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.)

**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.)

## 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 (+)

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

## Expenses (-)

<b>What is the item?</b> (Purchased Supplies)	<b>Where is it from?</b>	<b>Total Value</b>

<b>Balance</b>	<b>\$0</b>
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(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 50 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**