



Girl Scouts of Spar and Spindle Council  
Silver Award Advisory Team  
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978-689-8015 www.ssgsc.org

# GIRL SCOUT SILVER AWARD PROJECT PROPOSAL CRITERIA, INSTRUCTIONS & APPROVAL PROCESS

## Checklist of Steps to Earn the Silver Award

**You must be at least 11 years old or going into 6th grade to begin steps 1-4**

1. **ORGANIZE.** Get Ready. Become organized and create a timeline to take the next six steps.
2. **LEAD.** Earn the Girl Scout Silver Leadership Award. Put the Girl Scout Law into action.
3. **NETWORK.** Earn the Girl Scout Silver Career Award. Reach out and build your network.
4. **CREATE.** Earn the Girl Scout Silver 4 B's Challenge. Find your voice.

**The above steps MUST be completed prior to submitting your proposal for approval.**

**You must be at least 12 years old or going into 7th grade to start Steps 5 and 6**

5. **ACT.** Earn the Girl Scout Silver Award Project. Make a difference in your community on something you strongly care about. Your project should total at least 40 "planning and doing" hours.
6. **REFLECT.** Think about it. How has earning the Girl Scout Silver Award changed you and impacted others?

## Silver Award Project Brainstorm & Criteria

**SIZE & SCOPE** Decide whether you would like to work in a group or alone. Be careful to consider carefully what you would like to do. If the girls you want to work with are doing something you are not interested in, it could make the project less fun for you. Also remember lessons you have learned from other group projects. If you decide to work with a group, be sure it is enough work for 40 hours per girl.

**WHAT** is your project about? What community need is it satisfying? Your Silver Project can be done in or outside of Girl Scouting. If your project is done within Girl Scouting, you must reach out to the community in some way.

**WHO** will benefit? Are any invitations necessary? Who will write them?

**WHERE** will the project take place? Is the space available? Who will make the necessary arrangements?

**WHEN** Date? Time? Is a rain date needed?

**WHY** What is the purpose of the project? What do you want to learn? Or others to learn? How will it be best to do the project? (small groups, wide game? etc.) Will it be fun?

**HOW** will this project challenge you? How much time will it take to prepare for the project? What talents and skills will you be using (networking, organizational, leadership, etc.)? What new skills have to be learned before the project? When will you learn them? Who will teach you?

**PEOPLE** Who will help? How can parents help? Do you need consultants? Who? Where can they be found? Who will make necessary arrangements for any needed help?

**PERMISSIONS** What permissions are necessary? From whom? When? Who will check these details?

**MATERIALS NEEDED** What will be needed? Where will you get the things needed? Who will make the arrangements? Do you need clean up supplies? Who will bring them?

**TRANSPORTATION** Private cars? How many? Public transportation? Who will be in charge?

**CLOTHING** What should be worn? Will cold or rain weather gear be needed?

**FOOD** Will refreshments be served? Who will be in charge of arrangements? (If cooking be sure to check *Safety-Wise*)

**HEALTH AND SAFETY** (see *Safety-Wise* for guidelines) What health and safety hazards need to be considered? Is the First Aid kit complete? Who will check it? Who will be First Aider? Will the buddy system be needed?

**COST** How much will it cost? (Materials, food, admission fees, transportation, site fees etc.) Who will pay? Will you need to earn money? (Be sure to adhere to council money-earning policies and gain approval prior to project) If so, how? Who will be in charge?

**CONTINUATION** How will your project endure? What long-reaching, lasting effects will it have?

**EVALUATION** How will you evaluate the project? When? Where? With whom?

## Silver Award PROPOSAL Approval Process

SILVER AWARD PROJECT PROPOSAL FORM RECEIVED AT COUNCIL OFFICE



PROPOSAL GOES TO PROGRAM SPECIALIST



PROGRAM SPECIALIST MAKES COPY AND MAILES TO SILVER AWARD ADVISORY TEAM MEMBER (SAATM) ASSIGNED TO GIRL'S GS NEIGHBORHOOD



PROGRAM SPECIALIST CREATES A FOLDER WHERE ALL OF THE GIRL'S PAPERWORK IS FILED



SAATM REVIEWS APPLICATION AND COMPLETES APPROVAL FORM



SAATM EMAILS/MAILES SILVER AWARD PROJECT ADVISOR AND PROGRAM SPECIALIST  
A COPY OF THE FORM SHOWING:

- APPROVAL GIVEN
- HELPFUL SUGGESTIONS
- CHANGES NEEDED AND/OR RESUBMISSION REQUIRED



IF PROPOSAL IS ACCEPTED:  
GIRL MAY BEGIN WORKING ON PROJECT



IF RESUBMISSION REQUIRED:  
GIRL RESUBMITS VIA EMAIL/MAIL DIRECTLY TO SAATM



SAATM WILL REVIEW AND TAKE APPROPRIATE ACTION



ONCE PROJECT IS COMPLETED, GIRL SUBMITS FINAL REPORT (found on [www.ssgsc.org](http://www.ssgsc.org)) TO LEADER FOR APPROVAL



LEADER SUBMITS TO PROGRAM SPECIALIST FOR FINAL APPROVAL

## FINAL PROJECT DEADLINE REMINDER SEPTEMBER 30<sup>TH</sup>

Last chance for girls 14 years old or entering 10<sup>th</sup> grade to submit Final Project report documentation (after approval of proposal) to be recognized as earning the Girl Scout Silver Award by GSUSA and Girl Scouts of Spar and Spindle Council.