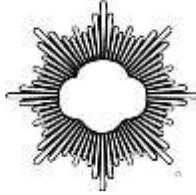




Girl Scout Silver Award Information Packet



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INTRODUCTION

The Girl Scout Silver Award, the highest award a Girl Scout Cadette can earn, is a symbol of accomplishments in Girl Scouting and community activities as a girl becomes her best self and builds the world around her.

The Girl Scout Silver Award project should benefit your community, which can include your school, place of worship, city, town, or a more global community. It can be earned as an individual or as part of a small group. Girls can complete various activities found in the Silver Award Guidelines for Girl Scout Cadettes in the *Cadette Girl's Guide to Girl Scouting* to develop skills and ideas that will assist in the design and implementation of their Girl Scout Silver Award project. Additional guidelines specific to Girl Scouts of Central Texas Council are outlined in this information packet.

Read this Girl Scouts of Central Texas (GSCTX) Silver Award Information Packet thoroughly. Our council has specific award procedures in addition to the GSUSA Silver Award Guidelines found online and in the Cadette Handbook.

THE GIRL SCOUT SILVER AWARD

You must be registered as a Girl Scout Cadette to begin work on the Silver Award. Work started prior to bridging to a Girl Scout Cadette may not be applied toward this award, nor can you finish up the work as a Girl Scout Senior. Each Girl Scout program year begins on October 1st. Girls entering 6th grade are not officially Cadettes until that date; however, GSCTX allows girls to work on prerequisites during the few months following their 5th grade year. Silver Award Project Proposals should be submitted online and approved by June 1st at the end of a girl's 8th grade school year so that the project can be completed in a timely manner and the Final Report submitted to before September 30th of her 9th grade year.

It is very difficult to complete all the requirements for the Silver Award in one year. Don't wait until your last year as a Girl Scout Cadette to make the decision to earn the Silver Award. Recognitions are only symbols of your work – the quality of the work and what you learn while doing it is most important.

Here is a quick summary of the steps you'll take to earn your Girl Scout Silver Award:

- Download and read the GSCTX Silver Award Information Packet from the GSCTX website at <http://www.gsctx.org/en/about-girl-scouts/our-program/highest-awards/silver-award.html>.
- Talk to your service unit Silver Award Consultant (SAC) or troop Silver Award Manager (SAM) about the Silver Award Process. Check the council website for the current SAC/SAM Roster.
- Complete the online Silver Award Workshop or attend a workshop led by your SAC or SAM.
- Refer to the Silver Award Guidelines for Girl Scout Cadettes in the *Cadette Girl's Guide to Girl Scouting* for the basic steps to completing the Silver Award. These steps include, but are not limited to:
 1. Go on a Cadette Journey.
 2. Identify issues you care about.
 3. Build your Girl Scout Silver Award team *or* decide to go solo.
 4. Explore your community.
 5. Pick your Take Action project.
 6. Develop your project.
 7. Make a plan and put it into motion.
 8. Reflect, share your story, and celebrate.
- Discuss your project ideas with your SAC or SAM and make connections in your community. As you develop your project and explore your community, keep track of your time on the Time Log in the Final Project Paperwork found on the GSCTX website. **Up to 10 of these "pre-planning" hours can count toward the overall project requirement of approximately 50 hours.**
- When you've settled on a project idea and thought it through, use the GSCTX online Silver Award Approval Tool to get approval for your project. Be sure to print the Project Proposal Response Form and Approval Certificate and have it reviewed by your SAC or SAM.
- As you work on your project, continue to record your time on the Time Log.
- If you find you need to change your project plan after your approval, get advice from your SAC or SAM to be sure your project still meets GSCTX Silver Award requirements.
- Once you finish the bulk of your project, complete the Final Report Paperwork. You will detail what you did and reflect on your accomplishments. Your SAC or SAM will review and approve your Final Report and place the order for your Silver Award Pin and Certificate.

DEFINITIONS OF COMMON SILVER AWARD TERMS

- **SERVICE UNIT SILVER AWARD CONSULTANT** – The Service Unit **Silver Award Consultant (SAC)** works with Girl Scouts in your Service Unit to ensure that Silver Award projects meet the highest standard according to the GSCTX guidelines. The SAC reviews and approves Silver Award Final Reports. Your SAC is also a resource person who is knowledgeable about the project requirements, expectations, and process, including GSUSA policies and pre-requisites. The SAC is there to answer questions, ensure safety, and provide encouragement. SACs may also lead Silver Award workshops in your Service Unit.
- **TROOP SILVER AWARD MANAGER** – Your Troop **Silver Award Manager (SAM)** receives the same training as a Service Unit Silver Award Consultant and performs the same duties, but the SAM usually only works with one troop.
- **PROJECT ADVISOR** – While your SAC or SAM can guide you through the pre-requisites and paperwork, you may need to seek a Project Advisor to help you complete your project. Often, your Project Advisor is someone knowledgeable in the field in which you are doing your project or who is authorized to grant you access to their organization. They should answer questions, ensure safety, and provide encouragement, but not to do the project for you. Throughout your project, you are responsible for maintaining contact with your Project Advisor(s).
- **COMMUNITY** - The Girl Scout Silver Award project should benefit a girl's community, which can include her school, city, town, place of worship or something more global. The project must reach beyond the Girl Scout community.
- **TAKE ACTION PROJECT** - A Take Action Project is more than a community service project. It addresses an issue in the community by identifying and solving the root cause of the issue. It has long-term measurable benefits, sustainable support, and national and/or global links.
- **ROOT CAUSE** – The root cause is the basic problem causing the issue. Say the issue you want to address is poor health in elementary aged kids. The “root cause” may be that the kids don’t know how to make healthy choices, so you address it by leading workshops to educate them.
- **MEASURABLE** – You should have a plan to measure the success of your project. You might interview participants/volunteers and record their responses. Count how many people your project helped or reached. Document the impact your project had on the community and report it on the Final Report.
- **SUSTAINABLE** – Try to implement a plan for your project stay alive even when you’ve completed your hours. Perhaps the education you’ve provided will live on in people’s memories and habits. You may also find someone to continue your program or replicate it.
- **NATIONAL AND/OR GLOBAL LINKS** – Think how your project can benefit other communities across the country or world. Your issue may be saving the local park’s ash trees. Now consider other parks across the country. Identify other parks across the country that may benefit from your ideas. Linked!

- **COLLABORATION WITH AN ORGANIZATION** – When working with an existing organization, get written confirmation from that organization approving the work of your project, often this will come from your Project Advisor. You will submit this confirmation with your Final Report to prove that the organization actually wanted you to do the project for them. (See Appendix B of this packet for an example.) Also, be sure to list the organization and your Project Advisor as people that you have met in the community on the online Project Proposal.
- **FINANCIAL PLAN/BUDGET** - List all your anticipated expenses on your Project Proposal and talk with your Project Advisor, SAC or SAM about how to cover them. Projects should be financially realistic. GSCTX has very specific rules on money earning and donations. See Volunteer Essentials in addition to “M*O*N*E*Y and Your Leadership Project”, page 10 of this packet.
- **GROUP PROJECTS** - For small group projects, each girl must complete the online Project Proposal. At the conclusion of the project, each girl must complete her own Final Report in her own words, defining her individual responsibilities and leadership skills. Only groups of four or fewer are allowed. Each girl must have an individual project assignment with a clearly defined area of responsibility that will support 7 to 10 hours of a leadership role and approximately 50 hours total. Final Reports for group projects must be submitted together for approval.

BASIC STEPS EXPLAINED

STEP 1: GO ON A CADETTE JOURNEY

The first requirement for earning the Girl Scout Silver Award is completing one Cadette Journey. Choose either *It's Your World—Change It: Amaze*, *It's Your Planet—Love It!: Breathe*, *It's Your Story—Tell It!: Media* or any of the other official GSUSA Journeys. This important step helps you build the skills needed to take on an award project which incorporates leadership and networking with the community. A Journey is completed when a girl has earned all that Journey's awards, which include creating and carrying out a Take Action Project (TAP). The TAP is a crucial part of the process and must be significant enough to prepare you for the Silver Award TAP. It should relate to the Journey topic and take close to 15 hours to complete.

Journey Take Action Project (TAP) Expectation

The Journey TAP is not a "service/volunteer project", but a "leadership" project and it is a practice run for the Silver Award Project. In other words, it is a fully designed, planned and carried out project that takes approximately 15 hours per Girl Scout to complete (as a suggestion not a requirement) and reflects an aspect of the chosen Journey. How the project relates to the Journey is up to you and you must be prepared to explain your view to your SAC or SAM.

A TAP is not a service activity, but a leadership activity. **(Be sure to understand the difference between service and leadership; more on page 14 of this packet).** You will be asked to explain how your Silver Award Project is different from a service project in your paperwork, so it is important to learn this distinction early on. It is not enough to volunteer at a food bank and sort/put away food (service), but it would be okay to work with a community group to plan a food drive, collect the food, sort it out and then donate it. A Take Action Project addresses a community need and identifies its "root cause". It has long-term measurable benefits, sustainable support, and national and/or global links.

The Journey TAP is usually overseen by the troop leader or advisor and does not need any other approval. Your SAC or SAM will provide feedback on whether a Silver Award Project idea meets Take Action Project guidelines or is more of a collection of volunteer/service hours.

In contrast to the Journey TAP which is based on a Journey's theme, the Silver Award TAP has no pre-designed theme allowing girls to follow their own passions. The Journey TAP may serve other Girl Scouts; however, the Silver Award TAP must reach beyond the Girl Scout community.

STEP 2: IDENTIFY ISSUES YOU CARE ABOUT

Ask yourself, what matters to you? What connections can you make between the issues that you care about and your own community? See page 3 in the Silver Award Guidelines for Girl Scout Cadettes in the Cadette Girl's Guide to Girl Scouting for a reference chart.

STEP 3: BUILD YOUR TEAM OR GO SOLO

If working with a team, keep the group small. You can work with other Girl Scouts or non-Girl Scouts,

but GSUSA has set a maximum of 4 Girl Scouts working on a Silver Award Project together. Group projects require diligent timekeeping and project management to properly document each girl's contributions. Make sure all members on the team are committed to the issue and will do their share of the work. (See page 4 in the Silver Award Guidelines for Girl Scout Cadettes in the Cadette Girl's Guide to Girl Scouting.) Each girl must complete the online Project Proposal and Final Report independently and explain, in detail, her contribution to the project. Final Reports for group projects must be submitted simultaneously and will be compared side by side.

Solo projects are somewhat easier to coordinate and document since girls are working on their own schedule and there is no question who is earning leadership hours. The Gold Award requires a strictly solo project. You will still get support from your Project Advisor, most likely your parents, friends, family members and other community members. Be sure to list all these people as members of your team on your Project Proposal and Final Report.

In both cases, the project must be substantial enough for every girl working on her Silver Award to earn the recommended 50 hours, including 7-10 hours in a "leadership" position. Leadership is demonstrated by taking ownership of a major aspect of the project, speaking with advisors, or interacting with the community. See more information on page 14 of this packet. Your SAC or SAM can help you identify your leadership hours.

STEP 4: EXPLORE YOUR COMMUNITY

Now that you've begun to think about the issues that concern you, do some exploring and find out what your community needs are and where they might overlap. Communities are groups of people who have something in common. Your school is a community, for example. So is your neighborhood, your place of worship, your after-school club, and so on. Start thinking about your different communities and who might be able to help you address issues in those communities.

Where do the needs of your community and your interests overlap? If you are interested in helping animals, start by volunteering at your local animal shelter or care facility and see what they might need. If you want to fight hunger or homelessness, talk to a community service organization helping in these areas. Get to know the people who do the planning/organizing and ask about the issues they are facing.

STEP 5: PICK YOUR TAKE ACTION PROJECT

You've identified issues you care about, explored your community—now it's time to pick a project! Keep in mind that your Silver Award Project must be a Take Action Project and more than community service. Review the issues you have discovered and choose one based on what matters to you most. Narrow your focus by identifying the root cause of the issue and then make a plan to address it. Remember, the root cause is the basic problem causing the issue that you are addressing. Ask yourself: What is my project? Why does it matter? Who will it help?

Now is a good time to meet with your SAC or SAM to discuss your project. You must be working with a council trained SAC or SAM in order to earn the Silver Award.

STEP 6: DEVELOP YOUR PROJECT

You've chosen a project idea; it's time to develop it and make a plan. Review the questions on page 8 in the Silver Award Guidelines in the Cadette Girl's Guide to help you think through your project and get started. You will need to consider many aspects of your project: What do you need to do to reach your goal? Who can help you? What supplies do you need? What expenses will you have? You may count up to 10 hours of "pre-planning" work you do before your Project Proposal is officially approved. Document what you do and keep track of your activities on the Time Log in the Final Report found on the council website at: <http://www.gsctx.org/en/about-girl-scouts/our-program/highest-awards/silver-award.html>.

Will your project have expenses? Be sure to think this through and where you will get monetary support and/or donations. Read the section on page 10 of this packet, "M*O*N*E*Y and your Leadership Project," and talk with your troop Money Manager.

Find a Project Advisor if you don't already have one. It is best to select a supportive adult who is not your parent or troop leader. Your Project Advisor is usually someone knowledgeable in the field in which you are doing your project or who is authorized to grant you access to their organization. They are there to answer questions, ensure safety, and provide encouragement, but not to do the project for you. See the sample introduction letter in Appendix A and the sample acceptance letter in Appendix B of this packet.

Consult with your SAC/SAM and read the Online Approval Tool questions as you develop your project so you know what is expected. These questions can be found in the resources section here: <http://www.gsctx.org/en/about-girl-scouts/our-program/highest-awards/silver-award.html>

STEP 7: MAKE A PLAN AND PUT IT INTO MOTION

You may need to make a few adjustments to your plan based on feedback from your SAC or SAM, but then you will be ready to put it in motion. A large project like this can be overwhelming. The best approach is to break it down into smaller tasks and work on them one step at a time. The Plan Chart on page 11 of the Silver Award Guidelines in the Cadette Girl's Guide can help you.

As you are working on your project, keep your Project Advisor, SAC and/or SAM updated on your progress. You may find that your project is not going as planned. Don't worry! Your Advisor, SAC and/or SAM want you to succeed and will help you make adjustments.

STEP 8: REFLECT, SHARE YOUR STORY AND CELEBRATE

As you complete your Silver Award Take Action Project, it is important to reflect on what you've accomplished. No doubt that you've learned a lot along the way. The Final Report asks several questions to do just that. You will need to provide a detailed description of what you've done, where it was held, and who it served. You will want to explain what you did and why you did it with great detail. The more information you provide, the better. See the advice starting on page 12 of this packet and the sample Final Report in Appendix C.

It is also important to share the story of your Silver Award adventure. By sharing what you have done, you will acknowledge your own accomplishments and inspire others to Take Action to make their own

communities better. You could create a web site or blog about your project, make a video or write an article for your school paper. In today's media world, the possibilities for sharing your story are endless!

Your SAC or SAM will review your Final Report and supporting documents for appropriate grammar and spelling, completeness, and adequate leadership hours. Complete your Time Log using the format example on page 13 of this Information Packet. It is not uncommon for paperwork to be returned for additional information before it is passed. Once your project and Final Report are approved, your SAC/SAM will notify you and order your pin and certificate.

Last but not least, **CELEBRATE!** You have completed the second highest award in Girl Scouting and you should be recognized. Ask your troop leader what traditions your service unit has for presenting awards or do something special with your troop. This is a great opportunity to inspire younger Girl Scouts to aim for the higher awards and give them ideas on how they can make a difference.

M*O*N*E*Y AND YOUR LEADERSHIP PROJECT

One of the challenges facing every girl “going for the Silver” is financial. On one hand, you are asked to meet a need in your community; on the other hand, you have some major constraints outlined in *Volunteer Essentials* and by your council. So what’s a girl to do? OK...the reality first...then some possible ways to approach it. Think of those who have gone before you. They figured it out, and so can you!

Below are some of the basics, but be sure to check the “Money Earning and Fundraising” document on the council website and *Volunteer Essentials* in addition to verifying your intentions with your Troop Money Manager, SAC or SAM.

- o **There is a difference between “fund-raising” and “money-earning”.** Only adults may “fund-raise.” Girls do the “money-earning.”
- o **You can’t ask for money as a girl member of Girl Scouts.** As a minor, you can’t ask for either money or materials and services (technically called “gifts-in-kind”). This asking is considered fundraising by the IRS and the state of Texas — for a lot of reasons (legal and otherwise), adults are the only people who can ask. What you can do: Since adults can solicit money, work with an adult partner if you really need to get a donation of materials or need some funds. You should describe your project to others, write a letter, create a PowerPoint presentation or write the grant, but an adult has to do the actual ask and sign on the dotted line. Don’t forget to clear the solicitation with your service unit leaders and check the guidelines in *Volunteer Essentials*. No way around it.
- o **You MAY participate in approved money-earning activities.** Your troop may decide to use product sales money that to help with your projects. You may also receive permission for additional money earning activities from your Service Unit Director or Council Representative if you’ve participated in the most recent Fall Product and Cookie Sales. What you can do: If your troop/group files the proper paperwork, you can hold a bake sale or charge a fee to an approved event that you put on to earn money for your troop/group’s activities. Your troop/group may then decide to use that money toward the completion of a Girl Scout Silver Award Project. It must be a troop/group decision on how to allocate the funds, which can be used for group or individual projects. However, your troop/group must submit a “Money Earning Application” and have permission for any money-earning activity other than product sales.
- o **You can’t raise money for another organization as a Girl Scout.** That means you can’t have a bake sale and tell people that you are giving the proceeds to a homeless shelter for meals, you can’t ask for pledges for a walk-a-thon to benefit breast cancer research, and you can’t hold a benefit dance to raise money for Sally’s kidney operation.
- o **If you receive fundraising money or in-kind donations you must have every individual and/or company acknowledge and sign the “Charitable Gift Advisory Letter”.** (Note: the name of this document may change.) This document is to ensure that the donating party understands that donations to service units, troops or individual girls are NOT tax-deductible. Include a copy of the “Charitable Gift Advisory Letter” with the Final Report, if necessary. Only donations straight to council may be deductible. This does not include any “money-earning” activity.
- o **If you are an individually registered member (also called a “Juliette”), things are slightly different.** You cannot earn money as an individual Girl Scout for yourself. The money you earn must go to an account held by a group (troop/group or service unit). Next, you must present your need for funds to that group. There is no guarantee that you will get back the amount of money you earned for the group, as the dispersal of funds will be a group decision.

FREQUENTLY ASKED QUESTIONS (FAQs) ON MONEY

Q: Can I use my own money on the Girl Scout Silver Award Project?

A: Yes. If you want to use your own money, you can. You may receive help from your family, too. However, we encourage you to work with others to earn the money. That's part of the process.

Q: What if what I want to do costs too much?

A: It's better to succeed with a smaller project that is within your budget than to be unable to complete a larger project because it exceeds your budget. Be realistic about what you can and can't do. Work with your adult advisors to develop a reasonable budget for your project. If your resources are not sufficient for you to realistically accomplish your goal, then you need to rethink the project.

Q: Is it all right to seek help from other organizations when doing my Girl Scout Silver Award?

A: Yes, with some qualifications. Many service organizations have budgets for community projects. You can use their interests (e.g., Lions Club International may focus on vision care, while Soroptimists may have a committee on literacy) as leverage to support your project and get volunteers to help you.

Q: I know I can't raise money as a Girl Scout for other organizations, but can I do it on my own?

A: As an individual, you can volunteer for other organizations, but you should not identify work that you do to raise funds for another organization as part of your time going toward the Girl Scout Silver Award. Additionally, you may not present yourself as a Girl Scout to the public in this process since you are a volunteer for another organization.

Q: Can we charge for a Girl Scout event to earn money?

A: If it is a service project, a fee can be collected to cover the cost of materials. The project ceases to be a service project if you are charging a fee for the event above cost, in which case the hours cannot go toward service hours in any award. If you are doing an event as a Girl Scout (e.g., a Badge Workshop, Bike Rodeo, etc.) and are planning to charge a fee above the cost of materials, it becomes a money-earning project and you must complete the Money Earning Application and get permission from council.

PAPERWORK COMPLETION AND APPROVALS

Girls may count up to 10 hours of work spent developing their project ideas before official approval. Official approval is earned when girls successfully complete the Silver Award Online Approval Tool and receive the Approval Certificate. In order to ensure girls have plenty of time to complete a quality project, **approvals for projects that are required to be completed by September 30th must be received no later than June 1st of that calendar year.**

The Girl Scout Silver Award Final Report must be submitted to your SAC or SAM for final approval. **Final Reports are due no later than September 30th of your 9th grade year.** The Girl Scout Silver Award Final Report must be typed in the official “GSCTX Silver Award Final Report” document and submitted in .doc, .docx or .pdf format. Handwritten signatures, photos, flyers, pamphlets, letters, thank you notes and additional documents that cannot be typed may be submitted in an additional attachment.

Hints for completing the Silver Award Paperwork

- **Keep a record of all your work:** photos, receipts, all correspondence. Start a notebook or file and keep it in a safe place. It is your responsibility – not your leader’s or advisor’s –to keep track of your documentation. You may not count activities done to complete one recognition requirement and then again for another recognition, nor can you count work done as a Girl Scout Junior or Girl Scout Senior for the requirements on the Silver Award. Keep your work well documented to avoid any overlapping.
- **Know what counts as project time:**
 - Time spent completing the Silver Award paperwork (no more than 5 hours).
 - Time spent doing "training" needed to complete the project. (Example: If your project involves being a clown at a hospital and you need to attend clown school - the time you are at the clown school for training can be counted in your 50 hours.)
 - Time spent pulling your thoughts together, researching your project ideas, and making plans for your project. These are the 10 hours of “pre-planning” that can be counted before the Proposal is officially approved. When you record “research” time in your Time Log, include your sources...websites, people you talked to, books, magazines, etc.

These cannot be counted:

 - Time spent working on the Cadette Journey or Journey TAP.
 - Travel time - If you are driving around to do price comparisons, then just the time you spent in the various stores can be entered on your Time Log and count towards the project. However, if you are legitimately discussing your plans, thoughts, and ideas for your Silver Award TAP while in the car, then it doesn’t matter if the time is in a vehicle- you can count it as planning time.
- **Record your work in your time log as you go along.** Make entries in a chronological (day by day) format and have complete descriptions of what you did in that time, especially for sessions more than 30 min. See the sample Time Log on page 13 and in Appendix C of this packet.
- **Clearly explain your project.** Do not just write an essay about your project; the paperwork has specific questions that you should answer completely and with as much detail as you can. If you did a group project, talk about what YOU did specifically and use the word “I”, not “we”. Be sure to spell-check your paperwork and use proper grammar.

See Appendix C: Example Silver Award Final Report.

COMMUNITY SERVICE vs. TAKE ACTION

A Girl Scout Silver Award Take Action Project (TAP) is different from a community service project. It involves girl planning, leadership and decision making and focuses on addressing a real need in the community. It encompasses the mission of Girl Scouting — building “girls of courage, confidence and character, who make the world a better place.”

The Silver Award TAP should take about 50 hours to complete and require significant leadership time (at least 7 hours) devoted to recruiting/training/supervising others. The remaining hours can go towards implementing/supporting/promoting the project in various ways. A Silver Award TAP is a personal action plan for helping others; a specific plan designed and carried out by the Cadette, **not** a collection of service hours helping an organization.

Is it Leadership or Service?

Service: Service is based on working within a plan that is already established, acting as an assistant or helper, using a prepared list of resources, using existing funds that are allocated to you, asking permission to make changes, and reporting to a supervisor for direction.

Leadership: Leadership requires taking ownership of a major aspect of a project. For example: creating a vision and an outcome, setting goals, developing a plan, creating a list of needs and resources, creating a budget, evaluating the performance of yourself and/or others, speaking with advisors, composing emails, interacting directly with the community or directing volunteers...these are things that take courage, confidence and character and count as leadership. Your SAC can help you identify your leadership hours.

Here are examples of good service projects that have expanded into great Silver Award projects:

Good Service Project	Great Girl Scout Silver Award Projects!
Volunteering many hours at a park site picking up litter.	Working with a park to establish an ongoing “Junior Rangers” program for neighborhood children during the summer and weekends.
Working at the local library doing children’s story hours.	Creating an after-school reading program for a homeless shelter after meeting with the children and establishing needs, then building bookshelves and selecting books from donations.
Sewing pillows for very ill children in a hospital.	Assessing needs for the children’s hospital with administration and children. Teaching younger girls to sew “keeper pillows” and special head covers for ill children in several hospitals.
Planting flowers in a park during a community service day.	Organizing a community clean-up, beautification day and BBQ that becomes an annual event involving businesses and families. Planting window boxes, painting porches and cleaning up vacant lots are some of the completed tasks.

GIRL SCOUT SILVER AWARD FAQs

Q: Who can earn the Girl Scout Silver Award?

A: A girl must be a registered Girl Scout Cadette to complete her Silver Award Project. Since the Girl Scout year does not start until October 1st, GSCTX allows girls to start work on their Silver Award projects during the summer preceding their 6th grade school year. Girls have until September 30th of their 9th grade year to submit their Final Report. However, Project Proposals should be approved by June 1st of their 8th grade year to ensure enough time for project completion and committee review.

Q: Can girls work in groups to earn the Girl Scout Silver Award?

A: Yes. Girl Scout Silver Award projects can be completed by individuals or small groups of Girl Scout Cadettes. GSUSA guidelines limit the size of small groups to four girls or less. It is important, however, that each girl has an individual leadership role, completes her paperwork in her own words and logs her own hours. Working on a project team is a life-skill and presents many different ways of assuming leadership.

Q: Do girls need to complete the Girl Scout Silver Award before they work on the Girl Scout Gold Award?

A: No, a girl does not need to earn the Girl Scout Silver Award to earn the Girl Scout Gold Award. However, it is helpful as some of the processes are the same and many of the skills that are learned in working on the Girl Scout Silver Award are a foundation for working on the Girl Scout Gold Award. If a girl has earned her Silver Award, she only has to complete one Girl Scout Senior or Ambassador level Journey as a pre-requisite to her Gold Award project instead of two.

Q: How can we ensure that Girl Scout Silver Awards represent quality projects? In the past we have had some projects that resemble service projects signed off by advisors.

A: Both the girl and her Silver Award Consultant (SAC) or Silver Award Manager (SAM) should receive orientation and training about the award and the difference between a service project and a Girl Scout Silver Award Take Action Project. **We trust that everyone involved will follow the Girl Scout Honor Code** (see page 29 of the Cadette Handbook).

Q: May a girl's parent be her Project Advisor for the Girl Scout Silver Award?

A: For a number of reasons, it is best to find a Project Advisor who is not the girl's parent. It is not always possible for girls to get the full benefit of the leadership experience when working with a parent. Avoid situations where parents do a girl's work, even when it comes to calling and asking questions. If money-earning is involved, the girl and her parent or advisor can act as a team, with the girl doing the planning and the adult doing the "ask." Girls can ask family members to help with their projects.

Q: What if a girl does not have access to a computer to complete the online Silver Award Approval Tool or Final Report?

A: If a girl does not have access to a computer, then she should ask for assistance from her SAC or SAM in locating a computer.

Q: Who purchases the Girl Scout Silver Award for the girl?

A: Girls Scouts of Central Texas provides a certificate signed by the CEO for each recipient. Only current SACs or SAMs may order Silver Award Pins and certificates.

How Parents/Guardians Can Support Girls Working on the Girl Scout Silver Award

The Girl Scout Silver Award is the highest award in Girl Scouting that Girl Scout Cadettes can earn. It represents a girl's commitment to herself and to her community, as she focuses on leadership, career exploration, personal challenges and completing a lasting project that will benefit her community. Many hours of preparation, planning and work are required to accomplish the goals a girl has set for herself.

Parents/guardians play a significant role in supporting a girl's path to the Girl Scout Silver Award. As a parent, you may be called upon to be coach, mentor, cheerleader, sounding board and chauffeur. As a parent, you are not expected to be a taskmaster — this is the girl's project. However, you can assist a girl by:

- Reading through the materials provided to girls regarding the Girl Scout Silver Award so that you feel comfortable offering support.
- Reading the GSUSA Adult Volunteer Guide.
- Helping her choose a topic that will become the basis for her project if she asks for ideas. Remember, however, that the topic is based on her passion, not yours.
- Encouraging and supporting her, but not pressuring her. “Going for the Silver” is something that a girl has to want to do herself.
- Recognizing that your daughter is capable, competent and worthy of respect as she assumes greater citizenship and responsibility. You can help provide her with positive and constructive support on this journey.
- Aiding her in accessing a network of adults who can lend insight, provide contacts, and point to resources. You may work with someone who has just the skill set your daughter needs in an advisor, or someone who belongs to a service club that your daughter and her advisor can approach for financial assistance.
- Practicing good parenting when it comes to making sure she gets enough rest, eats well and is supported by the whole family in her endeavor.
- Helping and supporting girls in any Girl Scout safety or money earning guidelines during her path to the Girl Scout Silver Award. These are important to assure the safety of your daughter and the integrity of the Girl Scout program.
- Allowing your daughter to stumble and learn the lessons that come with the Girl Scout Silver Award project. She will be working with a Girl Scout Silver Award Project advisor, an adult who has been trained to assist her in partnership who has skills specific to the project, and a Service Unit Silver Award Consultant.
- Helping with the project as asked or cheerleading from the sidelines if appropriate.
- Joining in the celebration as she is honored for her accomplishments.

Appendix A: Sample Introduction Letter

This sample letter introduces the Girl Scout and her Silver Award objective to an organization. This example is very introductory with no details so if the proposal has details, include them in the text or as an attachment to this letter. Include a copy with your Final Report Paperwork.

January 2, 2012

RE: Elaine's Silver Award Project Helping Wolf Sanctuary

Dear Ms. Wolf,

My name is Elaine Smith and I am currently a 7th grader at Excel Middle School. I am working on my Girl Scout Silver Award and would like to do a project for Wolf Sanctuary. I have been interested in working with animals since elementary school and have volunteered on and off with various animal rescue organizations. I have always been very keen on helping to rehabilitate animals.

For my Silver Award project, I would like to help Wolf Sanctuary in some way. I would like to construct an information bulletin board which includes some interactive components for visitors. I would like to discuss this or any other project ideas with you. It needs to be something that I lead and that requires at least 50 hours of my time. I'd also need somebody from Wolf Sanctuary who can be my project advisor. I'd be happy to meet with you or talk to you on the phone, 512-555-5555.

Thank you for your consideration, and I look forward to your response.

Sincerely,

Elaine Smith

Girl Scout Troop 518

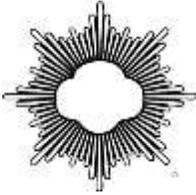
Appendix B: Example Letter of Acceptance

Once an organization agrees to work with a girl, they should provide a Letter of Acceptance including the following:

- official letterhead or email signature identifying the beneficiary organization
- name and title of organization staff member
- acknowledgement of the Girl Scout Award project being performed on behalf of the organization
- brief description of the project
- identification of a Project Advisor, if possible
- tentative commitment to maintain & sustain the project, if possible

This letter is required and should be addressed to the Girl Scout. It is required before the Project Proposal is approved and submitted with the Final Report when the project is complete.





Appendix C: Example Silver Award Final Report

The following example has the personal info & names removed; it focuses on the responses, budget, and Time Log. This example may not conform exactly to the current Silver Award paperwork but still provides insight into a well written Final Report.

Girl Scout Silver Award Final Report

(Please answer each question in paragraph form.)

Project Title: Mobile Loaves and Fishes Community First Feed

Start Date: 07/12/11 Completion Date: 08/22/11 Hours: 56.80

1. Describe in detail your Silver Award Project.

- a. What did you do?
- b. Where was it held?
- c. What community did your project serve? How many people were served by your project?

For my Silver Award Project, I did two food drives to collect enough canned goods so that the residents of Mobile Loaves and Fishes' Community First, could have a variety of healthy foods. In the paper bags that were donated by my local HEB, I placed a variety of fruits, vegetables, meats, beans, and then miscellaneous donated items.

In addition to providing a canned food donation, I also spent a great deal of time working on my "7 Days of Healthy Eating" booklet, which provides information on tips on how to eat healthy in general as well as at fast food restaurants, a weekly shopping list and menu, daily calorie requirement, portion size, how to eat vegetables, fruits, and protein healthily, as well as 10 easy, inexpensive, and of course, healthy main course dishes.

Along with the food bags and booklet, I cooked 40 of the "Penne Pasta with Chunky Tomato Sauce and Spinach" entrees. I hand delivered the entrées, with bread and salad, to 10 of the residents. The rest were delivered by Mrs. Graham and another volunteer the same day.

2. What was the root cause of the issue your project addressed? How did you address it?

My project addressed hunger issues among the homeless. The root cause of hunger is a lack of information and motivation to eat healthy. The booklet provides information and by distributing cooked entrees, hopefully, provided the motivation.

3. How did your project benefit others? What was the lasting effect on the community? How can your project be sustained beyond your involvement?

The short term benefits of my project were the entrée that I made as well as the canned food items, which will both be used in short period of time. But, I also provided a booklet giving them information on how to eat healthy which, if they choose to follow the advice and tips, should hopefully teach them how to eat healthy on a long term scale and insure that they will always be aware of the importance of nutrition and eating healthy.

4. Describe your reasons for selecting this project and your goals. Were your goals met? Describe any obstacles you encountered and what you did to overcome them.

I selected this project because I work with Mobile Loaves and Fishes very often and wanted to do something involving them. They mentioned that they had an organization called Community First which houses the formerly homeless in 40 mobile homes in Austin. I have an interest in nutrition and so I wanted to do something to inform people on healthy eating habits. My inspiration was serving sizes because I see many people ladling on almost half a cup of salad dressing, for example, when a serving is actually 2 tablespoons. So, I decided to base my project on nutrition, so that I could explain to others on healthy eating habits. My goals were mainly to provide them with a resource informing them on healthy eating, which ended up being my booklet. My hope is that they choose to use it to gain or maintain a healthy lifestyle. Another big thing I wanted to accomplish was to make my recipes delicious, as well as easy to make, and most importantly, healthy and inexpensive, because these residents do not have high incomes.

5. Describe what steps you took to inspire others through sharing your project. (Web site, blog, presentations, posters, videos, articles, and so on).

I shared my project experience with my Service Unit by making an oral presentation and distributing information about Mobile Loaves and Fishes Community First.

6. What did you learn about yourself as a result of this project? Others? How do you think your leadership skills will grow in the future because of this project?

I have learned that great results come from careful planning. This lesson can be applied to activities from homework to big projects. Lots of times I just try to do a project without really planning or thinking about what it might take. I had to put lots of careful planning into my silver project, and it really paid off. Also, I learned that when I do a project for the community, it should be sustainable. A service project is worth so much more when it can go on forever. My leadership skills have grown because of my new knowledge of these things. The more that someone knows how to be successful in helping others, the better of a leader she or he will be.

7. List the strengths, skills, talents, and abilities you developed or enhanced to complete your project. Did you need any extra training for your project?

I certainly enhanced my organizational skills with this project, as I had to create a detailed inventory of all of my canned food items, including information on size, brand, and type. I did not need any extra training for this project, although I also practiced my cooking to make sure it was efficient, as I needed to get 40 entrees done as quickly as possible. I also cooked the entrée that we delivered at my house and tested it out with my family to make sure that it actually tasted good. I worked on communication skills when talking to the manager of our local HEB to get 40 paper bags donated to place the canned food items in. It was hard for me to communicate face to face, because there is not as much time to plan out what you're going to say, but I think I did very well and am now more confident in talking to adults.

8. Evaluate your project. What was the most successful aspect of your project? What did you accomplish? What would you do differently next time?

The most successful aspect of the project was the immediate impact that giving the entrees accomplished by providing residents with a healthy meal that they did not have to make themselves. I accomplished a goal of mine which was to inspire people to eat healthy and nutritionally. I learned that little things, like providing just one meal, or a dozen cans of food, can make a big difference in the community. If I had to do a project like this again, I would probably try to complete it earlier.

BUDGET FORM

Name: _____ Project Title: Mobile Loaves and Fishes Community First Feed

Income from	Details	Amount
<i>Donation from Parents</i>	<i>Money was used to buy ingredients and the packaging required for the entrees and salads. Also covered the cost of printing of the booklets. I was able to get better prices on the food by using Costco and I was able to get my food containers for a lot less than I thought because the company sold me some that they were discontinuing and gave me a great price.</i>	<i>140.00</i>
<i>Money that I earned from babysitting jobs</i>		<i>29.40</i>
<i>Troop funds</i>	<i>Troop Silver Award funding</i>	<i>300.00</i>

Total income: 469.40

Expense Item	Details	Amount
<i>Pasta Sauce</i>	<i>For entrée- 27 jars (Costco)</i>	<i>62.91</i>
<i>Chicken</i>	<i>For entrée- 18 large chicken breasts(Costco)</i>	<i>64.48</i>
<i>Pasta</i>	<i>For entrée- 20 lbs. of pasta (H.E.B.)</i>	<i>23.20</i>
<i>Spinach</i>	<i>For entrée- 12 containers (Costco)</i>	<i>47.88</i>
<i>Tomatoes</i>	<i>For entrée- 40 tomatoes (Costco)</i>	<i>27.96</i>
<i>Parmesan Cheese</i>	<i>For entrée and salad- 2 large jar (Costco)</i>	<i>31.98</i>
<i>Romaine Lettuce</i>	<i>For salad that will be given to the those who I deliver to personally- 18 heads(Costco)</i>	<i>11.37</i>
<i>Croutons</i>	<i>For salad that will be given to the those who I deliver to personally- 4 packages(H.E.B.)</i>	<i>4.00</i>
<i>Salad Dressing</i>	<i>For salad that will be given to the those who I deliver to personally- 3 bottles(H.E.B.)</i>	<i>4.98</i>
<i>Rolls</i>	<i>To be given to the those who I deliver to personally- 2 dozen (H.E.B.)</i>	<i>5.10</i>
<i>Microwavable Pans</i>	<i>For entrees and salads- 100 per case(ABCO Paper Company)</i>	<i>43.30</i>
<i>Book Binding</i>	<i>I had the booklets professionally bound so they will look nice.- 40 booklets were bound with comb binding and included the back cover in card stock. (Office Max)</i>	<i>93.53</i>
<i>Card Stock</i>	<i>Was used for the booklet cover (40 will be printed in color. Price includes the card stock.) (Office Max)</i>	<i>28.58</i>
<i>#24 Computer Paper</i>	<i>To be used for booklet contents- used one pack of 24 lb. 8 ½ by 11 sheets(Office Max)</i>	<i>9.73</i>
<i>Large Labels</i>	<i>To label entrees- We already owned these, so my parents let me use what we had.</i>	<i>0.00</i>
<i>Small containers</i>	<i>These were for the dressing, parmesan, and croutons.-Package of 100(Mission Restaurant Supply)</i>	<i>10.40</i>

Total expenses: 469.40

TIME LOG

Be very specific and detailed in your explanation of activities! Refer to the Information Packet for examples and don't forget to include your pre-planning hours reported in your Project Proposal. This is part of step 7 in the Silver Award Step by Step Guide for Girls. (Approximately 50 hours is recommended for working on your Silver Award project.)

Name: _____ Start Date: 07/12/11

Project Title: Mobile Loaves and Fishes Community First Feed Completion Date: 08/22/11

Date	Time spent	Explain Activity (in detail)
07/12/11	4.0 hours	<i>After researching the issue of homelessness and hunger in Austin, I have decided that I want my Silver Project to address hunger issues. When I did the research, I learned about a project that Mobile Loaves and Fishes has called Community First!. I decided that I would like to do a project that would benefit the Community First! residents.</i>
07/15/11	.25 hours	<i>I sent an email to Tricia Graham, the co-founder of Mobile Loaves and Fishes to let her know what I would like my project to be. I want to create a booklet that contains healthy, easy recipes and some nutritional information. I also want to cook an entrée from the recipes for the residents (there are 40 trailers). I would also like to have a neighborhood food drive since that is actually one of my solutions. Ms. Graham sent an email back immediately approving the project.</i>
07/15/11	.30 hours	<i>I sent out an email to my neighborhood telling them about Community First! and what I would like to do for my Silver Project. I told them I was going to have a food drive to collect food for my project. The email I sent and some of the responses are located in section 3 of my Girl Scout booklet.</i>
07/15/11	2.0 hours	<i>I spent 30 minutes at Westbank Library looking for cookbooks with recipes that had simple and cheap and hopefully 5 or less ingredients. I checked out eight cookbooks and spent 1 1/2 hours reading and reviewing each cookbook. Unfortunately, I was only able to find six recipes that might work for the booklet. Too many of the recipes contained either too many ingredients or ingredients that were too expensive. I am trying to find recipes that are inexpensive and healthy. I will continue to look for recipes on the internet.</i>
07/16/11	1.5 hours	<i>I searched the internet and various recipe sites to find a variety of recipes that would work for the booklet. While I was able to find recipes with 5 or less ingredients, once again many of the recipes were high in fat or had expensive ingredients. However, between the cookbooks and the internet, I was able to find ten recipes that I believe will work.</i>
07/16/11	2.0 hours	<i>I was researching nutritional information on the internet today. I found a website titled "myplate.gov" that gives a lot of information on healthy eating habits, portion control, tips on how to eat healthy and how to include fruits and vegetables into your diet more. This website is very helpful. I also found a website that shows a person how to make healthy choices when eating out - www.helpguide.org. I will use some of the information from both of these sources to create the nutritional section of my booklet.</i>
07/17/11	0.5 hours	<i>Today I created the Cover Page for the booklet in Powerpoint. The title of the booklet will be "Seven Days of Healthy Eating", since the booklet is giving a week's work of recipes, menus and shopping lists.</i>

7/22/11	3.0 hours	<p>Today was my 1st Food Drive! I drove around the neighborhood with my mom and collected the bags of food. I inventoried the food so that I would know what I still needed to collect. Here is what I collected so far.</p> <p><u>Meat</u>: Tuna-18, Crab- 1, Chicken-2, Chili with Beans- 2</p> <p><u>Soup</u>: Cream of Mushroom- 1, Chicken Noodle- 8, Tomato- 5, Cream of Chicken- 1, Veggies with Beef- 1, Bean with Bacon- 1, Chicken Broth- 1</p> <p><u>Beef Pot Roast</u>- 1, Southwestern Style Chicken- 1, Bag of Thai Lemongrass Chili- 1</p> <p><u>Beans</u>: Garbanzo- 1, Re-fried- 1 can, 1 bag, Black- 14, Lentil- 1 can, 1 bag, Red Kidney- 1, Great Northern- 1</p> <p><u>Veggies</u>: Corn- 9, Green Beans- 3, Peas- 4, Tomatoes- 6, Beets- 3, Mixed Vegetable- 3</p> <p><u>Fruit</u>: Peach- 11, Orange- 2, Cranberry Sauce- 1, Pears- 2</p>
		<p><u>Misc</u>: Spaghetti O's- 3, Boxes of Sugar- 3, Cereals- 2, Cornbread Mix- 2</p> <p>Coconut Milk- 1, Green Chilis- 1, Sweetened Condensed Milk- 1, Enchilada Sauce- 1, Whole Grain Pasta- 1, Peanut Butter- 2 (1 is Reduced Fat, other is Low Sodium)</p>
08/01/11	1.5 hours	Today I worked on the booklet adding "Tips on how to eat healthy", and "Eating healthy at fast food restaurants", although I'm not sure that I will include both.
08/01/11	0.5 hours	Today I went to grocery store to purchase the food that will be needed to test out the Penne Pasta recipe, although I of course had to make a few changes to the recipe in order for it to feed 5 people.
08/01/11	1.0 hours	Tonight I cooked the recipe for my family. Although the entrée ended up being a little different from the recipe (I forgot to add the basil and also decided to use a bit more spinach and sauce than was called for) it tasted pretty good. I also added grilled chicken to the recipe.
08/01/11	2.5 hours	Today I worked on my booklet again. I typed up information that I found at myplate.gov about how to make sure you are still eating healthy while eating fruits, vegetables, and protein.
08/02/11	2.5 hours	Today I, once again, did some work on my booklet. I was able to find even more useful information at myplate.gov, this time it was about portion size though, which I think is extremely important to include in the booklet because Americans often have a hard time knowing what a portion is. For example, I see people eat an entire cup of ice cream, while the actual portion size is and should be ½ cup. In addition to finding that information, I also found a chart, which I may have to recreate since it is a little blurry, about daily calorie requirements for a person based on their age, gender and activity level. It doesn't include weight, which is disappointing, so I may have to find a way to create my own, more detailed chart.
08/05/11	4.0 hours	Today, I was in a mood to organize, so I decided I would reorganize my food donations, since I was running out of room on the formal dining room table and also had some donations that arrived while I was at camp that I needed to add into my inventory. So, I decided to first move all of the food items into separate piles based on what they were. Then, after moving the mat that had been on the table to a place on the floor, against the wall, I began writing a detailed inventory in my notebook, including information on brand, size, and number. Since some of the cans are larger than others that are donated, I'm going to have to find a way to make sure all donations are as equal as possible. Obviously, one giant 26 oz can of tomato soup doesn't exactly equal one 10 oz can of soup, even if they're both just one can. Within each category (Like Soup, or Meat), I created a sub-category (Like Tomato Soup, or Tuna). Then, within those categories, items were stacked in brands and lined up in types of food.

08/06/11	2.5 hours	Today, I figured out the prices on the brands and size for ingredients for entrée. Certain ingredients are packaged in sizes larger than I need, so I figured out exactly how many of each I will need, for instance, I should need about 27 bags of Fresh Express Spinach, since it comes in 9 oz bags and I need 4 cups per entrée. I also planned a second food drive so that I can equal out my inventory. For instance, I need 7 more cans of meat, 15 cans of soup (maybe more since the sizes are not equal), 29 cans of vegetables, and 24 cans of fruit. I also realized that some of the food items that were donated probably aren't ones I should donate. There were a couple of boxes of cereal that I need to check the expiration date on as well as boxes of sugar donated that don't really support healthy eating habits... I also wrote and sent a second email to a different group of people asking for additional donations.
08/06/11	1.0 hours	This evening, I formatted my entire booklet to make sure all of the fonts, size and color the same. I also went through and typed up the daily Calorie Requirement Chart into a Word table and then copied it over because I believe it looks much nicer when its font and everything is the same and it isn't as blurry.
08/06/11	1.0 hours	I worked for a while on completing the Girl Scout paperwork.
08/08/11	2.0 hours	Today, I had a second food drive (because several people still wanted to donate and didn't previously) to collect more items, specifically protein (meat and beans), as that is something that is not donated as often. I went by each house to check to see if there was a bag outside the front door and brought each to our car. When I was done, I went to my house and inventoried the items, and then I updated my list with the new canned food items.
08/08/11	0.5 hours	Today, I drafted and sent an email to family members asking for specific amounts of different canned food items. For example, I needed exactly 7 more cans of meat, so that would be what I asked for.
08/14/11	2.5 hours	This afternoon, after adding in the canned food donations from grandparents, who had to come in town to take care of us while my parents were gone, my aunts, and my uncle, I organized all of the cans equally into bags. Unfortunately, something had to go wrong with my counting, as the numbers listed in my inventory of my items were not the exact same as the amounts of items I actually had. Luckily, I wasn't short many items, only a few cans here in there, which I was able to find in our own pantry. After evenly distributing 2 cans of vegetables, 2 cans of meat, 2 cans of beans, 1 can of soup, and 1 can of fruit into each of the 40 bags, I distributed the miscellaneous items into the bags. These items were things like cereal, sauces, juices, etc. We were extremely lucky though to have two cases of 15 boxes each of macaroni and cheese dinners, and with a few boxes donated from my relatives and some from the second food drive, I was able to give every bag one box of macaroni and cheese.
08/15/11	1.0 hours	This afternoon, I worked on Girl Scout paperwork with my friends who are both finishing their Silver Awards.
08/16/11	1.5 hours	Today, I added the Table of Contents to my booklet using the tool on Microsoft word, and then I formatted all of the fonts and sizes so that the booklet was uniform. This was not as easy as I thought it would be, but my mom helped me.
08/18/11	2.0 hours	This morning, I used the website, http://www.sparkrecipes.com/ , to create Nutritional Information, a suggestion from Mrs. Graham, for each of my recipes. I used their "Free Recipe Calculator" to create the Nutritional label. To do this, I entered each ingredient into the calculator, then I entered the amount of servings the recipe yielded, and the website produced a Nutritional Label with information on calories, sodium, sugar, fat, etc. I then copied each "label" and pasted it into my booklet on the same page as the recipe it belonged to. Then, I formatted everything back into the correct text.

08/18/11	.75 hours	<i>This morning, I went to the Restaurant Supply store to look for containers that were microwavable safe that I could package the pasta dishes in. We were not able to find packages for that, however, we found little cups with lids that we will put the dressing in for our salads, we bought a package of 100, so we may have to figure out something to do with more of them. So, we were not able to find packages for our entrée there, but we brought a takeout container (the kinds with the black bottom and the clear top) into the store and asked an employee if they knew where restaurants get something like it and she said that there was a place called ABCO Paper Company up the road so we got directions and then went there to find the packages. We ended up getting ones that were not like the kind we brought into the store because certain products sell in cases of 250, and we only need 50 (40 for the entrée, and 10 for the salad). So, we ended up getting containers similar to the Styrofoam take out containers with hinged lids, the only difference is that the bottom is black and the top is clear, so the container is microwaveable safe.</i>
08/18/11	1.0 hours	<i>After purchasing the containers, I went to Costco to buy more pasta sauce, because it turned out we were short a few bottles. We also bought spinach, tomatoes, romaine lettuce for the salad and parmesan cheese. They did not have penne pasta here so we decided to go to a different store after purchasing what we had already picked up.</i>
08/18/11	.5 hours	<i>After going to Costco, I went to HEB to get the pasta, salad dressing and croutons. There were not enough boxes of pasta on display so we took all but two, got the salad dressing and croutons, and then went to another HEB to get the remaining 8 boxes of pasta we needed, then we headed home.</i>
08/18/11	2.0 hours	<i>I started to cook when we got home from the shopping at 4:30 p.m. With the help of my parents, we cooked one pot of sauce (enough for 10, and enough pasta for 10 people, but we did package them, instead we put the pasta in plastic bags and left the sauce in the pot because I had to go to a National Charity League meeting. When we got home at 9:00, I started again.</i>
08/18/11	5.0 hours	<i>At 9:00 p.m., I started cooking again, with the help of my parents and my friends. We got a system going where someone chopped the ten tomatoes for the sauce and put them in a bowl while another person cooks down the spinach in the microwave and then drains it, someone else cooks the pasta, and my Dad cooked the chicken outside on the grill. Whenever we had time to wait while something cooked, we labeled the dressing cups and parmesan cups, and filled them. When one batch was done, we would mix the pasta and sauce in a big bowl and dice the chicken and mix it in, and then we would fill 5 containers at a time. After all of the packages were filled we had to move everything into the fridge except for the croutons, which we left on the kitchen table. Finally, after cleaning up, we were done at 2:00 in the morning.</i>
08/19/11	1.0 hours	<i>Got up early this morning and I printed 40 copies of the booklet and put them together in order with the front cover and the back cover so I could take them to have them bound.</i>
08/19/11	1.0 hours	<i>Later, I took the booklet to Office Max to have it professionally bound. We are using a comb binding on the booklets.</i>
08/19/11	1.0 hours	<i>This morning, prior to leaving for MLF, we cut the lettuce for the Caesar Salads and put them together in their containers with the salad dressing, croutons and cheese which were all in separate little cups with lids that we labeled the night before.</i>
08/19/11	.5 hours	<i>I packed up everything, with the help of my brother and parents, into the car to take to MLF.</i>
08/19/11	.5 hours	<i>We unloaded everything at MLF into the freezers. Then, we had to reload it into coolers and then load it into Mrs. Graham's car.</i>

08/19/11	3.0 hours	<p><i>We took three cars to deliver the food and booklets to the residents of Community First in the Royal Palms Trailer Park. We went to a variety of different people, but there were a few that were very memorable. One of the ones that were most memorable was the last house we visited where a couple and their baby lived. Before living at Royal Palms, where they have now been living for 4 years, they were living on the street, sleeping in the woods. But, you never would have guessed that if you saw them around town. Robin was extremely nice and you could tell that she was very artistic because their house was beautifully decorated. Also, it was VERY organized. Apparently her husband, Brooke, is extremely organized. It made me feel really bad about my room being messy, since they obviously take so much pride in what little they had.</i></p> <p><i>Another resident that was very interesting was a woman who was born with no arms or legs, because her mother had taken some type of drug during her pregnancy. What I really thought was sad was when she was homeless and on the streets, the only way she could get around was on was on her electric wheelchair, which needs to be charged, and there were some places that would not allow her to charge her wheelchair. It seems like a really uncompassionate thing for a place to do since she is already at a disability. Perhaps it would be different if she had wanted to charge an iPod, but this is something she NEEDS to get around.</i></p> <p><i>Another resident that was very interesting to me was a man who had a relatively large collection of spices in his home. I thought that was interesting because you would think that someone who used to live on the street wouldn't have super complex tastes in food, but this man obviously enjoyed cooking and it made me nervous that my pasta wasn't going to be good enough! ☺</i></p> <p><i>I am glad that I did this as a project because enjoyed the experience and I learned a lot from these people – like appreciating what I have.</i></p>
08/19/11	1.0 hours	<p><i>I finished completing Girl Scout Silver Award paperwork!!! Yay!</i></p>

56.80 Total number of hours for project

Please remember: No more than 3 hours spent on project paperwork should be recorded. Travel or sleeping time will not be counted.