



## Gold Award Project Proposal and Final Report Checklist:

- Make sure that your submission is in paragraph form with correct grammar and spelling (Have someone proofread)
- The sustainability and support of the project has been fully addressed and documents with the letter(s) of support and sustainability from the collaborative organization(s) on official letterhead or email.
- The project is financially feasible for you and a financial plan with detailed budget is included. If applicable, Money Earning Form is also submitted to Membership Development Executive or Sponsorship of \$250 is submitted to Resource Development Executive.
- The project described follows Girl Scout Safety-Wise Guidelines
- The project described will require a minimum of 80 hours of productive time involvement. Only 3 hours dedicated on paperwork.
- Document responsibility, leadership and community involvement in your selection of the project. You must have at least 7 hours devoted to leadership.
- You should include an educational component to help support the longevity of the project.
- All questions have been answered in detail to plan a well thought out project
- Attach required supplemental documents below when this is prompted at the end of your online proposal on Step 5- **“Present your Plan” and your online Final Report on Step 6 “Take Action”**- Got additional forms you want to send? Zip the files and upload below to include them with your project proposal. Note that by clicking “Complete this step” your proposal and any accompanying files are officially submitted.

### Project Proposal Required Attachments- Step 5

- Letter(s) of Support and Sustainability
- Project Plan Form

### Final Project Required Attachments- Step 6

- Media Kit Form
- Detailed Time Log Form with dates and hours (Hours in less than 10hr chunks)
- Detailed Final Report Budget Form with income and expense actuals
- Supplemental Material such as Word/Google Documents, brochures, links, videos, pictures you created