



Girl Scout Silver Award Final Report

Girl Scouts of Central Texas
12012 Park Thirty-Five Circle
Austin, Texas 78753
512-453-7391
1-800-733-0011
www.gsctx.org
programs@gsctx.org

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Please complete using a word-processing program. Email a copy to your service unit Silver Award consultant or troop Silver Award manager. If you do not receive feedback within two weeks, please contact the Girl Scouts of Central Texas (GSCTX) Programs Department at programs@gsectx.org.

This is part of step eight in the Silver Award Step-by-Step Guide for Girls.

Final Report Checklist:

- _____ The Project Proposal Response Form and Approval Certificate are included.
- _____ The project has met the requirement of about 50 hours.
- _____ The paperwork is typed in paragraph form with appropriate grammar and spelling.
- _____ The proper format has been followed and each question answered in full with more than one word or one sentence answers.
- _____ The Time Log is detailed and in the same format described in the GSCTX Silver Award Information Packet, pages 15-16.
 - All increments of time greater than 30 minutes have detailed explanations.
 - No more than five hours is allotted to paperwork.
 - The hours tracked are appropriate (did not use travel time, sleeping hours, etc.)
 - No more than 10 hours of pre-planning hours are counted and they are clearly explained.
 - All actions noted in the time log are also mentioned in the written portion of the paperwork.
- _____ A project budget sheet is included and balanced.
- _____ Letters (acceptance, thank you, congratulatory, recognition, charitable gift, etc.) from collaborative organizations are included.
- _____ Examples of project documentation (photos, flyers, pamphlets, letters, thank you notes, etc.) are included.
- _____ Group projects: Each girl demonstrates an individual project assignment with a clearly defined area of responsibility that supports seven to 10 hours of leadership and approximately 50 hours toward the project. Final Paperwork for group projects must be submitted together.

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Please answer each question completely and in paragraph form where applicable.

Name: _____

Address: _____

City: _____ Zip Code: _____ Phone #: _____

Email Address: _____

Service Unit: _____ Troop: _____

Junior Journey Title: _____

Junior Journey Completion Date: _____

Project Title: _____

Date Proposal Approved: _____ Project Completion Date: _____ Hours: _____

Your Team: List the names of individuals and organizations that worked with you on your Silver Award Take Action Project. Include the name of your Silver Award committee or manager, project advisor, team members, and any volunteers who helped you.

Name	Organization	Role

1. Describe in detail your Silver Award Project. Include answers to the following:
 - a) What did you do for your project?
 - b) What was the root cause of the issue your project addressed and how did you address it?
 - c) Where was it held?
 - d) What community did your project serve?
 - e) How many people were served by your project?
2. Explain how your project benefited others. What was the lasting effect on the community and how can your project be sustained beyond your involvement?
3. 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.

4. Describe what steps you took to inspire others through sharing your project. (Website, blog, presentations, posters, videos, articles, and so on).
5. What did you learn about yourself and others as a result of this project? How do you think your leadership skills will grow in the future because of this project?
6. List the strengths, skills, talents, and abilities you developed or enhanced to complete your project. Did you need any extra training for your project?
7. Evaluate your project. What was the most successful aspect of your project? What did you accomplish? What would you do differently next time?

Budget

Income must equal expenses. This is not a money-earning activity. Estimate the value of any donations and include them.

Name: _____ Project Title: _____

Income from	Details	Amount

Total income: _____

Expense Item	Details	Amount

Total expenses: _____

Time Log

Be very specific and detailed in your explanation of activities! Refer to the GSCTX Silver Award Information Packet for examples and don't forget to include up to 10 of your pre-planning hours reported in your Project Proposal. A total of 50 hours is recommended for working on your Silver Award project. Please round to the nearest quarter hour (15 minutes) and clearly explain what you did during blocks of time longer than 30 minutes.

This is part of step seven in the Silver Award Step-by-Step Guide for Girls.

Name: _____ Start Date: _____

Project Title: _____ Completion Date: _____

Date	Time Spent	Explain Activity (in detail)

_____ **Total number of hours for project**

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