



## HEART IN HAND PIN (COUNCIL) NOMINATION APPLICATION

The Heart in Hand Pin (council level) is a River Valleys award that recognizes outstanding service that benefits the council or multiple service units. This award may be given to a Girl Scout member, non-member or community organization that has given a significant amount of time and energy to Girl Scouts. A nomination application and two endorsement letters are required. Distribution of pin is determined by nominator and/or recipient. Nomination deadline: For April events the due date is March 15, for May events the due date is April 15 and for June events the due date is May 15. Recognition is a pin and certificate.

### Award Requirements:

- Individual, group or organization has given meaningful, outstanding service.
- Candidate is skilled in their area of expertise.
- Girl Scout registration is not required.
- Candidate has not received this award in the past three years.
- Service and/or project being nominated for is completed
- Service met Safety-Wise criteria.
- Service is defined as time and talent. Monetary contributions do not qualify.
- Service must have been provided in a role other than leader, co-leader or assistant leader and benefited the council or more than one service unit. (For example, an organization that partnered with River Valleys to provide council wide programming, or a skilled volunteer that assisted council with an important project.)

### Nomination Instructions:

- Coordinate the required number of endorsement letters with someone(s) familiar with candidate's volunteer service.
- Letter writers do not need to provide the exact same details and information as other endorsers. Each endorser may focus on a different area or aspect of the candidate's service.
- Provide each letter writer with the questions to address in endorsement letter listed on page 2.
- Complete nomination application. Person completing the nomination application may provide one of the required letters of endorsement.
- Note: If candidates are approved for an award, they will receive the endorsement letters.
- Submit completed nomination application with the required number of endorsement letters. Due date is dependent on the date of the recognition event (see above). Instructions are on the back of this form.
- Incomplete endorsement letters and/or application may result in disqualification of the nomination.
- Please do not use staples if submitting hard copies.
- Award frequently asked questions (FAQ), Award descriptions and letter writing tips are available at [www.girlscoutsrv.org](http://www.girlscoutsrv.org).

Award distribution: For Heart in Hand-Council level is determined by nominator.

### Candidate Information:

Name: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Volunteer Position: *(if relevant to nomination)*: \_\_\_\_\_

Complete address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Service Center:  Brooklyn Center  Northfield  Redwood Falls  Rochester  St. Paul

### Nominator Information:

Name: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Alternative phone: \_\_\_\_\_

Email: \_\_\_\_\_

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## Questions to address in endorsement letters:

Endorsement letters should address the following questions and provide relevant facts, and specific actions, measurable impact and behaviors that demonstrate the requirements were met and service went above and beyond expectations. Please do not staple pages.

1. Please describe in detail what the candidate did to merit this award (refer to requirements) and the measurable impact their service has had to Girl Scouting.
  2. Who was affected by the candidate's service and how were they affected?
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## Endorsement letter writers:

It is the responsibility of the nominator to make sure the required letter(s) of endorsement are submitted with this nomination application.

Name: \_\_\_\_\_ Email: \_\_\_\_\_

Name: \_\_\_\_\_ Email: \_\_\_\_\_

*(Heart in Hand-council level requires two letters)*

## Designated Contact Person:

If approved, who should the award be given to for distribution?

Name: \_\_\_\_\_ Date of event: \_\_\_\_\_

Complete Address: \_\_\_\_\_

Day Phone: \_\_\_\_\_ Alternative phone: \_\_\_\_\_

Email: \_\_\_\_\_

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## SEND COMPLETED APPLICATION AND ENDORSEMENT LETTERS

### By Email:

- One candidate nomination per email
- Attach nomination application and required endorsement letters to e-mail (must be submitted together)
- Include candidate name and award in subject line of email
- Send nomination to [awards@girlscoutsrv.org](mailto:awards@girlscoutsrv.org)

**By Fax to:** Adult Awards at 763-535-7524

**By Mail:** River Valleys  
Adult Awards and Recognitions  
5601 Brooklyn Blvd.  
Brooklyn Center, MN 55429

### Questions?

800-845-0787, or [awards@girlscoutsrv.org](mailto:awards@girlscoutsrv.org)