



**Service Unit  
Court of Awards  
2011-2012**



## Service Unit Court of Awards

Ceremonies are an integral part of Girl Scouting. Ceremonies reinforce values, pass on traditions, recognize accomplishments, strengthen friendships, and give life to the beliefs established by the Girl Scout Promise and Law. They are a means for girls to express their feelings, friendship, patriotism and service.

A Service Unit Court of Awards is a great way to bring girls and their families together to acknowledge the accomplishments of the past year and recommit to a new year of Girl Scouting and all that it has to offer. This packet serves as a guide to planning and implementing a Service Unit Court of Awards Ceremony.

This packet contains a framework to use to develop a Court of Awards Ceremony. Please include special traditions that are unique to your area/service unit to make it a meaningful experience for girls.

**Program Grade Level:** Girl Scout Daisy – Ambassador

**School Grades:** Kindergarten – Senior

**Program Essentials Focus Area:** Building Girl Scout Connections and Celebrating Girls' Accomplishments, Reflection & Recommitment

**Program Duration:** Approximately 1-1.5 hours (based on the size of the service unit and activities)

**Optimal Setting:** Large Open Space (Auditorium, School Cafeteria, Outdoor Venue)

**Optimal Group Size:** Dependent on the size of the service unit. See ceremony planning information for more details about organizing ceremonies of various sizes.

### Outcome Indicators:

- |   |  |
|---|--|
| <input checked="" type="checkbox"/> Girls develop strong sense of self          | <input type="checkbox"/> Girls gain practical life skills                    |
| <input type="checkbox"/> Girls seek challenges in world                         | <input checked="" type="checkbox"/> Girls develop healthy relationships      |
| <input checked="" type="checkbox"/> Girls promote cooperation and team building | <input type="checkbox"/> Girls can resolve conflicts                         |
| <input type="checkbox"/> Girls identify community needs                         | <input checked="" type="checkbox"/> Girls are empowered to make a difference |

**Notes to the Event Coordinator:** Before you hold your service unit court of awards, make sure that you:

1. Read and follow all guidelines in the documents below:
  - Service Unit Event Guide  
([http://www.girlscoutsrv.org/forms\\_\\_resources/activity\\_planning\\_and\\_approval](http://www.girlscoutsrv.org/forms__resources/activity_planning_and_approval))
  - Safety-Wise Activity Checkpoints  
([http://www.girlscoutsrv.org/forms\\_\\_resources/health\\_and\\_safety](http://www.girlscoutsrv.org/forms__resources/health_and_safety)).

Remember that your service unit must purchase non-member event insurance for this event.

2. Check in with your council membership specialist to ensure that your event meets all event guidelines and safety checkpoints.
3. You will need to prepare for this event in advance. Please read this guide thoroughly and note the advance preparations you will need to make and materials you will need to obtain.

**Additional Resource:** For more information about planning Girl Scout ceremonies, check out Celebrations and Ceremonies packet at: [http://www.girlscoutsrv.org/\\_asset/lrb01a/Ceremonies-Support-Packet---full.pdf](http://www.girlscoutsrv.org/_asset/lrb01a/Ceremonies-Support-Packet---full.pdf)

**Accessibility and Inclusiveness:** Ensure that the location of your event is accessible to persons with disabilities. Ask families in advance if any special accommodations need to be made. If you have questions regarding specific adaptations, please contact River Valleys at 800-845-0787.

## Court of Awards Program

(Based on a one hour ceremony)

| <b>Time Allotment for Activity</b> | <b>Activity</b>        | <b>Description</b>   | <b>Materials Needed</b>   |
|------------------------------------|------------------------|--|---|
| 2 min                              | Welcome, introductions | Welcome girls and guests to the ceremonies   | Computer and projector, PowerPoint slideshow of photos (can be shown at the beginning or end of ceremony), bridge, A/V equipment, ceremony programs, script |
| 5 min                              | Flag Ceremony          | Conduct opening flag ceremony  | Flags, flag stands, sashes, flag ceremony commands  |
| 5 min                              | Girl Scout Daisies     | Award membership stars/earned awards, bridging 1 <sup>st</sup> graders to Girl Scout Brownies  | Script, each troop provides awards for girls in their troop and other ceremonial items  |
| 5 min                              | Girl Scout Brownies    | Award membership stars/earned awards, bridging 3 <sup>rd</sup> graders to Girl Scout Juniors   | Script, each troop provides awards for girls in their troop and other ceremonial items  |
| 5 min                              | Girl Scout Juniors     | Award membership stars/earned awards, bridging 5 <sup>th</sup> graders to Girl Scout Cadettes and introduce the Bronze Award recipients  | Script, each troop provides awards for girls in their troop and other ceremonial items  |
| 5 min                              | Girl Scout Cadettes    | Award membership star/earned awards, bridging 8 <sup>th</sup> graders to Girl Scout Seniors and introduce the Silver Award recipients    | Script, each troop provides awards for girls in their troop and other ceremonial items  |
| 5 min                              | Girl Scout Seniors     | Award membership star/earned awards, bridging 10 <sup>th</sup> graders to Girl Scout Ambassadors and introduce the Gold Award recipients | Script, each troop provides awards for girls in their troop and other ceremonial items  |
| 5 min                              | Girl Scout Ambassadors | Award membership star/earned awards, bridging to Adult Girl Scouts and introduce the Gold Award recipients                               | Script, each troop provides awards for girls in their troop and other ceremonial items  |
| 5 min                              | Adult Recognition      | Years of Service Awards, Service Unit Team Awards, Troop Leader and Adult Recognition  | Script, service unit provides awards and recognition items  |
| 2 min                              | Closing Remarks        | Thank you  | Script, PowerPoint slideshow of photos (if not done at beginning of ceremony)   |
| 5 min                              | Closing Flag Ceremony  | Conduct a closing flag ceremony  | Flags, flag stands, sashes, flag ceremony commands  |

|                              |                         |  |   |
|------------------------------|-------------------------|--|---|
| Based on activities selected | Recommitment            | <b>Recommitment ideas</b><br>Recite the Girl Scout Promise and Law<br>Sing "Make New Friends"<br>Candle lighting (flashlights/glow sticks can be used)<br>Read a poem<br>(See troop presentation ideas for details)                                      | Troops provide their own materials for their part of the ceremony. Ex. Candles, words for poem or song, awards or recognitions. |
| Based on activities selected | Early Bird Registration | This gives parents and girls and chance to see what the girls have accomplished and what opportunities lay ahead for them. This will encourage them to recommit to Girl Scouts. Give parents the opportunity to re-register online or with a paper form. | Laptops, forms, patches   |
|                              | Refreshments (optional) |  | Refreshment items, hostesses  |

**Ceremony Adaptations:** Adjustments that can be made to this schedule to accommodate larger or smaller service units.

## Court of Awards Ceremony Planning Information

### Ceremony Program Contents

The ceremony program will help girls and guests know what to expect from the event. Include the following items in the ceremony program:

- Program order (agenda)
- Troop(s) doing flag ceremony
- Troop numbers with program grade level
  - Optional: List girl and adult names for each troop
    - If listing girls names put an asterisk to designate girls who are bridging
- Service Unit Team members
- Girl Scout Bronze, Silver and Gold Award recipients
- Words for the Girl Scout Promise and Law, Taps, and any group songs being sung (Note: words can also be projected on screen)

Refer to the sample program on page 9 for more details.

### Ceremony Adaptations

It is important that the Court of Award Ceremony meets the needs of the girls and families in your area. Consider the following adaptations:

- Change the order of ceremony to work with your area
- Times can be adjusted to fit your program
- For larger service units/areas
  - Have more than one ceremony for service unit. Divide by school, area, or grade level
  - Only invite bridging girls, award recipients and adults on stage
  - Each troop gives a brief summary of what they have accomplished
- For smaller service units/areas
  - Each troop can be responsible for planning one part of the ceremony. (ex. Decorate bridge, emcee the event, create and print programs, flag ceremony)
  - Include a family potluck before or after the ceremony

### Troop Involvement Ideas

It is important to involve troops in as much of the ceremony as possible.

- Involve girls in the planning and implementation of the court of awards ceremony.
- Create a PowerPoint photo presentation and ask each troop to submit photos from their year.
- Ask troops to make a display board representing their year.
  - After the ceremony, girls can hold informal fair presentations of special events from the year.
- Recognize girls that have earned the Girl Scout Bronze, Silver and Gold
  - Girls that earned the awards last year can help in recognizing this year's recipients.
- Troops can each present a song, poem, skit, etc., if time permits
- Each troop makes a centerpiece for refreshment tables symbolizing a memorable Girl Scout activity.

## **Additional Roles for Girl Scout Troops**

In addition to the ways you ask all troops to participate, there are additional roles that troops can take on. Consider having different roles available for girls of different ages.

- Help with decorations
- Conduct Flag Ceremonies (opening and closing-can be the same troop)
- Pass out programs to guests as they arrive
- Assist with serving refreshments
- Serve as emcees for parts of the event

## **Flag Ceremony**

Flag Ceremonies are an important Girl Scout tradition that reminds us that we are part of something larger. Additional information can be found in the Celebrations and Ceremony Packet at:

[http://www.girlscoutsrv.org/\\_asset/lrb01a/Ceremonies-Support-Packet---full.pdf](http://www.girlscoutsrv.org/_asset/lrb01a/Ceremonies-Support-Packet---full.pdf)

## **Decorations**

Be creative with the decorations for the Court of Award Ceremony.

Consider:

- Decorating the bridge girls walk over as part of the bridging ceremony
- Create centerpieces for refreshment table

## **Girl Scout Awards and Insignia**

Girl Scout insignia and awards are traditionally presented to girls as they fly-up or bridge—moving up to the next program grade level. There are specific insignia that are given to girls automatically when they move onto the next level and a bridging award that must be earned by completing different requirements. Use the chart below to assist in determining what awards to give to girls at the ceremony.

| <b><u>Program Grade Level</u></b> | <b><u>Insignia Automatically given</u></b>   | <b><u>Earned Awards</u></b>     |
|-----------------------------------|--|---------------------------------|
| Girl Scout Daisy                  | Membership Star with blue disc<br>Ending Certificate<br>Girl Scout Brownie Membership Pin (optional) | Bridge to Girl Scout Brownie    |
| Girl Scout Brownie                | Membership Star with green disc<br>Girl Scout Brownie Wings<br>Girl Scout Membership Pin (optional)  | Bridge to Girl Scout Junior     |
| Girl Scout Junior                 | Membership Star with yellow disc   | Bridge to Girl Scout Cadette    |
| Girl Scout Cadette                | Membership Star with white disc  | Bridge to Girl Scout Senior     |
| Girl Scout Senior                 | Membership Star with red disc  | Bridge to Girl Scout Ambassador |
| Girl Scout Ambassador             | Membership Star with navy disc   | Bridge to Adult Girl Scout      |

## **Adult Recognition Award Ideas**

Everyone likes to feel appreciated for her or his volunteer service. Whether in the form of a simple thank-you for a small job well done or a formal commendation for years of faithful service in a key position of an organization, such acknowledgment is a signal to the recipient that she or he is noticed and appreciated--that she or he is recognized.

Some ways to say recognize volunteers during the ceremony could include:

- A framed photograph of the Girl Scouts who participated in a particular project or event (can be a blown-up snapshot)
- Flowers
- Specific awards such as "Rookie of the Year", Most Valuable Team Member, Green Angel, Green Knight, etc. as developed by your service unit team, committee, or group
- Fun awards such as breath mints ('you take my breath away'), note cards ('for a noteworthy achievement'), or batteries ('you've added energy to our group')
- Certificate
- Small trinket

## **River Valleys and GSUSA Adult Awards**

In addition to general adult recognition, consider nominating exceptional adult volunteers for one of the adult awards listed below. More details about these awards can be found on the River Valleys website at: <http://www.girlscoutsv.org/volunteer/recognition>

### **GSUSA Awards**

**Appreciation Pin:** Recognizes outstanding service to at least one geographic area, service unit, or program delivery audience

**Honor Pin:** Recognizes outstanding service to *at least two* geographic areas, service units, or program delivery audiences

**Thanks Badge I:** One of the highest adult awards in Girl Scouting, for service above and beyond that benefits the entire council

**Thanks Badge II:** Nominee has received Thanks Badge I and has taken a leadership role in developing a model that has been replicated at the national level

**Years of Service 20+ years:** Recognizes an adult member for years of active volunteer service at five-year intervals. All registered volunteers with 20 years of service or more (in five-year intervals) will receive a pin

**Membership Numerals 25+ years:** Recognizes tenure in Girl Scouting. Girl member and adult member years recognized in five-year intervals

### **River Valleys Council Awards**

**Commitment to Inclusiveness:** Recognizes an adult volunteer or group of volunteers who have carried out a unique and innovative project, or delivered outstanding service and leadership in the areas of inclusiveness

**Extraordinary Events:** Recognizes service units who have implemented events in the previous registration year that exceed standards of quality and serve as models for future innovative programming.

### **Heart in Hand Award (Council Level):**

Recognizes outstanding service that benefits the council or multiple service units.

**Service Unit for Excellence Level II:** Recognizes a service unit's accomplishments in moving toward River Valleys' goals and objectives the previous membership year.

## Timeline for planning a successful Court of Awards

### 3-6 Months before ceremony

- Decide who will be invited and if multiple events are needed for size of service unit
- Choose date(s) and confirm with troops
- Reserve venue
  - If an outside location is selected, have a rain date or back-up location

### 1-3 Months before ceremony

- Send reminders to troops to invite girls and families
  - Invite girls to make invitations at troop meetings for their families
- Assign tasks to troops and volunteers
  - Flag ceremony
  - Decorate bridge
  - Put together PowerPoint
  - Design and print program
  - Coordinate refreshments
  - Pass out programs
- Confirm with venue
- Remind troop leaders to purchase awards and other ceremonial items
- Reserve flags, PA system, projector, etc.
- Locate or reserve a bridge
- Design program (if a troop has not signed up to assist with this)
- Go through the flow of program (where will everyone sit, stand, direction they walk on and off stage, etc.)

### 2 weeks before ceremony

- Touch base with troops to confirm attendance
  - Confirm all tasks are being completed
- Run through script at service unit meeting
- Finalize plans
- Develop seating chart and signs for troops so they can sit together
- Update ceremony program with troop information and proofread

### Week of ceremony

- Pick up refreshments
- Run through script
- Test A/V equipment
- Print programs

### After ceremony

- Return flags, equipment, etc.
- Evaluate event and make notes for future ceremonies

**Court of Awards Program**

[SAMPLE]

**Welcome**

**Flag Ceremony**

**Recognition of Troops**

**Girl Scout Daisies**

**Girl Scout Brownies**

**Girl Scout Juniors**

**Girl Scout Cadettes**

**Girl Scout Seniors**

**Girl Scout Ambassadors**

**Adult Recognition**

**Closing Remarks**

**Closing Flag Ceremony**

**Recommitment**

**Early Registration information**

*List girl's and adult volunteer names if space is available*

**Girl Scout Daisy Troops**

Troop #

Troop #

Troop #

**Girl Scout Brownie Troops**

Troop #

Troop #

Troop #

**Girl Scout Junior Troops**

Troop #

Troop #

Troop #

**Girl Scout Cadette Troops**

Troop #

Troop #

Troop #

**Girl Scout Senior Troops**

Troop #

Troop #

Troop #

**Girl Scout Ambassador Troops**

Troop #

Troop #

Troop #

+ Bridging Girl Scout

\* Troop Leader or Co-Leader

## Court of Awards Script

Welcome! And thank you for coming to show your support and encouragement of \_\_\_\_\_ Girl Scouts.

*(Emcee(s) should include a short introduction of themselves here)*

The \_\_\_\_\_ Girl Scout service unit consists of \_\_\_\_\_ troops in \_\_\_\_\_ elementary schools, \_\_\_\_\_ middle schools and \_\_\_\_\_ high schools. These \_\_\_\_\_ troops represent more than \_\_\_\_\_ girls and \_\_\_\_\_ adult volunteers. Tonight we gather for our annual Court of Awards. The purpose of the Court of Awards is to acknowledge the achievements of the girls.

### **OPENING FLAG CEREMONY**

In keeping with Girl Scout tradition, we will begin with a flag ceremony. Please stand as girls from Troop # \_\_\_\_\_ present the flag.

#### **Please stand for the presentation of the flag**

*If you have an "audience", such as at an Investiture/Rededication Ceremony (parents, invited guests, etc.), this is the signal that the ceremony is about to start.*

#### **Girl Scouts Attention**

*This is the signal that the girls should be ready to start.*

#### **Color Guard Attention**

*If the Color Guard has been standing "At Ease", it comes to "Attention". It is also a signal to be ready to start.*

#### **Color Guard Advance**

*Indoors - The Color Guard carries the flag(s) toward the front of the room and stands in front of the flag stands. Outdoors - the Color Guard carries the flag to the flagpole*

#### **Color Guard, Post the Colors**

*Indoors - The Color Guard places the flags in the stands, the American Flag last. Outdoors - the Flag Bearer attaches the flag to the rope and quickly hoists the flag, the American flag is raised first.*

#### **Color Guard, Honor your Colors**

*The Color Guard salutes the Flag and then returns to "Attention."*

#### **Join me in the Pledge of Allegiance**

*The Pledge of Allegiance, songs, poems, Girl Scout Promise, are done now.*

#### **Color Guard Dismissed**

*The Color Guard walks to the back of the room, or away from the flag pole.*

## AWARDS CEREMONY

We are about to begin the award presentation for tonight's program. To start, I'd like to share a quote from Juliette Gordon Lowe, the founder of Girl Scouts. One time when she was awarding badges to a group of Girl Scouts, she said the following:

*Every badge you earn is tied to your motto, "be prepared." Badges are not awards for something you have done once. They are not medals to wear on your uniform to show what a smart girl you are. A badge is a symbol that you have done something often enough and well enough to be prepared to give service in it. You wear the badge to let people know that you have earned it, and that you are proud of your accomplishments.*

As each troop presents its awards, please hold your applause until the entire troop has finished. Congratulations to all of you and remember that with each new badge, a Girl Scout takes on new responsibility—a little more is expected at home, at troop meetings, and in your community. Strive always to be worthy of the badges you have earned and wear them with pride.

## BRIDGING

Another tradition in Girl Scouting is the bridging ceremony. As a girl finishes one level of Girl Scouting and moves on to the next level, she crosses a bridge. The bridge symbolizes a transition from one level to another. To make this transition easier, an older Girl Scout troop helps the girls across the bridge, by teaching the younger girls about the next level of Girl Scouting.

## BRIDGING DAISIES

We'll start the bridging ceremonies with the Girl Scout Daisies bridging to Girl Scout Brownies. The Girl Scout Brownie level came into being from the Brownies of England. They were named after a clever fairy in English folklore called the Brownie. The Brownie entered a home and did a good turn by helping people clean house. When you become Girl Scout Brownies, you become a helpful person, someone who thinks of more than just herself. Girl Scout Daisies will receive their membership disk, as well as the Bridge to Girl Scout Brownies Award. Girls complete a set of activities that reflect on the past year, as well as prepare them for their next journey in Girl Scouts.

**Brownie Troop # \_\_\_\_\_** is here to help **Daisy Troop # \_\_\_\_\_** cross over the bridge to become Girl Scout Brownies. *(BRIDGING: Girls cross over the bridge)*

I now present **Brownie Troop # \_\_\_\_\_**

## BRIDGING BROWNIES

Now the Girl Scout Brownies will bridge to Girl Scout Juniors. As Girl Scout Brownies, you have had fun, made friends, and learned new things. Now it's time to look forward to becoming Girl Scout Juniors. As Girl Scout Juniors there are many activities that you can plan and do with your friends. These activities will help you learn more about yourself and what is important to you. You have your own talents and skills, and by using those talents and skills you can make a difference in your own life and the lives of others. Girl Scout Brownies will receive their membership disk and either the Brownie Wings or a Bridge to Girl Scout Junior Award to commemorate their years and experiences as a Girl Scout Brownie.

**Junior Troop #** \_\_\_\_\_ is here to help **Brownie Troop #** \_\_\_\_\_ cross over the bridge to Girl Scout Juniors. (*BRIDGING: Girls cross over the bridge*)

I now present **Junior Troop #** \_\_\_\_\_

## BRIDGING JUNIORS

Next, the Girl Scout Juniors will bridge to Girl Scout Cadettes and also recognize the girls that earned the Girl Scout Bronze Award. You have had a lot of fun and learned a great deal as a Girl Scout Junior. Now that you are becoming a Girl Scout Cadette, opportunities for new achievements, relationships, and adventures await you. You will have more freedom and responsibility as you create goals and plans to guide your activities. You will discover more about yourself, further build your skills for independent living, go to new places, and meet many interesting people. In addition to the membership disk, bridging Girl Scouts will receive the Bridge to Girl Scout Cadette Award. Girls explore the activities and what it means to be a Girl Scout Cadette. Juniors can also earn the Girl Scout Bronze Award. The Girl Scout Bronze Award is the highest award a Girl Scout Junior can earn and is a leadership adventure where girls use their special skills and interests to take action. Girls spend a minimum of twenty-hours building their team and exploring their community to complete a project.

**Cadette Troop #** \_\_\_\_\_ is here to help **Junior Troop #** \_\_\_\_\_ cross over the bridge to Girl Scout Cadettes. (*BRIDGING: Girls cross over the bridge*)

I now present **Cadette Troop #** \_\_\_\_\_

## **BRIDGING CADETTES**

Next, the Girl Scout Cadettes will bridge to Girl Scout Seniors. Girl Scout Cadettes earn their membership disk and receive the Bridge to Girl Scout Senior Award to symbolize the completion of another Girl Scout experience. Cadettes may also receive the Girl Scout Silver Award. This award challenges girls to showcase themselves as organized, determined, leaders who are dedicated to improving their community. Girls dedicate fifty hours to a project either in a small group or by themselves. Earning the Girl Scout Silver Award puts a girl among an exceptional group who have used their knowledge and leadership skills to make a difference in the world.

**Senior Troop # \_\_\_\_\_** is here to help **Cadette Troop # \_\_\_\_\_** cross over the bridge to Girl Scout Seniors. *(BRIDGING: Girls cross over the bridge)*

I now present **Senior Troop # \_\_\_\_\_**

## **BRIDGING SENIORS**

Next, the Girl Scout Seniors will bridge to Girl Scout Ambassadors. Bridging Girl Scout Seniors receive their membership disk and the Bridge to Girl Scout Ambassador Award. In addition, at this level girls may earn the Girl Scout Gold Award, the highest and most prestigious award that Girl Scout Seniors and Ambassadors can earn. Girl Scout Seniors and Ambassadors devote eighty hours to identify an issue, investigate it thoroughly, build a team, create a plan, present the plan, gather feedback, take action, and educate and inspire others.

**Ambassador Troop # \_\_\_\_\_** is here to help **Senior Troop # \_\_\_\_\_** cross over the bridge to Girl Scout Ambassadors. *(BRIDGING: Girls cross over the bridge)*

I now present **Ambassador Troop # \_\_\_\_\_**

## **BRIDGING AMBASSADORS**

Next, the Girl Scout Ambassadors will bridge to Girl Scout Adults. Bridging Girl Scout Ambassadors receive their membership disk and the Bridge to Girl Scout Adult award. In addition, at this level girls may earn the Girl Scout Gold Award, the highest and most prestigious award that Girl Scout Seniors and Ambassadors can earn. Girl Scout Seniors and Ambassadors devote eighty hours to identify an issue, investigate it thoroughly, build a team, create a plan, present the plan, gather feedback, take action, and educate and inspire others.

**Adult Mentors** \_\_\_\_\_ are here to help **Ambassador Troop #** \_\_\_\_\_ cross over the bridge to Girl Scout Adults.

*(BRIDGING: Girls cross over the bridge)*

Congratulations to all the girls and their accomplishments this year.

### **ADULT RECOGNITION**

At this time, we would like to recognize the contribution that adults have made to Girl Scouts throughout the past year.

*[Present awards and recognitions to adult volunteers and thank them for a great year. See the Court of Awards Ceremony Planning Information for more details about adult recognition. ]*

### **PHOTO PRESENTATION**

And now for one of the favorite parts of our program- the photo presentation. Please enjoy this sample of some of the fun events the girls have been involved in this past year.

### **SONG**

Girl Scouts, please stand and join in singing Make New Friends.

*(When all Girl Scouts are standing, please start them in singing)*

Make new friends but keep the old

One is silver and the other gold.

A circle is round, it has no end.

That's how long I want to be your friend.

We've been friends for years and years.

Through lots of laughter and lots of tears.

## **CLOSING FLAG CEREMONY**

Please stand as girls from Troop # \_\_\_\_\_ conduct the closing flag ceremony.

### **Girl Scouts Attention**

*This is the signal that the girls should be ready to start.*

### **Color Guard Attention**

*If the Color Guard has been standing "At Ease", it comes to "Attention". It is also a signal to be ready to start.*

### **Color Guard Approach**

*Indoors - the Color Guard walks toward the front of the room and stands in front of the flag stands.*

*Outdoors - the Color Guard walks to the flagpole*

### **Would you all please join me in the singing of Taps**

*Singing Taps, poems, other songs, are done now, if desired.*

### **Color Guard, Honor your Colors**

*The Color Guard salutes the Flag and then returns to "Attention"*

### **Color Guard, Retrieve the Colors**

*Indoors - the Color Guard removes the flags from the stands, the American Flag first. Outdoors - the Flag Bearer lowers the flag slowly and with dignity. The Color Bearers fold the flag(s).*

### **Color Guard Dismissed**

*The Color Guard carries the flag to the back of the room, or carries the folded flag to an appropriate place.*

## **CLOSING**

Thank you to everyone for attending tonight. It is great to see so much support for the girls. The girls have had a great year. Please join us for refreshments in \_\_\_\_\_.

**Court of Awards Event Guide**  
**APPENDIX**

# COURT OF AWARDS

## Information and Guidelines

DATE:

TIME: \_\_\_\_\_pm – Troops line up; \_\_\_\_\_pm program begins

PLACE:

All registered Girl Scouts and their families are invited to participate in the Court of Awards. This is a special service unit event that honors Girl Scouts of the \_\_\_\_\_ area and their accomplishments this year.

### Please fill out the Court of Awards Troop Information Sheet

This information will be used to plan the Awards and Bridging Ceremonies as well as provide information for the Court of Awards Ceremony Program. These forms will come to you as an e-mail attachment. Open it, type in the information, save it, and e-mail it as an attachment to: \_\_\_\_\_

\_\_\_\_\_ with **Court of Awards and your troop number in the Subject line.**

Note: You can also print the forms, fill them out, and give them to the Court of Awards Chairperson or the Service Unit Manager at the Leader meeting by \_\_\_\_\_.

Please pay attention to the following guidelines. These guidelines will help you understand what happens at the ceremony and how each troop can participate.

- 1. Uniforms** – Girls are encouraged to wear as much of the uniform as they have. If they only wear their Girl Scout membership pin, that's okay – if they have a full uniform, they are encouraged to wear it. This is a special Girl Scout ceremony and we need to show off our uniforms/badges. Leaders are encouraged to wear uniforms or proxy uniforms and their membership pins. Note: Information about girl and adult uniforms can be found at: <http://shop.girlscoutsrv.org/store>
- 2. Seating** – The outside rows will be reserved for girls and troop leaders. Families and guests will sit in the center section. It is necessary for troops to sign up so we know how many seats are needed in the reserved section.
- 3. Songs** – All troops will be singing together. You will be notified of the songs we will be singing prior to the ceremony. Please practice these songs with your troop.
- 4. Slide Show** –The ceremony will include a PowerPoint photo presentation highlighting troop activities throughout the year. The girls love to see their pictures on the screen and are encouraged to cheer for themselves and others during this part of the ceremony. Each troop can submit approximately 5 digital photos to be included in the PowerPoint presentation. **Please type Court of Awards slide show and your troop number in the subject line.** Please e-mail the photos to \_\_\_\_\_ by \_\_\_\_\_.

You can scan photos or have them put on a disk if you do not have access to a digital camera.

- 5. Refreshments** – Refreshment will be served following the program. Please let girls know they should be considerate and take only \_\_\_\_\_ until everyone has been served.

6. **Awards** – Troops will be called on stage to present awards to each girl in their troop. If possible, hold off giving your girls their badges and awards until the Court of Awards Ceremony. Plan ahead which awards you girls will have earned and make sure you purchase them in time for the ceremony. Awards are typically presented by fastening them to a ribbon, certificate, on a pinwheel, in a zip lock bag, etc. Leaders can be creative with this. NOTE: Girl Scout Silver and Gold Award pins are purchased for award recipients by the council. If girls in your troop have earned these awards and you would like to present girls with their pins at the Court of Awards Ceremony, please contact the program department for information about picking up the pins.

Leaders can give a *brief* statement highlighting the achievements of all the girls, using the script below and then present all the awards to each girl as their name is read. There will be space in the program to elaborate on your troop activities. You should complete the Court of Awards Program Information Form to include additional information in the program.

Please do not announce each award. This is vital if we are to move all the girls through in a timely manner. A second leader/parent helper should go up with the troop to hand out the awards.

Please use the script below as a guide to create your statement.

|   |
|---|
| <p>Our troop number is _____. The girls are _____.<br/> <i>(Fill in with the appropriate year and age level, i.e. first year Brownies)</i></p> <p>The troop leaders are _____, and _____.</p> <p>Then state 3 – 4 of the activities, events, etc. that your troop did that year (this would include Girl Scout Bronze, Silver, or Gold Awards, and anything else of note from the past year).</p> <p>Read the name of each girl and hand out their awards. (only if time allows)</p> <p>When finished, the girls can bow and receive applause.</p> <p>Girls, then return to their seats</p> |
|---|

7. **Bridging Troops** – If your troop has completed the bridging requirements to prepare for the next Girl Scout program age level, they can take part in the bridging ceremony. Your troop does not automatically “bridge” just because they are older Girl Scouts. The troop may move on to the next program level, but the Bridging Ceremony is for those troops that have completed the requirements.

Use the chart below to assist in determining what awards to give to girls at the ceremony.

| <b>Program Grade Level</b> | <b>Insignia Automatically given</b>   | <b>Earned Awards</b>            |
|----------------------------|---|---------------------------------|
| Girl Scout Daisy           | Membership Star with blue disc<br>Girl Scout Brownie Membership Pin (optional)                      | Bridge to Girl Scout Brownie    |
| Girl Scout Brownie         | Membership Star with green disc<br>Girl Scout Brownie Wings<br>Girl Scout Membership Pin (optional) | Bridge to Girl Scout Junior     |
| Girl Scout Junior          | Membership Star with yellow disc  | Bridge to Girl Scout Cadette    |
| Girl Scout Cadette         | Membership Star with white disc   | Bridge to Girl Scout Senior     |
| Girl Scout Senior          | Membership Star with red disc   | Bridge to Girl Scout Ambassador |
| Girl Scout Ambassador      | Membership Star with navy disc  | Bridge to Adult Girl Scout      |

## Bridging Troops (continued)

Please use the script below as a guide to create your statement.

Our troop number is \_\_\_\_\_. The girls are \_\_\_\_\_. (*Fill in with the appropriate year and age level, i.e. second year Brownies*) and worked with Troop \_\_\_\_\_ to complete their Bridging activities to become \_\_\_\_\_ Girl Scouts (*fill in the blank with the Program Grade Level that your troop is bridging to, i.e. Juniors, Brownies, Cadettes, etc.*).

The troop leaders are \_\_\_\_\_, \_\_\_\_\_,

Then state 3 – 4 of the activities, events, etc. that your troop did that year (this would include Bronze, Silver, or Gold Awards, and anything else of note from the past year).

Read the name of each girl, allowing time for each one to walk over the bridge.

Girl Scouts from the sponsoring troop shake the hands of the girls after they cross the bridge. Leaders can hand out awards after the girls shake hands.

When finished, the girls can bow and receive applause.

Girls then return to their seats.

# Court of Awards Troop Information Sheet

Troop Number:

Program Grade Level (circle below):

|  |   |  |   |  |   |
|--|---|--|---|--|---|
| Girl Scout<br>Daisy<br>K-1 <sup>st</sup> grade | Girl Scout<br>Brownie<br>2 <sup>nd</sup> -3 <sup>rd</sup> grade | Girl Scout<br>Junior<br>4 <sup>th</sup> -5 <sup>th</sup> grade | Girl Scout<br>Cadette<br>6 <sup>th</sup> -8 <sup>th</sup> grade | Girl Scout<br>Senior<br>9 <sup>th</sup> -10 <sup>th</sup><br>grade | Girl Scout<br>Ambassador<br>11 <sup>th</sup> -12 <sup>th</sup><br>grade |
|--|---|--|---|--|---|

## Court of Awards Attendance

|                 |               |
|-----------------|---------------|
| # of Girls:     | # of Leaders: |
| Contact Person: | Phone Number: |
| E-mail Address: |               |

Are the girls in your troop bridging?    Yes        No

If yes, which troop is your sponsor?

Are girls in your troop receiving one of Girl Scouts Highest Awards?    Bronze    Silver    Gold

## Court of Awards Program Information

Please write a brief paragraph about your troop's activities this year.

Names of the girls in troop:

Names of troop leaders: