



EXTRAORDINARY EVENT AWARD NOMINATION APPLICATION

The Extraordinary Event Award is a River Valleys award that recognizes service units who have implemented events that exceed standards of quality and serve as models for future innovative programming. A nomination application, endorsement letter from the service unit and letter of endorsement from a River Valleys' membership or program staff familiar with the event are required. Nomination deadline is dependent on date of local recognition event. *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 certificate.

Award Requirements:

- Service unit events and regional events (more than one service unit) may be nominated.
- The event must have already taken place in order to qualify.
- Each service unit may nominate only one SU event or regional event per year.
- The event must have achieved event goals and at least one of the Girl Scout Leadership outcomes. Girl Scout Leadership Experience outcomes can be found on River Valleys' website.
- The event must demonstrate evidence of girl planning, inclusiveness, innovation, and safety.
- The event must have met all Girl Scout Safety-Wise and River Valleys' guidelines.
- Nominations must identify how the event was innovative and significant to your community/girls.

Nomination Instructions:

- Coordinate the required number of endorsement letters with someone(s) familiar with event.
- Provide each letter writer with what to address in endorsement letter listed on page 2.
- Letter writers do not need to provide the exact same details and information as other endorsers. Each endorser may focus on a different aspect of the event.
- Complete a nomination application. Person completing the nomination application may provide one of the required letters of endorsement.
- 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.

Distribution of Awards: All awards will be distributed at a local event established by each service unit or another venue as determined by the nominator and/or award recipient.

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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What to address in endorsement letters:

Endorsement letters should address the following. Please, do not staple pages.

1. Provide a list of adult committee members (include service unit names if nomination is for a regional event).
2. Provide a list of girl committee members (include troop number, program grade level, and include service unit names if nomination is for a regional event).
3. Describe event (name of event, date, theme, goal, age group of the audience, number of girls that participated, etc.)
4. Why does this event exceed standards of quality and serve as a model for innovative programming?
5. Describe in detail how girls were involved in the planning of this event (decision making, tasks, etc.).
6. How did event demonstrate one or more areas of inclusiveness? (Inclusiveness refers to age, socio-economic level, sexual orientation, ability, race, religion, culture and gender.)
7. What did girls gain by attending this event, i.e. were event goals met?
8. What made this event innovative? Why was this event significant to your community/girls?

Support Materials Requested

The following are not required, but may help the adult awards committee in making a decision.

- Submit a summary of your event evaluations. (Please do not submit actual evaluation forms)
- Submit a copy of the event flyer or promotional material.

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: _____

(Extraordinary Event Award requires one letter from a membership or program staff person and one letter from the service unit)

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: _____

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

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