

# EXTRAORDINARY EVENT AWARD NOMINATION APPLICATION

The Extraordinary Event Award is a River valleys award that 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. The award is given to the committee coordinator(s) or the individual(s) who coordinated the event. 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. Nominations accepted from November 1, 2009 to January 15, 2010. Recognition is a certificate.

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## Award Requirements:

- Service unit events and regional events (more than one service unit) may be nominated.
- The event must have occurred in the last registration year. (October 1, 2008 to September 30, 2009)
- 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 at [http://www.girlscoutsv.org/programs/programs\\_leadership\\_experience.html](http://www.girlscoutsv.org/programs/programs_leadership_experience.html)
- 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 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 between November 1, 2009 and January 15, 2010. Instructions are on page 2 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 facts and tips are available at [www.girlscoutsv.org](http://www.girlscoutsv.org).

If nomination is approved, the service unit contact person will receive the invitation to River Valleys' annual volunteer recognition event in April. They may invite up to five volunteers who were involved with the service unit's extraordinary event.

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## Candidate Information:

This is a: Service Unit Event \_\_\_\_ (one SU) Regional Event \_\_\_\_ (more than one SU)

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

Service unit name(s): \_\_\_\_\_

Event coordinator(s) and their SU (List all of the primary planners of this event. Attach a separate sheet if necessary): \_\_\_\_\_

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

## Service Unit Contact Person for Nomination (person coordinating the nomination):

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

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

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

E-mail: \_\_\_\_\_



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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, 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: \_\_\_\_\_ e-mail: \_\_\_\_\_

Name: \_\_\_\_\_ e-mail: \_\_\_\_\_

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

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## SEND COMPLETED APPLICATION AND ENDORSEMENT LETTERS

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

### By E-mail:

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

### By Mail:

River Valleys  
Adult Awards and Recognitions  
5601 Brooklyn Blvd.  
Brooklyn Center, MN 55429

### Questions?

800-845-0787 or awards@girlscoutsrv.org