

# HEART IN HAND PIN (SERVICE UNIT) NOMINATION APPLICATION

The Heart in Hand Pin (Su level) is a River Valleys award that recognizes outstanding service that benefits a Girl Scout troop or a service unit. 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 letters of endorsement are required. This award should be presented locally. Recognition is a pin and certificate.

**April local recognition events: Nominations accepted from January 15 through March 15**

**May local recognition events: Nominations accepted from January 15 through April 15**

**June local recognition events: Nominations accepted from January 15 through May 15**

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## 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 occurred in the last registration year (October 1, 2008 to September 30, 2009).
- 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. (For example, troop cookie manager who went above and beyond the position description, a community organization that shared their time and talent at an encampment, a troop parent that shared a talent at a series of troop meetings.)

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## 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 of 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 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.girlscoutsrv.org](http://www.girlscoutsrv.org).

If nomination is approved, the award will be given to the nominator or a designated contact for distribution at a local service unit recognition event.

## Candidate Information:

Name of individual or organization: \_\_\_\_\_

Organization contact (if applicable): \_\_\_\_\_ Service Unit: \_\_\_\_\_

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

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

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

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



**Girl Scouts®**

Minnesota and Wisconsin  
River Valleys

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## Nominator Information:

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

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

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

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

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## Questions to address in endorsement letters:

Endorsement letters should address the following questions and provide relevant facts, and specific actions 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 impact their service has had to Girl Scouting.
2. Who was affected by the candidate's service and how were they affected?

## 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: \_\_\_\_\_

*(Heart in Hand (Su level) requires two letters)*

## Designated Contact Person:

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

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

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

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

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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