



Guidelines for Writing Letters of Endorsement for Official GSUSA Adult Recognitions

Letters of Endorsement are required to complete a nomination for official GSUSA Adult Recognitions: The number of letters required for each award are in addition to the nomination form Letters of Endorsement are not to be submitted by the person completing the nomination form, and at least one must be from an unrelated party.

Awards:

Volunteer of Excellence	Recognize a volunteer who has contributed outstanding service to girls. Requires 1 Letter of Endorsement
Appreciation Pin	Recognizes an adult Girl Scout who has delivered outstanding service to at least one geographic area, Girl Scout community, or program delivery audience. Requires 2 Letters of Endorsement
Honor Pin	Recognizes an adult Girl Scout who has delivered outstanding service to two or more geographic areas or program delivery audiences. Requires 3 Letters of Endorsement
Thanks Badge	Recognizes an adult Girl Scout whose performance is truly outstanding and benefits the entire council or the entire Girl Scout movement. Requires 4 Letters of Endorsement
Thanks Badge II	Recognizes an adult Girl Scout who has already received the Thanks Badge and who has continued to contribute in extraordinary ways that benefit the entire council or the entire Girl Scout movement. Requires 4 Letters of Endorsement

Writing Letters of Endorsement:

Ideas to include in letters of endorsement:

- Capacity in which the candidate served
- Impact on future of Girl Scouting
- Impact on Girl Scouts and volunteers
- Outstanding qualities in leadership
- Leadership roles at the service unit level
- How service of candidate moved our council toward its goals

- Carefully review the award description.
- Write clearly and legibly describing the candidate’s accomplishments. (Typed text is preferred.)
- **List activities, projects, etc.** that show service beyond the usual expectations for the position. Remember that nominations may be denied because too little information is given about the service. These awards go beyond troop activity.
- **How did the candidate impact the service unit(s) or entire council?** Use action and descriptive words that will help the committee know what is special about the candidate.
- **Be specific about the results achieved by the candidate.** Include numbers and names whenever possible.

Please address your letter to:

Adult Recognitions
 GSMWLP
 424 W. Superior Street
 Suite G3, Ordean Building
 Duluth, MN 55802
customercare@girlscoutslp.org



Start your letter with a statement like the following:

I am writing this letter to endorse the nomination of (*first and last name*) to receive the Girl Scouts of the USA (*Volunteer of Excellence, Appreciation Pin, Honor Pin, Thanks Badge, or Thanks Badge II.*)

Remember to include specific references to:

Girl Scouts of Minnesota and Wisconsin Lakes and Pines Mission Statement:

To build girls of courage, confidence and character who make the world a better place.

Girl Scouts of Minnesota and Wisconsin Lakes and Pines Strategic Focus:

Through the Girl Scout Leadership Experience, we will empower every girl to shape her future by providing pathways for girls to DISCOVER themselves and their values, CONNECT with others at local, state, national, and global communities and TAKE ACTION to make their community and world a better place.

The following are Examples of Letters of Endorsement:

Letter # 1 is an example of an unclear letter and could cause the nomination to be **REJECTED** by the Adult Recognitions Committee.

Endorsement Letter #1 for Mary Volunteer:

Dear Adult Recognitions Committee,

Mary is a wonderful person. She is always there when I need her. Mary is very encouraging and always keeps the needs of her girls in mind. Whenever any of us have a question, we know we can call Mary. I don't know what we would do without her.

Mary has three children and is very active in her church. She sets a wonderful example for her girls and the community. I have known Mary for years and she is most deserving of this award.

Sincerely,

Katie Council

Letter # 2 would provide adequate information for the Committee to consider the award.

Endorsement Letter #2 for Mary Volunteer:

September 7, 2023

Dear Adult Recognitions Committee,

I am writing today in support of Mary Volunteer's nomination for the Appreciation Pin. I have known Mary for the last five years and serve with her on the Service Unit Team for SU 28. Mary has held the position of Service Unit Treasurer for the past five years.

Mary volunteers to organize events for the entire county, making the registration process a smooth one. This year she organized four new events: World Thinking Day, a Juliette Low Birthday party, a county-wide service project, and a swim event. In addition, Mary coordinated three Journey workshops for leaders.

Usually, 90 percent of our 20 troops participate in these well-organized events.

Mary also fills in when the Service Unit Manager cannot make a meeting, providing consistency in our meeting schedule so we don't have to reschedule. She has assisted at three Back-to-School nights allowing parents to participate in their child's classroom activities, while promoting Girl Scouts to new families.

Mary has written four articles for our local paper to highlight the Girl Scout activities and programs in our area. This is a very good tool in recruitment and community engagement.

For all of the reasons mentioned here, I believe that Mary is a great candidate for the Appreciation Award.

Sincerely,

Sally Scout

girlscoutsrock@gmail.com

410.555.0629