



# Board Approved Recognitions Letter of Endorsement Information

Girl Scouts Heart of Central California | 6601 Elvas Avenue Sacramento, CA 95819 | [www.girlscoutshcc.org](http://www.girlscoutshcc.org)

Thank you for agreeing to write a letter of endorsement supporting \_\_\_\_\_  
who has been nominated for the \_\_\_\_\_.

To assist you in writing your letter, the criteria for selection are as follows:

1. The candidate is a **registered** Girl Scout adult volunteer.
2. The service performed by the candidate is outstanding, **above and beyond the expectations of the position held.**
3. The service performed by the candidate through September 30, of the year prior to award presentation **contributed** to the council's goals and objectives (see back of this page for a copy of the goals and objectives).
4. The service is delivered as follows:
 

|                  |   |                              |
|------------------|---|------------------------------|
| Appreciation Pin | - | to one service unit          |
| Honor Pin        | - | to two or more service units |
| Thanks Badge     | - | to the total council         |
| Thanks Badge II  | - | to the total council         |

Special notes: Thanks Badge and Thanks Badge II are intended to recognize those individuals whose service has been **so significantly above and beyond** the call of duty that no other award would be appropriate. In addition, to receive the Thanks Badge II, the individual must have already received the Thanks Badge and has continued to provide truly outstanding service.

In writing your letter, please:

1. **DO NOT** use the nominee's name or service unit name(s) when writing this letter. Please refer to the person as she, he or the nominee, **and** delete any service unit name(s).
2. Describe in what capacity you are familiar with the nominee's performance/contributions to Girl Scouting. Contact the service unit manager or membership director if you need more information.
3. In approximately 200 words or less, state your reasons for endorsing this nomination. Please include:
  - how the nominee's performance has been outstanding and/or beyond expectations;
  - how the nominee's contributions have benefited Girl Scouting, be specific, factual;
  - other comments or information that might be helpful.

Please return your letter to me by \_\_\_\_\_. If more space is needed, attach additional pages. If you prefer, you may write your letter on a separate document, the form is not required. If you have any questions, please contact me.

Nominator \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_ Email \_\_\_\_\_

## LETTER OF ENDORSEMENT cont.

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Name of Nominee \_\_\_\_\_ this endorsement submitted by:

Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Day Phone \_\_\_\_\_ Evening Phone \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_ has been nominated for a \_\_\_\_\_ Board Approved Recognition. Your letter of endorsement is required for this person to be considered for this recognition. Your specific comments are important to this review process. You may use this form or you may create a new document. If you create a new document, please include the name of the nominee and your own name.

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1. Describe in what capacity you are familiar with the nominee's performance/contributions to Girl Scouting. How long have you known this person? What were the circumstances that you got to know the achievements of this person? Please provide examples of how their involvement in Girl Scouting has been a role model to others.
  2. In approximately 200 words or less, state your reasons for endorsing this nomination. Be as specific as possible. Please include:
    - how the nominee's performance has been outstanding and/or beyond expectations of their position;
    - how the nominee's contributions have benefited Girl Scouting, be specific, factual;
    - other comments or information that might be helpful.