**Silver Award Intent**

*This Intent must be submitted by April 30 of your 8th grade year*

**Instructions:**

1. Review the Girl Scouts of Northeastern New York Silver Award Guidelines
2. Submit your typed, proofread intent **at least 6 weeks** before you plan to begin implementing your project
3. Be sure to include:
	1. Research to support the need for your project (articles, letters, surveys, etc.)
	2. Your hour log
	3. Any supporting materials that will give the Silver and Gold Award Committee a better grasp of your project plan, such as maps, scale drawings or representations, plans, sketches, etc.
4. Review all sections of your intent with your project advisor and a family member or troop leader

To submit your intent, choose one:

1. **Email**

Scan and email to silveraward@girlscoutsneny.org

 OR

1. **Drop off**

Drop it off at any of the GSNENY Service Centers

OR

1. **Mail to:**

Girl Scouts of Northeastern New York

c/o Silver and Gold Award Committee

8 Mountain View Ave.

Albany, NY 12205

We look forward to reading about your project plans!

**Silver Award Intent**

*This Intent must be submitted by April 30 of your 8th grade year*

**Your information**

Name: Troop (if applicable): Service Unit:

Address: City: Zip code:

Grade: School:

Year entering 9th grade:

**Contact information**

*Email is our primary method of communication to notify you of the status of your intent and to ask any follow up questions. Please make sure email addresses are correct and checked regularly, and note that some email systems (especially school emails) may mark Girl Scout correspondence as spam. All emails listed will be copied on correspondence relating to your Silver Award.*

Your phone number: Your email:

Parent/guardian name(s): Email(s):

Troop leader name(s): Email(s):

**Prerequisites**

[ ] I am a current GSNENY member in grades 6-8

[ ] I attended a Council-led Stretch for the Silver workshop or webinar within the past year

[ ] Cadette Journey completed: Date completed:

**Girl Scout Team**

*If you are working in a team, note that each Cadette must submit her own Intent and Final Report forms, including her own hour log.*

[ ] I am working solo

[ ] I am working with up to three other Cadettes.

Names of teammates:

**Silver Award Project Information**

Project Title:

Describe what you plan to do for your Silver Award project:

**Project Rationale**

1. What community issue or need does your project address? Who will benefit from your project?

1. What is causing the community issue or need? Why is it happening?

1. How does your project address one of these causes?

1. Please include research to support the need for your project within your community. *Examples: surveys, articles, statistics, interview notes, a letter from a community organization, etc.*

**Project Advisor**

*Your project advisor must be an adult expert in the area of your project and cannot be a family member or troop volunteer.*

Project Advisor: Advisor’s email:

Area of expertise or occupation as it relates to your project:

Advisor’s organization (if applicable):

Why did you choose this person to be your project advisor? What skills, experience, and expertise do you hope she or he will bring to your team?

**Other Team Members**

Please list other members of your team (including family, friends, and community members) along with their roles and areas of expertise, if applicable. Attach an additional file if necessary.

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| **Name** | **Organization or area of expertise (if applicable)** | **Role in your project** |
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**Project Goals**

*Keep in mind that you are not required to meet your project goals in order to earn your Silver Award; by setting goals and measuring the impact of your project, you fulfill that requirement.*

1. Please list your **S**pecific, **M**easurable, **A**chievable (realistic), **R**elevant and **T**ime-based project goals.

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| **Goal** | **Measurement tool**  |
| *Examples: serve 100 participants at my July 10th event**80% of program participants show increased confidence in math and science after project**30% increase in school recycling after project* | *Sign-in sheet**Survey**Weigh recycling before and after* |
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1. What skills do you hope to learn or develop through your project?

**Sustainability and Community Involvement**

1. Describe in detail how you plan to involve the community in becoming part of the change and raise awareness about the issue that your project addresses. Include information such as where, when, and target audience. *Examples:* *brochures, presentations, awareness event, video or website, etc.*

1. How will your project or what you have done continue to make a difference after you have finished with it? *Note that for the Silver Award, your project does not need to be completely sustainable; actions like raising awareness of the issue counts as Silver Award sustainability because the people you reach will continue to have that knowledge.*

1. If you built or created something that will need to be maintained (such as a Little Free Library, community garden, etc.), what is your plan to maintain it?

**Hour log**

Attach your hour log to show everything that you have done so far for your project.

Template

**Project Plan**

Please complete the project plan (below) showing how and when you plan to complete each step of your project. It should lay out the tasks or action items you and your team will accomplish. Include as much detail as possible in your project plan, and know that your timeline may change due to unforeseen obstacles or events. Someone reading just your project plan should be able to get a good idea of everything you plan to do. **Keep in mind that your project must be completed and your Final Report submitted no later than August 30 of the summer after 8th grade.**

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| Action Item (what?) | Objective (why?) | Timeline (when?) |
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**Silver Award Budget**

Complete and include with your Silver Award Proposal. If you do not foresee any expenses, explain below. **Before completing your budget, be sure to carefully read the** **money earning guidelines** **and money earning summary** so that you know what you can and cannot do to raise money for your project. Also see page 36 of the Silver Award Guidelines.

**Options to obtain or pay for materials/services**

* Donation of [materials](https://www.girlscoutsneny.org/GSNENY_Files/In%20Kind%20Donation%20Form.Fillable.PSCnew.pdf) or services (not money)
* Use Sweets & Treats/cookie program proceeds
* Turn your Cookie Dough into troop proceeds, to be used for your project
* Complete and submit the Money Earning form to get approval for additional money earning activities

**Consider items such as**:

* Site costs
* Rental fees
* Permits
* All supplies
* Printing
* Postage
* Food/beverage
* Thank you gifts
* Any other expenses

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| **Item/Expense** | **Projected Cost** | **Plan to obtain item/service:** |
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[ ] I understand that I cannot solicit donations of money for my project, only donations of materials.

[ ] I understand that any grant requests and money earning activities outside of the GSNENY cookie and

Sweets & Treats programs require prior Council approval

[ ] I understand that the I must participate in both the GSNENY cookie and Sweets & Treats programs in the

past year before applying to do additional money earning activities

[ ] I understand that I cannot donate money to another organization as part of my Silver Award project

**Additional materials**

Please attach any additional materials you would like to include with your intent to give us a better understanding of your project. You might include maps, drawings, diagrams, photos, sketches, designs, etc.

**Agreements**

[ ] I have discussed my Silver Award intent as well as the Guide for Project Advisors with my project advisor,

who has agreed verbally or in writing to serve as my project advisor, support and advise me throughout my Silver Award process

[ ] I have discussed my Silver Award intent with my parent/guardian(s), and they have agreed verbally or in

writing to support me throughout my Silver Award process

[ ] I understand that my project intent must be approved before I can begin implementing my project

[ ] I understand that it is my/my team’s responsibility to notify Council of any major changes to my project

[ ] I understand that I must complete my project and submit my final report no later than August 30 of the

summer after 8th grade.

[ ] I understand that the Silver Award approval process is monthly, and that my intent will be reviewed in the

month after it is received. I will receive an email after submitting my intent letting me know that it was received and when it will be reviewed.

[ ] If I do not hear back within 5 business days after my intent was scheduled to be reviewed, I understand

that it is my/my team’s responsibility to follow up with Council to check on the status of the project

[ ] I understand that I may be asked to provide additional information about my project or make changes to

my intent based on the Silver and Gold Award Committee’s feedback

[ ] I have saved a copy of my Silver Award intent for my records

Typed signature of Silver Award Candidate: Date:

Typed signature of parent/guardian: Date: