**Silver Award Final Report**

*Final report must be submitted by August 30 of the summer after your 8th grade year*

**Instructions:**

1. Review the Girl Scouts of Northeastern New York Silver Award Guidelines
2. Review all sections of your final report with your project advisor and a family member or troop leader

To submit your Final Report, choose one:

1. **Email**

Scan and email to [silveraward@girlscoutsneny.org](mailto: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 how you made the world a better place!

**Silver Award Final Report**

*Final report must be submitted by August 30 of the summer after your 8th grade year*

**Your information**

Name:

Troop (if applicable): Service Unit:

Address: City: Zip code:

Current or recently completed grade: School: Year you will enter 9th grade:

Please write your name phonetically for correct pronunciation at the Silver and Gold Award ceremony:

Please write your name as you would like it to appear on your Silver Award certificate and printed materials:

**Contact information**

*Email is our primary method of communication to notify you of your final report status 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):

**Girl Scout Team**

*If you are working in a team, note that each Cadette must submit her own Final Report, 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:

1. Describe your project:

1. What issue or need did your project address?

**Project Advisor**

Project Advisor: Advisor email:

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

**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**

1. Measurable goals:

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| **Goal (from proposal)**  *Example: serve 100 participants at my July 10 event* | **Outcome (from project)**  *Example: served 83 participants at my July 10 event* |
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1. What skills did you practice or develop through your project?

1. What measurable impact did you see from your project in your community? *Examples: count of people or animals reached, brochures distributed within a certain timeframe, etc.)*

**Sustainability and Community Involvement**

1. How did you involve the community in becoming part of the change and/or raise awareness about the issue that your project addressed? *Examples:* *brochures, presentations, awareness event, video or website, etc.*

1. Please include or link any materials you created to raise awareness or involve the community *(such as brochures, presentation materials, websites or videos, etc.)*

1. How will your project or what you have done continue to make a difference in your community?

**Hour log**

Attach your completed hour log. Note that each Cadette working on a Silver Award project must complete her own hour log, showing at least 50 hours.

**Budget**

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| --- | --- | --- |
| **Item/Expense** | **Final cost** | **How did you obtain this item/service?** |
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**Photos and additional materials**

Please include photos and any additional materials you would like to include with your final report, including any newspaper articles or media coverage of your project.

**Project advisor letter**

Please attach or link to your project advisor’s evaluation of your project. She or he should comment briefly on:

* Her or his role in the project
* The impact of the project
* Leadership qualities you/your team showed during the project
* Any other relevant project information that the Silver and Gold Award Committee should be aware of

**Reflection**

1. What did you learn about yourself and your community through your Silver Award project?

1. What would you do differently next time?

1. What was the most successful or most exciting part of your project?

**Agreement**

I understand that the Silver Award approval process is monthly, and that my final report

will be reviewed in the month after it is received. I will receive an email after submitting my final report 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 final report 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 my final report.

I understand that I may be asked to provide additional information about my project or

supporting materials

I have saved a copy of my Silver Award final report and all materials for my records

Typed signature of Silver Award Candidate: Date:

Typed signature of parent/guardian: Date: