

SILVER AWARD CHECKLIST  
(FOR YOUR RECORDS)



**Silver Award Deadline:** The Girl Scout Silver Award Final Report is due **no later than SEPTEMBER 30 of the year she enters the 9<sup>th</sup> grade**. If the Girl Scout wishes to participate in **Celebrations**, the submission deadline for her the final report with all the attachments is **no later than March 15<sup>th</sup> of her 8<sup>th</sup> grade year**. For more information, please contact the Teen Girl Experience Specialist by emailing [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org).

1. Completed one Cadette Journey: \_\_\_\_\_  
Name of Journey Date Completed

2. I identified an issue I cared about: \_\_\_\_\_  
My project will address the following issue:

3. I have picked a project:

4. I am doing my project by myself or with a team:  1 2 3  
Alone Team (Circle # of Members)

5. I found an adult/expert to be my advisor: \_\_\_\_\_  
Name of project advisor

6. I identified my volunteer community team members to help with my project.

7. I have developed a plan

8. I have submitted my Silver Award Intent Form

9. I have received my official letter of approval for my Silver Award project: \_\_\_\_\_  
Date of Intent Approval

10. Date I began working on my project: \_\_\_\_\_  
Start date after approval

11. Date project was finished: \_\_\_\_\_  
Project finish date

12. I have completed my final report to include all of the following attached items:

- Final report form (with all questions answered.)
- Completed time log (MUST contain at least a minimum of 50 hours)
- Completed income & expense log
- Copy of Silver Award Intent Approval
- Complete in-kind forms for donations (**REQUIRED for donations ≥ \$250.**)
- Project photos and/examples of finished products
- ALL Signatures and initials are included

13. I am ready to submit my final report. \_\_\_\_\_  
Date of final submission



You may submit your Silver Award intent in one of the following forms:

- **Email:** [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org) (Subject line: Silver Award Submission)
- **US Postal Service:** Girl Scouts of Southwest Texas, Attn: Teen Girl Experience Specialist, 811 N. Coker Loop, San Antonio, TX 78216
- **Hand delivery** to the reception desk at either council location. Place in sealed envelope marked "ATTN: Teen Girl Experience Specialist."

**Don't forget to make a copy of the completed form for your records.**

Once you have received your official letter of approval from Council, you may begin your project. Please allow up to 3-4 weeks for your letter of approval to be received. **Please complete ALL parts of the intent.**

**Incomplete intent forms will not be accepted.**

**FRIENDLY REMINDER: Silver Award teams MUST submit one intent per project partner.**

Project Title		Intended Begin Date	Intended End Date
First Name	Last Name	Submission Date	
Street Address		City	Zip Code
( ) Home Phone	( ) Cell Phone	Email:	
Troop #	Community	Current Grade	
Troop Leader's Full Name	Troop Leader Email	( ) Troop Leader Ph.	
Parent/Guardian	Parent/Guardian Email	( ) Parent/Guardian Ph.	
Project Advisor	Project Advisor Email	( ) Project Advisor Ph.	
Project Advisor Organization		Organization's Primary Contact Information (Email or Phone Number)	



## Prerequisites

- Registered Girl Scout Cadette (grades 6-8)
- Completed 1 Girl Scout Cadette Journey

Journey	Date Completed	Troop Leader Signature	Troop Leader Phone

## Project Team

Please note a Silver Award project team may NOT exceed four girls.

	Project Partner	Partner Role
1:		
2:		
3:		

## Team Members

List the team and/or community members and volunteer and what the role that they will play in your project. (Do NOT include your project partners.)

Other Team Member(s)	Organization	Role Played



1. What issue(s) will your Silver Award address? Who or what community will benefit from your project?  
Please describe in detail.

2. What is your leadership role in your Silver Award project? What strengths, talents, and skills did will you use to lead/help lead your project to success?

3. How will your project be sustainable? What is your plan to grow your project beyond a service project into a take-action project?

***(Remember: Sustainability = Measurable Impact = Continues On)***



### SILVER AWARD PROJECTED TIME LOG

Estimate the amount of time you will spend on your project. Include planning, research, shopping, preparation, organization, transportation, communication, and all other aspects of implementing your project. Hours do NOT include time spent completing the prerequisite journey or the Silver Award Workshop. **REMEMBER THAT THE SILVER AWARD REQUIRES A MINIMUM OF 50 HOURS OF SERVICE.**

Date	Description of Project Activity	Projected Time
<b>Total Hours</b>		

Silver Award Intent Project Description



Estimate **potential expenses** (materials and services) and how you will earn and pay for the materials and expenses.

Date	Paid to/ Received from	Materials/ Services	Income Amount	Expense Amount	Account Balance

Do you plan to raise money for my project and/or ask for in-kind donations?  Yes  No

If yes, have you included a Money-Earning/Solicitation Form?  Yes  No

***If not, don't forget to complete the [Money-Earning/Solicitation Form](#) and submit with your intent form to the Teen Girl Experience Specialist at [customercare@girlscouts-swtx.org](mailto:customercare@girlscouts-swtx.org) (Subject: MESF-Silver Award) You may not raise money or ask for any form of donations until approval is received from Council.***



By signing below, the girl and parent/guardian admit that all information in the Girl Scout Silver Award Project Intent Form is true and correct and will abide requirements as stipulated by Girl Scouts of USA and Girl Scouts of Southwest Texas, including **the minimum of 50 hours** service for the take-action project.

By signing below, the girl and the parent/guardian amend that the official letter of approval may take a minimum of three to four weeks for processing and that the girl will receive the official letter of approval as soon as it becomes available.

**PUBLICITY RELEASE:**

For good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, I hereby consent and agree to the following:

1. I hereby grant to Girl Scouts of the USA (GSUSA), and others working for GSUSA or on its behalf, and each of its respective licensees, successors, and assigns (each a "Releasee"), the irrevocable, royalty-free, perpetual, unlimited right and permission to use, distribute, publish, exhibit, digitize, broadcast, display, modify, create derivative works of, reproduce or otherwise exploit my name, picture, likeness, and voice (including any video footage of the same) (collectively "Media), or to refrain from so doing, anywhere in the world, by any persons or entities deemed appropriate by GSUSA, for any purpose (except defamatory) including, without limitation, any use for educational, advertising, non-commercial or commercial purposes in any manner or media whatsoever (whether known or hereafter devised) including, without limitation, on the internet, in print campaigns, in-store and via television. I agree that I have no interest or ownership in any of the Media.

2. I shall have no right of approval, no claim to compensation and no claim (including, without limitation, claims based upon invasion of privacy, defamation or right of publicity) arising out of any use, alteration, blurring, illusionary effect or use in any composite form of my name, picture, likeness, and voice. I agree that nothing in this Release will create any obligation on GSUSA to make any use of the Media or the rights granted in this Release. I hereby release and hold harmless Releasees from any claim for injury, compensation, or negligence resulting or arising from any activities authorized by this Release and any use of the Media by GSUSA.

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Girl Signature

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Date

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Parent/Guardian Signature

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Date