



Adult Recognitions Instructions, Coversheet and Nomination Form for the GSCM Black-Eyed Susan Award

Filing deadline: The GSCM Black-Eyed Susan Award application can be sent to the Adult Recognitions Committee c/o GSCM at the council office postmarked by November 1st or February 28th. Allow six weeks after deadline for your application to be processed.

- The GSCM Black-Eyed Susan Award is approved by GSCM's Board of Directors;
- The nominator will be notified when the pin and signed certificate are available;
- Presentation is at a time and place agreed upon by the geographic/service unit and the council.
- Use forms dated 4/11 or later and print legibly.

The Black-Eyed Susan Award Instructions

1. The nominating individual or group must complete the Coversheet and Nomination Form, providing objective and results including pertinent facts, dates and positions held.
2. Attach two letters of endorsement to the application. The Nominator **MAY NOT** be one of the letter writers. The people chosen to write letters of endorsement should be able to convey information and their feelings clearly and concisely through the written word. Persons writing must be willing to complete and return their letter of endorsement to the nominating individual or group in a timely manner.
3. The letters of endorsement should state:
 - 1) why the individual feels that the nominee should receive the Black-Eyed Susan Award;
 - 2) give specific examples of how the services given have been beyond the expectations for the position held;
 - 3) any other pertinent information that may be helpful.
4. Submit the application and letters of endorsement to the council's Adult Recognitions Committee by the filing deadlines set forth by the Adult Recognitions Committee (**November 1st or February 28th**) and adhere to the following **Criteria for Selection**:

The nominee is an active adult member registered with GSUSA, volunteer or employed staff member.

The nominee has already been awarded the GSUSA Appreciation Pin.

The service performed by the nominee is outstanding and beyond the expectation of the position held. The service is delivered to at least one geographic/service unit within the council jurisdiction and contributes to the overall council goals and objectives.

The following steps will be taken in processing a nomination for the Black-Eyed Susan Award:

- 1) A nomination application and two letters of endorsement are received and reviewed by the council's Adult Recognitions Committee. The nominee's membership with GSUSA is verified by the council registrar. Within six weeks of receipt of the completed nomination, a decision will be rendered and the nominating individual or group will be notified of the decision.
- 2) If the nominee is not to be recognized, the nominating individual or group will be given a report of the reasons for the decision. The nominating individual or group may respond (appeal) to the Adult Recognitions Committee in writing within 30 days. The appeal will be reviewed by the Adult Recognitions Committee and the rationale for the decision will be forwarded to the board of directors. The decision of the appeal made by the council board of directors will be final.

The Black-Eyed Susan Award Nomination Form

Nominee: _____

Description of Service Rendered:

Audience Benefiting from the Service:

Impact the service had on the geographic/Service Unit:
(Indicate how service helped move the council toward its operating objectives and goals)

The Black-Eyed Susan Award Nomination Form Continued

Nominee: _____

Two Letters of Endorsement included from:

Print Name	Address/email/phone	Position(s) in Girl Scouting

Signature of Nominating Individual: _____

Date: ____/____/____