 Bronze Award Project Checklist

Please use this checklist as a tool to help you navigate the Bronze Award process. This form is for your records and does not need to be submitted with the Final Reports.

|  |  |
| --- | --- |
| **Leader/Advisor** |  |
| **Troop** |  |
| **Project** |  |

|  |
| --- |
|  **Trainings** |
| **Training** | **Date complete** | **Comments** |
| Leader/Advisor has taken Take Action webinar |  |  |
| Leader/Advisor has taken Bronze Award webinar |  |  |
| (Optional) Group members attend Bronze Award workshop or take Bronze Award Webinar |  |  |
|  **Pre-requisites** |
| **Item** | **Date Complete** | **Comments** |
| All group members registered Girl Scout Juniors and in 4th/5th grades |  |  |
| Completion of Junior Journey incl. Journey Take Action project |  |  |
|  **Process** |
| **Steps** | **Done** | **Comments** |
| Build your Junior team  |  |  |
| Explore your community |  |  |
|  -Identify people who may have a need |  |  |
|  -Identify places that may have a need |  |  |
|  -Identify community needs |  |  |
|  -Identify community resources |  |  |
|  -Identify issues in your community |  |  |
|  -Identify root causes of issues in your community |  |  |
| Choose an issue to address |  |  |
| Identify the root cause of the issue |  |  |
| Choose your project to address the root cause of the issue |  |  |
| \*\*If doing project at a camp, obtain Outdoor Program Department approval prior to starting. Fill out and submit Bronze at Camp Request Form found at gswcf.org/bronze\*\* |  |  |
| Make a plan  |  |  |
|  -What tasks need done?  |  |  |
|  -How will tasks be done?  |  |  |
|  -Who will do each task?  |  |  |
|  -When will each task be completed? |  |  |
|  -What volunteers can help you? |  |  |
|  -How will you create lasting change? How  will the project continue after we’re no longer  involved? Remember to educate and inspire! |  |  |
|  -Plan your budget. Where will you get the money? How much will supplies cost? How much will you spend? Remember income  must equal expenses. Document on Final Report.  |  |  |
|  -Follow guidelines in the Supplemental Money  Earning documents.  |  |  |
| Put the plan into action  |  |  |
|  -Each group member contributes 20 hours. Document on each girls individual Final Report.  |  |  |
| Each girl fills out a final report |  |  |
| Turn in your final reports together to council by September 30th of the girls 6th grade year.  |  |  |
| **Steps after sent to council** | **Done** | **Comments** |
| Leader/Advisor received email from council that reports have been received |  |  |
| Leader/Advisor received email from council that Final Reports have been approved |  |  |
| Leader/Advisor received certificates in mail  |  |  |
| Pins purchased  |  |  |
| Celebrate! |  |  |

**Notes**