



Gold Award Project Check List

✓	ACTIVITY	DATE COMPLETED
	Attend Gold Award Information Session and/or Download Gold Award Take Action Tool Kit from council website.	
	Read the Gold Award Take Action Tool Kit	
	Start working on the Journey requirements.	
	Download <i>Letter of Intent</i> found at www.gshpa.org . Submit to regional council office when you have completed Step 1. A Gold Award Advisor will be assigned to you after receipt of your <i>Letter of Intent</i> .	
	Work on a timeline for your Gold Award Take Action Project and the requirements and discuss with your Gold Award Advisor.	
	Organize team and find Take Action Project Advisor, if needed.	
	Fill out the <i>Gold Award Take Action Project Plan</i>	
	Submit <i>Gold Award Take Action Project Plan</i> to Girl Scouts in the Heart of Pennsylvania by deadline dates listed in the booklet to ensure review at the meeting of your choice.	
	Once approved, start working on your <i>Gold Award Take Action Project</i> . Keep a detailed journal/log of your hours.	
	Stay in contact with your Gold Award Advisor throughout your project. Inform her/him of any changes or problems with your project.	
	Once project is completed, submit <i>Gold Award Take Action Project Final Report</i> . Please include the detailed log/journal of your hours. The log should be neat and legible.	
	Final Approval: Once you have received final approval from your Gold Award Advisor, you will receive your ceremony packet from Girl Scouts in the Heart of Pennsylvania and can begin to plan your ceremony. Please allow eight weeks to receive your pin and invitations.	
	Submit back to council what is necessary.	