

Awards Ceremony Preparation Guide

Leaders can agree to change anything to enhance the ceremony.

SUM duties:

Pick a date for a ceremony. Send an email to all leaders 2 months in advance asking if their girls will have earned an Award by that date and if they want to participate in a ceremony.

Arrange a planning meeting with 1 leader or 1 parent from each participating troop. Bring a sample program and sample invitations (invitations are also on our website).

Reserve the room, requesting a podium & sound system.

Tasks to Divide Up amongst all leaders:

Purchase white, green, & gold balloon sprays to stand at the sides of the podium – 3 balloons per spray.

Get refreshments such as iced tea, lemonade, water, chips, crackers, brownies, leftover GS cookies, peanut free items (Oreos).

SUM to check GS closet for paper products and serving bowls/platters. If none, purchase tablecloths, cups, small plates, cocktail napkins.

Someone needs to handle inviting the dignitaries. Prepare 1 standard invitation letter and mail the same letter to all dignitaries with an attachment listing the names of all girls, troop number, grade level & Award earned. (samples on our website) When there is a Gold recipient, we invite our district Senator, 2 Assemblypersons, County Exec, Mayor, someone from GSNNJ and the principals of schools that the Gold Award recipients attend. If no Gold recipients, just invite the mayor. Have the invitation proofread by other leaders & a service unit member before mailing.

The person who sends the invitation should collect RSVP's and expect to receive achievement certificates from all dignitaries in the mail or in person if they attend. Sort certificates by troop & girl's name and bundle them by troop. At the ceremony, give them to the appropriate leader so they can add them to the gift bags on stage.

Someone needs to make the Program booklet. SUM has samples. Have it proofread by troop leaders. Go to a copy center store and get 1 copy per family + 20 extras. Color copying is expensive, so don't make too many extras.

Purchase a small standing plaque from Crown Trophy for each Silver & Gold recipient. If someone earned a Gold Award but graduated or cannot attend, make sure to make a plaque for her too & deliver it to leader or her house. Sample plaques are on our website.

Purchase a single pink rose dipped in gold to present to each Gold recipient.

See if some girls will do a Flag Ceremony at the beginning of the Awards ceremony.

SUM will follow up a few days beforehand with Borough Hall to ensure the room is ready & podium and sound system are functioning.

Someone needs to take blank name plates off the Gold Award Plaque at Borough Hall & take them to Crown Trophy in River Edge to be engraved with girl's name & month/year. This can be done after the ceremony.

Each Leader is to:

1. have their girls prepare a tri-fold display board with photos and a short description of their project.
2. purchase Award pins. Get a 9"x12" gift bag for each girl to hold pins, certificates from dignitaries, silver/gold plaque and anything else you want to put in there so everything can be easily carried. We are not pinning each girl at the ceremony so put pins in their gift bag.
3. each leader will call their girls individually up to the podium to hand them their gift bag.
4. advise girls of proper attire: white top & black pants or skirt. No sleeveless, spaghetti straps or flip flops. Wear their vest & ensure they have proper insignia.
5. Bronze & Silver recipients should prepare a 2-minute speech **per project** about what they did to earn the Award. KEEP IT SHORT. Each girl can say 1 sentence or a few girls can speak for the group. Remind the girls to acknowledge all of their leaders and their project advisors, if applicable.
6. Gold recipients should prepare a 5-minute speech about their project. Acknowledge leaders & advisor.
7. Each leader is responsible for printing & delivering an invitation to any project advisors if they are to be invited. Use & edit the same letter as was sent to the dignitaries. Please mail or hand deliver invitations, not email.
8. Whoever is inviting the dignitaries should find out what school the Gold Awardees attend and mail an invitation to their principal with the girls' names on it.
9. Each leader is responsible for printing and sending invitation letters to their troop families. See sample invitation to families on website. Hand deliver or U.S. Mail is a nice touch instead of email
10. Use the GS Reimbursement form on our website to submit receipts for purchases that benefit the whole ceremony.

Ceremony SETUP

Put 2 tables in the back for snacks.

Put 2 tables up on the stage by the windows to hold the gift bags. Alphabetical order by troop. This way the leaders can present a bag to each girl as she is called up.

Put all tri-fold boards on tables along the inside walls.

Pull out GS flags and stands (and American flag if there will be a Flag Ceremony) from the GS closet. Pull out large plexiglass sign from GS closet to place in front of the podium. Put flags on the stage off to the right.

Girls should come 45-60 minutes before the ceremony to help set up chairs with a middle aisle. Also put chairs for the dignitaries up front by the windows, caddy-corner.

Before the ceremony, ask dignitaries or project advisors if they want to speak to the audience.

Decide who will present the roses to the Gold recipients. Can be a dignitary or leader or anyone.

All girls & leaders should sit in the front of the room. Dignitaries in the caddy-corner section. Families in the back rows.

All scouts will go up to the stage from the right and exit left towards the windows. Girls should stay on stage if there's room and when their troop is done, a group photo can be taken with a dignitary.

An adult volunteer needs be near the rear door to greet our dignitaries & guest speakers & direct them to sit to the left front rows, in the caddy-corner area.

An adult volunteer needs to collect any certificates that dignitaries bring with them & hand them to the appropriate leader. Leaders put certificates in each girl's gift bag.

Optional....arrange for some traffic cones and make signs near the entrance to hold parking spots for dignitaries.

Girl volunteers are needed to give out one program per family as they enter the room.

Leaders, please save a seat for yourselves at the end of the rows next to your troop.

CEREMONY FLOW (ceremony tends to last 1 hour)

Moderator will signal Flag Ceremony to begin.

If there is no flag ceremony, moderator will welcome everyone and invite all to say Pledge of Allegiance and girls to say GS Promise.

Moderator will invite dignitaries and mayor to speak in between troop presentations.

Moderator will turn over the microphone to the 1st Bronze troop leader who will call up each girl to speak their 1 sentence (or the girl who will speak for everyone). When each girl comes up, hand her the gift bag. Ask each girl to stay on stage but step off towards the windows.

Leader can invite all co-leaders and any or all dignitaries to come up on stage to pose for a group photo after all their girls have been called up.

Moderator turns over the microphone to subsequent leaders who will repeat the above. Optionally, have a Gold recipient speak in between the Bronze & Silver presentations to break things up a bit.

Remember to have someone present the rose to each Gold recipient.