

# Girl Scout Bronze Award Final Report Instructions

The Girl Scout Bronze Award™, the highest award a Girl Scout Junior can earn, gives you the chance to do big things and make your community better in the process.

This Final Report is to be used by you (and/or your team)—a registered Girl Scout Junior in grades 4 to 5—with the assistance of your troop/group leader, and adult Girl Scout volunteer supervisor for approval of your Bronze Award project.

## **How to complete this form:**

1. Read the Bronze Award Final Report questions ahead of time and think about your answers.
2. If you are working in a group, fill out Sections 1 and 2 together. Section 3 is for individual reflections. When Sections 1, 2, and 3 are completed then you're ready to obtain the appropriate signatures in Section 4. The Final Report must be submitted with all four sections together.
  - **Section 1:** Share how your project went by updating your Project Proposal responses with a recap of your project. Include supplemental documentation of budget worksheet and money-earning forms if needed.
  - **Section 2:** Outline how you shared your project and provide copies of photos, videos, flyers, and/or other evidence that documents the work you did. Include photo release forms if needed.
  - **Section 3:** Complete your individual reflection, sharing what you learned along the way. Include your time log (required).
  - **Section 4:** Signature page
3. Complete and submit the Bronze Award Final Report Form.

## **A few friendly reminders:**

- When the Bronze Award project winds down, the outcome may not be exactly as planned. That's OK! Girl Scouts earn the Bronze Award as long as award requirements have been met. The most important outcomes are the ones you gain for yourself: improved confidence, better organization, stronger teamwork, and more. It's less about the perfect final project and more about what you discover along the way!
- Finish your Bronze Award Take Action™ project and Final Report by September 30 of the year you or your oldest team member completes 5th grade!
- Keep a copy of this Final Report for your records.



# Girl Scout Bronze Award Final Report

Council \_\_\_\_\_

## Section 1 - Group Response

Share how your project went by updating your Project Proposal responses with a recap of your project. Include supplemental documentation of budget worksheet and money-earning forms if needed.

**Team members:** Confirm the full names of each Girl Scout on the project. Please include troop number, current grade, email, and mailing address. (See *Junior Workbook for Earning Your Bronze Award*, Step 2.)

| Full Name | Troop Number | Current Grade<br>(If submitting after June 1, please list the grade you will enter in the fall.) | Email and Mailing Address |
|-----------|--------------|--|---------------------------|
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List additional adult resources:

|   | <b>Responsibilities</b>  | <b>Name</b> | <b>Email</b> | <b>Phone Number</b> |
|---|--|-------------|--------------|---------------------|
| Troop/<br>Group<br>Leader*                      | Managing guidelines for any project donations, money-earning activities, or use of troop funds and approvals, where relevant |             |              |                     |
| Adult Girl<br>Scout<br>Volunteer<br>Supervisor* | Bronze Award project team supervision, including managing safety and Bronze Award procedures                                 |             |              |                     |

\*Volunteers in these roles must be registered and background checked

## Recap your Bronze Award project:

Share your results, what you actually did, and how it went.

Project Title \_\_\_\_\_

Start Date \_\_\_\_\_ Completion Date \_\_\_\_\_

1. The issue the project addressed was... (Please include a 3–4 sentence description. See the *Junior Workbook for Earning Your Bronze Award*, Step 4.)

2. It mattered because... (Please include a 3–4 sentence description. See the *Junior Workbook for Earning Your Bronze Award*, Step 4.)

3. The target audience (who your project benefitted) was... (Please include a 1–2 sentence description. See the *Junior Workbook for Earning Your Bronze Award*, Step 4.)

4. Community members who I contacted or partnered with to research my issue, find the root cause, and help complete the project (See *Junior Workbook for Earning Your Bronze Award*, Step 3.):

| <b>Name</b> | <b>Organization</b> | <b>How they helped</b> |
|-------------|---------------------|------------------------|
|             |                     |                        |
|             |                     |                        |
|             |                     |                        |
|             |                     |                        |
|             |                     |                        |

5. The root cause of the issue was... (Please include a 3–4 sentence description. See the *Junior Workbook for Earning Your Bronze Award*, Steps 3 and 4.)

6. My team’s project idea was... (Please include a 3–4 sentence description of your project, include the result and how it addressed the root cause of your issue. See the *Junior Workbook for Earning Your Bronze Award*, Step 4.)

7. Try It: The project is sustainable because my team... (Check the boxes that apply. See the *Junior Workbook for Earning Your Bronze Award*, Step 5.) [Optional]

- Created a permanent solution that can be used after the project is complete.
- Educated and inspired others in the community or within Girl Scouts to be part of the change.
- Advocated to change a rule, regulation, or a law and encouraged others to join.
- Here is how it was done... (Please include a 3–4 sentence description.)

8. Please provide a description of your team's leadership. (See the *Junior Workbook for Earning Your Bronze Award* , Steps 2 and 5.)

9. Provide supplemental documentation of a budget worksheet of money or nonmonetary donations of goods received or spent and any associated costs. (See the *Junior Workbook for Earning Your Bronze Award* , Step 5, and use the form in the template pages. Other spreadsheet formats are acceptable.)

## Section 2 - Group Response

Outline how you shared your project and provide copies of photos, videos, flyers, and/or other evidence that documents the work you did. Include photo release forms if needed.

1. How did you let others know about your project and the impact it had? (Please include a 3–4 sentence description. See the *Junior Workbook for Earning Your Bronze Award* , Step 7.)

2. Provide any copies of photos, videos, flyers, and/or evidence that documents your project to help share the big picture of what you and your team accomplished. Please understand the materials cannot be returned. (See the *Junior Workbook for Earning Your Bronze Award* , Step 7.)

## Section 3 - Individual Response

Complete your individual reflection, sharing what you learned along the way. Include your time log (required).

1. Provide each individual's Bronze Award project time log. Remember to only list time spent after Journey completion. (See the *Junior Workbook for Earning Your Bronze Award*, Step 6, and use the form in the template pages, or other acceptable formats.)
2. Reflection questions:

**Team Member Name** \_\_\_\_\_

Describe in detail what you did for your leadership role. (Please include a 3–4 sentence response.)

In completing this project, what did you discover about yourself? (Please include a 3–4 sentence response.)



What skills did you gain and how will these skills help you in the future? (Please include a 3–4 sentence response.)

What part of your project would you change if you could start over, and why? (Please include a 3–4 sentence response.)

**Team Member Name** \_\_\_\_\_

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In completing this project, what did you discover about yourself? (Please include a 3–4 sentence response.)

What skills did you gain and how will these skills help you in the future? (Please include a 3–4 sentence response.)

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What part of your project would you change if you could start over, and why? (Please include a 3–4 sentence response.)


**Team Member Name** \_\_\_\_\_

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In completing this project, what did you discover about yourself? (Please include a 3–4 sentence response.)

What skills did you gain and how will these skills help you in the future? (Please include a 3–4 sentence response.)

What part of your project would you change if you could start over, and why? (Please include a 3-4 sentence response.)

A large, empty rectangular box with a thin black border, intended for the user to write their response to the question above. The box is currently blank.



## Signature Page

We\*—the Girl Scout Junior(s), troop/group leader, and adult Girl Scout volunteer supervisor—agree and understand that the Bronze Award Project:

- Cannot be just a collection or donation drive. Donations may be part of a larger Bronze Award project.
- Cannot be a fundraiser for another organization, program, or individual.
- Is not simply volunteering time for another organization in an already existing project.
- Cannot be done by multiple teams. Only one team (1–6 Girl Scouts) may collaborate on each Bronze Award project.
- Is a Take Action project, not a community service project—even if the community service project is very large and takes a lot of time and hard work.

I, Girl Scout Junior, followed all the requirements and guidelines as outlined by the *Junior Workbook for Earning Your Bronze Award* and my council during my Bronze Award project.

|                      |  |      |  |
|----------------------|--|------|--|
| Girl Scout Signature |  | Date |  |
| Girl Scout Signature |  | Date |  |
| Girl Scout Signature |  | Date |  |
| Girl Scout Signature |  | Date |  |
| Girl Scout Signature |  | Date |  |
| Girl Scout Signature |  | Date |  |

I, the adult Girl Scout volunteer supervisor, confirm that the Junior(s) above fulfilled the requirements for the Girl Scout Bronze Award and that they upheld all guidelines specific to their project as outlined by the *Adult Guide for Earning the Bronze Award, Junior Workbook for Earning Your Bronze Award*, and my council.

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

I, the Girl Scout Troop/Group Leader, have reviewed the above Girl Scout Bronze Award Final Report. I am aware of and believe this project aligns with the requirements and guidelines outlined by the *Adult Guide for Earning the Bronze Award, Junior Workbook for Earning Your Bronze Award*, and my council.

|           |  |      |  |
|-----------|--|------|--|
| Signature |  | Date |  |
|-----------|--|------|--|

\*Adults may cover multiple roles in the Bronze Award process.

# Budget Worksheet

## Funds/Donations (+)

| <b>What is the item?<br/>[Money earning/Troop<br/>Funds/Donations in-<br/>kind or monetary]</b> | <b>Who is it from?</b> | <b>Total Value</b> |
|---|------------------------|--------------------|
|   |                        |                    |
|   |                        |                    |
|   |                        |                    |
|   |                        |                    |
|   |                        |                    |

## Expenses (-)

| <b>What is the item?<br/>[Purchased Supplies]</b> | <b>Where is it from?</b> | <b>Total Value</b> |
|---|--------------------------|--------------------|
|   |                          |                    |
|   |                          |                    |
|   |                          |                    |
|   |                          |                    |
|   |                          |                    |

|                |           |
|----------------|-----------|
| <b>Balance</b> | <b>\$</b> |
|----------------|-----------|

# Time Log

You must submit this log with your Girl Scout Bronze Award Final Report. Only list time spent after you complete your Journey. Each Junior should spend approximately 20 hours working toward the Bronze Award.

(This is a sample. Other spreadsheet formats are also acceptable.)

| <b>Date</b> | <b>Task</b> | <b>Time Spent</b> | <b>Running Total</b> |
|-------------|-------------|-------------------|----------------------|
|             |             |                   |                      |
|             |             |                   |                      |
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|  |  |
|--|--|
| <b>Total Hours for Girl Scout Bronze Award Project</b> |  |
|--|--|