

# Girl Scout Bronze Award Project Proposal 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 Project Proposal is to be used by you (and/or your team)—a registered Girl Scout Junior in grades 4 to 5—with assistance from your adult Girl Scout volunteer supervisor and troop/group leader to gain approval for your Bronze Award project idea **BEFORE** continuing your project.

This form will help you think through the details of your project, helping make sure you have a plan in place that will set you up for success early on. Let's get started!

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

1. Familiarize yourself with Bronze Award guidelines: review the *Junior Workbook for Earning Your Bronze Award* and complete any council training.
2. Read the Bronze Award Project Proposal questions ahead of time and think about your answers. If you are working in a group, fill it out together! You can work with a team of up to five other Juniors or on your own. One form should be completed per project.
3. Complete and submit the Bronze Award Project Proposal. Approval is necessary **BEFORE** the project may continue.

## **A few friendly reminders:**

- Finish your Bronze Award Take Action™ project and Final Report by September 30 of the year you or your oldest team members complete 5th grade.
- Take photos and/or video to document your project along the way—you'll be asked to share them in your Final Report! Share your photos with us [here](#)!
- The Final Report will require updating and reflecting on your approved Project Proposal. Keep a copy of this Project Proposal so you can answer the questions more easily.
- 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. What Girl Scouts learn in the process about themselves and the world around them is what's most valuable. Look at any unexpected twist as a learning opportunity.
- If your project ends up significantly changing from your current Project Proposal, please contact us at [customercare@nmgirlscouts.org](mailto:customercare@nmgirlscouts.org) to let us know and we will advise you on next steps.



# Girl Scout Bronze Award Project Proposal

Council : Girl Scouts of New Mexico Trails

**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	Email and Mailing Address	Training (when/how)


List additional adult resources:

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

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

**Prerequisite:** Provide the Bronze Award Prerequisite, completion date, and reflection for each team member

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

Bronze Award Prerequisite	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

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

Bronze Award Prerequisite	Date Completed	What did you do?	What did you learn?	What would you do better, or differently?

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

<b>Bronze Award Prerequisite</b>	<b>Date Completed</b>	<b>What did you do?</b>	<b>What did you learn?</b>	<b>What would you do better, or differently?</b>

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

<b>Bronze Award Prerequisite</b>	<b>Date Completed</b>	<b>What did you do?</b>	<b>What did you learn?</b>	<b>What would you do better, or differently?</b>

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

<b>Bronze Award Prerequisite</b>	<b>Date Completed</b>	<b>What did you do?</b>	<b>What did you learn?</b>	<b>What would you do better, or differently?</b>

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

<b>Bronze Award Prerequisite</b>	<b>Date Completed</b>	<b>What did you do?</b>	<b>What did you learn?</b>	<b>What would you do better, or differently?</b>

## Tell us about your project plan:

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

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

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

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

3. My target audience (who is going to benefit) is... (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 and find the root cause (See *Junior Workbook for Earning Your Bronze Award*, Step 3.):

Name	Organization	How might they help?



5. The root cause of the issue is... (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 is... (Please include a 3–4 sentence description of your project, including the desired result and how it addresses the root cause of your issue. See the *Junior Workbook for Earning Your Bronze Award*, Step 4.)

7. Try It: How will you create a plan to make your project sustainable? (Check the boxes that apply. See the *Junior Workbook for Earning Your Bronze Award*, Step 5.)  
[Optional]

- ☐ Create a permanent solution that can be used after the project is complete.
- ☐ Educate and inspire others in the community or within Girl Scouts to be part of the change.
- ☐ Advocate to change a rule, regulation, or a law and encourage others to join.
- ☐ Specifically, my team will plan to make the project sustainable by... (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. Bronze Award projects sometimes require money or nonmonetary donations of goods. If your project requires this, then please estimate supplies/donations needed and potential costs. A budget worksheet with actual supplies and costs will be required with the Final Report. (See the *Junior Workbook for Earning Your Bronze Award*, Step 5 and the template pages.)

10. Check "Yes" to indicate you are aware that each individual team member should spend approximately 20 hours working on their Bronze Award project and will maintain a time log. (See the *Junior Workbook for Earning Your Bronze Award*, Step 6 and the template pages.)

- YES, I am aware that each individual team member should spend approximately 20 hours working on their Bronze Award project and will maintain a time log.

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, have read and understand all the requirements and guidelines specific to the Girl Scout Bronze Award as outlined by the *Junior Workbook for Earning Your Bronze Award* and council-specific requirements. I am aware of all deadlines for the Girl Scout Bronze Award. Should any major plans change, I will contact the person who approved my proposal.

[illegible]

I, the adult Girl Scout volunteer supervisor, recognize it is the Junior's responsibility to fulfill the requirements for the Girl Scout Bronze Award including all deadlines. I understand that they must uphold guidelines specific to their project as outlined by the *Adult Guide for Earning the Bronze Award*, *Junior Workbook for Earning Your Bronze Award*, and council-specific requirements.

Signature		Date	
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I, the Girl Scout troop/group leader, have reviewed the above Girl Scout Bronze Award Project Proposal. I am aware of the requirements and guidelines outlined by the *Adult Guide for Earning the Bronze Award*, *Junior Workbook for Earning Your Bronze Award*, as well as council-specific requirements and believe this project aligns with those requirements.

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

# Budget Worksheet

## Funds/Donations (+)

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

## Expenses (-)

What is the item? [Purchased Supplies]	Where is it from?	Total Value

**Balance**

**\$**

## Time Log

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

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

Date	Task	Time Spent	Running Total

<b>Total Hours for Girl Scout Bronze Award Project</b>	
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