

Advice on Letters of Endorsement

The Adult Recognitions Committee most likely will not know your nominee. They accept or reject a nominee strictly based on what they read in the nomination form and letters of endorsement.



It is CRITICAL that the endorsements be specific, well-written and legible.



Consider carefully whom you ask to write the letters of endorsement. If you are nominating someone for an award which requires service given beyond the troop or to more than one service unit, be sure your writer knows and can document that service.



Give the writers a copy of the Letter of Endorsement form as soon as possible, leaving enough time for the nominator to review the letter and submit with the nomination packet to the council before the March 10 deadline. (Note: This form is not required, but it serves as a valuable outline for your writers.)

The samples below show what the Adult Recognitions Committee is looking for in an endorsement.

EXAMPLE:

Mary has been nominated for the Appreciation Pin. The letter on the left would cause her nomination to be rejected while the endorsement on the right secures the award for her.

Poor

This example is too vague.

*Mary is a wonderful person.
She is always there when I need her.*

She is very encouraging and always keeps the needs of her girls in mind. Whenever any of us have a question, we know we can call Mary. I don't know what we would do without her.

Mary has three children and is very active in her church. She sets a wonderful example for her girls and the community. I have known Mary for years and she is most deserving of this award.

Good

This example lists specific actions, which exceed Mary's responsibilities as Service Unit Finance Chair.

Mary has served as the Service Unit Finance Chair for three consecutive years. She volunteers to organize events for the county. This year she organized new events:

- 1. World Thinking Day event, a Juliette Low Birthday party,*
- 2. Regional service project,*
- 3. Back to School Swim party and*
- 4. 3 Journeys workshops.*

Usually, 90 percent of our troops participate in these well-organized events.

Mary also fills in when the Service Unit Manager cannot make the meetings and has assisted at 3 Express Night school organizational meetings and written 4 Girl Scout publicity articles for our county.

Mary received the Outstanding Volunteer Award in 2010.

Suggested Outline for Letters of Endorsement

Candidate's Name:

Award:

My Name:

Telephone:

My Address:

Email:

Service Unit:

I recommend the candidate for the chosen award because:

Please list at least three ways this candidate's performance has been outstanding and deserving of this award.

Give at least three specific examples of service beyond expectations for the position held:

Other pertinent information about the nominee's service (other things you would like the Task Force to know about the nominee, audience or service area impacted by the Individual nominated, etc.)

Signature _____ Date _____

Please return the endorsement letter to

_____ by _____
(person submitting the nomination) (date)