Guide to Going Gold GoGold 2.0

The Girl Scout Gold Award

The Highest Award in Girl Scouting

Step-by-Step Guide to GoGold 2.0
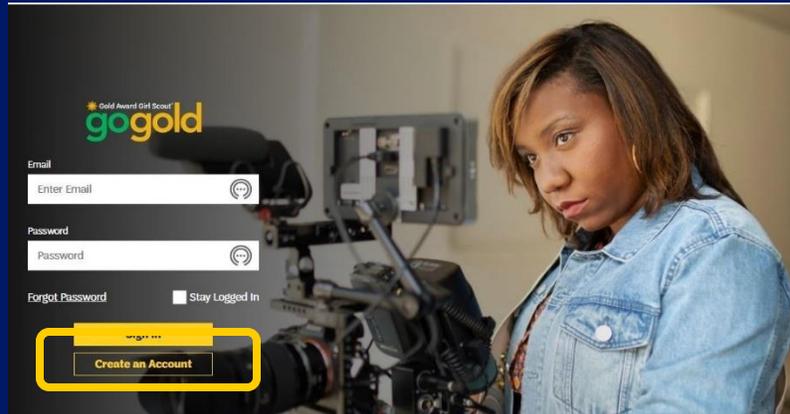

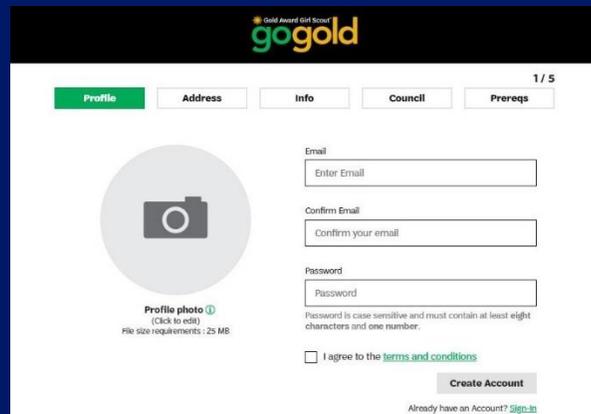www.gogoldgirlscouts.org

Setting Up Your Account
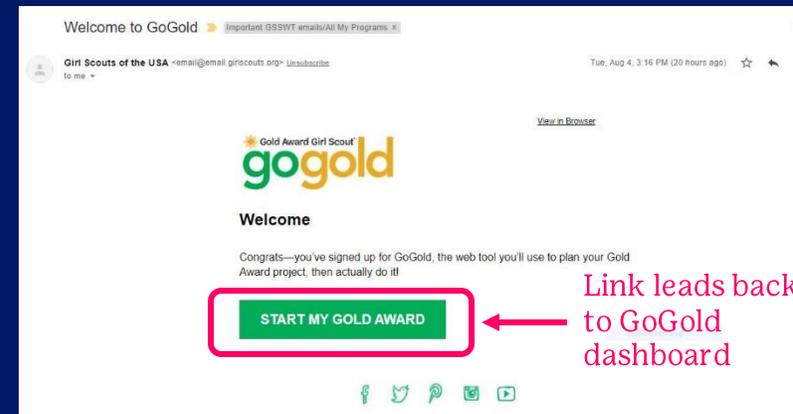
Start here ⟶ www.gogoldgirlscouts.org

1. Select " Create an Account."

2. Select your prerequisites.

3. Set up your profile.

Link leads back to GoGold dashboard

4. You will receive a confirmation email when your account is ready.

3

Your Dashboard

- Steps 1 & 2: (OPTIONAL) Brainstorming & mind-mapping

- Steps 3-5: Project Proposal

- Steps: 6-7: Final Report

- Step 8: National Gold Award Scholarship Application

Key to Your Dashboard

- **Check Mark** = section complete
- **Incomplete Circle** = section in progress
- **Open Circle** = section available
- **Eye** = View only. This section is unavailable until previous section is complete.

Brainstorming & Proposal

Check mark

Eye

Open Circle

Incomplete Circle

Final Report & National Application

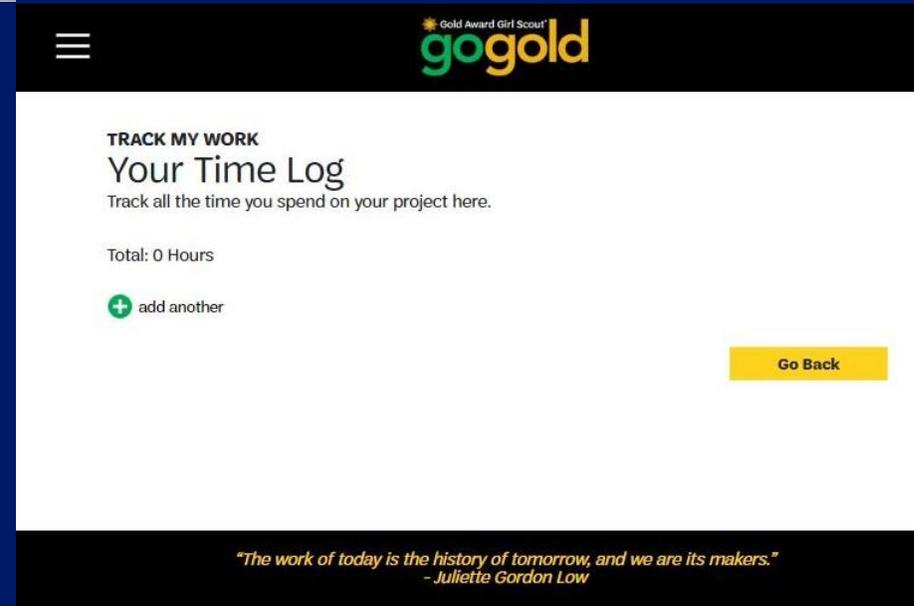Greyed out boxes are unavailable for view.

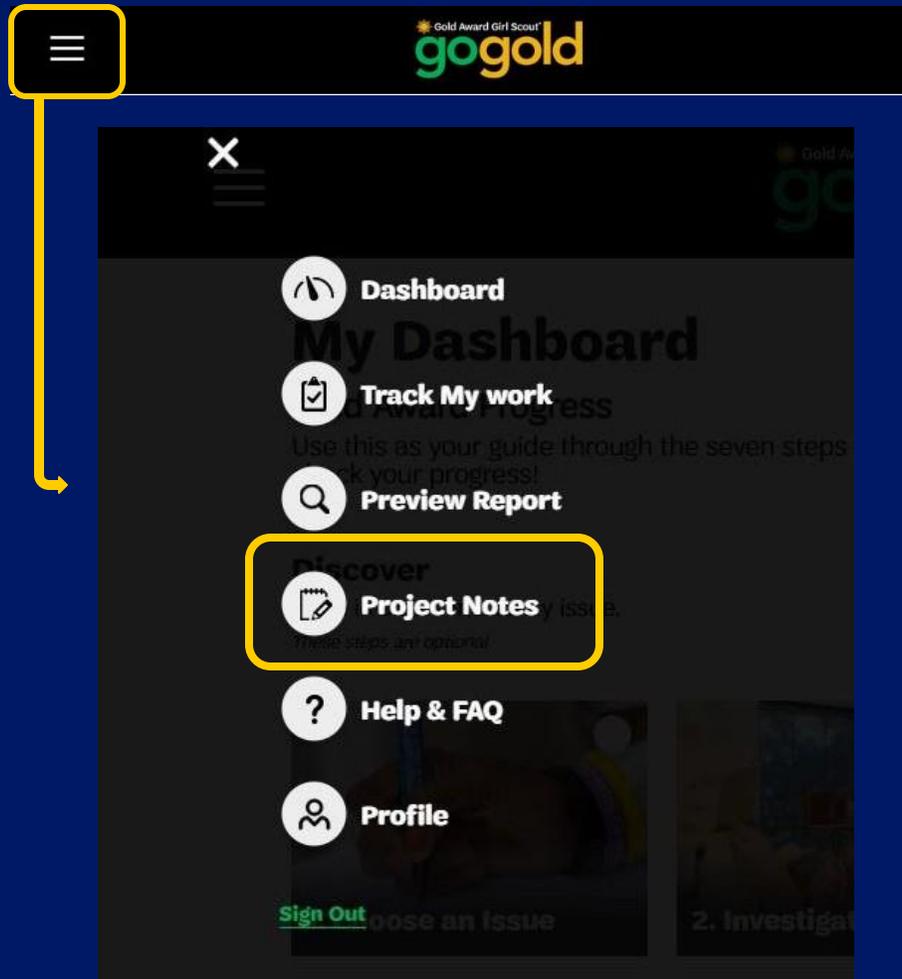# Dashboard & Menu
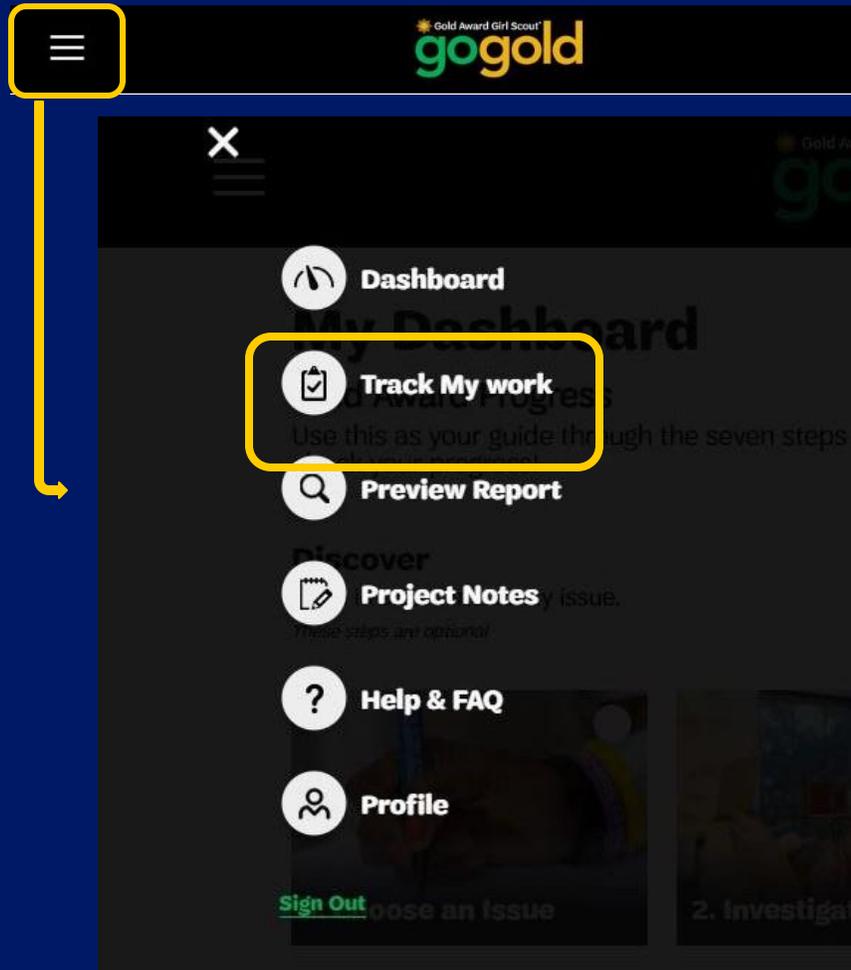
Menu

Track Time As You Go

When opening your dashboard, there are three lines on the top left of the GoGold banner. These lines represent a menu.

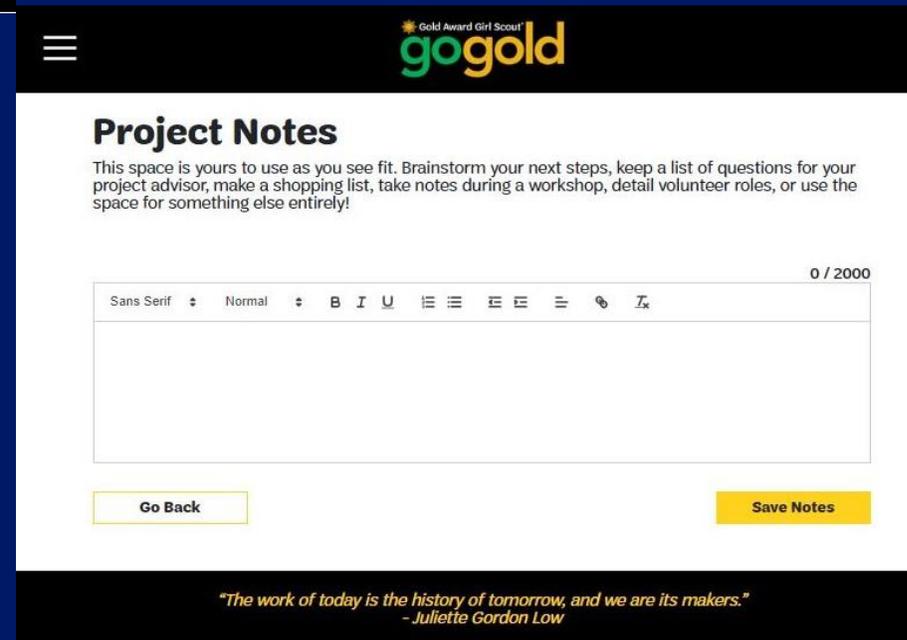From the menu, you will be able to track your time as you work on your project.

Dashboard & Menu

Menu

Take Notes As You Go

From the same menu, you will be able to take project notes as you work on your project.

Dashboard & Menu

Dashboard Tracking

Menu Tracking

Both the menu and the dashboard provide a banner to announce when your approvals are pending or complete.

Step 1: Choosing an Issue

Step 1 will help you decide on an issue for your project.
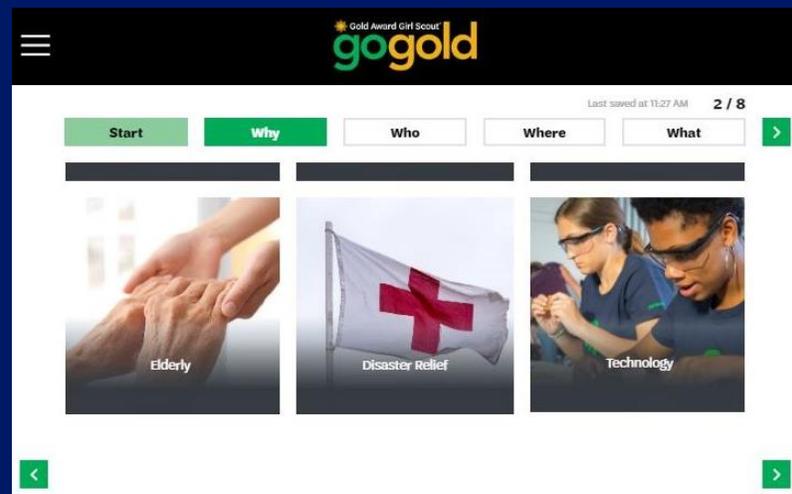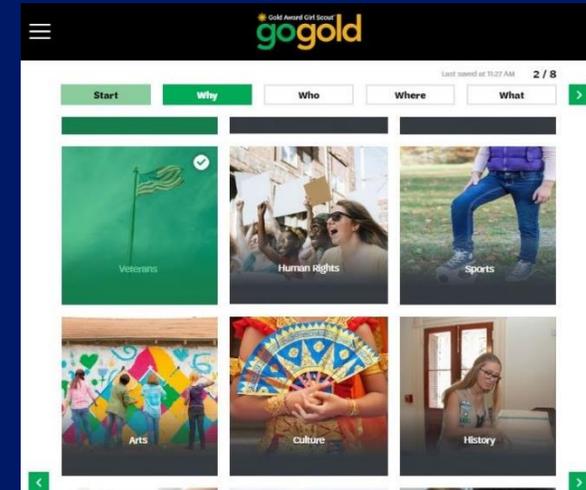

Step 1 is optional.

IF you already have your project idea, skip to Step 3.

Step 1: Choosing an Issue

Why are you inspired?

Start by viewing and choosing which topics inspire you.
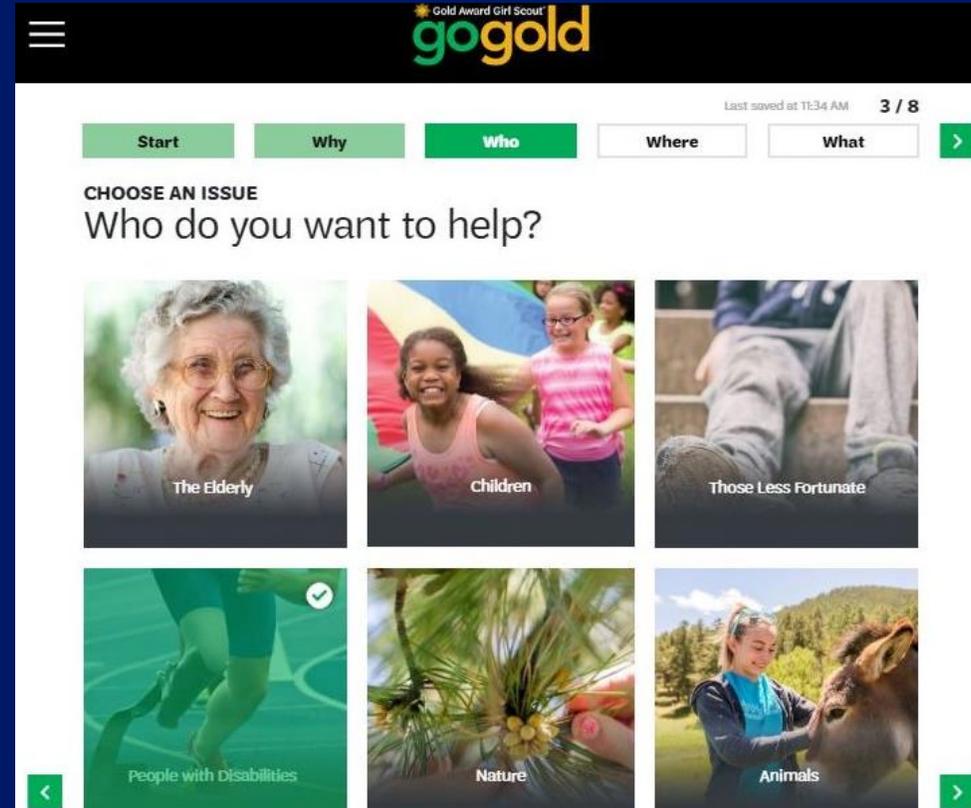

You can choose more than one topic.

Remember, this is just brainstorming.

Step 1: Choosing an Issue

Who do you want to help?

- Choose your target audience.
- Answer the questions:
  - Who will your project benefit?
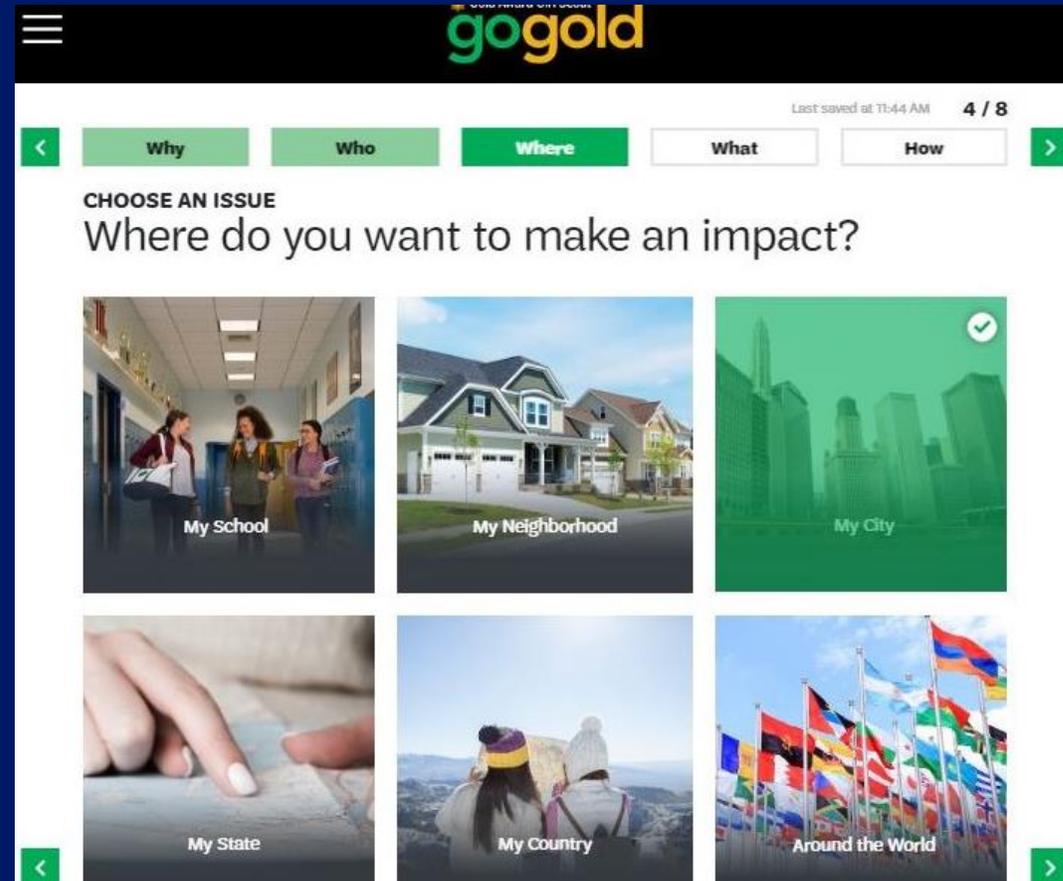 - What part of the community are you targeting?

Step 1: Choosing an Issue

Where do you want to make your impact?

- Decide where you would like to make your impact.
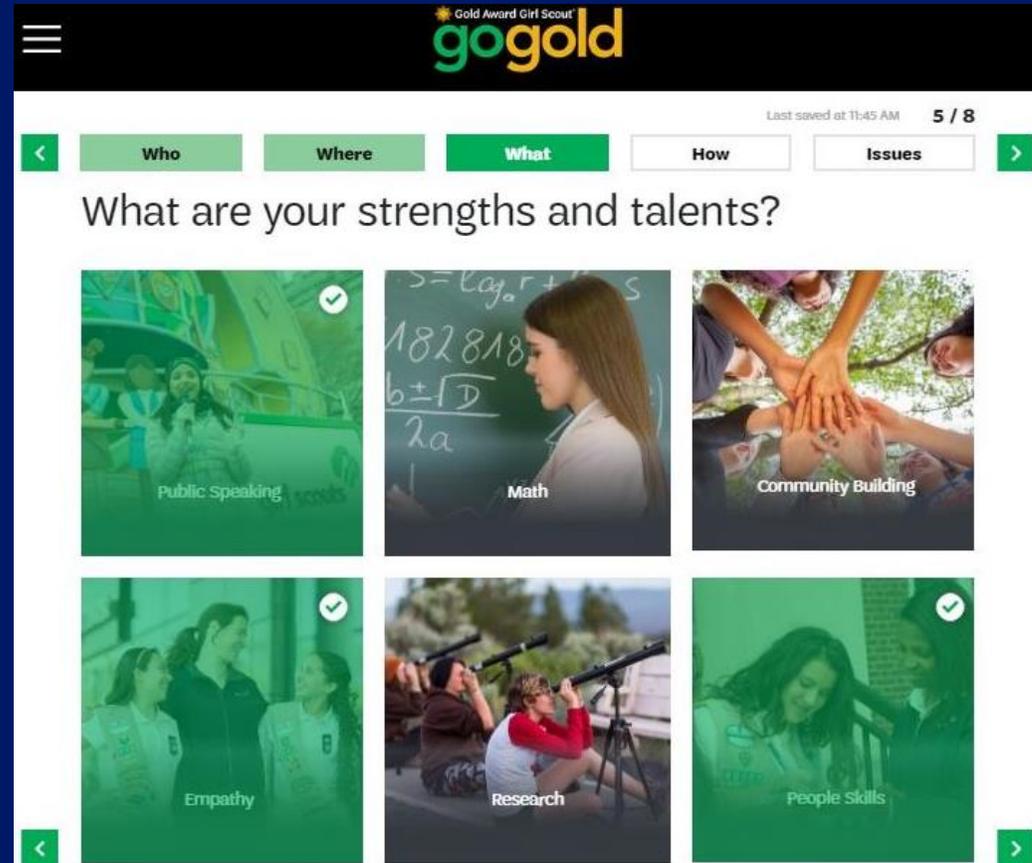
- Will it be a large community or a small one?

Step 1: Choosing an Issue

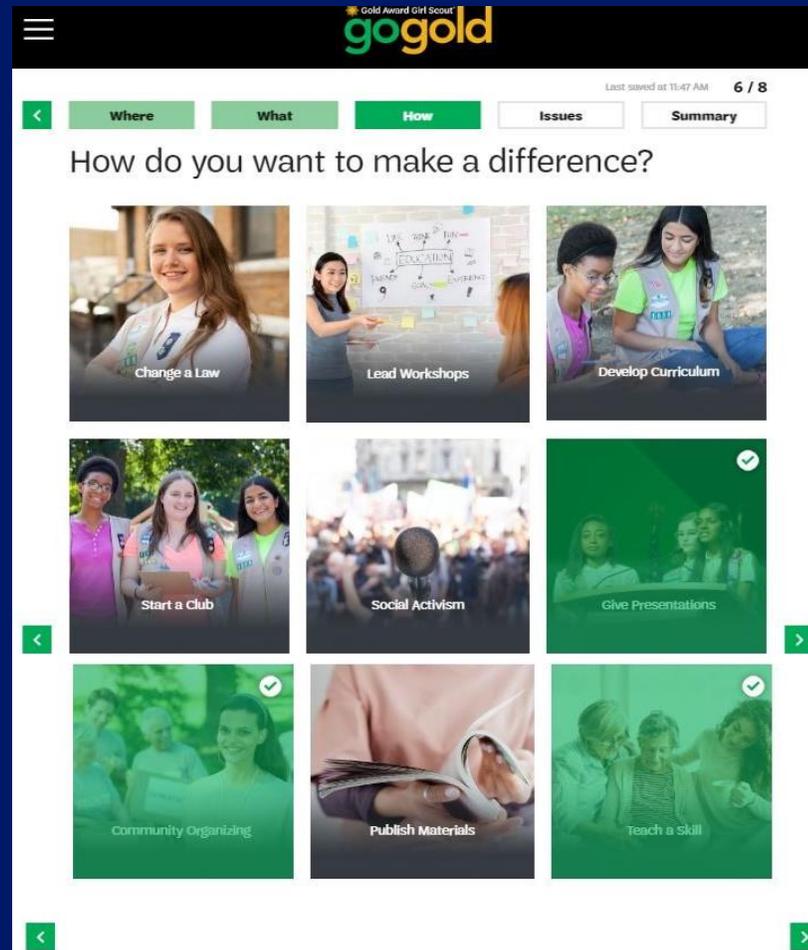## What are your strengths and talents?

Name the strengths and talents you can use to make your project a success.

Step 1: Choosing an Issue
How do you want to make a difference?

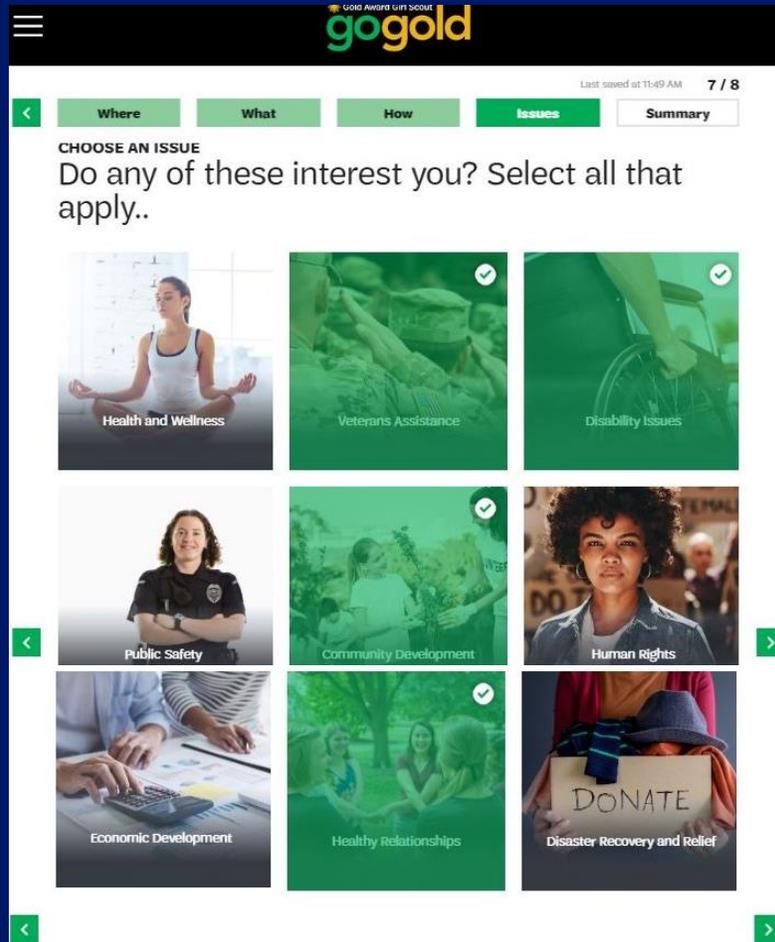Explore the educational component of your project.

This will help you decide…

- How you will educate the community about your project.
- How you plan to get the community involved.

Step 1: Choosing an Issue

Do any of these issues interest you?

Brainstorm the issues that interest you.

Can you connect your passions with your interests and the community you want to impact?

Do you see a national/global link to your passions and interests?

Step 1: Choosing an Issue

Your Summary

The end of step one will summarize your choices, helping you, narrow them down and make your connections and decisions.

There is a place in the summary to add issues which may not have been listed. You may also write out what you want to explore further, why, and how.

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Saving... 8 / 8

Where | What | How | Issues | **Summary**

CHOOSE AN ISSUE
Summary

You care about...
- Poverty/ Homelessness
- Health and Relationships
- Veterans

You want to help...
- People with Disabilities

You want to make an impact with regard to..
- My City

Your strengths and talents are...
- Public Speaking
- People Skills
- Empathy

You want to make a difference by...
- Give Presentations
- Community Organizing
- Teach a Skill

Issues you may want to tackle include...
- Veterans Assistance
- Disability Issues
- Community Development
- Healthy Relationships

What other issues do you care about?

No.

➕ add another

Which issues do you want to explore further? Why?

39 / 2000

Sans Serif | Normal | B I U | ≡ ≡ | ≡ ≡ | ≡ | 🔗 | Tx

I can't think of any additional issues.

Start Over   Help   **Investigate my Issue**

Ready for Step 2?

In Step 2, you will take your decision from Step 1, decide on your research focus, and mind-map it.

Step 2: Investigate

Step 2 will help you research and discover the root cause of your project issue.

Don't forget that Step 2 is optional.
If you have a project idea, you may skip to Step 3.

Mind-Mapping

Step 2 provides a mind mapping tool to help you explore the root cause of the issues you've identified.

Step 2: Investigate

Organizations

Contacts or Interviewees

Research

After mind-mapping and deciding on the root cause, brainstorm
who you will contact as resources, volunteers, etc.

Next...Step 3!

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Congratulations, you've explored the root cause of your issue!

Now it's time to build your team.

View Dashboard   **Continue to Step 3**

In Step 3, you will note all the people who will be involved in helping make your project a success, beginning with your project advisor.

Step 3: Build Your Team

Step 3: Build Your Team

- Begin by listing your project advisor.
  Remember, they cannot be your parent/guardian or troop leader.

- You must have at least three team members besides your advisor to show your leadership component.
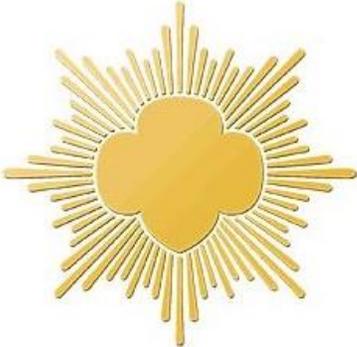
Coming up...Step 4

Step 4 is the first step of your project proposal.

Step 4: Create a Plan

Step 4: Create a Plan
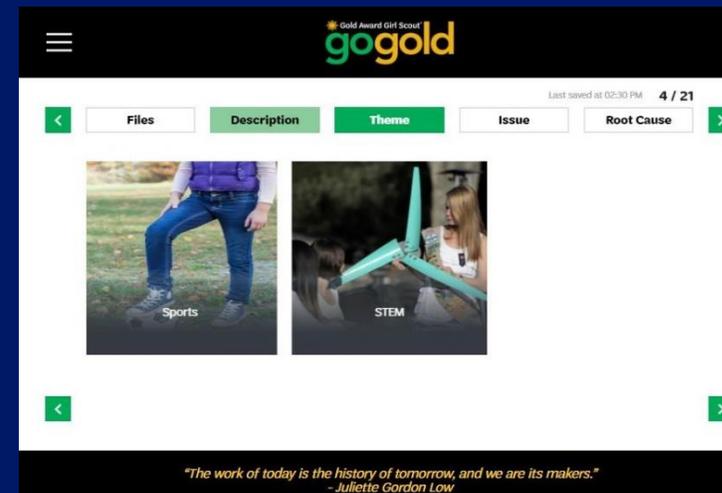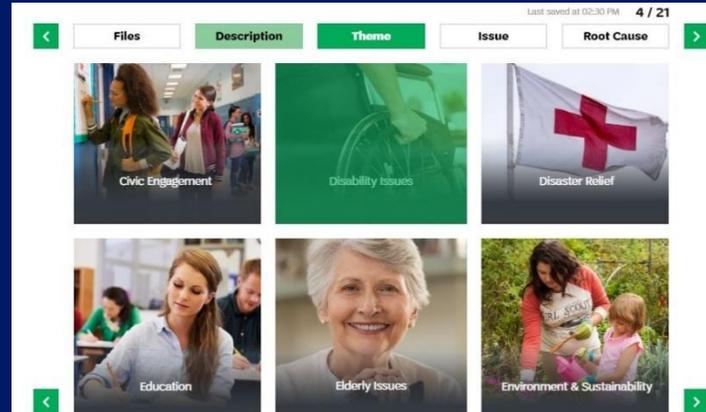

Your Project Title

Much of Step 4 will be putting together the description of your project.

Step 4: Create a Plan

Proposal Description: Theme

Identify the theme(s) your project will address.

Step 4: Create a Plan

Proposal Description: Issues

Describe the issue you want to address for your project and why. Provide as much information as you can.

Step 4: Create a Plan
Proposal Description: Root Cause

Answer the questions in as much detail as possible, explaining the root cause of your issue and how you plan to address it.

This is where you explain your project plan and how it will address the root cause of your issue.

Step 4: Create a Plan
Proposal Description: Target Audience

Who is your target audience?

What will your audience learn?

Time to define your target audience and how you will reach and impact them.

How will you measure the impact?

Step 4: Create a Plan
Define National and/Global Link

Can you make a connection to global/national issues around you? Can your project be expanded nationwide or even globally? If so, how?

Step 4: Create a Plan
Define Your Measurable Goals

Let's begin by defining your goals & how you plan to measure them.

Use the chart provided to plan out what you plan to teach and how, how you plan to measure impact, and when you will do the measurements. Remember this is a plan. Items can be adjusted as you go. Plan to have 2-3 measurements of impact.
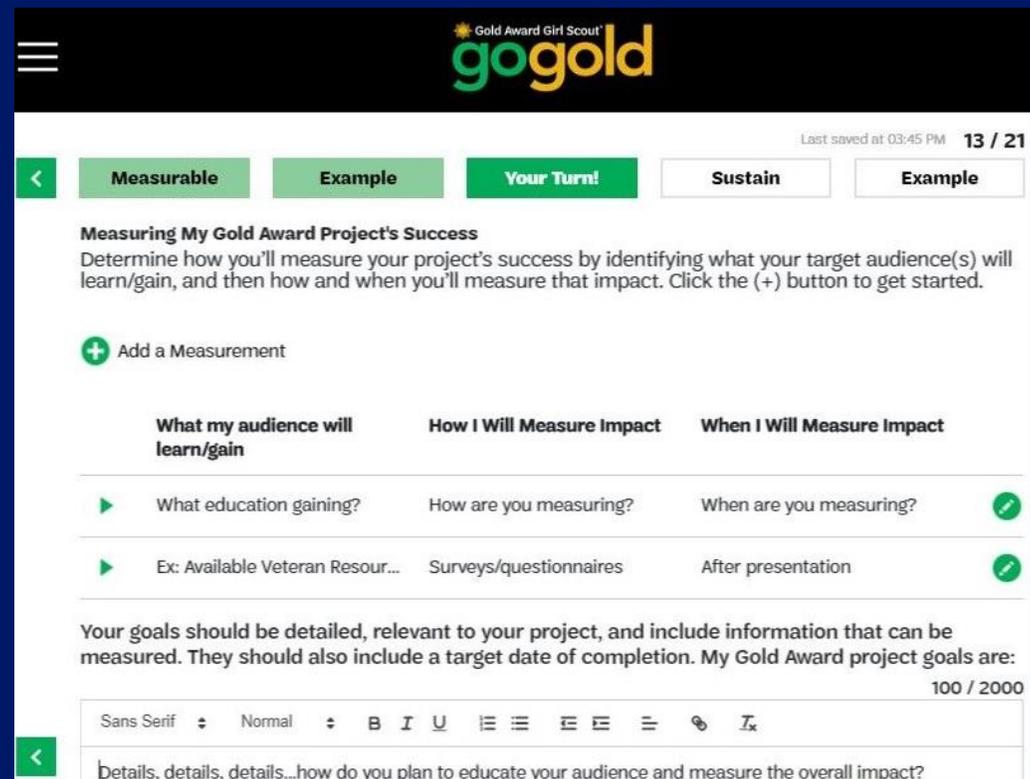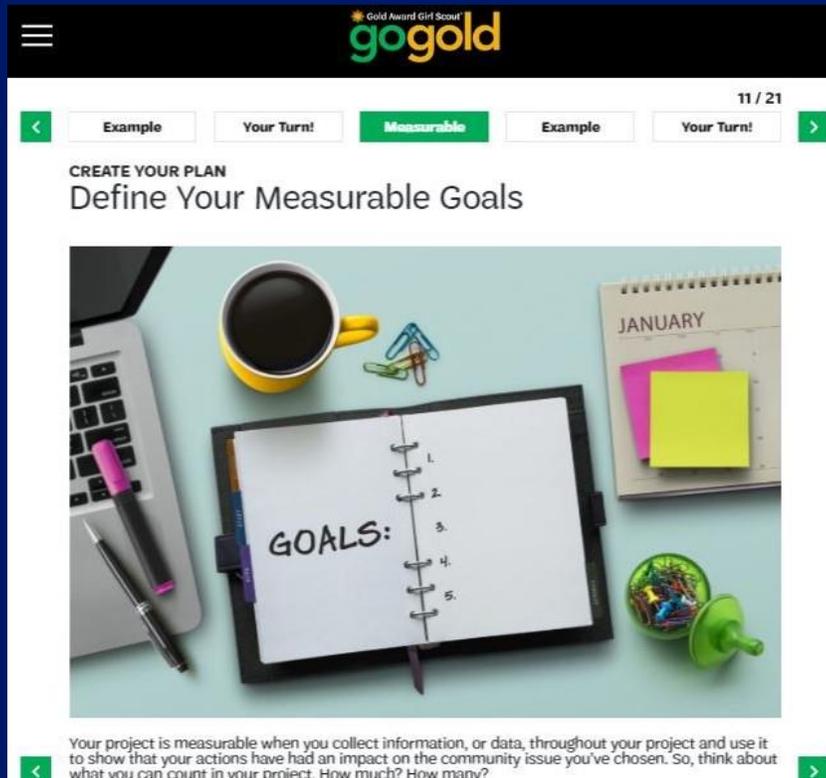
Friendly reminder:
Part of your sustainability is having a "measurable impact."

Step 4: Create a Plan
Defining Sustainability

Friendly reminder: A Gold Award has three main components:

1. Leadership
2. Education
3. Sustainability

Step 4 will help you define your sustainability. How will you keep you project going beyond your involvement?

Step 4: Create a Plan
Ensuring Sustainability

Don't be afraid to ask for help. Council, our Gold Award committee, and the Highest Awards Program Manager are available for questions and willing to help if you get stuck.

Step 4: Create a Plan
Projected Timeline

The purpose of your projected timeline is to show you have an idea of how long your project will take. The committee is aware that your projected timeline may change.

Step 4: Create a Plan
Projected Expenses

As with your timeline, the committee is aware your projected budget may change. If you plan to solicit or earn money for additional funds, you must complete a money-earning application to submit to your Volunteer Support Manager after your proposal has been approved.

Step 4: Create a Plan
Strengths & Talents
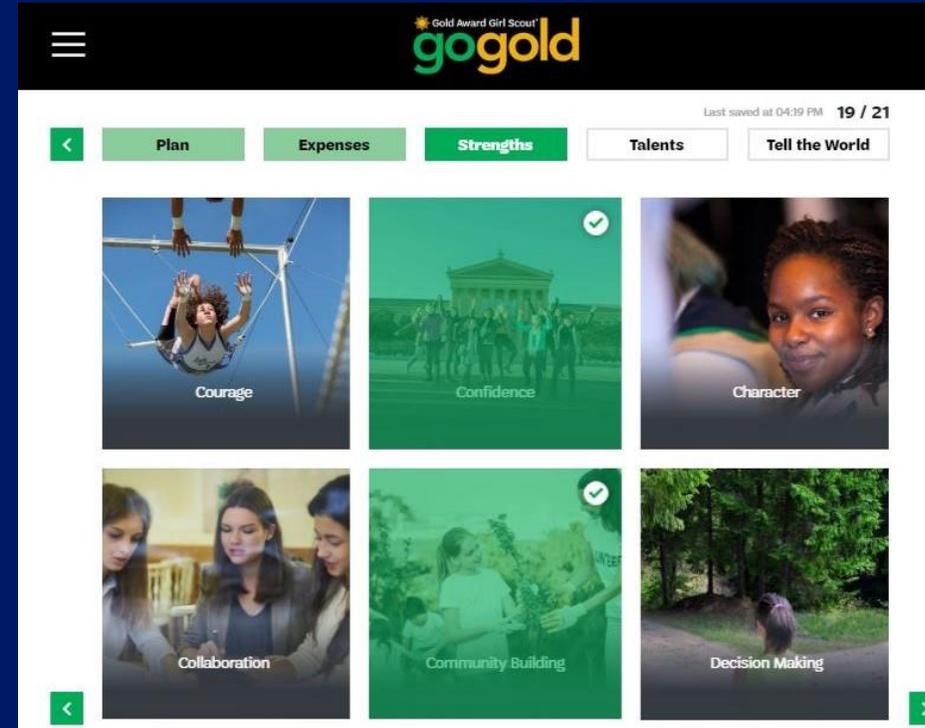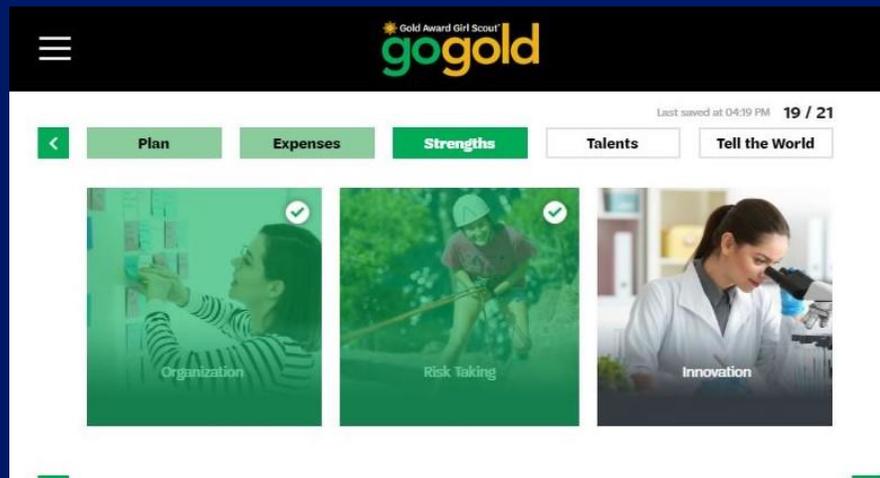
Really shine! Identify your strengths and skills and how they'll support each aspect of your project.

Step 4: Create a Plan
Strengths & Talents

Don't be afraid to show your strengths no matter how small YOU think they may be.
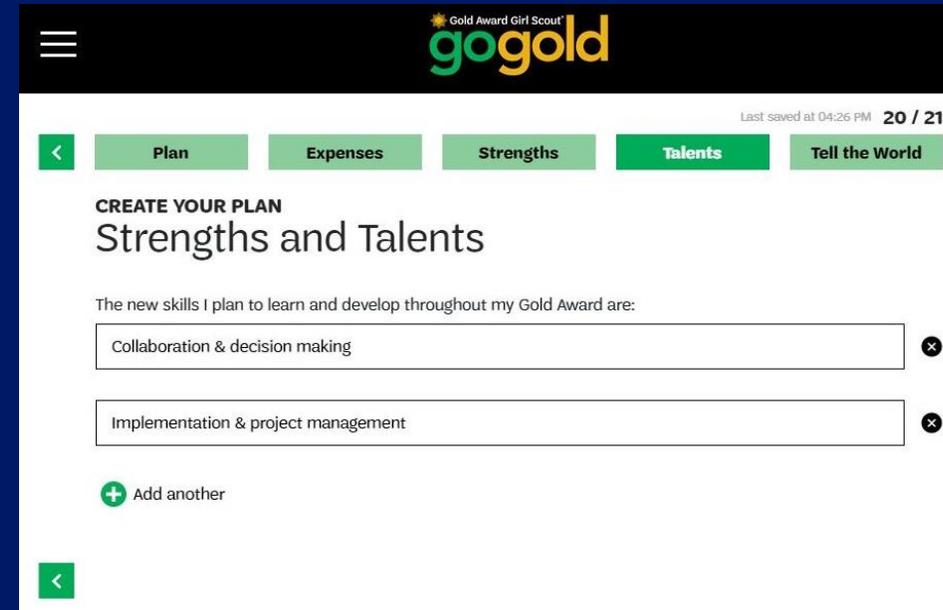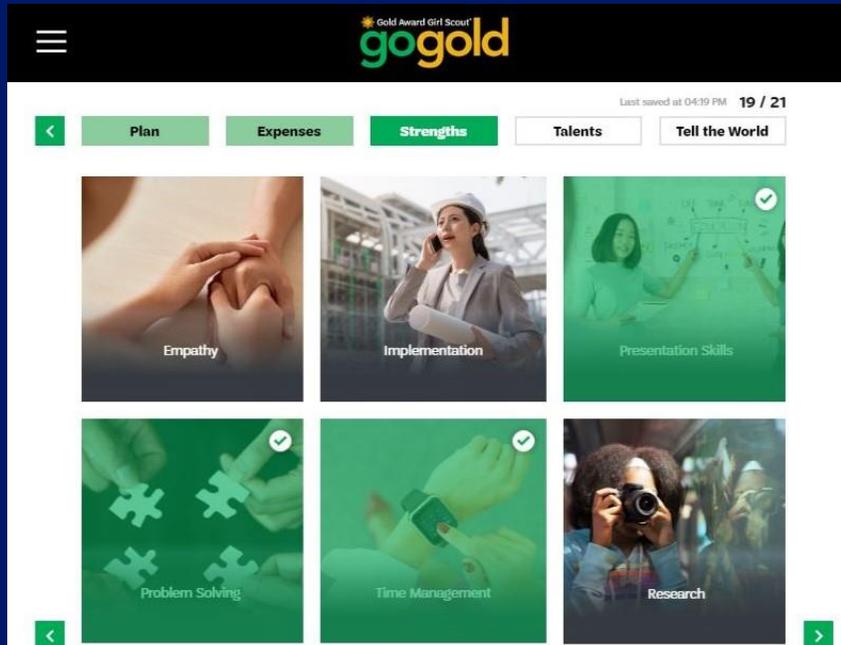
As with any project, you bring skills to the table, and so do others. What do you hope to learn by the end of your project?

Step 4: Create a Plan
Tell the World

You must now begin deciding how you will promote and present your project to your community, and get others involved to make it a success.

Note: This doesn't have to do with the sustainability of your project, but rather the promotion of your project to get your community involved.

Coming up...Step 5

Step 5 will walk you through the final steps of your project proposal.

Step 5: Present Your Plan

In Step 5, you will make final edits and checks to ensure you have all the required components prior to submission.

Step 5: Present Your Plan
Proposal Checklist

Carefully check that you have completed each of the sections completely and no questions have been left blank.

Step 5: Present Your Plan

Proposal Checklist:

Each of the items listed will turn gray when completed. Once all are gray, you may move to the next step.

Step 5: Present Your Plan
Confirming Your Council

Be sure the text reads Western Washington, or your proposal will be sent to another council.

Make sure you send your proposal to the correct Girl Scout council for approval.

Step 5: Presenting Your Plan
Uploading Additional Files

This is your upload center. You may use this section to upload any additional:

- Permits
- Forms
- Letters
- Word documents
- PowerPoints

Step 5: Present Your Plan
Preview Your Proposal

It's a good idea to download your proposal for yourself and others to review before deciding to submit to council.

Reminder: The more eyes review your project the better your chances of success!

Step 5: Approvals

You will send an approval request to your troop advisor and an advisor agreement request to your advisor.

The system will not move forward until they approve your project plan.

(IRM's may enter their parent/council advisor as their troop advisor).

Remember this approval serves as their signature.

Step 5: Present You Plan
Approvals

Once the troop leader and project advisor approve your proposal, the banner on your menu and in section 5 will reflect this with a date and time stamp of approval. You may receive an email suggesting you request your approval status.

Step 5: Present Your Plan
Submitting Your Proposal

Once you feel you are ready and all components are included, you may move on to the submission screen.
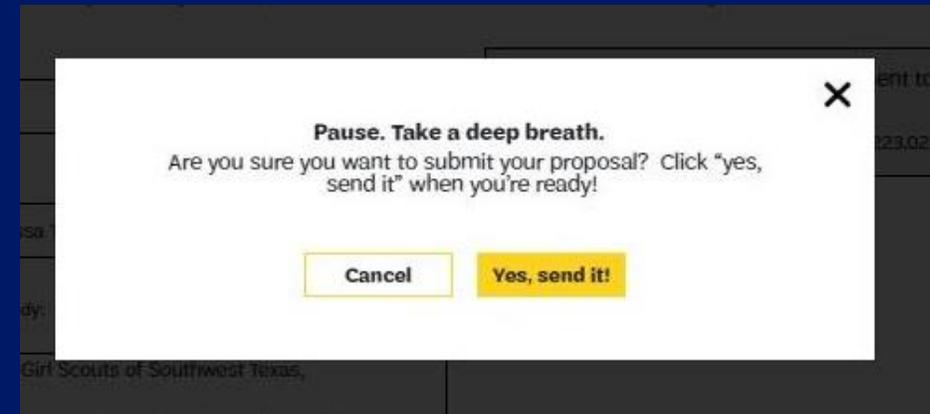
Before you submit your proposal, you'll see a prompt to help make SURE you're ready!

Step 5: Present Your Plan
Proposal Submitted

Now you patiently await a response.

Step 5: Present Your Plan
Proposal Submitted

Your proposal will be downloaded, checked for completion, and forwarded to the Volunteer Gold Award Committee for review.

Your submission will trigger an email for you to schedule your Pre-Approval Interview.
Be on the lookout for that email from goldawards@girlscoutsww.org

View in Browser

Gold Award Girl Scout®
gogold

Dear Girl Scouts of Western Washington,

Here is my Girl Scout Gold Award Proposal
I did not upload any extra files.
I look forward to your approval.

Sincerely,
Jennifer Reck-Allen

Download Project Proposal

Links for council to download proposal and all attachments.

Have a question? Don't be shy!
Contact us for more information.

Step 5: Present Your Plan
Proposal Submitted

View in Browser

Gold Award Girl Scout®

gogold

Congratulations! Your Gold Award project proposal is approved. Please proceed to Step 6 where you can track your work!

Sincerely,
Girl Scouts of Western Washington

Once your project proposal has been approved, you will receive this email providing permission to continue to the next step.

Have a question? Don't be shy!
Contact us for more information.

Time to take action!
Track your hours, and take notes as you go.

Step 6: Carry Out Your Plan
Tracking your Time

Remember: Your project must entail ≥80 project hours from beginning to end.

Step 6: Carry Out Your Plan
Accounting for Income & Expenses
(Don't forget to include IN-KIND donations.)

Income Log   Expense Log

Your final balance should be $0.

You will complete a projected expense sheet in Step 5. In Step 6, you will record your ACTUAL income and expenses. You may add as many entries as needed. The system will continue to expand until you are done.

Step 6: Carry Out Your Plan
Income Log

Edit your previously projected income to the actual income received.
Don't Forget: Include in-kind donations as income.

Step 6: Carry Out Your Plan
Expense Log

As with income, edit according to the actual expenses.
Don't Forget: Include in-kind donations as expense as well.

Step 6: Carry Out Your Plan
Experience Log

Time	Income	Expenses	**Experiences**	Summary

TAKE ACTION

Experience Log

Upload up to 50 photos, videos and/or text posts showing your project in action! These posts will be shared with your council when you submit your final report.

Acceptable file types:
- Photos: JPG, JPEG
- Video: YouTube, Vimeo

The experience log is the place to add items to show your project from start to finish:
➤ Action photos
➤ Videos created
➤ Website links
➤ YouTube Video

add another

Skype

The Volunteer Gold Award Committee loves seeing these items!

Step 6: Carry Out Your Plan
Summary

Take time to ensure the summary matches your entries before moving onto Step 7.

Getting Ready for Step 7

In Step 7, you will focus on completing your final report.

Step 7: Complete Your Final Report

NOTE: Much of your final report will be prepopulated from your proposal entries. Take this time to edit your answers to reveal the actual actions you took to complete your project. Additional questions are also asked, so pay close attention!

Step 7: Complete Your Final Report
Gold Award Description: Title

Edit your title and dates if needed.
The dates should be the actual start and finish dates of
your project, not what was on your initial proposal.

Step 7: Complete Your Final Report
Gold Award Description: Theme

Confirm up to five themes addressed in your project.
Did they remain the same from your proposal, or did they change?

Step 7: Complete Your Final Report
Gold Award Description: Issue

Review the issue noted in your proposal. Did the issue change, remain the same, or get added to? Make the appropriate edits.

If no changes were made, be sure to edit your language to reflect project completion rather than proposal.

Step 7: Complete Your Final Report
Gold Award Description: Root Cause

Review the root cause you identified in the beginning stages.

Did anything change?

Then identify how you addressed the root cause of the issue.

If no changes, remember to edit your language to reflect project completion rather than proposal.

gogold
Gold Award Girl Scout

Last saved at 08:51 PM   **5 / 19**

| Theme | Issue | **Root Cause** | Summarize | Goals |

EDUCATE AND INSPIRE
Summarize Your Gold Award
Review the root cause you identified in Step 4, then explain how you addressed it.

The root cause of the issue my Gold Award addressed was:

219 / 2000

Sans Serif ⬥   Normal ⬥   **B** *I* U   ≔ ≔   ⊡ ⊡   ⊟   🔗   *I*ₓ

This will be autofilled from your proposal. Review, think about the following questions:
Think back to your proposal. Did your underlying issue change?

Make the appropriate changes.

Describe the underlying issue here.

Last saved at 08:56 PM   **5 / 19**

| Theme | Issue | **Root Cause** | Summarize | Goals |

I addressed the root cause of my issue by:

289 / 2000

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This will NOT be autofilled from your proposal.
Think back to your proposal. Did your plan to address the root cause work out?

1. Describe how you addressed the issue? **REMEMBER:** Details! You can't have too much, but you can have too few.

2. Were you able to bring attention to the cause/issue?

Step 7: Present Your Project
Proof of Troop Advisor & Project Advisor Approval Submission

Once your request for approval has been sent,
you will see a time and date stamp.

Gold Award Description: Summary

Review your target audience and make any necessary changes.

Step 7: Complete Your Final Report
Gold Award Description: Goals

Review and/or edit your project goals.

Note how you measured success for each goal.

If there are no changes to your goals, be sure to edit your language to reflect project completion rather than proposal.

Step 7: Complete Your Final Report
Gold Award Description: Results

Share in detail if your goals were reached and how you reached them. What were your results?

Share in detail how you measured impact on your audience/community?

Step 7: Complete Your Final Report
Gold Award Description: Reflect

Reflect on your project's sustainability, national and/or global link. (3 parts)

Part One:

Review your sustainability plan.

Were you able to keep it?

Make edits and changes as needed.

Gold Award Description: Reflect

Reflect on your project's sustainability, national and/or global link.

Part Two:

Review your plan to create a global/national link.

Were you successful in making the link as proposed?

Last saved at 09:37 PM   **9 / 19**

| Goals | Results | **Reflect** | Shout! | Obstacles |

My Gold Award's national and/or global link was:

1189 / 2000

Sans Serif ⬧   Normal ⬧   **B** *I* U   ≡ ≡   ⫤ ⫥   ≡   🔗   I̶ₓ

Remember: This is NOT literally asking for a URL link. Think back to your proposal.

How did you initially make you national/global link? Were you able to make additional links during the process?

Example below:
Marissa's issue is Homeless Veterans.

Marissa met a group of Veteran's in New York and learned about the lack of resources. This reminds her of watching her father and brother use offered and seek additional veteran's resources when as they exited the military when they were living in North Carolina. Marissa now 16 living in San Antonio, TX sees military veterans on a daily basis - many homeless. So, she decides to research the issue and find out what resources San Antonio, TX offers and what is still needed. Her plan is to create a list of resources to help the veterans receive the help they need to move into a home off the streets. While working on her project, she learned that by adding her resources to the USO website rather than JUST handing out brochures and having small presentations, she could reach a larger audience - even possible beyond Texas or globally to the Overseas Soldiers.

Note: She has NOW been able to make a national AND global connection.

70

Step 7: Complete Your Final Report
Gold Award Description: Reflect

Reflect on your project's sustainability, national and/or global link.

Part Three: Describe your leadership style and how you led your team to success.

Step 7: Complete Your Final Report
Gold Award Description: Shout
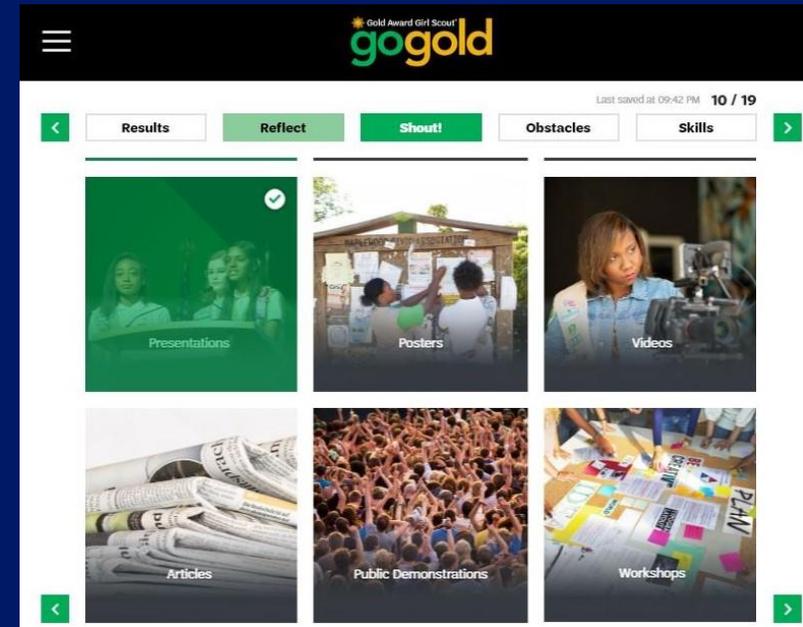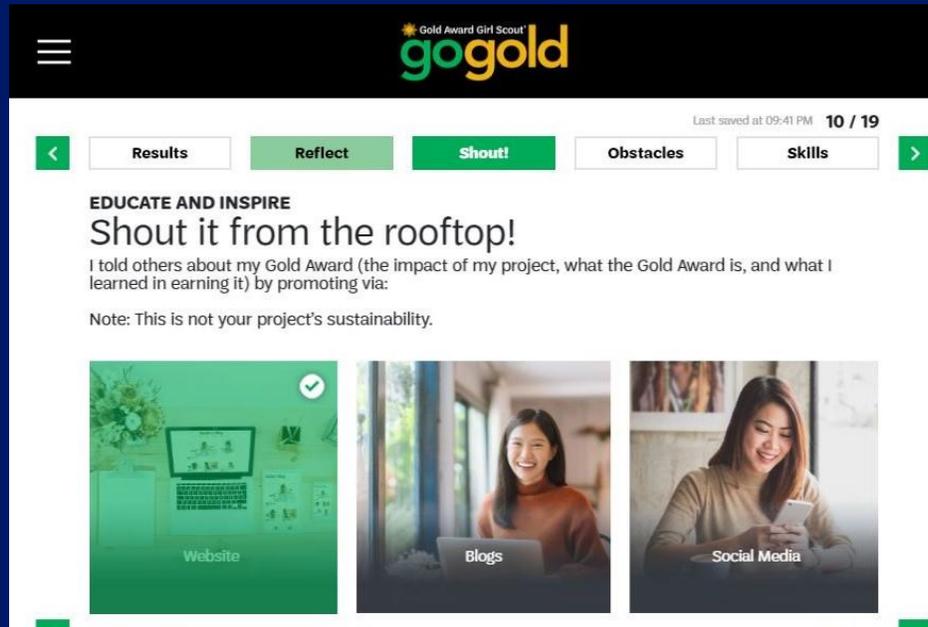
Choose the media you used to promote your project, educate, and involve your community.

Step 7: Complete Your Final Report
Gold Award Description: Obstacles

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| Reflect | Shout! | Obstacles | Skills | Leadership |

EDUCATE AND INSPIRE
Time to reflect!
Reflect on your project; then share your takeaways and lessons learned. This is your opportunity to shine—elaborate with 4–5 sentences for each response.

The obstacles I encountered were:

55 / 2000

Sans Serif ▾ Normal ▾ **B** *I* U ≡ ≣ ≡ ≡ ≡ 🔗 T_x

Large or small...name them all! Explain them in detail.

➤ What did you learn from your project?
➤ What obstacles did you encounter and overcome?

Changes detected **11 / 19**

| Reflect | Shout! | Obstacles | Skills | Leadership |

87 / 2000

Sans Serif ▾ Normal ▾ **B** *I* U ≡ ≣ ≡ ≡ ≡ 🔗 T_x

Now, explain in detail what you did to overcome your obstacles?
No detail is too small!

➤ Next, explain in detail what steps you took to overcome the obstacles you encountered.

"The work of today is the history of tomorrow, and we are its makers."
- Juliette Gordon Low

Step 7: Complete Your Final Report
Gold Award Description: Skills

Reflect over the strengths and talents used to complete you project..
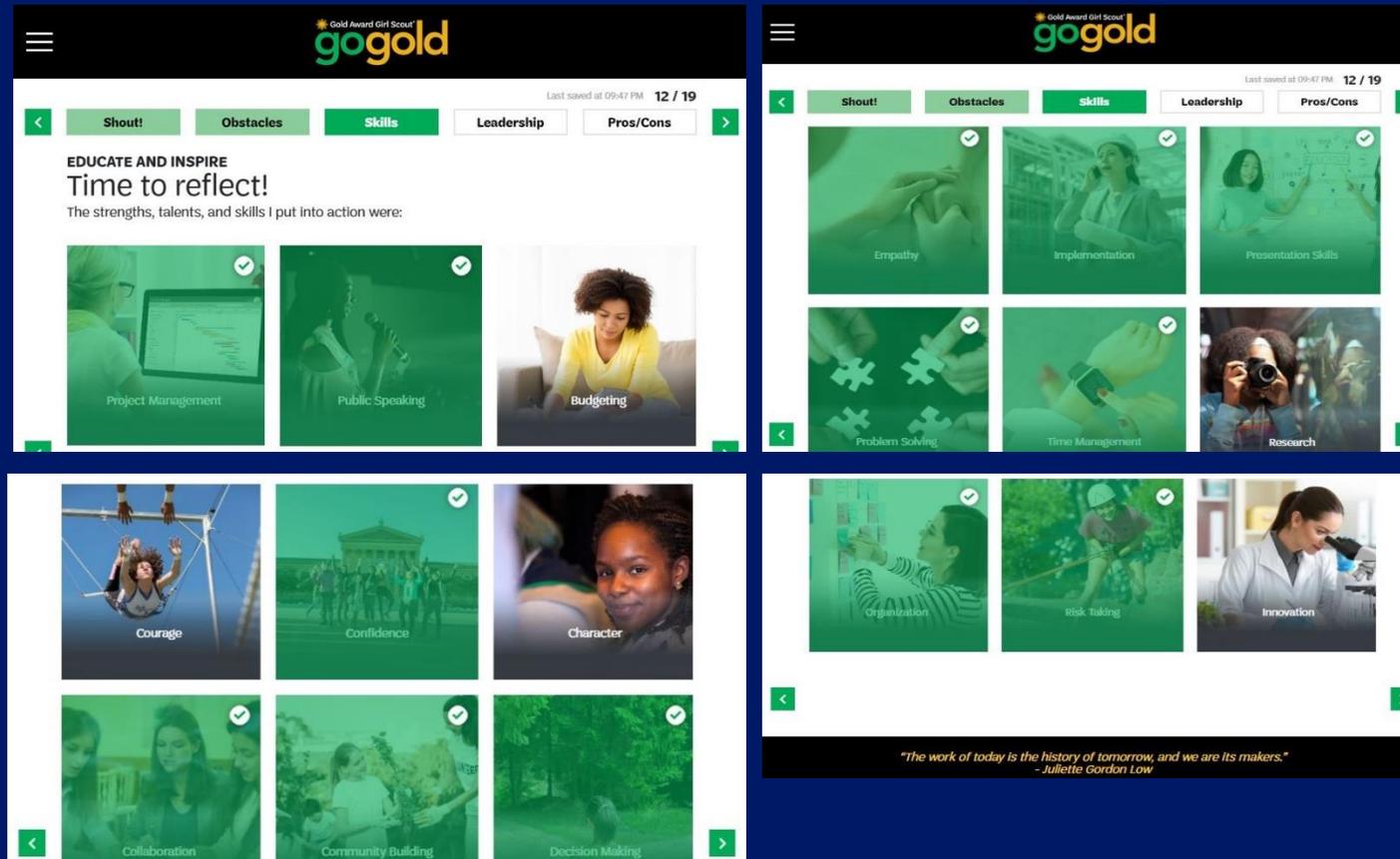
Describe in detail what you learned about your leadership skills during your project.

What did you learn about yourself while working on this project?

Step 7: Complete Your Final Report
Gold Award Description: Pros/Cons

Answer two questions:

1. What part of the project was the most successful?

2. Is there anything you would change?

Step 7: Complete Your Final Report
Gold Award Description: Outcomes

What Girl Scout outcomes did you demonstrate throughout your project?
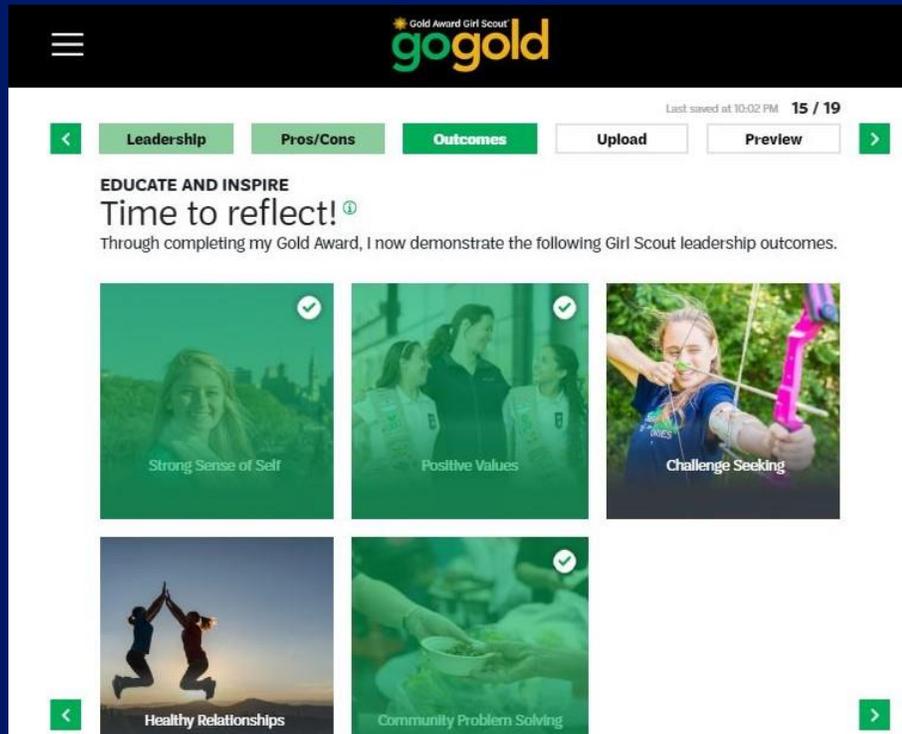
You may use the list below as a guide in deciding which items to check off.

Did you see yourself do any of the following?

- Develop a strong sense of self
- Seek challenges and learn from setbacks
- Display positive values
- Form and maintain healthy relationships
- Identify and solve problems in the community
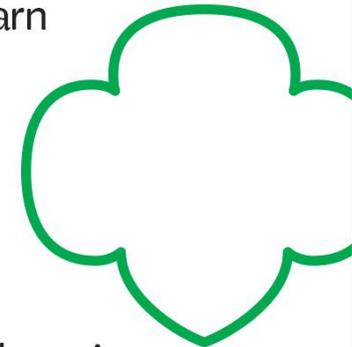
Step 7: Complete Your Final Report
Gold Award Description: Upload Files

Now is the time to upload any of the following items:

➢ Council supplements
➢ In-kind forms
➢ Brochures, flyers, etc. created for your project
➢ Permission slips from any persons you may have used in videos/photos (especially children)
➢ Required permits
➢ Etc.

Step 7: Complete Your Final Report
Gold Award Description: Preview

Reminder: The more eyes review your project, the better your chance of success!

Step 7: Complete Your Final Report
Gold Award Description: Verify!

Time to request approval from your project advisor ONE LAST TIME!

Request Approval

Send Information

The date, time, and email from which you send your request will appear after initial send.

Step 7: Complete Your Final Report

Gold Award Description: Verify!

Your project advisor will receive the email to the right.

They will have the option to download your final report and review it before agreeing to endorse it.

View in Browser

Gold Award Girl Scout®
gogold

Hi Margaret Test Advisor,

Thank you for providing guidance and expertise to Marissa Test-site as she worked toward her Girl Scout Gold Award, the highest award a Senior or Ambassador Girl Scout can earn. Marissa has completed her final report and seeks your verification before submitting it to her council for review and approval. This is her last step!

Like at the proposal step, the project advisor should review the Girl Scout's Gold Award final report, certifying the girl completed the work she committed to in her project proposal. If needed, reach out to the Girl Scout for any clarification. This is the time to ask questions!

View Marissa's final report. ← Link to download final report.

By clicking the button below, you certify that Marissa Test-site completed her Gold Award project and that you endorse her final report.

I AGREE ← Agreement to endorse your final report. (Acts as Project Advisor Signature.)

Thank you!

View in Browser

Gold Award Girl Scout®

gogold

Congrats! Your project advisor has endorsed your Gold Award final report. Please preview and submit your final report to your council for review.

SUBMIT MY FINAL REPORT

You will receive an email notification when your project advisor approves your final report.

This link will take you back into GoGold 2.0 to complete the final steps to submit your report.

Have a question? Don't be shy!
Contact us for more information.

Gold Award Description: Submit Final

In GoGold 2.0 you will see your banner has updated to announce advisor approval.

Step 7: Complete Your Final Report
Gold Award Description: Submit Final

Double-check that all questions are answered, attachments are loaded, etc.

If you are sure everything is in order, then you are ready to submit your final report.

The grey box will show any attachments you include in your report.

Step 7: Complete Your Final Report
Gold Award Description: Submit Final

Double-check that all questions are answered, attachments are loaded, etc.

If you are sure everything is in order, then you are ready to submit your final report.

This is the final report looks like The grey box will show any attachments you included in you report.

Should you forget to complete a section, an error message will appear as shown. The blue link will take you directly to the area that needs to be corrected.

Error message

Step 7: Complete Your Final Report
Gold Award Description: Submit Final

As with the proposal, you will be asked if you are sure you want to submit.

Pause. Take a deep breath.
Are you sure you want to submit your final report? Click "Yes, send it" when you're ready!

☐ By clicking this checkbox, you are giving us permission to share your name and email address with Credly who will, upon your Gold Award project approval, send you an email invitation to sign up for an account on Credly's Acclaim platform to access your Gold Award digital credential. You understand that you will need to register with Credly separately in order to access the credential and such use of Credly's platform is subject to the Credly Acclaim terms and conditions and privacy policy available at www.youracclaim.com.

Cancel   Yes, send it!

Submit link →

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Gold Award Girl Scout
gogold

Dear Girl Scouts of Western Washington,

Here is my Girl Scout Gold Award Final Report.
Please note that I have also uploaded additional files.
I look forward to your approval.

Sincerely.
Rylie

Download Final Report
Download Additional Files   ← **Links for council to download proposal and all attachments.**

Council will receive an email notification that your final report is complete.

Step 7: Complete Your Final Report
Final Report Submitted

Now you patiently await a response.

Final Report Submitted

View in Browser

Gold Award Girl Scout®
gogold

Congratulations! Your Gold Award Final Report is approved! Join our 59 million Girl Scout alumnae and continue to make the world a better place.

Sincerely,
Girl Scouts of Western Washington

Approval email – Congratulations!
Consider Step 8 – National Girl Scout Gold Award Scholarship Application in April

Have a question? Don't be shy!
Contact us for more information.

This email was sent to: 41842gstroop@gmail.com

You are receiving this e-mail because you have requested to receive information from Girl Scouts of the United States of America.

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Our address is 420 5th Ave., New York, NY 10018

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Questions?

We are here to help you achieve your goals and dreams!

We offer monthly Gold Award 101 Workshops and a Highest Awards FAQ and Brainstorming session through Zoom. Check them out and register to talk with the Highest Award Program Manager about your project idea or to get answers to any further questions you may have.

GoldAwards@GirlscoutsWW.org