**COURT OF AWARDS**

**Information and Guidelines**

DATE:

TIME: pm – Troops line up; pm program begins

PLACE:

All registered Girl Scouts and their families are invited to participate in the Court of Awards. This is a special service unit event that honors Girl Scouts of the ` area and their accomplishments this year.

**Please fill out the Court of Awards Troop Information Sheet**

This information will be used to plan the Awards and Bridging Ceremonies as well as provide information for the Court of Awards Ceremony Program. These forms will come to you as an e-mail attachment. Open it, type in the information, save it, and e-mail it as an attachment to:

 with **Court of Awards and your troop number in the Subject line.** Note: You can also print the forms, fill them out, and give them to the Court of Awards Chairperson or the Service Unit Manager at the Leader meeting by .

Please pay attention to the following guidelines. These guidelines will help you understand what happens at the ceremony and how each troop can participate.

1. **Uniforms** – Girls are encouraged to wear as much of the uniform as they have. If they only wear their Girl Scout membership pin, that’s okay – if they have a full uniform, they are encouraged to wear it. This is a special Girl Scout ceremony and we need to show off our uniforms/badges. Leaders are encouraged to wear uniforms or proxy uniforms and their membership pins. Note: Information about girl and adult uniforms can be found at: <http://www.girlscoutshs.org/shop>

2. **Seating** – The outside rows (or front rows) will be reserved for girls and troop leaders. Families and guests will sit in the center section. It is necessary for troops to sign up so we know how many seats are needed in the reserved section.

3. **Songs** – All troops will be singing together. You will be notified of the songs we will be singing prior to the ceremony. Please practice these songs with your troop.

4. **Slide Show** –The ceremony will include a PowerPoint photo presentation highlighting troop activities throughout the year. The girls love to see their pictures on the screen and are encouraged to cheer for themselves and others during this part of the ceremony. Each troop can submit approximately 5 digital photos to be included in the PowerPoint presentation. **Please type Court of Awards slide show and your troop number in the subject line.** Please e-mail the

photos to by .

 You can scan photos or have them put on a disk if you do not have access to a digital camera.

5. **Refreshments** – Refreshments will be served following the program. Please let girls know they should be considerate and take only small portions or single servings until everyone has been served.

6. **Awards** – Troops will be called onstage to present awards to each girl in their troop. If possible, hold off giving your girls their badges and awards until the Court of Awards Ceremony. Plan ahead which awards your girls will have earned and make sure you purchase them in time for the ceremony. Awards are typically presented by fastening them to a ribbon, certificate, on a pinwheel, in a zip lock bag, etc. Leaders can be creative with this. Visit Pinterest for great ideas: <http://www.pinterest.com/girlscoutshs/> NOTE: Girl Scout Gold Award pins are purchased for award recipients by the council. If girls in your troop have earned this prestigious award and you would like to present girls with their pins at the Court of Awards Ceremony, please contact info@girlscoutshs.org for information about picking up the pins and presenting the awards.

Leaders can give a *brief* statement highlighting the achievements of their troop using the script below, and then present the awards to each girl as her name is read. There will be space in the program to elaborate on your troop activities. You should complete the Court of Awards Program Information Form to include additional information in the program.

Please do not announce each award. This is vital if we are to move all the girls through in a timely manner. A second leader/parent helper should go up with the troop to hand out the awards.

Please use the script below as a guide to create your statement.

Our troop number is \_. The girls are \_.

*(Fill in with the appropriate year and age level, i.e. first year Brownies)*

The troop leaders are \_, and .

*Then state 3 – 4 of the activities, events, etc. that your troop did this year (this would include*

*Girl Scout Bronze, Silver, or Gold Awards, and anything else of note from the past year). Read the name of each girl and hand out their awards. (only if time allows)*

*When finished, the girls can bow and receive applause.*

*Girls then return to their seats*

7. **Bridging Troops** – If your troop has completed the bridging requirements to prepare for the next Girl Scout program age level, they can take part in the bridging ceremony. Your troop does not automatically “bridge” just because they are older Girl Scouts. The troop may move on to the next program level, but the Bridging Ceremony is for those troops that have completed the requirements.

Use the chart below to assist in determining what awards to give to girls at the ceremony.

|  |  |  |
| --- | --- | --- |
| **Program Grade Level** | **Insignia Automatically given** | **Earned Awards** |
| Girl Scout Daisy | Membership Star with blue discGirl Scout Brownie Membership Pin(optional) | Bridge to Girl Scout Brownie |
| Girl Scout Brownie | Membership Star with green discGirl Scout Brownie WingsGirl Scout Membership Pin(optional) | Bridge to Girl Scout Junior |
| Girl Scout Junior | Membership Star with yellow disc | Bridge to Girl Scout Cadette |
| Girl Scout Cadette | Membership Star with white disc | Bridge to Girl Scout Senior |
| Girl Scout Senior | Membership Star with red disc | Bridge to Girl Scout Ambassador |
| Girl Scout Ambassador | Membership Star with navy disc | Bridge to Adult Girl Scout |

Please use the script below as a guide to create your statement.

Our troop number is . The girls are . *(Fill in with the appropriate year and age level, i.e. second year Brownies)* and worked with Troop to complete their Bridging activities to become Girl Scouts *(fill in the blank with the Program Grade Level that your troop is bridging*

*to, i.e. Juniors, Brownies, Cadettes, etc.).*

The troop leaders are , ,

*Then state 3 – 4 of the activities, events, etc. that your troop did this year (this would include Bronze, Silver, or Gold Awards, and anything else of note from the past year).*

*Read the name of each girl, allowing time for each one to walk over the bridge.*

*Girl Scouts from the sponsoring troop shake the hands of the girls after they cross the bridge. Leaders can hand out awards after the girls shake hands.*

*When finished, the girls can bow and receive applause.
Girls then return to their seats.*

Troop Number: