



## Girl Scout Bronze Award TOOLKIT

When Girl Scout Juniors team up to make a difference in their community, they learn important leadership skills, discover new passions, and watch how seemingly small actions make a big difference. It all adds up to the Girl Scout Bronze Award—the highest honor a Junior can achieve.

As you and your Girl Scout troop or team plan and complete your Bronze Award Take Action Project, you will develop more confidence, meet new people, and have the kind of fun that happens when you work with other Girl Scouts to make a difference in the world.

The Girl Scout Bronze Award Take Action Project defines an issue in the community, and takes a look at the root of the problem in order to find long-term solutions.

Take the [Take Action Quiz](#) to find out how much you really know about Take Action projects, and start thinking of ways you can make the world a better place.

### **Highly Recommended:** Bronze Award Training for Leaders and Adults

Bronze is girl led, but leader guided and approved. Learn the process to earning the Bronze Award including the difference between community service and Take Action projects. This online training can be found at [gsnc.org](http://gsnc.org) on the Bronze Award page, in the Resource section. It's watch when you can, no registration required!

### **Girl Scout Bronze Award Pre-Requisites**

- You may begin working on the prerequisites as soon as you bridge to or register as a Girl Scout Junior.
- Be a registered Girl Scout Junior (4th or 5th grade)
- Complete one Junior Journey—this means completing all 3 awards within the journey, concluding with a Journey Take Action project. There is no set amount of hours for this project, but each girl will need a leadership role, to practice those skills.

### **JOURNEY CHOICES**

- It's Your World—Change It! (Agent of Change)
- It's Your Planet—Love It! (Get Moving)
- It's Your Story—Tell It! (aMUSE)
- Engineering: Think Like an Engineer
- Computer Science: Think Like a Programmer
- Outdoor STEM: Think Like a Citizen Scientist
- Outdoor



# Girl Scout **Bronze Award TOOL KIT**

---

## **When the Pre-Requisites are completed, what do you do next?**

Please use the **Girl Scout Bronze Award Guidelines for Girl Scout Juniors** to ensure all key components of a Bronze Award Take Action Project are met. Each girl needs to work in the Guideline booklet to help come up with the project idea and plan.

## **Girl Scout Bronze Award Steps**

### **1. Build your Girl Scout Junior team**

- Bronze is worked on as a troop/team
- Each girl needs to be responsible for one specific piece of the project, so she can gain leadership skills
- Juliette Girl Scouts (independent) need to build a team to work with her

### **2. 20-hour project**

- Each girl needs to log 20 hours, some hours will be a group effort, but each girl needs a leadership component of the project to own and run

### **3. Explore your community**

- What communities do you belong to? How can you improve something in your community to make the world a better place?
- Or stay within your Girl Scout community
- Become detectives and discover what issues/problems are in your community that you can tackle

### **4. Choose your Girl Scout Bronze Award Take Action Project**

- Define your issue
- Ask “why” this issue is happening? This question makes you look at the root causes of your issue
- Sometimes there are many root causes, pick one to develop into your Take Action project
- Research topic and see what other solutions are out there to help jump start your thinking

### **5. Make a plan**

- What is your solution?
- Who is your audience?
- Who can you partner with in the community to help with the project?
- Where will it take place?
- When? (create a timeline)

**Sustainable** - At the Junior level, to achieve the sustainability component, the girls should understand what sustainable means and what would need to happen to make the project continue. As they advance to Silver & Gold they actually plan for their projects to carry on-Girl Scout progression!

### **6. Put your plan in motion**

- Create a list of tasks and deadlines
- Figure out who will be doing what to gain leadership skills
- Each girl keeps a detailed “Hour Log”



## 7. Spread the word

- Make sure you thank everyone who has helped with the project
- Put your story together so you can share it
- How to spread the word is detailed in the Guideline Booklet

### **Completion Process:**

Bronze Award Projects are not council approved. They are leader approved!

It is important for leaders to understand what a Take Action project is, in order to approve Bronze Award projects. They are NOT community service projects (example: collections and donations) or an accumulation of volunteer hours. If a troop leader has questions about whether a project is appropriate or should be approved, she/he may contact the service unit awards coach or [customercare@gsnc.org](mailto:customercare@gsnc.org) with Bronze Award in the subject.

Troop leaders use the Girl Scout Bronze Award Approval Checklist for Leaders to help them approve Troop/girl's project. If the girl is a Juliette, parent approves the project.

Leaders/parent must complete the GSNC Bronze Award Final Report electronically. This is a time to reflect on the project with the girls as a troop/team. There will be a section to pre-order the Bronze Award pins, patches and/or certificates.

**Please note:** If final report is NOT submitted, the Bronze Award will NOT go on the girl's Girl Scout record.

### **Multi-level Troops:**

Leaders can use their discretion on whether the girls will work on the Bronze Award as a troop.

### **Deadlines:**

The Bronze Award must be completed by the September 30th after the girls graduate from 5th grade. Check with your service unit to see if they host a Bronze Award Ceremony and learn about deadlines.

### **Bronze Award Documents and Links Adults:**

- [Girl Scout Bronze Award Adult Volunteer Guide](#)
- [Highest Awards - At a Glance](#)
- [Girl Scout Bronze Award Approval Checklist for Leaders](#)
- [Bronze Award Final Report](#)

### **Girls:**

- [Girl Scout Bronze Award Guidelines for Girl Scout Juniors](#)
- [Bronze Award Hours Log](#)

### **Other Information:**

- [FAQ Funding your Bronze Award](#)
- [Difference Between a Take Action Project and a Community Service Project](#)
- [What Not to Do for the Bronze Award](#)

AWARDS	GIRL SCOUT BRONZE AWARD®	GIRL SCOUT SILVER AWARD®	GIRL SCOUT GOLD AWARD®
<b>GRADE</b>	Girls must be in 4th or 5th grade and a registered Girl Scout Junior	Girls must be in 6th, 7th, or 8th grade and a registered Girl Scout Cadette	Girls must be in 9th, 10th, 11th, or 12th grade and a registered Girl Scout Senior or Ambassador
<b>OVERVIEW</b>	<p><b>Prerequisite</b></p> <ul style="list-style-type: none"> <li>✓ Complete a Junior Journey including the Awards within=Take Action project</li> </ul> <p><b>Bronze Award</b></p> <ul style="list-style-type: none"> <li>✓ Be part of a troop or group where girls take the lead</li> <li>✓ Use Bronze Award Guidelines to develop a 20 hour project</li> <li>✓ Take action on a community issue the troop or group cares about</li> <li>✓ Help and guidance provided by troop/group volunteer</li> <li>✓ Council approval needed for any money earning</li> <li>✓ Project must be completed by September 30 after 5th grade graduation</li> </ul>	<p><b>Prerequisite</b></p> <ul style="list-style-type: none"> <li>✓ Complete a Cadette Journey including the Awards within=Take Action project</li> </ul> <p><b>Silver Award</b></p> <ul style="list-style-type: none"> <li>✓ Work as an individual or in a small group(2-4) where girls take the lead</li> <li>✓ Use Silver Award Guidelines to develop a 50 hour project</li> <li>✓ Take action on a community issue that the girls care about</li> <li>✓ Help and guidance provided by troop/group volunteer</li> <li>✓ Council approval needed for any money earning</li> <li>✓ Project must be completed by September 30 after 8th grade graduation</li> </ul>	<p><b>Prerequisite</b></p> <ul style="list-style-type: none"> <li>✓ Complete two Journeys (Senior or Ambassador) OR Have earned the Silver Award and complete one Journey including the Award within=Take Action project</li> </ul> <p><b>Gold Award</b></p> <ul style="list-style-type: none"> <li>✓ Individual project: Girl is CEO recruits Project Advisor</li> <li>✓ Use the GoGold portal to come up with, develop, and submit 80 hour project proposal</li> <li>✓ Take action on a community issue the girl cares about</li> <li>✓ Help and guidance provided by Project Advisor and team</li> <li>✓ Council approval needed for any money earning</li> <li>✓ Deadline for HS seniors to submit Gold Award proposal is May 1</li> <li>✓ Project must be completed by September 30 after 12th grade graduation</li> </ul>
<b>TAKE ACTION PROJECT</b>	<p>Group Take Action Project focuses on an issue the girls care about and want to improve within their Girl Scout or local community.</p> <p>Puts the Promise and Law into action</p>	<p>Individual or group Take Action Project that makes the local neighborhood or community better.</p> <p>Puts the Promise and Law into action</p>	<p>Individual Take Action Project that makes a lasting difference in the local community, region, or beyond.</p> <p>Puts the Promise and Law into action</p>
<b>SUSTAINABLE</b>	After the project is complete, girls develop an understanding of sustainability by talking together about how solutions can be lasting.	Girls demonstrate an understanding of sustainability in the project plan and implementation.	Take Action Project includes provisions to ensure sustainability.
<b>GLOBAL</b>	After the project is complete, girls develop an understanding of the wider world by talking together about how others may experience the same problem that their project helped resolve.	Girls connect with new friends outside their immediate community, learn how others have solved similar problems and determine if the ideas of others can help with their plan.	Girls identify national and/or global links to their selected issue. They learn from others and develop a plan to share the results of their project beyond the local community.
<b>PROJECT APPROVAL</b>	Troop/Group Volunteer	Troop/Group Volunteer	Council's Gold Award Committee
<b>RESOURCES</b>	<ul style="list-style-type: none"> <li>• GSNC's Girl Scout Bronze Award Toolkit: Includes all Guidelines, Forms, and Bronze Award training</li> <li>• Bronze Award page at <a href="http://gsnc.org">gsnc.org</a></li> </ul>	<ul style="list-style-type: none"> <li>• GSNC's Girl Scout Silver Award Toolkit: Includes all Guidelines, Forms, and Silver Award Training</li> <li>• Silver Award page at <a href="http://gsnc.org">gsnc.org</a></li> </ul>	<ul style="list-style-type: none"> <li>• Your Guide to Going Gold</li> <li>• GoGold portal</li> <li>• Gold Award Training and more!</li> <li>• Gold Award page at <a href="http://gsnc.org">gsnc.org</a></li> </ul>



## Bronze Award Approval Checklist for Leaders

*(does not need to be submitted, for leader use only)*

Troop #: \_\_\_\_\_

Or Juliette's name: \_\_\_\_\_

Completed the following:

Yes    No

- Completed one Journey- including earning all three awards or Take Action badge
  - Agent of Change     Get Moving     aMuse
  - Engineering: Think Like an Engineer
  - Computer Science: Think Like a Programmer
  - Outdoor STEM: Think Like a Citizen Scientist     Outdoor
- Completed the Girl Scout Bronze Award Guidelines for Girl Scout Juniors
- Built Team-including community partners you worked with
- Hour Log meets the 20-hour minimum per girl
- Bronze Award Take Action Project: Issue is defined
- Project is Take Action-Not a collection/donation only project
- Audience: \_\_\_\_ within GS \_\_\_\_ within community \_\_\_\_ combination of both
- Did the project meet its goal?
- Did the project make an impact on the community?
- Did the Troop discuss how to make this project sustainable: last beyond the girls' involvement?
- Bronze Award Project accomplishment is shared with the community
- Budget
- Completed project before September 30 after 5th grade graduation

**Leader:**

- Project approved date: \_\_\_\_\_
- Saved or made a copy of Final Report form for records

Date leader submitted the online Bronze Award Final Report: \_\_\_\_\_



## FAQ for Funding a Bronze Award Project

**Q. Does a Bronze Award Project need to cost a lot of money?**

**A.** Most award projects don't cost a lot of money and sometimes nothing at all. Part of expanding girls' leadership skills is finding creative ways to get supplies donated.

**Q. If money is needed how should we begin?**

**A.** The first way to fund Bronze Award Projects is to use troop funds to cover expenses. Girls can vote to use troop funds to cover the cost of award projects.

**Easy ways to build troop funds:**

- Mags&Munchies...and more
- Cookie Program

**Q. After you have taken part in the most recent council product sales and you still don't have enough funds what do you do?**

**A.** You can move on to money-earning activities with council's approval. The money-earning activities are planned and carried out by girls and supported by adults to earn money for the troop treasury.

**Examples:**

- Gift-wrapping for the holidays
- Babysitting at Town meetings, school meetings, or other public places
- Spaghetti Supper
- Car wash
- Garage sale
- Raking leaves, shoveling walks, weeding gardens
- Birthday party service
- Craft sale
- Collect & redeem recyclable materials

Be creative! There are many more ways in which you can earn money!

Troops must participate in the most recent Council-sponsored Mags&Munchies AND Cookie product sales programs before any other additional troop money earning projects can be approved.

**Q. Do you need to apply for a troop money-earning activity with council?**

**A.** Yes, Troop Money Earning Application

**Q. Can you run money-earning activities (ex. yard sale) during council product sales?**

**A.** No, there are blackout dates where no money-earning activities can take place:

- The in-person order taking period for Mags&Munchies, which is usually late September through October.
- The initial order taking period for Cookies, which is usually late December through January. Check the GSNC website or the GSNC OLC for the specific dates of these programs each year.

## FAQ for Funding a Bronze Award Project *continued*

### **Q. What are the guidelines for accepting donations or money-earning limits?**

- A.**
- Less than \$250.00: may be accepted by an individual/troop/group
  - More than \$250.00: must be submitted to GSNC and council will disperse the funds
  - Sponsorships: Troop/group receives total donation
  - Matching Gifts: Prior to applying, contact [customercare@gsnc.org](mailto:customercare@gsnc.org) with Fund Development in the subject.

### **Q. Can you set up a Crowd Sourcing funding website?**

- A.** No, at this time GSNC has not approved this type of funding. Ex: Go Fund Me page

### **Q. Does money-earning income ever become the property of an individual member, girl or adult?**

- A.** No, it is used for awards projects only.

### **Q. Can a Girl Scout who is an Independently Registered Girl Scout-Juilette money-earn for her Bronze Award Project?**

- A.** Yes, she can, but she needs to use all the money raised toward her project.  
Any funds left over will be donated to GSNC.

### **Q. Does the money-earning hours count toward the award's project hours?**

- A.** No, for example the hours spent organizing and running a car wash does not count toward Bronze Award project hours. Those hours are not specific to the project.

### **Q. Can a girl "ask" for donations (cash or checks) for her Bronze Awards Project?**

- A.** No, she can present her project, dressed in uniform, but the adult with her must do the "ask."  
**Example:** Seeking donation from the local Kiwanis.

### **Q. Does the time spent presenting her project to get donations count as project hours?**

- A.** Yes, those hours are specific to the project.

### **Q. What if a company or organization needs the request in writing on GSNC letterhead?**

- A.** GSNC can provide letterhead. Girls can write the first part of the letter explaining the project. The adult needs to write the last paragraph "asking" for the donation.

### **Q. Can we charge an event fee for our Bronze Award Project?**

- A.** Yes, but only to cover materials, never to make money.

### **Q. Can a girl or her family make personal contributions for their Bronze Awards Project?**

- A.** Yes, but it should not be a hardship for the family. Girls should be encouraged to work on a budget for their project and come up with ways to fund it first.

### **Q. Can girls/troop apply for a grant?**

- A.** Yes, but prior to applying, contact [customercare@gsnc.org](mailto:customercare@gsnc.org) with Fund Development in the subject.

### **Q. Are there inappropriate money-earning activities that we should avoid?**

- A.** Yes:
- Games of chance, raffles
  - Home demonstration parties: Avon, Mary Kay, Pampered Chef, etc.
  - Receiving a percentage of sales (where a portion of the sales goes back to the Troop) from a business during a specific time frame where those sales generate a profit for a specific company: Applebee's, Macy's, McDonald's, etc., is not allowed.
  - Fundraisers for other organizations

### **Q. Can Cookie Credits be used for funding a Bronze Award project?**

- A.** Yes, an estimate needs to be submitted to GSNC and we will write a check to the vendor, or the troop can pay for the supplies and GSNC can reimburse the troop account. Girls cannot receive cash or check directly.



## Take Action Projects

### What is Take Action?

Girls will create and carry out a Take Action project with every Journey they complete. Girl Scout Bronze, Silver, and Gold Awards all require Take Action projects.

### Overview of Take Action

Take Action projects are different from community service projects. Take Action elevates projects. A Take Action project is a chance for girls to partner with others in their community to solve a problem. They learn about getting to the root causes of issues, mobilizing and engaging community members and volunteers, and striving toward creating lasting change in their world. An important component is to understand and address the cause of a problem.

### Community Service-comes from the heart

- Service is a passive role where you help out on something that is already in place
- Major decisions have been made and you are following some else's directions
- Collecting and donating items—a onetime fix of a problem
- Beautification/renovation without an educational or awareness raising component

### Take Action project-comes from the heart, but uses the head to develop long lasting impact

- Leadership puts girls in an active role of decision making
- Girls create a Take Action project based on their observations of a local issue
- Tackle the root cause of this issue to make a long lasting impact, so project is sustainable
- Girls develop their leadership skills by exploring their community, brainstorming, planning, organizing, and putting their plan in motion

### What is the difference between Journey Take Action Projects and higher awards Take Action Projects?

The only difference is the Journey Take Action Project is issue specific, the project must relate to the Journey and what the girls have learned. It can be completed as a Troop, but each girl needs a leadership role.

The Awards Take Action Project issue is of the girls' choosing. The girls will need to identify an issue in their community that they want to improve or resolve. Tackling the root cause of their issue will help make a bigger impact on their community and sustain the project.

Service Project	Take Action Project
Make first aid kits.	Promote healthy living through a community health fair.
Holds a food drive.	Start a community garden that can provide fresh fruits and vegetables to the homeless.
Start a recycling project.	Create a workshop to teach others about water conservation and have every one make a rain garden or barrel.
Donate items to a local shelter.	Organize a volunteer recruitment & supply drive for a local animal shelter at your school, community center, or church.
Donate books to a local school.	Organize a tutoring session at a local elementary school with senior citizens to help students learn to read.

The Journey Take Action Project should be looked at as a practice run for the Awards Take Action Project. The girls will gain Leadership skills in developing this Journey Project. She will build upon these acquired skills to complete a quality Bronze, Silver or Gold Award Take Action Project.



## What **NOT** To Do for the Girl Scout Bronze Award

- **Find a project online that someone else did and copy it**  
*You should be finding a problem in your neighborhood that needs improvements and develop your own project to fix it.*
- **Put a few small projects together to make up the hours**  
*The Bronze Award is one complete project not a set of smaller projects combined.*
- **Set up a project without a team, just working by yourself or just you and your parents**  
*Bronze Award projects are team projects. If you do not have a troop team available to you, develop a team with friends your own age in your neighborhood. They would have the option to join Girl Scouting and earn the award themselves.*
- **Put together a project that is a fundraiser to donate money to an organization**  
*This is not allowed for the Girl Scout Bronze Award.*
- **Plan a project that is less than 20 hours per girl minimum**  
*Bronze Award projects are targeted at 20 hours per girl and you must plan for that amount. The 20 hours include all that you do in the Girl Scout Bronze Award Guidelines to come up with your project idea.*
- **Set up a project where you show no leadership**  
*Each girl needs to be responsible for one specific piece of the project to gain leadership skills.*
- **Plan a project that is just collecting and donating items to an organization**  
*Collecting and donating is a great SERVICE project but it is not to be used for the Bronze Award Take Action Project.*

The Bronze Award is earned by completing a Take Action Project, where you discover an issue or need in your community that you work on to improve.

Any questions contact [Customercare@gsnc.org](mailto:Customercare@gsnc.org) with Bronze Award in the subject line.



## Bronze Award Hour Log

Girl Scout's Name: \_\_\_\_\_

Troop Number: \_\_\_\_\_

You can use this time log to keep track of the time you spend working on your take action project. The minimum is 20 hours for each girl. There can be some overlap meeting time for brainstorming and planning, but each girl needs to record her unique leadership role.

Project Name: \_\_\_\_\_

Date	Activity	Time Spent	Total Hours
<b>Subtotal:</b>			

