

Girl Scout Bronze Award Final Report 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 Final Report is to be used by you (and/or your team)—a registered Girl Scout Junior in grades 4 to 5—with the assistance of your troop/group leader, adult Girl Scout volunteer supervisor for approval of your Bronze Award project.

How to complete this form:

1. Read the Bronze Award Final Report questions ahead of time and think about your answers.
2. If you are working in a group, fill out Sections 1 and 2 together. Section 3 is for individual reflections. When Sections 1, 2, and 3 are completed then you're ready to obtain the appropriate signatures in Section 4. **The Final Report must be submitted with all four sections together.**
 - **Section 1:** Share how your project went by updating your Project Proposal responses with a recap of your project. Include supplemental documentation of budget worksheet and money-earning forms if needed.
 - **Section 2:** Outline how you shared your project and provide copies of photos, videos, flyers, and/or other evidence that documents the work you did. Include photo release forms if needed.
 - **Section 3:** Complete your individual reflection, sharing what you learned along the way. Include your time log (required).
 - **Section 4:** Signature page
3. Complete and submit the Bronze Award Final Report Form to awards@girlscoutsoaz.org.

A few friendly reminders:

- 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. The most important outcomes are the ones you gain for yourself: improved confidence, better organization, stronger teamwork, and more. It's less about the perfect final project and more about what you discover along the way!
- Finish your Bronze Award Take Action™ project and Final Report by September 30 of the year you or your oldest team member completes 6th grade!
- Keep a copy of this Final Report for your records.



Bronze Award Final Report

Council _____

Section 1 – Group Response

Share how your project went by updating your Project Proposal responses with a recap of your project.

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 <small>If submitting after June 1, please list the grade you will enter in the fall.</small>	Email and Mailing Address

List additional adult resources:

	Responsibilities	Name	Email	Phone Number
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.

Recap your Bronze Award project:

Share your results, what you actually did, and how it went.

Project Title _____

Start Date _____ Completion Date _____

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

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

3. The target audience (who your project benefited) was... (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 the issue, find the root cause, and help complete the project (See the *Junior Workbook for Earning Your Bronze Award, Step 2.*):

Name	Organization	How they helped

5. The **root cause** of the issue was... (Please include a 3–4 sentence description. See the *Junior Workbook for Earning Your Bronze Award, Steps 4.*)

6. My team’s project idea was... (Please include a 3–4 sentence description of your project, including the result and how it addressed the root cause of your issue. See the *Junior Workbook for Earning Your Bronze Award, Step 5.*)

7. Try it: Describe how the project is sustainable by sharing your plan and if it was achieved. *Junior Workbook for Earning Your Bronze Award, Step 5.)* **[Optional]**

Here is how we might do it ... (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 6.)*

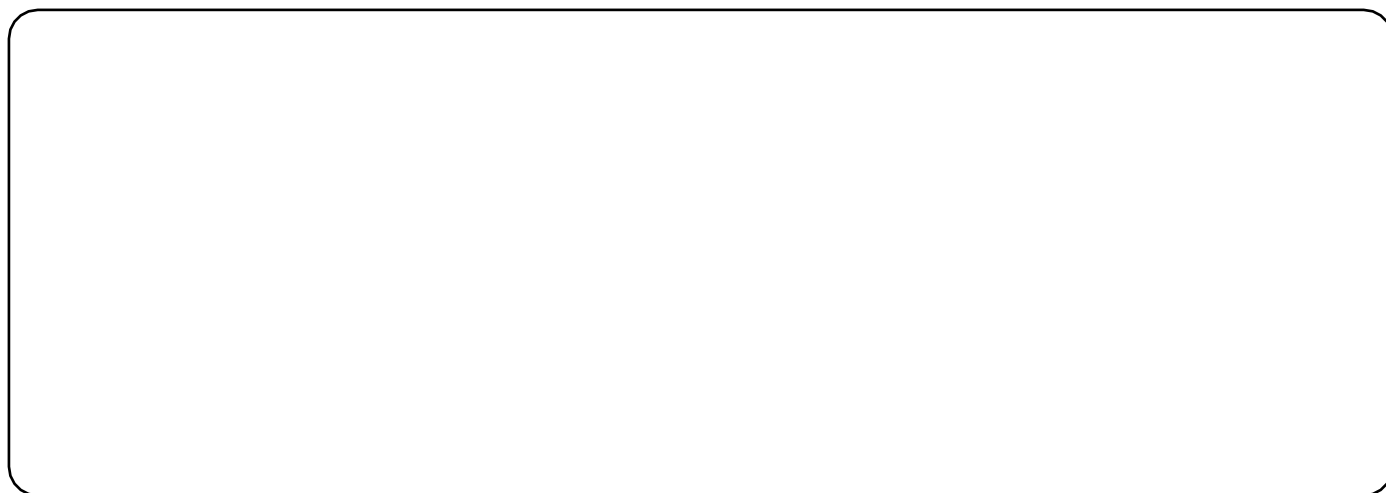
Name	Leadership Roles	Responsibilities

9. Provide supplemental documentation of a budget worksheet of money or nonmonetary donations of goods received or spent and any associated costs. (See the *Junior Workbook for Earning Your Bronze Award*, Step 6, and use the form at the end of this report. Other spreadsheet formats are acceptable.)

Section 2 – Group Response

Outline how you shared your project and provide copies of photos, videos, flyers, and/or other evidence that documents the work you did. Include photo release forms if needed.

1. How did you let others know about your project and the impact it had? (Please include a 3–4 sentence description. See the *Junior Workbook for Earning Your Bronze Award*, Step 7.)



2. Be prepared to provide photos digitally once the final report is approved for social media and printed materials promoting Girl Scouts, the Bronze Award and what you and your team accomplished. (See the *Junior Workbook for Earning Your Bronze Award*, Step 7.)

3. What part of your project would you change if you could start over, and why? (Please include a 3–4 sentence response.)

4. Provide each individual's Bronze Award project time log. Remember to only list time spent after Journey completion. (See the *Junior Workbook for Earning Your Bronze Award*, Step 6, and use the form at the end of this report, or other acceptable formats.)

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 (1–7 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 Cadette, followed all the requirements and guidelines as outlined by the *Junior Workbook for Earning Your Bronze Award* and my council during my Bronze Award project.

Girl Scout Signature _____
(by typing my name above, I certify that the information is correct)

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I, the Girl Scout Troop/Group Leader, have reviewed the above Girl Scout Bronze Award Final Report. I am aware of and believe this project aligns with the requirements and guidelines outlined by the *Adult Guide for Earning the Bronze Award, Junior Workbook for Earning Your Bronze Award*, and my council.

Signature _____
(by typing my name above, I certify that the information is correct)

Date _____

*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

\$0

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

Time Log

You must submit this log with your Girl Scout Bronze Award Final Report. Only list time spent after you complete your Journey. 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

Total Hours for Girl Scout Silver Award Project