

Building a Gold Award Final Report

5 Important Overall Steps

1. **Review your proposal.** Review the steps you've taken, make sure you've completed all your tasks, and worked towards (or completed) your SMART goals
2. **Begin working on your Final Report.** Using [GoGold](#), work through Steps 6-7. Make sure you answer each question thoroughly. Start early and well in advance of any deadlines. *Graduating Seniors must submit their Final Reports no later than the second Friday in September in the year they graduate*
3. **Contact your Committee Liaison.** Before you submit your final report, download a copy and send it to your Committee Liaison to review. (Required)
4. **Share your report** with those you worked with, get feedback, and collect digital verification from your Project Advisor.
5. **Submit to GSAK.** Program staff will review your Final Report to ensure nothing is missing and then send to the Gold Award Committee for approval.

As you write your Final Report, keep the following in mind:

- **Share why your project was needed.** Just like with your Project Proposal you'll be asked to explain why the project was needed in the community. Use some of the research you did at the beginning of your project to showcase the community issue you chose and the importance of the solutions you implemented
- **Explain your overall project goals.** Your Final Report is an opportunity to reflect on the successes and challenges your team experienced, the impact you made, and how you met your project goals. Be sure to explain if you: met all your goals, came close but did not achieve the goals you set, or if your goals were impeded by unforeseen circumstances
- **Include facts and data you collected.** While observations are important, be sure to share data you collected too. Remember you must show **measurable** impact
 - **Look to share:**
 - What/how many community members participated
 - How many times you hosted an event
 - What observations did you and your team make
 - What hard numbers support and back up your goals
- **Reflect!** Share your successes and challenges, how you worked with a team, the skills you gained, and more

Important Tips for Gold Award Final Reports

- **Answer each question with enough detail to create a full picture.** One or two sentence explanations do not help the Gold Award Committee to understand what you set out to do. Remember, the Gold Award Committee is an outside audience, who is not familiar with your issue. Share details that present a full picture.
- **Ask others to review your Final Report** GSAK suggests giving the completed final report to someone who knows nothing about your project. Ask them to read it and give feedback. You might ask one person to be your editor-looking at grammar, spelling, and structure-while another reviewer focuses on content, checking if you have complete, robust answers with specifics and clear connections between the answers for related questions. Your reviewers should be from outside your family and troop

What happens after a Final Report is submitted to GSAK?

- Final Reports submitted in GoGold will be automatically emailed to the GSAK program team. Final Reports will be reviewed first by members of the GSAK Program Team and then the Gold Award Committee at the next Committee meeting. (Meetings typically held on the 4th Monday of the month)
- After your Final Report is reviewed by the Committee, you'll receive an email with the status of your Final Report.
 - **Final Report Meets Criteria:** Congratulations! You've earned your Gold Award!
 - **Final Report Needs Improvement:** You need to make some edits and resubmit for review.
 - **Final Report Doesn't Meet Criteria:** Your project doesn't meet the standards of a Gold Award. You'll receive an email with an explanation as well as next steps.
- Gold Award pins and certificates are award once a year at the Gold Award Ceremony. If you'd like your pin and certificate prior to that, let us know.

Gold Award Final Report Rubric

		Does Not Meet Criteria	Needs Improvements	Meets Criteria
Take Action Project	Project Purpose	<ul style="list-style-type: none"> Project description does not match the approved project. No evidence is shared about the community need. 	<ul style="list-style-type: none"> Project description does not match the approved project. Little evidence is shared about the community need. 	<ul style="list-style-type: none"> Project description matches the approved project. Evidence of community need is shared.
	Measurement	<ul style="list-style-type: none"> No SMART goals. No data from methods and tools. 	<ul style="list-style-type: none"> Includes SMART goals that match approved project. Includes vague information collected from methods and tools. 	<ul style="list-style-type: none"> Includes SMART goals that match approved project. Includes measurement methods or tools. Includes analysis of data and explains the impact.
	Sustainability	<ul style="list-style-type: none"> Lacks names of who will continue project. Does not share how the project will continue. 	<ul style="list-style-type: none"> Lacks names of who will continue project. Shares few details about how it will continue. 	<ul style="list-style-type: none"> Includes names of those who will continue project. Explains how the project continues.
Leadership	Team	<ul style="list-style-type: none"> Does not include team members. 	<ul style="list-style-type: none"> Only includes 2-3 team members. Little information about how the team supported the overall project. 	<ul style="list-style-type: none"> Includes 5+ team members. Full details about how the team supported the overall project.
	Leadership	<ul style="list-style-type: none"> No reflection on problems and successes. Shows no leadership or personal growth. Did not step outside comfort zone. 	<ul style="list-style-type: none"> Vague information on problems and successes. Little leadership or personal growth. Not clear if they stepped outside comfort zone. 	<ul style="list-style-type: none"> Discusses problems and successes. Indicates their leadership and personal growth. Is clear they stepped outside comfort zone.
Action Plan	Time Log	<ul style="list-style-type: none"> Not included in report. 	<ul style="list-style-type: none"> Appropriate scope of hours. Confusing and not easy to understand. Little range in activities. 	<ul style="list-style-type: none"> Appropriate scope of hours. Easy to understand. Wide range of activities.
	Budget	<ul style="list-style-type: none"> Income and expenses do not balance. Raises money for an organization. Unclear on how the money was used. 	<ul style="list-style-type: none"> Income and expenses balance. Donations are included. Doesn't raise money for an organization. Somewhat understandable. 	<ul style="list-style-type: none"> Income and expenses balance. Donations are included. Doesn't raise money for an organization. Is clear and easy to understand.

Use this rubric help you know when you are ready to submit your Final Report