



Girl Scout Council of Greater New York  
43 West 23<sup>rd</sup> Street  
New York, NY 10010  
212-645-4000 Fax 212-645-4599

### Letter of Endorsement Guidelines

Letters of endorsement should be legibly written or typed on the Letter of Endorsement for Adult Recognition form. The following information must be included within the letter(s) submitted supporting the nomination of a volunteer for an awarded recognition:

- Name of nominee
- Name, address and phone # of person writing the letter of endorsement.
- Reasons for recommending the award
- Way(s) in which the nominee's performance has been outstanding or beyond expectations.
- How the nominee's contribution has benefited Girl Scouting.
- Other information related to the nomination.
- Please be as specific as possible.

**Please research the information carefully as it may be used in the presentation of the award.** Services mentioned in support of a nomination should be recent and should have been accomplished since the nominee last received a borough or council recognition. Other awards held by the nominee should be mentioned.

#### Required # of letters for each award:

Outstanding Leader	(2)
Appreciation Pin	(2)
Honor Pin	(3)
Thanks	(4)
Thanks II	(4)