



## **WRITING A COMPELLING ENDORSEMENT LETTER for Adult Recognition Nominations**

GSSNE's Adult Recognitions Committee uses nomination and endorsement letters (nomination package) to determine if nominees have fulfilled the criteria necessary to receive the appropriate award. Therefore, it is important that letters be **specific, compelling, and well thought out**. Letters must be received by GSSNE by the deadline date.

Be sure your letter reflects your viewpoint as the author and the accomplishments of the nominated individual.

As a nominator, you're responsible for identifying those who know the nominee well enough to submit endorsement letters in support of your nomination. Give those who are writing endorsements a copy of the award description and a sample letter to help them produce compelling.

Letters of endorsement should include:

- The date
- Name of person writing the letter with phone number, email, etc. for future contact
- Name of nominee
- Title of the recognition
- How the letter writer knows the nominee and for how long
- Explain how the nominee has met the level of service required to receive the award.
- If the award is for service to the service unit or region, then do not include examples of troop leadership. Likewise, an award for a troop leader should not be supported by mention of service team jobs unrelated to youth.
- Include specific examples of the nominee's performance, explaining how the service was beyond what others in the same position have done.
- Tell how the nominee's contributions have benefited Girl Scouting
- Include any other comments or information that might be helpful



## Letter of Support Example:

October 1, 2022

Nomination for Volunteer of Excellence

Dear Girl Scouts of Southeastern New England,

I am very happy to support Juliette Low, leader of troops 123 & 456 in the Westerly service unit for the GSUSA Volunteer of Excellence award. Juliette has been a Girl Scout leader for the past 7 year. She is a strong woman who leads two very active and involved troops for her two daughters. She works full-time as a teacher and involves the troops in school ceremonies and activities.

I have worked alongside Juliette as her co-leader in both troops for the last two years. Our girls know they can count on her to always do her very best to make sure they their Girl Scout experience us a great one. She ensures this by keeping current with council policies and training, and she makes sure the youths are always involved in the decision-making process in regard to troop programming and direction.

Under her leadership, the members of her troops have grown as individuals and as Girl Scouts. The Cadettes are offered outstanding leadership opportunities when they help with our Brownie troop, sharing Girl Scout ways and teaching the younger Girl Scouts new skills, while working on portions of their Journeys and badges. The Brownies are learning to relate to each other and the older Girl Scouts, as part of their extended Girl Scout family. They are thrilled to “teach” the Cadettes songs they have learned. Each Girl Scout has earned many recognitions including (for the older Girl Scouts) the Bronze award. Many of our Cadettes are currently working on their Silver award.

Juliette has helped instill in the girls a sense of purpose self-confidence, and accomplishment. Those in both troops, along with all of us in the Westerly service unit are so incredibly lucky to have Juliette as a leader. She is talented, dedicated, loyal, and competent. She is also fun and insightful. She’s a fabulous person and a true Girl Scout who shares herself, her time, and her knowledge without hesitation.

For her incredible dedication, and for the many lives she’s touched as a Girl Scout leader, I whole heartedly support the nomination of Juliette Low as a deserving recipient of the GSUSA Volunteer of Excellence award.

Sincerely,

Jane Doe, Co-leader Troops 123 & 456  
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