

SAMPLE ENDORSEMENT LETTERS

Sample Letter for the Appreciation Pin that the Recognitions Committee would discount as not specific enough! This letter does not tell the Committee what this person did that benefited the Service Unit or was beyond the expectations of her position as a troop leader.

“I believe Susie Smith should be recognized for her efforts as a Girl Scout Leader. She has gone out of her way with the girls in her troop and shown great patience with them.

Last June, Susie took the girls in her troop to San Francisco. After spending the weekend with the pre-teen girls which wrecked her car, Susie returned with a smile on her face. Not many people can do that! Susie is an excellent leader.

Sincerely,

Sample letter that is specific. The Recognitions Committee would feel that this tells them enough to pinpoint that this leader did meet the criteria for the nomination. This nomination was again for the Appreciation Pin. This letter tells the Committee what this leader did that benefited her Service Unit, her troop, and the council. It shows that she went beyond the expectations of her position as a troop leader.

“A Letter of Endorsement for the Appreciation Pin for Susie Smith:

Susie Smith has been a troop leader for 3 years with Brownies at XYZ School, in ABC Service Unit. She has been a school coordinator for 2 years, and helped organize many Service Unit events, including a highly-visible Girl Scout entry in the Spark’s Veteran’s Day parade. Our Service Unit has been without a volunteer Service Unit Manager for 2 years, and Susie readily agreed to serve as Service Unit Chair, in addition to her many other obligations.

In addition to the above reasons for recommending the Appreciation Pin for Susie Smith, she has led her daughter’s troop and organized troop service projects. Organizing Juliette Low’s Birthday celebration in 2000 and the Veteran’s Day Parade participation in 2001, with a beautiful hand-made quilt for the occasion, also shows that Susie’s involvement truly goes beyond what is expected of a troop leader.

Susie’s involvement with girls and adults show a furthering of Council goals by increasing, retaining girl membership, and supporting and leading adults by being Service Unit Chair. Susie has also made the Girl Scout organization very visible at the Veteran’s Day Parade, which furthers Council’s goal of community involvement and notice by the community.

I heartily endorse the nomination of Susie Smith for the Girl Scout Appreciation Pin.

Truly yours,