



AMERICAN
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Stars
&
Stripes
AWARD

STARS & STRIPES AWARD
GUIDE



STARS & STRIPES AWARD GUIDE CONTENTS

Receive encouragement
from [Patti](#)

Confirm God is
calling you to the
Stars & Stripes Award

Understand the integrity
behind the award

Learn the essential
information you need
to know for moving in
the right direction as a
Stars & Stripes Award
Candidate

Follow the [Process Chart](#)
for award in AHGfamily

Walk through the
AHGfamily Stars &
Stripes Award process as
this section guides you
through what is needed
to complete each step
successfully and provides
first-hand advice and
stories from girls who
have gone before you

Check out these richly
detailed pages to help
you tackle each phase
of steps, including many
samples and worksheets.

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ENCOURAGEMENT FROM PATTI

Congratulations!

You have completed AHG’s highest Level Award—the Abigail Adams Level Award. To earn this award, you have served many in your community. You have strengthened your skills in the outdoors, enjoyed experiences in the arts, assisted your family in times of need, learned about the history and government of this great land, explored many facets of science and technology, and learned how to stay healthy and active. You have practiced leadership skills within your Troop and your community. You have grown in your faith through the achievement of your Faith Award. You have shared the Ministry of the American Heritage Girls with others. Wow! Very impressive indeed!

Now it’s time to strengthen your relationship with Christ, learn more about yourself, and how you can grow in your walk with the Lord to reflect the characteristics of the AHG Creed in your community even more. You will experience many emotions while earning your Stars & Stripes Award—excitement, frustration, joy, and triumph. You will learn to rely on God and give Him the glory as you travel on this amazing journey. You will also have the opportunity to reflect on your past learnings while dreaming about the future God has designed uniquely for you!

So as you “spread your wings” by developing, planning, and implementing a service project that will impact your community for years to come, hold on to the many leadership opportunities you experience. Learn what works best for you as you practice time management, record-keeping, communication, and interviewing techniques.

This Stars & Stripes Award Guide will lead you to complete the Stars & Stripes Award requirements. Pay close attention to each step outlined in this packet. Work closely with your Stars & Stripes Mentor, the benefiting organization’s representative, fellow American Heritage Girls, and your Stars & Stripes Project Advisor. Seek the wisdom, support, and encouragement of your parents.

Enjoy this time. You are working toward a most fulfilling goal. Upon becoming a candidate for the Stars & Stripes Award, you will be seen as a representative of your Troop, AHG, and the Lord in your community.

May your journey be fulfilling and full of blessings. May you consistently seek the Lord’s will for your life as you pursue this and all other life challenges!

May God bless you,

Founder & Executive Director
American Heritage Girls, Inc.



A Stars & Stripes Award Recipient is a woman who exemplifies the qualities vital to the American Heritage Girls Program—compassion, helpfulness, honesty, loyalty, perseverance, purity, resourcefulness, respectfulness, responsibility, and reverence. A Stars & Stripes Award Recipient is a life-long ambassador for AHG and, more importantly, represents what the Lord desires of His people.





QUESTIONS TO ASK BEFORE APPLYING FOR CANDIDACY

PREREQUISITE FULFILLMENT

You are more than likely viewing this AHG Stars & Stripes Award Guide because you want to learn more about the Stars & Stripes Award. Perhaps you're an upper Program Level Girl Member and you're interested in exploring your options. You could also be curious about the potential path your AHG journey could take or maybe you've already fulfilled all the prerequisites for the Stars & Stripes Award and are ready to pursue it. If you meet the criteria then you're eligible to apply for the award.

- ★ Abigail Adams Level Award recipient
- ★ At least 15½ years of age
- ★ Second-year Patriot

WISELY PURSUING THE STARS & STRIPES AWARD

Before you plan to pursue the Stars & Stripes Award, take a moment to wisely consider if this award is a pursuit God is calling you to follow.

Paul teaches about wisdom when he says, “Be very careful, then, how you live—not as unwise but as wise, making the most of every opportunity, because the days are evil. Therefore do not be foolish, but understand what the Lord’s will is” (Ephesians 5:15-17, NIV). You can know God’s will when your heart transforms as a Christ-follower. As Paul says in the book of Romans, “Do not conform yourselves to this age but be transformed by the renewal of your mind, that you may discern what is the will of God, what is good and pleasing and perfect” (Romans 12:2, NABRE). When your heart and mind are in tune with your Heavenly Father and His Word, you can make wise choices, including striving for the Stars & Stripes Award.

The letters in the word **WISE—W-I-S-E**—also spell out a fun way to help see if the Stars & Stripes Award is a wise goal for you:

First, “W” stands for WORTHY. A worthy goal brings glory and honor to God. “So, whether you eat or drink, or whatever you do, do all to the glory of God” (1 Corinthians 10:31, ESV). The Bible says God is honored when you focus on goals that are true, noble, right, pure, lovely, admirable, excellent, and praiseworthy (Philippians 4:8, NIV).

Can you bring honor to God when striving to earn the Stars & Stripes Award and how you plan and implement your project, fulfill the badge requirements, and complete your Project Idea, Project Development Plan, Project Summary Report, Spiritual Walk Essay, etc.?

Second, “I” stands for IMPORTANT. An important goal holds meaning and value for you and those accompanying you on your journey. What is on the other side of earning the Stars & Stripes Award that makes it worth pursuing to you? If it is experiencing a challenging endeavor that stretches your character, utilizes your gifting, and draws you closer to the Lord while impacting your community for Christ, then go for it! If it is to check a box off a bucket list, add a line to a college application, or only do it because someone else did, then the goal of completing the Stars & Stripes Award may not align with AHG’s end goal for the award nor hold the same importance to you.



QUESTIONS TO ASK BEFORE APPLYING FOR CANDIDACY *continued*

Third, “S” stands for SUITABLE. Is it a good fit for you, those in your circle of influence (your family and Troop), your community, your timing, and so forth? Pursuing the Stars & Stripes Award while being involved in multiple school sports and clubs may not be a great time to seek the award. It may not hold the same priority in your schedule as if you had more time dedicated to the 100+ hour project and documentation requirements that support the Stars & Stripes Award. Your whole Troop may want to join if you set the same goal for early summer.

Fourth, “E” stands for EFFECTIVE. Is the goal of becoming a Stars & Stripes Award Recipient possible to achieve? If you have a great Support Team of Troop leadership involvement, Mentor dedication, and parental encouragement, it is probably safe to believe you have the care needed to achieve the Stars & Stripes Award. If, however, you are planning to accomplish the Stars & Stripes Award independently and have little regard for others’ thoughts and opinions, or you have personal limitations that may hinder you from achieving the award, you may need parental input to determine whether you can effectively meet the goal of accomplishing the Stars & Stripes Award.

Keep in mind that **a WISE goal is not always an easy goal.** It may be suitable for you and be effectively possible to reach, but some WISE goals will also stretch you to work hard, pushing your limits and encouraging growth.

Once you know that the Stars & Stripes Award is your **WISE goal**, you can create a plan to reach that goal. If you need further help to determine if the Stars & Stripes Award is for you, consider taking the *GRIT with Grace Management Bundle* available in the [AHGstore](#) (October 2023) for Girl Leadership Training, which includes lessons on *Goals & Planning*, *Decision-Making*, and *Problem-Solving*.

BADGE PLANNING

AHG suggests earning badges over multiple years to benefit from all aspects of the AHG Program. You will need to finish one of these badge plans by the time you sit for your Board of Review (BOR), so be sure to be working along the way from Pioneer through your Patriot years and see the suggested *Badge Planning* on the following pages.

BADGE NAME	16 BADGE PLAN	13 BADGE PLAN	BADGE NAME	16 BADGE PLAN	13 BADGE PLAN
<i>Citizenship & Government</i> (Heritage Frontier)	✓ or Our Constitution		<i>Money Management</i> (Family Living Frontier)	✓	✓
<i>Family Helper</i> (Personal Well-Being Frontier)	✓		<i>Emergency Preparedness</i> (Personal Well-Being Frontier)	✓	✓
<i>Outdoor Skills</i> (Outdoor Skills Frontier)	✓	✓	<i>Women of Faith</i> (Heritage Frontier)		✓
<i>Our Constitution</i> (Heritage Frontier)	✓ or Citizenship & Government	✓	<i>Biblical Leadership</i> (Personal Well-Being Frontier)		✓
<i>Home Care & Repair</i> (Family Living Frontier)	✓	✓	<i>Personal Care</i> (Personal Well-Being Frontier)		✓
Our Flag	✓		<i>Social Skills & Etiquette</i> (Personal Well-Being Frontier)		✓
<i>Camping</i> (Outdoor Skills Frontier)	✓	✓	<i>Digital Citizenship</i> (Science & Tech Frontier)		✓
<i>Fitness badge or sports pin</i>	✓	✓	<i>One badge of girl's choice</i>		✓
Seven badges of girl's choice	✓✓✓✓				



BADGE PLANNING

BEGIN BADGE PLANNING AT THE PIONEER PROGRAM LEVEL

AHG suggests earning badges over multiple years to benefit from all aspects of the AHG Program, including growing your faith, girl leadership, and experiences in the great outdoors.

Below is AHG’s recommended plan you can follow to earn the required badges for the Stars & Stripes Award. This plan is based on starting badge requirements at the Pioneer Program Level and throughout your Stars & Stripes Award journey.

BADGE PLANNING BY PROGRAM LEVEL

**required Stars & Stripes Award Badges*

Frontiers	Harriet Tubman Level Award	Abigail Adams Level Award	Stars & Stripes Award
	<i>2 years as Pioneer</i>	<i>2 years as a Patriot</i>	<i>1 to 2 years as a Patriot</i>
Arts	Girl's Choice	Girl's Choice	
Family Living	Girl's Choice	Home Care & Repair	Money Management
Heritage	Our Constitution	Women of Faith	
Outdoors Skills	Fitness-type badge/pin*	Outdoor Skills	Camping
Personal Well Being	Personal Care	Social Skills & Etiquette	Biblical Leadership Emergency Preparedness
Science & Tech	Digital Citizenship	Girl's Choice	

*A fitness type badge or pin includes **any** AHG Sports Pin or the following badges: Canoeing, Cycling, Dance, Hiking, Horsemanship, Physical Fitness, Rock Climbing, and Swimming.

WHAT THOUGHTS DO YOU WANT TO CAPTURE?

Look through the following pages and jot down any thoughts you would like to capture regarding badges and requirements for your Stars & Stripes Award journey. Are there changes you want to make to AHG’s suggested plan?



BADGE PLANNING *continued*

PLAN WHAT WORKS FOR YOU ACCORDING TO YOUR INTERESTS

Working towards your Stars & Stripes Award can start long before achieving your Abigail Adams Level Award. The best planners get a head start at the Pioneer Program Level. You will want to earn your Harriet Tubman Level Award and complete the Girl Planning Guide at this level to prepare for the organizational and leadership skills you need for your Abigail Adams Level Award and Stars & Stripes Award.

Below are three charts that walk you through completing your Harriet Tubman and Abigail Adams Level Awards while completing the required badges for the Stars & Stripes Award. Remember, you may choose to do the badges out of AHG's recommended order, but when complete as below, you will be learning skills you will need for your Stars & Stripes Award in the order that will best support your entire AHG journey.

In the charts, you will also see that only four badges are suggested across the three awards, but there are 13 required badges for the Stars & Stripes Award. The 13th badge is a badge of choice. AHG has already built at least four opportunities into this plan, where you can select a badge of choice. Yet, AHG knows there are many more badges to be earned for the advantageous American Heritage Girl. Your 13th badge can be achieved any time throughout the process—the sky is the limit (or completing all 97 badges is the limit)!

PIONEER/HARRIET TUBMAN LEVEL AWARD STARS & STRIPES AWARD PLAN

	Badges	Service Hours	Social Event	Faith Award	Flag Ceremony	Outdoors & Planning	Troop Life	Leadership & BOR
YEAR ONE	Earn one badge from three Frontiers	Earn 15 hours of service	Attend one social event	Complete Faith Award	Participate in flag ceremony	Tent or primitive camp for at least two consecutive nights	Create a recruitment video or news article	Hold a Girl Leadership Position for four months
YEAR TWO	Earn one badge from three Frontiers	Earn 15 hours of service	Attend one social event		Participate in flag ceremony	Plan, organize, and implement a Troop or Multi-Troop activity or event for a minimum of 10 hours	Visit Patriot Unit Meeting	Complete BOR

STARS & STRIPES AWARD BADGES FOR PIONEERS

- Our Constitution
- Fitness-type badge or sports pin
- Personal Care
- Digital Citizenship



BADGE PLANNING *continued*

**PATRIOT/ABIGAIL ADAMS LEVEL AWARD
STARS & STRIPES AWARD PLAN**

	Badges	Service Hours	Social Event	Faith Award	Flag Ceremony	Outdoors & Planning	Troop Life	Leadership & BOR
YEAR ONE	Earn one badge from three Frontiers	Earn 20 hours of service	Attend one social event	Complete Faith Award (see Girl Handbook)	Participate in flag ceremony	Tent or primitive camp for at least three consecutive nights	Create a recruitment video or news article	Hold a Girl Leadership Position for six months
YEAR TWO	Earn one badge from three Frontiers	Earn 20 hours of service	Attend one social event	Complete Faith Award (see Girl Handbook)	Participate in flag ceremony	Plan, promote, and implement a Multi-Troop or community outreach project for a minimum 25 hours	How can you serve as an Adult Member when you complete the AHG Program	Attend a live or online leadership training Complete BOR

STARS & STRIPES AWARD BADGES FOR PATRIOTS

Home Care & Repair
Women of Faith
Outdoor Skills
Social Skills & Etiquette

AHG SUGGESTIONS

- ★ Earn the Money Management and Emergency Preparedness Badges at your Patriot Program Level.
- ★ The Camping Badge is among the most challenging at the Pioneer/Patriot Program Level. It can take two or three Program Years to complete-spread your overnight camping trips throughout your Pioneer and Patriot Program Years and into your Stars & Stripes Award journey!

PATRIOT STARS & STRIPES AWARD CANDIDATE PLAN

	Badges	Service Hours	Faith	Flag Ceremony	Online Forms	Troop Life	Leadership & BOR
LENGTH OF YOUR JOURNEY	Earn remaining Stars & Stripes Award Badges Complete Badge Verification	Earn minimum of 100 hours of service from your project with at least 10 supervisory hours	Spiritual Walk Essay	Participate in flag ceremony	<i>Application</i> <i>Troop Recommendation</i> <i>Mentor Selection</i> <i>BO Selection</i> <i>PJI</i> <i>PDP</i> <i>Resume</i> <i>Spiritual Walk Essay</i> <i>BO Satisfactory Survey</i> <i>PSR</i>	Remain an active member of your Troop through the award process	Hold a Girl Leadership Position for six months Complete BOR

STARS & STRIPES AWARD BADGES FOR THE CANDIDATE

Money Management	Camping
Biblical Leadership	Emergency Preparedness



KEEPING THE INTEGRITY OF THE AWARD

*Let your eyes look straight ahead; fix your gaze directly before you.
Give careful thought to the paths for your feet and be steadfast in all your ways.
Do not turn to the right or the left; keep your foot from evil.*
(Proverbs 4:25-27, NIV)

“A woman and a girl of integrity is true to God and to herself. She chooses to do the right thing always, despite the cost. A girl of integrity often stands alone, yet knows God is for her. Just like the apostle Peter, who stepped out of the boat despite the rough waves around him, a girl of integrity fixes her eyes on Jesus always.”

—Patti Garibay, Founder & Executive Director of American Heritage Girls, Inc.

INTEGRITY'S ROLE

Throughout your journey toward the Stars & Stripes Award, integrity plays a vital role. This award is the highest achievement for girls in AHG, and as such, it comes with a lot of responsibility. Your actions and behavior during your leadership on the award reflect an outpouring from within. It is important to connect with the Heavenly Father continuously to guard your heart and share His light.

Since integrity is of utmost importance, the award candidate will be denied if they display duplicity or dishonesty throughout the process. It is important to keep in mind the following obstacles that may hinder your progress:

★ INCOMPLETE OR INSUFFICIENT WORK THROUGHOUT THE ENTIRE PROCESS.

INTEGRITY SAYS: We were each created to fulfill God's unique purposes for our individual lives by using our talents and treasures to serve others.

As each has received a gift, use it to serve one another, as good stewards of God's varied grace.
(1 Peter 4:10, ESV)

For we are His workmanship, created in Christ Jesus for good works, which God prepared beforehand so that we should walk in them. **(Ephesians 2:10, ESV)**

★ BEHAVIOR THAT DOES NOT REFLECT THE AHG OATH, CREED, AND MISSION.

INTEGRITY SAYS: We are called to glorify God in all that we are and do, including our thoughts, words, actions, and attitudes.

Let your light so shine before men, that they may see your good works and glorify your Father in heaven. **(Matthew 5:16, NKJV)**

Therefore, whether you eat or drink, or whatever you do, do all to the glory of God.
(1 Corinthians 10:31, NKJV)

Serve wholeheartedly, as if you were serving the Lord, not people. **(Ephesians 6:7, NIV)**

For you were bought at a price; therefore glorify God in your body and spirit which are God's.
(1 Corinthians 6:20, NKJV)



IMPORTANT INFORMATION TO GET YOU STARTED

OVERVIEW

HISTORY

Service is integral to the American Heritage Girls Program and is a practical expression of a girl's faith. Understanding this, in 2001, AHG introduced the Stars & Stripes Award as the pinnacle award for American Heritage Girls. Today, every recipient takes all the badge achievements and leadership skills learned through the AHG Program and puts those skills into practice through a 100-plus hour service project of planning and implementation. Over 1,000 Stars & Stripes Award Recipients have had the chance to reflect in their writing pieces and Boards of Review on the Lord's faithfulness and the value of dedicated Support Teams who walked alongside each girl as she grew in faith, knowledge, and character.

PURPOSE

The purpose of the Stars & Stripes Award is to challenge you to utilize all the skills you have acquired in AHG while demonstrating servant leadership in your community. You will **refine your communication, planning, and implementation skills** as you realize the full potential of your unique success. Your time dedicated to earning the Stars & Stripes Award can help you **identify the passions** that stir deep within you and point you toward your **God-given calling**. Throughout the whole process, AHG hopes you are given many opportunities for **reflection, evaluation, and celebration of your accomplishments!**

"This project pushed me beyond what I thought I was capable of before. I have become more comfortable in a supervisory role, become much better at communication, and I have become much more confident as well."

—HOLLY F., MN2016 (2023 Recipient)



YOUR SUPPORT TEAM

The success of your Stars & Stripes Award takes a strong support system of trusted Adult Members—this is why AHG encourages every girl to lean on the wisdom and guidance of their Support Team and their roles. You are stepping into a position of leadership that stretches your abilities and tests your resolve to be a servant leader.

The Stars & Stripes Award requirements follow a pattern of responsibility that you will face as an adult, whether in higher education, pursuing a career, or building a family. Each requirement is designed to help you grow. As a candidate, you are asked to research, plan, prepare, problem-solve, make decisions, supervise your peers and adults, seek guidance, and challenge yourself—all in an environment of support you may not have as an adult. Your parents, Mentor, Troop leadership, Stars & Stripes Project Advisor, and most importantly, God will be there to offer encouragement!



OVERVIEW *continued*

By having your Mentor and a Troop Board Member approve your project submissions, you will receive constructive feedback speaking into your project while building an expectation of transparency and authenticity. Everyone will be on the same page throughout the process, encouraging the success of earning your Stars & Stripes Award.

NOTE:

The entire Stars & Stripes Award process is **completed through AHGfamily where two-deep leadership is represented** by allowing her whole Support Team see written interactions. All communication regarding a girl's Stars & Stripes Award must be recorded within the process. Only here will the communication be reviewed and given a response.

THE ROLE OF THE YOUR PARENTS

The role of your parent(s) is to encourage, listen, pray, and support you throughout the Stars & Stripes Award process. Your parent must allow you to be challenged, work with other Adult Members, be accountable to high standards of excellence, step back, and let you lead fully. As a sign of growth in whom God is creating you to be, your parent's role is to advise only if asked but maintain the greatest position—offering encouragement as you seek solutions to problems. Your parent(s) will complete the *Parent Commitment Form* as [STEP 3](#) of the AHGfamily process to form your Support Team.

THE ROLE OF THE STARS & STRIPES MENTOR

You will consult with your parents to [select a Stars & Stripes Mentor](#), and Troop leadership will need to approve of your choice. Your Stars & Stripes Mentor is the person who will listen to your ideas, provide honest and constructive feedback, and encourage you along every step of your accomplishments. You will be responsible for planning and implementing your project, but finding the right Mentor to guide and encourage you along the entire Stars & Stripes Award procedure is vital.

THE ROLE OF THE TROOP COORDINATOR OR VICE COORDINATOR

The Troop Coordinator (TC) or Vice Coordinator (VC) is there to assist you in selecting the right Mentor to work with you and approve your final choice. In addition, the Troop Coordinator will also review and approve the [Project Idea \(PJI\)](#), [Project Development Plan \(PDP\)](#), and [Project Summary Report \(PSR\)](#) after the Mentor has done so with the process. The unrelated volunteer must fulfill this role if you are related to the TC or VC.

THE ROLE OF THE STARS & STRIPES PROJECT ADVISOR (SSPA)

Your SSPA is an AHG National Curriculum Volunteer that will work with you and your Mentor to answer questions that arise as you complete the program. He or she will also approve the chosen benefiting organization, review and approve the [Project Summary Report \(PSR\)](#), and is available for additional support and guidance throughout this journey.

THE ROLE OF THE AHG AWARD SPECIALIST

The AHG Award Specialist is committed to upholding the standard of excellence established by the founders of the Stars & Stripes Award. AHG, Inc. conducts ongoing reviews of all Stars & Stripes Award materials and strives to provide clear instruction and helpful tools for all candidates. The AHG Award Specialist prays regularly for candidates, parents/legal guardians, Mentors, SSPAs, and all Troops. In addition, the AHG Award Specialist selects, trains, and equips SSPAs in their volunteer roles.



OVERVIEW *continued*

REMEMBERING YOUR RELATIONSHIP WITH JESUS CHRIST

The goal of the Stars & Stripes Award is not the award certificate, patch, or recognition. The goal is to strengthen your relationship with Jesus Christ through dedicated time with Him and to see Him as your Provider and Sustainer. AHG desires you to exit the program as a Stars & Stripes Award Recipient that realizes the importance of leading with integrity from a servant’s heart.

Use your experience in the Stars & Stripes Award process as an opportunity to strengthen your relationship with Jesus Christ. Contemplate what He is calling you to accomplish. Lean into His Word and devote time to listening to His voice in prayer. Ask the Lord for the strength, insight, guidance, and passion you need to finish the good work He has begun in and through your Stars & Stripes Award project. This process will take time, hard work, organization, and commitment, but all things are possible with the Lord by your side!



[But] whose delight is in the law of the Lord, and who meditates on his law day and night. That person is like a tree planted by streams of water, which yields its fruit in season and whose leaf does not wither—whatever they do prospers. (Psalms 1:2-3, NIV)

WHAT THOUGHTS DO YOU WANT TO CAPTURE?

Use the following space to capture thoughts you want to hold dear as you walk through your Stars & Stripes Award journey.



OVERVIEW *continued*

STILL HAVE QUESTIONS

As you begin your journey towards earning the Stars & Stripes Award, remember that you have a supportive team behind you, cheering you on and ready to assist you as you embark upon a challenging, beautiful, and unforgettable experience. It is a calling that only God could have impressed upon your life, considering your passions, skills, and talents. If you have any lingering questions after reading this guide, know someone is in your corner, ready to provide answers and feedback.

Once your Support Team is in place, the following people can help you with your questions in the AHGfamily Stars & Stripes Award Process. Listed below is who would be best to answer what questions!

GOD

God is always with you and ready to show Himself in ways you have not experienced yet. Remember Who He is—the all-powerful, all-knowing, and always present One True God. When you need discernment, turn to Him; when you don't know how to come up with finances, turn to Him; before you recruit volunteers and purchase supplies for your project, turn to Him—experience with Him all the miracles, small and big He can perform through a willing and yielded heart!

CALL OUT TO GOD IN PRAYER AND FIND ANSWERS IN HIS HOLY WORD.

STARS & STRIPES MENTOR

Your Stars & Stripes Mentor will be your go-to person for questions and will walk you through all the available resources for the process. They also will be the first to review all your AHGfamily forms, so if you have a question while completing any form, save the form and address him/her with your question before proceeding.

TC/VC

All questions regarding your Stars & Stripes Award and Troop involvement—workdays, fundraising with Troop volunteers, permission slips, two-deep leadership, etc.—should be directed to your TC/VC.

SSPA

Your designated SSPA is available when you need to bounce a project idea off someone to ensure it will be approved to the end and answer tougher/specific questions that might not be directly answered in this guide or available training.

AHG STAFF

AHG's Award Specialist is on staff to provide oversight when circumstances get tricky. You will want to contact the Award Specialist if you need coaching around award extensions, the Girl Modification Plan, or a unique situation.

YOUR SUPPORT TEAM MEMBERS CAN ALL BE DIRECTLY CONTACTED THROUGH THE AHGFAMILY STARS & STRIPES AWARD PROCESS WHERE TWO-DEEP LEADERSHIP MESSAGING IS VISIBLE.

PI/PA UNIT LEADERS

Your Unit Leaders can help with Unit-related questions that concern issues like badgework and tracking, Girl Leadership Positions, service hours outside of your Stars & Stripes Award project, etc.

BO

It is crucial to stay in touch with your BO and keep them up-to-date on any changes or delays. If you have questions about the logistics of your project as you move from planning to development, direct them to your BO.

BOR MEMBERS

After consulting your Troop leadership, contact the BOR members to learn what you can expect at your BOR. Knowing what is expected of you beforehand is always important for calming your nerves.

ALWAYS USE A TWO-DEEP LEADERSHIP STRUCTURE AND ASK FOR THE BEST PERSON TO CONTACT WHEN REACHING OUT TO OTHERS, INCLUDING A UNIT LEADERS, BO, OR BOR MEMBERS.



AHG STARS & STRIPES AWARD PROCESS IN AHGFAMILY

STEPS FROM APPLICATION TO RECIPIENT

Now that you have read about the history, purpose, and roles of the Stars & Stripes Award process, let's work through the steps you will take to become a Stars & Stripes Award Recipient. First, we will look at an overview of the process in AHGfamily that lays out the steps in an easy-to-follow diagram. Next, we will take a deeper dive into each step—what it involves, why this step is important to growing you into a woman of integrity, living a life on mission, and some tricks of the trade that have been shared over the years.

On the following pages, you will see different colored boxes representing who is responsible for the step and what actions are required.

Reference Key for Diagram Boxes and Lines

★ AHGfamily Automatic Response		★ Troop Coordinator/Vice Coordinator	
★ Continue in the Process		★ Stars & Stripes Mentor	
★ Continue Steps on the Next Page		★ Parent(s) or Legal Guardian(s)	
★ Pause in the Process		★ AHG Staff	
★ Girl Member/Stars & Stripes Award Candidate/Recipient		★ Stars & Stripes Project Advisor	
		★ Girl Modification Plan Team	

The responsibilities within each step are labeled on the outside borders with the step's number and name that matches the wording in AHGfamily (e.g., "[STEP 1: APPLICATION](#)").

NOTE: The entire Stars & Stripes Award process is completed through AHGfamily. All communication now must be recorded within the process. All members involved are responsible for only reviewing and responding to communication received within the process.

Plan a **minimum of nine months** to complete the entire Stars & Stripes Award process. You will need this time to successfully plan and implement your project, complete the needed information for each step of the process and gain the approvals needs along the way, including your Board of Review. Remember all steps from the application to BOR must be completed before your 18th birthday.

STEPS FROM APPLICATION TO RECIPIENT

STEP 1: APPLICATION

Abigail Adams Level Award is completed in AHGfamily.

AHGfamily emails an invitation to Girl Member including a link to the *Stars & Stripes Award Guide*. A Stars & Stripes Award tab will appear on the Girl Member's AHGfamily profile directing her to the first step of the process: *Completing the Stars & Stripes Award Candidacy Application*.

Girl Member completes *Stars & Stripes Award Candidacy Application and Commitment Form*.

AHGfamily emails the Troop Coordinator and Vice Coordinator the *Troop Leadership Recommendation Form* to complete.

The Troop Coordinator/Vice Coordinator completes the *Troop Leadership Recommendation Form*.

STEP 2: GIRL MODIFICATION PLAN

The Girl Modification Plan Team* completes the *Girl Modification Plan (GMP) Form* within AHGfamily by:

(1) declining the need for modifications

OR

(2) answering the listed questions and inputting modifications they will apply to the award process.

The Award Specialist from AHG, Inc. reviews completed GMPs and approves accommodations.

Girl Member is given Stars & Stripes Award Candidacy status.

If a Troop decides a girl is not ready for candidacy, the Girl Member will remain as a "Pending S&SA Applicant" until approval is given.

STEP 3: PARENT COMMITMENT

Parent(s)/Legal Guardian(s) will receive an email to complete the *Parent Commitment Form* in AHGfamily.

Candidate receives emailed instructions on *Selecting a Stars & Stripes Mentor* and communicating with Troop Coordinator/Vice Coordinator.

Troop Coordinator/Vice Coordinator receives instructions on how to work with girl to choose a Stars & Stripes Mentor.

The Troop Coordinator/Vice Coordinator completes the *Mentor Selection Form*.

AHGfamily emails the designated Mentor a link to *Mentor Commitment Form*.

Mentor completes the *Mentor Commitment Form* in AHGfamily.

Mentor gains access to the candidate's process steps in AHGfamily.

Stars & Stripes Project Advisor (SSPA) is assigned to support the girl, Mentor, and Troop, all forming the girl's Support Team.

If the BO is not aligned with AHG, the candidate will need to select a new BO and complete the form again.

Candidate completes the *Benefiting Organization (BO) Selection Form*.

SSPA vets and approves the benefiting organization (BO).

STEP 4: MENTOR SELECTION

STEP 5: SSPA ASSIGNMENT

STEP 6: BO SELECTION

AHG STARS & STRIPES AWARD PROCESS IN AHGFAMILY

*The Girl Modification Plan Team consists of Troop Coordinator or Vice Coordinator, parent(s)/legal guardian(s), a girl's Stars & Stripes Mentor, and any other Adult Members of the girl's choosing. Modifications are intended to address special needs and provide a path for both growth and success.

STEPS FROM APPLICATION TO RECIPIENT

STEP 7: PROJECT IDEA

Candidate receives a AHGfamily email with an attached *Brainstorming Worksheet* and prompt to complete the Project Idea.

Stars & Stripes Mentor and Troop Coordinator/Vice Coordinator are emailed through AHGfamily the *Project Idea (PJI) Approval Guidelines*.

Candidate completes to the *Project Idea (PJI) Submission*.

Mentor reviews and approves the *Project Idea (PJI) Submission* in AHGfamily.

The Troop Coordinator/Vice Coordinator reviews and approves the *Project Idea (PJI) Submission*.

If the candidate does not meet the guidelines provided, the Mentor or Troop is expected to email the candidate to make updates to her submission until PJI approval meets the guidelines.

STEP 8: PROJECT DEVELOPMENT PLAN

Candidate receives an AHGfamily email to complete the *Project Development Plan (PDP)* and Mentor, Troop Coordinator/Vice Coordinator are informed of the next step.

Candidate completes to the *Project Development Plan (PDP) Submission*.

Mentor reviews and approves the *Project Development Plan Submission*.

The Troop Coordinator/Vice Coordinator reviews and approves the *Project Development Plan Submission*.

If the candidate does not meet the guidelines provided, the Mentor or Troop is expected to email the candidate to make updates to her submission until approval meets the guidelines.

Candidate receives an AHGfamily email to start fundraising, begin implementing her project, and complete the next steps in the process.

Candidate submits hours in the *Project Hours Tracking Tool* as they are completed by volunteers and herself.

Candidate submits the *Project Completion Form* once the project has been completed.

AHGfamily emails Mentor requesting project hour approval and *BO Satisfaction Survey* completion.

Mentor meets with candidate to review results and glean learning.

Candidate and Mentor are notified that the girl needs to complete the *Project Summary Report (PSR)*.

Candidate completes the *Project Summary Report (PSR)*.

Mentor is notified to review the *Project Summary Report (PSR)* and emailed through AHGfamily the *Project Summary Report (PSR) Approval Guidelines*.

Mentor reviews and approves the *Project Summary Report (PSR)* in AHGfamily.

Troop Coordinator/Vice Coordinator is notified to review the *Project Summary Report (PSR)* and emailed through AHGfamily the *Project Summary Report (PSR) Approval Guidelines*.

The Troop Coordinator/Vice Coordinator reviews and approves the *Project Summary Report (PSR)* in AHGfamily.

If the candidate does not meet the guidelines provided, the Mentor or Troop is expected to email the candidate to make updates to her submission until PSR approval meets the guidelines.

STEP 9: PROJECT COMPLETION

STEP 10: BO SATISFACTION SURVEY

STEP 11: PROJECT SUMMARY REPORT

STEPS FROM APPLICATION TO RECIPIENT

STEP 11: PSR continued

Stars & Stripes Project Advisor (SSPA) is notified to review the *Program Summary Report (PSR)*.

If the SSPA has questions, the SSPA is expected to email the Girl Member to make updates to her submission until approval meets the guidelines.

Stars & Stripes Project Advisor (SSPA) reviews and approves the *Project Summary Report (PSR)* in AHGfamily.

STEP 12: AWARD RESUME

Candidate receives an email regarding *PSR Approval* and is instructed how to select individuals to complete the *Confidential Reference Form*. She is also prompted to complete the *Award Resume*.

Troop Coordinator/Vice Coordinator receives an email regarding *PSR Approval* and given a link to *Board of Review (BOR)* instructions.

STEP 13: SPIRITUAL WALK ESSAY

Candidate completes her *Resume* in AHGfamily.

Mentor reviews and approves the *Resume* in AHGfamily.

If the candidate does not meet the guidelines provided, the Mentor is expected to email the Girl Member to make updates to her submission until the forms meet approval the guidelines.

Candidate is prompted to complete the *Spiritual Walk Essay*.

Mentor reviews and approves the *Spiritual Walk Essay* in AHGfamily.

STEP 14: BADGE VERIFICATION

Troop Coordinator/Vice Coordinator and Mentor are notified to schedule *Board of Review (BOR)* and make sure the candidate's badge records are up-to-date in AHGfamily.

STEP 15: BOARD OF REVIEW

The Troop Coordinator/Vice Coordinator completes the *BOR Completion Form* in AHGfamily during or after the BOR

If there are any questions about moving a candidate forward, the Troop is responsible for contacting the SSPA and discussing how to successfully move a girl forward.

STEP 16: AWARD COMPLETION

AHG Executive Director is notified that the *Stars & Stripes Award* is ready for approval (AHG Executive Director can view all form submissions and approval tracking along the way).

AHG Executive Director completes the *Award Approval*.

If there are any questions about moving a candidate forward, the AHG Executive Director will contact the Award Specialist from AHG, Inc.

Award completion date is recorded in Girl Record along with the earning of her Stars & Stripes Award in her profile.

AHGfamily emails the new recipient, Mentor, Troop Coordinator/Vice Coordinator congratulating the girl for earning the Stars & Stripes Award with links to planning a ceremony, AHGstore site for Stars & Stripes Award swag, and a *Recipient Survey*.

**CONGRATULATIONS
STARS & STRIPES
AWARD RECIPIENT!**

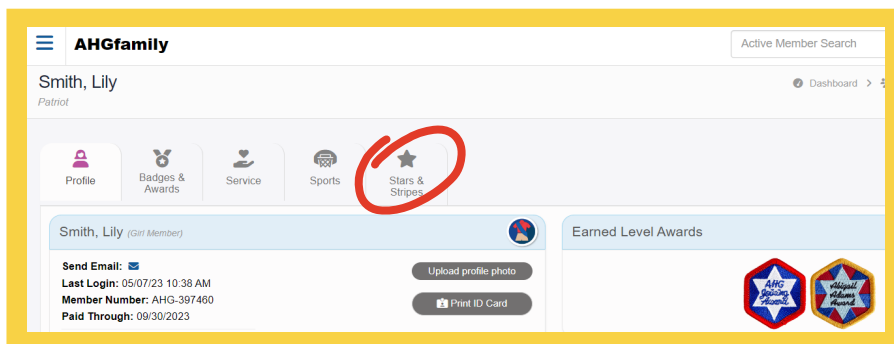


WALKING THROUGH EACH STEP

STEP 1: APPLICATION

HOW TO GET STARTED

You can now access the process within your AHGfamily profile. When you log into AHGfamily, you will see a new Stars & Stripes Award tab produced on your profile.



Abigail Adams Level Award is completed in AHGfamily.

AHGfamily emails an invitation to Girl Member including a link to the *Stars & Stripes Award Guide*. A Stars & Stripes Award tab will appear on the Girl Member's AHGfamily profile directing her to the first step of the process: *Completing the Stars & Stripes Award Candidacy Application*.

COMMITMENT AND CHARACTER BUILDING

A committed Stars & Stripes Award Candidate represents the ideals of AHG to your community. You can extend what you have learned into a practical, real-world experience by pursuing the award. The award requirements will grow your character according to the Creed words as you face adult-like decisions and circumstances.

★ **Compassionate**—Use your servant leadership skills to show selfless love to others.

- ★ **Helpful**—Meet a community need while guiding volunteers through your project workdays.
- ★ **Honest**—Record-keep and budget with excellency and integrity.
- ★ **Loyal**—Remain an active Girl Member in your Troop while carrying Stars & Stripes Award responsibilities.
- ★ **Perseverant**—Work through badge achievements and project responsibilities while balancing family, school, church, and other extracurricular activities.
- ★ **Pure**—Keep your heart in check throughout the award process and as you write about your spiritual journey.
- ★ **Resourceful**—Learn to pivot (adaptability and flexibility) when the project, process phases, and people involvement do not go as planned.
- ★ **Respectful**—Discover volunteers' skills and gifting so they feel valued through the volunteer experience and also honor the intrinsic value of the image bearers of God being served.
- ★ **Responsible**—Remain an active AHG Member, take on a [Girl Leadership Position for at least six months](#), and carefully complete all award requirements independently with Support Team encouragement.
- ★ **Reverent**—Lay every step of your Stars & Stripes Award journey before the Lord and focus on Him so He can accomplish the work through you!



STEP 1: APPLICATION *continued*

Growing your character allows you to face obstacles with grit and grace, confidence and love. Each requirement is designed to help you grow. As a candidate, you are asked to research, plan, prepare, problem-solve, make decisions, supervise your peers and lead adult volunteers, seek guidance, and challenge yourself—all in an environment of support you may not have as an adult. Your parents, Troop leadership, Mentor, Stars & Stripes Project Advisor, and most importantly, God will be there to offer encouragement.

1



Application

In-Progress

Application not yet submitted | To be completed by Candidate and approved by Troop/Vice Coordinator

Girl Member completes *Stars & Stripes Award Candidacy Application and Commitment Form*.

SUBMIT YOUR APPLICATION

RESPONSIBILITY: Completing the Stars & Stripes Award Application

ROLE: To be completed by the Girl Member (future candidate) and approved by the Troop Coordinator/Vice Coordinator

Through your **email invitation or the Stars & Stripes Award tab in your AHGfamily profile** (www.ahgfamily.org), you will go to Step 1 to complete the Stars & Stripes Application.

NOTE: Part of your commitment to this award is to be an **active** Girl Member of the Troop with an updated profile, including your current email address. Setting an example for younger girls and your circle of influence, you must attend most Troop meetings and functions.

AHGfamily emails the Troop Coordinator and Vice Coordinator the *Troop Leadership Recommendation Form* to complete.

The Troop Coordinator/Vice Coordinator completes the *Troop Leadership Recommendation Form*.

If a Troop decides a girl is not ready for candidacy, the Girl Member will remain as a "Pending S&SA Applicant" until approval is given.

You will also need to hold a six-month **Troop leadership position as a candidate**. Your leadership position should utilize your God-given gifts and talents, match your leadership style, and meet a need and the unique dynamics within your Troop. Talk with your Troop leadership to determine what position will be best for you to hold while working through your Stars & Stripes Award. Girl Leadership Positions might include:

- Announcements Lead
- Historian
- Reporter
- Flag Ceremony Lead
- Hostess
- Song/Skit Lead
- Girl Shepherd
- Newsletter Editor
- Squad Leader
- Girl Scribe
- Photographer
- Videographer

For additional information, please meet with your Troop leadership to review the [Girl Leadership Positions Guide](#) from AHGresource.

TROOP LEADERSHIP APPROVAL

RESPONSIBILITY: Application Approval

ROLE: Troop Coordinator or Vice Coordinator

After submitting your application, your Troop Coordinator/Vice Coordinator (or Trailblazer Mentor) will be notified to approve your candidacy by submitting the *Troop Leadership Recommendation* within the AHGfamily process.

STEP 2: GIRL MODIFICATION PLAN

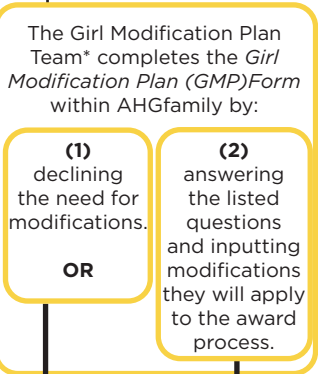
2



Girl Modification Plan

In-Progress

Form not yet submitted | To be completed by Troop/Vice Coordinator and approved by Award Specialist



The Award Specialist from AHG, Inc. reviews completed GMPs and approves modifications

Girl Member is given Stars & Stripes Award Candidacy status

GIRL MODIFICATION PLAN

RESPONSIBILITY: Completing the Girl Modification Plan (GMP) for the GMP team

ROLE: To be completed by the Troop Coordinator/Vice Coordinator and approved by the Award Specialist

Step 2 does not apply to all girls, but **your Troop must select whether you will need a Girl Modification Plan at this point in your award journey.**

Girls are granted modifications that align with the requirements while keeping all requirements in place (i.e., a girl with limited mobility maybe be given a modification to dictate her answer to documentation instead of typing her responses). The goal of any modification is to keep all Stars & Stripes Award requirements challenging and achievable (not easy), so you can grow and stretch your skills.

Troop Leadership and your family must decide if Stars & Stripes Award modifications are needed in light of your varying abilities. If so, a Girl Modification Plan (GMP) Team consisting of your Troop Coordinator/Vice Coordinator, parent(s)/legal guardian(s), your Stars & Stripes Mentor, and other Adult Members of your choosing can be formed. The GMP Team will meet and discuss what modifications are acceptable and needed for this award.

MODIFICATION CONSIDERATIONS ACCORDING TO SKILLS

- ★ ATTENTION TO DETAILS
(planning tasks and needed supplies for each workday and strategizing how to create your project)
- ★ DECISION-MAKING
(determining what to do when you need to alter your plans)
- ★ ORAL COMMUNICATION WITH ADULTS AND YOUTH
(giving verbal directions, answering questions, enforcing rules or safety)
- ★ MONEY MANAGEMENT
(expenses, fundraising, and writing up the proposed and actual budgets)
- ★ TIME MANAGEMENT
(time and people needed to complete tasks, adjusting that time as necessary, responding to communications, etc.)
- ★ WRITTEN COMMUNICATION
(emails, letters, paragraph-style reports)
- ★ HANDLING FEEDBACK OR CONSTRUCTIVE CRITICISM
- ★ MODIFICATIONS THAT ARE NEEDED FOR PHYSICAL, EMOTIONAL, OR MENTAL LIMITATIONS

WALKING THROUGH EACH STEP

STEP 2: GIRL MODIFICATION PLAN *continued*

REQUIREMENTS THAT CANNOT BE ALTERED

- *Prior achievement of the Abigail Adams Level Award in your second year of Girl Membership as a Patriot, at least 15½ years old, and continuing as an active member of your Troop throughout the award process and Program Year*
- *Completion of Stars & Stripes Award required badges*
- *Holding a six-month Girl Leadership Position*
- *Completing all online documentation*
- *100-hour project with 10 youth supervisory hours*
- *Board of Review*

AHG has created a [Girl Modification Plan Guide](#) detailing a plan for proper documentation. For more information on this step in the process, please contact your Troop Leadership, and discuss how this step may affect you in your Stars & Stripes Award journey.

NOTE: AHG’s Award Specialist Staff Member reviews all Girl Modification Plans before moving to Step 3.



STEP 3: PARENT COMMITMENT

3

...
Parent Commitment
Not Yet Available

Form not yet submitted | To be completed by Parent/Guardian

Parent(s) or Legal Guardian(s) will receive an email to complete the *Parent Commitment Form* in AHGfamily.

PARENT COMMITMENT

RESPONSIBILITY: Completing the Parent Commitment form

ROLE: Parent(s) or Legal Guardian(s)

A parent or legal guardian’s greatest role is to be your cheerleader and supporter, offering an encouraging voice. They will be there to uplift you and speak life when you are facing challenges. This third step of the process asks your parent(s) to complete the *Parent Commitment Form* in AHGfamily as a step to forming your Support Team.





STEP 4: MENTOR SELECTION

4 **Mentor Selection** Not Yet Available

Mentor not yet chosen | To be completed by Troop/Vice Coordinator and approved by Mentor



The Troop Coordinator/Vice Coordinator completes the *Mentor Selection Form*.

COMPLETE THE MENTOR SELECTION FORM

RESPONSIBILITY: Completing the Mentor Selection Form

ROLE: Chosen by the candidate and to be completed by Troop Coordinator/Vice Coordinator

Selecting the right Stars & Stripes Award Mentor is important because this individual should be willing to listen to your ideas, provide honest and constructive feedback, and encourage you along every step of your accomplishments. To make sure you make a wise decision, read over the selection tips in the [ROLE AS A STARS & STRIPES MENTOR](#) section of this document.

Once you have followed the guidelines for selecting a Mentor, talk over your choice with your Troop Coordinator/Vice Coordinator to get their input. If they agree with your selection, please ask the individual if they are willing to serve as your Mentor. If they agree, meet with your Troop Coordinator/Vice Coordinator to complete the Mentor Selection form together.

Here are a few tips to help you identify your Stars & Stripes Mentor:

★ #1: Know Your First Line of Advocacy: Your Troop Coordinator and Vice Coordinator

Work with your Troop Coordinator or Vice Coordinator to help identify your Mentor. The Troop Coordinator or Vice Coordinator must agree with your decision as they will complete the Mentor Selection Form. By connecting your Troop leadership with your Mentor, you build a local support team to champion you through your progress, needs, challenges, etc.

NOTE: AHG, Inc. requires your Mentor to be an Adult Member **inside or outside** your Troop membership but cannot be a parent or relative (i.e., Unit Leader, Troop Board Member, Service Coordinator, a PI/PA Unit Leader from another Troop, etc.).

★ #2: Look from Within: Someone Who Knows You Well

Your Troop likely knows you and how you interact with the AHG Program best. Select an Adult Member you are familiar with and comfortable working with throughout the Stars & Stripes Award process.

- What Troop leader are you naturally drawn to when you are at Troop meetings or events?
- Who do you find easy to talk to in light and heavy conversations with the Adult Members of your Troop?

NOTE: As you implement your project, there will be times when everything falls into place, in addition to great challenges. You want to choose someone who knows you well enough to be dependable through all the ups and downs of the process!

STEP 4: MENTOR SELECTION *continued*



★ #3: Remember Those in Close Circles: Are you aware of any AHG Members who are not in your Troop but are still a part of your close circles, like a leader from a PI/PA Leadership Retreat or a Regional Camp? They could be an excellent source of guidance and support as you work towards earning your Stars & Stripes Award. It's important to remember that a Mentor doesn't have to come from your Troop, they can be anyone you know outside of it. AHG encourages you to reach out and engage AHG Members who will make your journey towards earning the Stars & Stripes Award a success!

- Do you know someone you can connect with from another Troop who can offer advice and guidance on your project and requirements for the Stars & Stripes Award?
- Is there an AHG Member outside of your Troop who would be willing to travel in and support you on your workdays?

★ #4: Think About the Service: Face-to-Face Meetings and Project Workday Participation

You will want your Mentor's prayer and physical support for the workdays you plan!

NOTE: Remember you will be working on a 100-hour service project and supervising three or more youth for at least 10 hours (only one youth related to you per shift can count toward supervisory hours on your workdays).

★ #5: Consider Their Character: Personal Qualities Count

Listed below are the qualities of an ideal Stars & Stripes Mentor:

- **Good listener**—the desire to understand your passion, skills, and abilities to ensure your project matches while listening to your concerns through the procedure.
- **Teachable spirit**—a thorough understanding of the Stars & Stripes Award requirements and a willingness to learn more about each step as you meet throughout the process.
- **Available and well-organized**—the ability to assist you with developing a timeline and staying on task and has the personal skill of paying attention to detail while reviewing and editing project reports.
- **Strong faith and prayer life**—willingness to share inspiration from God's Word and pray with and for you during this project.
- **Encouraging and trustworthy**—supportive in understanding your learning style, how you process information, your personality, and the many aspects of your project.
- **Authentic and transparent**—providing constructive feedback, willing to be honest with you on all aspects of the project, and suggesting improvements to help you complete your work in the best possible way.

"When I had to choose a Stars and Stripes Mentor, Mrs. Lori was the obvious choice to me, as she had already shown me so much support and guidance over the years that no one else could compare. Earning Stars & Stripes Award proved to be a much greater challenge than I anticipated, but Mrs. Lori was with me every step of the way, keeping me on schedule, having patience with me as I worked out the fine details, answering all my questions along the way, and most importantly, always praying for me."

—JENNA M., FLO529 (2023 Recipient)





STEP 4: MENTOR SELECTION *continued*

4 **Mentor Selection** Not Yet Available

Mentor not yet chosen | To be completed by Troop/Vice Coordinator and approved by Mentor

AHGfamily emails the designated Mentor a link to *Mentor Commitment Form*.

Mentor gains access to the candidate's process steps in AHGfamily.

Mentor completes the *Mentor Commitment Form* in AHGfamily.

SUBMIT THE MENTOR COMMITMENT FORM

RESPONSIBILITY: Completing the Mentor Commitment Form
ROLE: To be completed by the future Stars & Stripes Mentor

Since you can select an Adult Member outside of your Troop to serve as your Stars & Stripes Mentor, your chosen Mentor will need to **be on the lookout for an email that includes a link** to complete the *Mentor Commitment Form*.

The Mentor completes the following steps within AHGfamily:

- ★ **The Mentor clicks the link in the email and log in to AHGfamily.**
- ★ **The Mentor completes the *Stars & Stripes Mentor Commitment Form* to access the role.**

A successfully submitted *Stars & Stripes Mentor Commitment Form* will give your Stars & Stripes Mentor their role in AHGfamily. The selected role will allow him or her to manage your Stars & Stripes Award process. To switch to this new role, he or she will click on their name at the top right of their screen. Then they will select the “Stars & Stripes Mentor” role, which appears beneath the heading “Switch Role.”

NOTE: The first time as a Stars & Stripes Mentor, the person will be prompted to sign a *Ministry Description Agreement* for a new leadership role.

- ★ **The Mentor fills out the *Stars & Stripes Mentor Ministry Description*.**
- ★ **Now, the Mentor can begin coaching and mentoring!**
- ★ **The Mentor will be responsible for regularly checking the Stars & Stripes Award tab in AHGfamily to stay engaged in the girl's progress.**

MEETING WITH YOUR MENTOR

You will want to meet at least quarterly (every three months) and set specific benchmarks for these meetings to ensure that you are on target to complete ALL requirements for the award, not just the project portion. Each requirement of the award is very important and must be accomplished fully.



STEP 5: STARS & STRIPES PROJECT ADVISOR ASSIGNMENT

5 **Project Advisor Selection** Not Yet Available

Project Advisor not yet chosen | To be completed by Troop/Vice Coordinator

Stars & Stripes Project Advisor (SSPA) is assigned to support the girl, Mentor, and Troop, all forming the girl's Support Team.

STARS & STRIPES PROJECT ADVISOR (SSPA) ASSIGNMENT

RESPONSIBILITY: The AHG Award Specialist pairs an available SSPA with the candidate

ROLE: To be completed by the AHG Award Specialist

As part of being approved for candidacy in AHGfamily, you will be assigned a Stars & Stripes Project Advisor (SSPA). At this point in the process, your Support Team is formed, and an email will go out to all team members with everyone's contact information.

Remember, your SSPA is an AHG National Curriculum Volunteer that will work with you and your Mentor. He or she is available to answer questions, approve the benefiting organization, review and approve the Project Summary Report, and can provide additional support and guidance throughout this journey. You can reach out to your designated SSPA through the AHGfamily process and communicate through written messaging or set up a time to schedule a phone call for in-depth conversation.

NOTE: Remember two-deep leadership is covered in AHGfamily messaging since every one on your Support Team can view the information. If you reach out by phone, you need to have a parent or Adult Member present with you for two-deep leadership.

STEP 6: BENEFITING ORGANIZATION SELECTION

6 **Benefiting Organization Selection** Not Yet Available

Benefiting organization not yet selected | To be completed by Candidate and approved by SSPA

Candidate completes the *Benefiting Organization (BO) Selection Form*.

If the BO is not aligned with AHG, the candidate will need to select a new BO and complete the form again.

SSPA vets and approves the Benefiting Organization (BO).

BENEFITING ORGANIZATION SELECTION

RESPONSIBILITY: Selecting a benefiting organization that is aligned with AHG's beliefs that you can serve through the completion of a project

ROLE: To be completed by the Stars & Stripes Award Candidate then vetted and approved by the SSPA

This step is simple in delivery but should be complex in thought. Choosing a Benefiting Organization should take a lot of consideration and prayer. Please read the [HOW TO CHOOSE WHOM YOU SERVE: LOOKING FOR A BENEFITING ORGANIZATION](#) section to understand where God is leading you to serve your community, considering all options and concluding the best fit. In short, this step includes the following actions:

- ★ **The Stars & Stripes Award Candidate finds an organization to serve**
- ★ **Complete the *Benefiting Organization Selection Form***
- ★ **The candidate and her Mentor begin a discussion of how she can serve the benefiting organization**
- ★ **SSPA vets and approves the benefiting organization**

STEP 7: PROJECT IDEA

7
Not Yet Available

Project Idea

Project idea not yet chosen | To be completed by Candidate, reviewed by Mentor, and approved by Troop/Vice Coordinator

Candidate receives an AHGfamily email with an attached *Brainstorming Worksheet* and prompt to complete the Project Idea.

Stars & Stripes Mentor and Troop Coordinator/Vice Coordinator are emailed through AHGfamily the *Project Idea (PJI) Approval Guidelines*.

Candidate completes the *Project Idea (PJI) Submission*.

Mentor reviews and approves the *Project Idea (PJI) Submission* in AHGfamily.

The Troop Coordinator/Vice Coordinator reviews and approves the *Project Idea (PJI) Submission*.

If the candidate does not meet the guidelines provided, the Mentor or Troop is expected to email the candidate to make updates to her submission until approval meets the guidelines..

PROJECT IDEA

RESPONSIBILITY: Completing the Project Idea Submission Form
ROLE: To be completed by the candidate, reviewed and approved by the Mentor, and then reviewed and approved by the Troop Coordinator/Vice Coordinator

At this point, you may actively work on your Project Idea! Intentionally and regularly begin meeting with your Mentor to pray and brainstorm project ideas.

Choosing the Project Idea is the procedure’s most important phase, and the idea must meet the requirements. Print out a few copies of this [Project Idea Brainstorming Worksheet](#) to evaluate your ideas.

To keep the momentum for your project and the Stars & Stripes Award, AHG recommends submitting your Project Idea within 90 days of becoming a candidate. The [Project Idea Brainstorming Worksheet](#), which you will receive by email, is a document to assist you in developing your Stars & Stripes Award Project Idea (PJI).

Your Project Idea will explain how your project is service-oriented, measurably impacting the community, providing leadership opportunities, and promoting longevity and sustainability in the community.

Once ready, submit the *Project Idea Submission* for your Mentor and Troop Coordinator or Vice Coordinator to approve. To get started, go to the bottom left corner of the submission and select the “Edit Form” button.

Remember, by mapping out your Project Idea, you will dedicate well-spent time brainstorming the basic concepts for your project that will serve the benefiting organization.

NOTE: If you are unsure if the project for your chosen organization qualifies, please contact your Stars & Stripes Project Advisor (SSPA) and ask before moving forward.

Looking for where to get started with your project?

Read the entire [PROJECT IDEA EXPLORATION](#) section that follows. It includes all the information you need to write your Project Idea successfully.

STEP 8: PROJECT DEVELOPMENT PLAN

8 **Project Development Plan** Not Yet Available

Project plan not yet submitted | To be completed by Candidate, reviewed by Mentor, and approved by Troop/Vice Coordinator

Candidate receives an AHGfamily email to complete the *Project Development Plan (PDP)* and Mentor, Troop Coordinator/Vice Coordinator are informed of the next step.

Candidate completes the *Project Development Plan (PDP) Submission*.

Mentor reviews and approves the *Project Development Plan Submission*.

If the candidate does not meet the guidelines provided, the Mentor or Troop is expected to email the candidate to make updates to her submission until approval meets the guidelines.

The Troop Coordinator/Vice Coordinator reviews and approves the *Project Development Plan Submission*.

SUBMIT THE PROJECT DEVELOPMENT PLAN

RESPONSIBILITY: Complete the Project Development Plan (PDP)

ROLE: To be completed by the candidate, reviewed and approved by the Mentor, and then reviewed and approved by the Troop Coordinator/Vice Coordinator

At this point, your *Project Idea Submission* has been approved in AHGfamily and you can now actively work on your *Project Development Plan (PDP)*. Start by scheduling key dates on your calendar.

The Project Development Plan differs from the Project Idea because this documentation should contain more involved information with a detailed plan that anyone could pick up and implement with step-by-step directions, supply lists, fundraising strategies, and project guidelines.

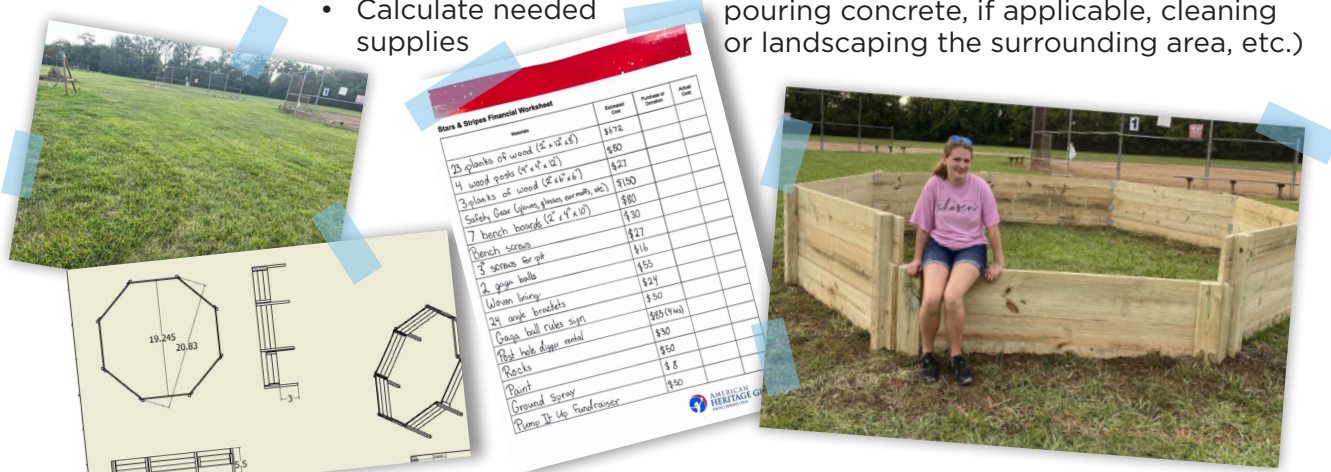
ACTION STEPS TO COMPLETING YOUR PDP

★ #1: Project Details

- Begin sketching out your PDP by writing down all the project tasks. What tasks need to be carried out from start to finish for your project?

An example would be making a gaga pit for a church serving the community. You would need to:

- Create a diagram of your Gaga pit
- Draw a blueprint or take pictures of the property and the pit's placement
- Calculate needed supplies
- Estimate time and volunteer needs for each construction task (leveling the land, raking the dirt smooth, sanding boards, painting or staining the boards, screwing the panels together, bracing the structure to the ground, creating needed signage, pouring concrete, if applicable, cleaning or landscaping the surrounding area, etc.)



Left to Right: (1) future construction site, (2) created diagram, (3) supply list, (4) final project of **Natalie P., OH0702 (2023 Recipient)**

STEP 8: PROJECT DEVELOPMENT PLAN *continued*

My project will begin on September 17, 2019, and end on September 25, 2019. Below is a table that demonstrates what the day-to-day schedule will look like:

Time	Volunteers	Bench Steps
10:00AM-12:00PM	Volunteers A, B, and C	Steps #1-#3
1:00PM-2:00PM	Volunteers D, E, and F	Steps #4-#6
3:00AM-5:00PM	Volunteers G, H, and I	Steps #7-#8

This pattern repeats throughout the week with enough time and volunteers to cover supervisory hours. Note that bench C only takes three steps, while benches A and B take eight. The bench plans are located at the end of the Project Description. Below is the schedule for each date:

Date	Bench	Goal
September 17		Measure and cut wood
September 18		Measure and cut wood
September 19	Bench A	Construct Bench
September 20	Bench A	Sand and Paint Bench
September 21	Bench B	Construct Bench
September 22	Bench B	Sand and Paint Bench
September 23	Bench C	Construct Bench
September 24	Bench C	Sand and Paint Bench
September 25	All	Touch Up and Deliver

★ #2: Structured Workdays

Proper planning is key for a successful project. Identify tasks, allocate workdays, and provide the needed tools and resources for volunteers. Prioritize safety during the planning process by referencing the [Tool Safety Guide](#). With thoughtful planning and attention to detail, your project will succeed!

Know your volunteers, who will be attending each work day, and how you will meet your supervisory hours. As you plan to implement your project you will want to make sure your project does not require a large amount of adult involvement or work by primarily one or two people.

- Have you kept your family assistance at a minimum?
- Do you have a balanced amount of youth and adult volunteers so that you can reach you minimum hour requires mentioned above?
- Do you have a Health and Safety Lead covering every workday so you can successfully carryout all volunteer hours?

Think through the worst-case scenarios so you are prepared to pivot if the unexpected happens. Know who works best together, and then rally the volunteers to your cause by casting vision to youth and adults!

Here are a few questions and a recipient's sample schedule to help you visualize the needed plans for your workdays:

- How many workdays will you need to schedule, and when?
- What do you plan to accomplish during each workday?
- What's the ideal number of volunteers for each workday and shift?
- What tools or supplies are needed each day?
- Are there specialized skill sets that you need to recruit, including professional help with electrical, plumbing, or structural work? If your project requires a building permit, plan accordingly.
- Does your benefiting organization have any restrictions or planned events that might impact your workdays?
- How will you lead on scheduled workdays and organize your volunteers?
- How will you handle problems like too many volunteers or conflicts on the site?
- Do you have a backup plan for workdays in case one of them is a flop?
- What Health and Safety measures will you need to take each workday? What waivers, releases, and permission slips need to be completed?



Workday details and completed project photographs, Ellie R., TN0131 (2019 Recipient)

STEP 8: PROJECT DEVELOPMENT PLAN *continued*

★ #3: Volunteer Requirement Plan

What is your volunteer recruitment plan? Do you have a backup plan if your original workdays fall through? Communication is key to recruiting volunteers and maintaining a healthy relationship with the benefiting organization. You will have the opportunity to share in your PDP a sample flyer, email communications, and sample project announcements to enlist volunteers.

★ #4: Continuation Plan

Refer to the section, *Project Idea Exploration: #2: Verify the project's longevity and continuation*. Here you can read again about the importance of creating a *Continuation Plan* and pull from the information shared how you can develop your own plan. In your PDP, you need to explain how you will provide a “leave behind” continuation or maintenance plan for your project.



CAROLINE W., TX0522
(2017 Recipient)

WHAT THOUGHTS DO YOU WANT TO CAPTURE?

Use the following space to capture thoughts for your Stars & Stripes Award journey.

STEP 8: PROJECT DEVELOPMENT PLAN *continued*

★ #5: Funding and Materials

To successfully fund a project, it is important to transform your ideas into actionable plans. This involves increasing awareness for your cause and identifying fundraisers that can generate significant profits. Many candidates have found that donation letters are the most effective way to obtain monetary or project supply donations. However, you can also consider organizing fundraising events like a bake sale or spaghetti dinner.

- **Cost Estimate**—To get started, you will want to list all materials, supplies, and tools needed and include an estimated cost for each item. If you know some supplies and tools will be borrowed or donated, add them to the list and mark accordingly. Documenting everything with a cost will allow you to estimate the total cost for the project and create a budget. Your income from donations and fundraisers will need to break even or outweigh expenses (materials, supplies, and tools) accrued. The more details you can establish in the PDP, the easier to execute the next steps after your PDP approval!
- **Backup Plan**—Make sure to have a backup plan for funding your project, supply donations, or when equipment is unavailable. Be prepared to explain how you would handle these situations in your PDP.
- **Donation Letters**—Also, plan to share an example of the written communication you will use to solicit donations in your PDP. You can find many great sample donation letters online that you can alter to your specific project needs. The letter needs to include your contact information, the benefiting organization you are supporting, and how the donor’s monetary or supply donations will be used to serve the community.

NOTE: You may only apply for or receive funds or goods once the PDP is approved and signed by your SSPA.

FUNDING PRINCIPLES ONCE YOUR PDP IS APPROVED

★ **COMMUNICATE WITH YOUR BO**
Check with your BO to discuss the handling of project funds. Ask the BO if they may have funds marked for special projects. Funds may only go through the BO or the candidate if the benefiting organization approves. All excess funds must go back to the benefiting organization.

★ **ACQUIRING FUNDS**
The candidate, immediate, and extended family can only fund up to 20% of your cost. Troop funds cannot be asked for or obtained.

You can use “crowdfunding” type websites, with applied fees from the funding site. Mobile payment services may be better options as they have little to no cost to family and friend money transfers.

★ **HEALTH AND SAFETY**
Review the [AHG’s Health and Safety Guidelines and Policies](#) and also the [Tool Safety Guide](#) in this document with your Mentor to ensure safety at fundraising events and workdays where youth and adults will be present. This may include obtaining permission slips, waivers, and release forms, as well as ensuring adequate adult supervision.

★ **TROOP RESPONSIBILITIES**
A Troop may not manage funds for a Stars & Stripes Award project.

★ **FUNDRAISING AND SUPERVISORY HOURS**
Only two of your project’s supervisory hours can come from volunteers’ fundraising efforts.

★ **FINAL REPORTING**
Keep all income and expenses in a [FINANCIAL REPORT](#) that tracks materials, estimated costs, actual costs, purchases versus donations, estimated and actual income, and excess funds dispersed. You may use sample [FINANCIAL REPORT](#) within this guide, or create your own.

STEP 8: PROJECT DEVELOPMENT PLAN *continued*

★ #5: Leadership Skills

Personal growth goals are important. In your PDP, explain your expectations for growing in leadership skills and abilities. Refer back to the [Project Idea Exploration: #5 Define how the project highlights your skills](#) for skills you could grow as you complete your Stars & Stripes Award.

REVIEW YOUR PLAN WITH THE BENEFITING ORGANIZATION AND OBTAIN SIGNATURES

Review your PDP with the benefiting organization (BO) before inputting your plan into AHGfamily for your Mentor and TC/VC to approve. Ensure they agree with all the details. Upon agreement of your PDP, the BO must sign a [PDP Approval and Liability Form](#) to be submitted with your *Project Development Plan (PDP) Submission* in AHGfamily.

WORK ON GOALS, OBJECTIVES, AND DEADLINES

AHG suggests starting with the date of your 18th birthday. Note the time frame for the Board of Review at least one month before your birthday. Working backward, plug in the different submissions you need to make and potential workdays. Allow time for setbacks and reviews. Creating a timeline will help avoid procrastination, support the implementation of your project, and achieve your Stars & Stripes Award requirements.

Remember, it is recommended that you allow nine months to complete the procedure. Framing deadlines will support effective planning measures. You will also create a calm, relaxed, pleasurable experience for you, the benefiting organization, and your support team. When workdays occur, you will be grateful for the time spent preparing!

Your Project Description should be so well planned with details that you could give your notes to another Patriot to execute if you were suddenly sick or unable to attend your workdays.

You can complete the *Project Development Plan Submission* form once you have your calendar and project mapped out. The Mentor and Troop Coordinator or Vice Coordinator will review and approve your submission. **Remember to go to the bottom left corner of the submission form and select the “Edit Form” button to get started.**



“Much planning went into providing 20 residents with iPods and personalized playlists at a nursing home supplied with the equipment and infrastructure to continue the program in the future.”
—CAROLINE W., TX0522 (2017 Recipient)



STEP ★: PROJECT HOURS TRACKING TOOL



Project Hours Tracking Tool

Not Yet Available

Record hours spent on project | To be used by Candidate and verified by Mentor

Candidate receives an AHGfamily email to start fundraising, begin implementing her project, and complete the next steps in the process.

Candidate updates the *Project Hours Tracking Tool* as hours are completed by volunteers and herself.

PROJECT HOURS TRACKING TOOL

RESPONSIBILITY: Completing the Project Hours Tracking Tool

ROLE: To be completed by the candidate, reviewed by the Mentor

This project requires a minimum of 100 hours of service, which includes 10 hours of leading of three or more youth (with no more than one youth related to you).

As you explore ideas, ensure the project you select will fulfill your 100-hour project and 10-hour supervisory requirements within your allotted time frame. Also, make sure your workday group sizes are a manageable size to

lead. The service hour requirement, especially when it comes to supervisory hours, is meant to assist girls in learning the important skill of leading a group of peers (three or more youth are viewed as a group). Family assistance should be kept at a minimum as you strive to reach beyond leading your family and stretching your skills as you lead many outside your family unit.

Remember some aspects of your project might be outside your physical skill set. Make plans to involve professional help with electrical, plumbing, or structural work, if necessary. If your project requires a building permit, plan accordingly.

Record all your volunteer hours from your sign-in and sign-out sheets using this tool in the Stars & Stripes Award process in AHGfamily. List volunteers' hours based on workdays and shifts of each workday, if applicable. You are responsible for keeping a tally of supervisory hours, so take advantage of the *Calculating Project Hours Worksheet* to fully understand how to calculate these 10-plus hours. Provide your Mentor with original time sheets to compare to the Project Hours Tracking Tool in AHGfamily and receive approval from your Mentor.

NOTE: The Project Hours Tracking Tool in the AHGfamily process will not show as completed until you have been approved as a Stars & Stripes Award Recipient. This allows the tracking tool to be open if you need to add a workday or more hours to your project.

See the Calculating Project Hours Worksheet in the Appendix for the best explanation of a candidate's service hours and how to calculate and note supervisory hours.

DATE OF WORKDAY OR VOLUNTEER HOURS

WHICH WORKDAY AND SHIFT? VOLUNTEER'S NAME?

Date	Workday/Volunteer	Hours	Selection
9/13/2030	Workday 1 Second Shift Jane Doe	3.25 hours	Youth

HOW MANY HOURS DID THE VOLUNTEER WORK ON THE GIVEN DAY?

SELECT TYPE OF VOLUNTEER AN ADULT, CANDIDATE, YOUTH, OR SIBLING? (IF YOUR SIBLING IS A YOUTH SELECT SIBLING)

WALKING THROUGH EACH STEP

STEP 9: PROJECT COMPLETION

9
Not Yet Available

Project Completion

Project completion form not yet submitted | To be completed by Candidate and approved by Mentor

Candidate completes the *Project Completion Form* once the Project has been completed.

PROJECT COMPLETION

RESPONSIBILITY: Submitting the Project Completion form

ROLE: To be completed by the candidate and approved by the Mentor

To complete STEP 9, make sure to check off all the boxes in the *Project Completion* form in AHGfamily. This will confirm that your Stars & Stripes Award Project is complete and that all the information provided is accurate. Before proceeding with this step, ensure that you can answer the following questions about your project's influence, details, and continuation plan.

PROJECT INFLUENCE



★ **Personal Influence (candidate's growth)**

- Are you looking forward to sharing the experience with others?
- Have you reflected on your growth while working on the Stars & Stripes Award Project?
- Can you share your story with AHG?

★ **Community Influence (project results)**

- Have you considered the potential impact of your project on the community, and are you excited to share this experience with others?

PROJECT DETAILS

- Have you captured photos and/or videos of the project stages, documented the results, and kept records?
- Have you informed the benefiting organization that your Stars & Stripes Award Project is complete?
- Have you gathered and organized your fundraising and/or donation records?
- Can you account for all permits and other formal documentation?
- Have you met the minimum service hour requirements and had your mentor verify your hours?

CONTINUATION PLAN

- Have you contacted the appropriate volunteers regarding your project's continuation or maintenance plan?

WORKDAY DATES

- Have you recorded all your workdays and organized your [sign-sheets](#), [permission slips](#), [waivers](#), and [release forms](#)?

BEFORE



AFTER

*Building a playground for First Baptist Church's Children's Ministry in Aurlantia, Florida. **AMANDA K., FL0321 (2023 Recipient)***

STEP 10: BENEFITING ORGANIZATION SATISFACTION SURVEY

10 **Benefiting Organization Satisfaction Survey** Not Yet Available

Survey not yet submitted | To be completed by Mentor

AHGfamily emails Mentor requesting project hour approval and *BO Satisfaction Survey* completion.

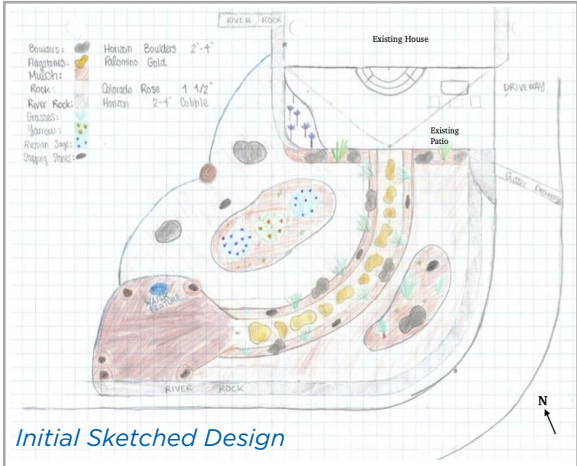
Mentor approves project hours and meets with candidate after surveying the BO to review results and glean learning.

BENEFITING ORGANIZATION SATISFACTION SURVEY

RESPONSIBILITY: Submitting the Benefiting Organization Satisfaction Survey
ROLE: To be completed by the Mentor and reviewed with the candidate

Submitting your *Project Completion* form will notify your Stars & Stripes Mentor to connect by email or phone with the benefiting organization to complete the *Benefiting Organization Satisfaction Survey* the Mentor will receive through an AHGfamily email. This survey linked by email to the Mentor and is designed to understand the success of the project

(i.e., communication and implementation) and to receive constructive feedback for the candidate from the benefiting organization’s perspective. Your Mentor will review the results with you and discuss what you learned.



Before and After Photos



“For my Stars and Stripes Award project, I served a local ministry, Shelter Pines, dedicated to missionary rest and recovery. The ministry home, Shelter Pines, which is located in Black Forest, CO, provides a place for full-time, cross-cultural missionaries to rest and be renewed. With my important addition of landscaping, Shelter Pines will be able to better supply families’ needs as well as give them a special place to relax that is aesthetically pleasing. Shelter Pines reaches around 25-30 families serving in full-time ministry around the world annually.”

—VICTORIA M., CO2017 (2023 Recipient)



STEP 11: PROJECT SUMMARY REPORT

11 **Project Summary Report** Not Yet Available

Project summary report not yet submitted | To be completed by Candidate and approved by Mentor, Troop/Vice Coordinator, and SSPA

Mentor is notified to review the *Project Summary Report (PSR)* and emailed through AHGfamily the *Project Summary Report (PSR) Approval Guidelines*.

Mentor reviews and approves the *Project Summary Report (PSR)* in AHGfamily.

Troop Coordinator/Vice Coordinator is notified to review the *Project Summary Report (PSR)* and emailed through AHGfamily the *Project Summary Report (PSR) Approval Guidelines*.

If the candidate does not meet the guidelines provided, the Mentor or Troop is expected to email the candidate to make updates to her submission until approval meets the guidelines.

The Troop Coordinator/Vice Coordinator reviews and approves the *Project Summary Report (PSR)* in AHGfamily.

Stars & Stripes Project Advisor (SSPA) is notified to review the *Program Summary Report (PSR)*.

If the SSPA has questions, the SSPA is expected to email the Girl Member to make updates to her submission until approval meets the guidelines.

Stars & Stripes Project Advisor (SSPA) reviews and approves the *Project Summary Report (PSR)* in AHGfamily.

PROJECT SUMMARY REPORT

RESPONSIBILITY: Submitting the Project Summary Report

ROLE: To be completed by the candidate, reviewed and approved by your Mentor, Troop Coordinator or Vice Coordinator, and SSPA

When you complete your *Project Summary Report (PSR)* in AHGfamily, you will see that all your *Project Idea* and *Project Development Plan* notes have been transferred to this form. You will complete the remaining fields in the form.

SUBMISSION CATEGORIES AND QUESTIONS

- ★ **MOTIVATION (INTRODUCTION):**
 - What was your most rewarding experience during your Stars & Stripes Award process?
 - What was the most challenging part of your Stars & Stripes Award process?
 - What advice do you have for future Stars & Stripes Award Candidates?
 - Did you grow spiritually from the experience?
 - Do you have a favorite Bible Verse?
- ★ **TIME MANAGEMENT AND COMMUNICATION**
 - What was accomplished on each workday? Were there any major/minor changes during the procedure?
 - What is the total number of your supervisory hours? Were there difficulties in achieving these hours? What are your total project hours? Were you on target with your estimate of how long it would take to complete the project?
 - Did you encounter any safety issues? If so, how were they handled?
- ★ **LEADERSHIP SKILLS**
 - How did you demonstrate leadership to volunteers during Project Implementation? Would your peers and leaders agree with your leadership assessment?
 - What problems did you handle as the project progressed? Did you handle problem situations well?
 - Did any conflicts arise during your Project Implementation? If so, how did you resolve conflicts?
 - Did you have adequate volunteers? How did you handle too many or too few volunteers?
 - What have you learned about your leadership skills?
- ★ **FUNDING AND MATERIALS**
 - Reflect on the fundraising information shared in your PJI and PDP. Did your project go according to plan? How were funds raised for your project? What successes and obstacles did you encounter with raising funds?

STEP 11: PROJECT SUMMARY REPORT

SUBMISSION CATEGORIES AND QUESTIONS *continued*

★ CONTINUATION PLAN

- By the end of your project did you see a need for a continuation or maintenance plan for your project? If so, what details were included in this plan?

★ PROJECT INFLUENCE (Conclusion):

- How will the benefiting organization/population benefit from your project and how long will this benefit last?
- How did the benefiting organization respond to the finished project?
- What would you do differently?
- What impact has your time in American Heritage Girls had on your life?
- What is your favorite memory or experience in AHG?
- What are your future plans?
- Identify how God is working in your life.
- What will it mean to you to be recognized as a Stars & Stripes Award Recipient?

Review the [PROJECT IDEA EXPLORATION](#) and [PROJECT IMPLEMENTATION](#) sections. Gather all your written project implementation journal notes, documents, and photos and place them in this submission.

First, go to the bottom left corner of the submission form and select the “Edit Form” button.

Then you begin writing your Project Summary Report. This information should be neat and accurate in detail. This document will be reviewed by your Mentor, Troop Coordinator/Vice Coordinator (TC/VC), and SSPA in this order. The Mentor must look for content, grammar, and spelling edits before submitting to the TC/VC. The TC/VC will then examine the PSR’s content to ensure that the selected project and girl’s journey reflect the heart of the Stars & Stripes Award Program and AHG Ministry. When the SSPA reviews the PSR, minimal changes should be made.

NOTE: This document must be approved by the candidate’s Mentor, TC/VC, and the SSPA before a Board of Review (BOR) can be scheduled.

MORE THAN JUST WORDS

In the PSR, you will want to add more than just the written content you have created. **Select the paperclip icon** beside the referenced resources or documentation in the form to upload a Word, PDF, JPEG, or PNG formatted file. This feature allows you to upload the following information:

- ★ Photos of your project during workdays and your completed project.
- ★ Acknowledgment that your Troop and Mentor verified your original sign-in/sign out sheets.
- ★ Financial Report of your project’s income and expenses.



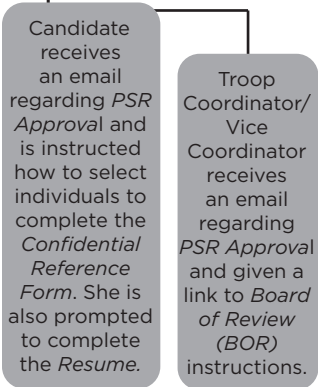
“My Stars and Stripes Award project has taught me many things including patience, perseverance, the power of organization, and the importance of the help and encouragement of family and friends. I am very grateful for the opportunity to bless other people through this extensive service project.”
—JOY M., TN2015 (2018 Recipient)



STEP 12: AWARD RESUME

12 **Award Resume** Not Yet Available

Award resume not yet submitted | To be completed by Candidate and approved by Mentor



BEFORE COMPLETING THE AWARD RESUME

CONFIDENTIAL REFERENCE FORMS

RESPONSIBILITY: Collecting three sealed Reference Forms
ROLE: To be requested by the candidate, collected by the a designated Unit Leader, and reviewed by the Board of Review (BOR) members

Once your PSR is approved by your Mentor, Troop Coordinator or Vice Coordinator, and SSPA, you will receive an email asking you to submit at least three letters from non-family, individuals outside of Board of Review members, and your Patriot Unit Leader(s).

The [Confidential Reference Letters](#) attest that you live out the AHG Oath and Creed daily.

Provide a stamped envelope addressed to a Unit Leader who has agreed to accept the letters and make them available at your BOR. Your Troop Coordinator or Vice Coordinator must verify that they received these letters to the *BOR Completion Form* in AHGfamily after holding your BOR. You cannot view the submitted reference letters before the Board of Review. They should be kept confidential by your Troop Leadership.

BOARD OF REVIEW INSTRUCTIONS

RESPONSIBILITY: Read and agreed upon by all BOR members
ROLE: To be reviewed by Mentor, Troop Coordinator/Vice Coordinator, and SSPA while inquiring the candidate's input. The purpose is to bring all BOR members to a unified understanding of the purpose, goal, and implementation of the BOR

A Board of Review allows a girl to celebrate her accomplishments with caring and interested adults who will encourage and affirm her in her AHG journey. There are five goals in a Board of Review:

1. To allow a girl to share how Christ has impacted her life through involvement in AHG.
2. To allow her to reflect on how she lives out the AHG Oath and Creed in her everyday life.
3. To give her a chance to explain how she creatively achieved all her Level Award or Stars & Stripes Award requirements.
4. To extend Troops an opportunity to conduct a self-evaluation based on a girl's testimony. A girl's experience reflects the program provided by the Troop. Troops often find that the Board of Review confirms areas where a Troop excels and can reveal program areas that may need added development.
5. To designate a special time for Troop Leadership to intentionally encourage a girl as she discovers her identity in Christ and progresses further in the AHG Program.

NOTE: As the candidate, you may ask one adult who knows you well to participate in your BOR. See page 61 for selection and recruiting requirements.



STEP 12: AWARD RESUME *continued*

12



Award Resumé

Completed 08/31/23 3:43 PM

Form submitted
Approved by Mentor

Candidate completes her *Resume* in AHGfamily.

Mentor reviews and approves the *Resume* in AHGfamily.

If the candidate does not meet the guidelines provided, the Mentor or Troop is expected to email the Girl Member to make updates to her submission until approval meets the guidelines.

COMPLETING YOUR AWARD RESUME

RESPONSIBILITY: Creating a neat and professional resume is part of completing your Stars & Stripes Award process in AHGfamily

ROLE: To be completed by the candidate and reviewed and approved by the Mentor

GATHER INFORMATION FOR YOUR RESUME

A resume is a way to showcase your interest in a job or volunteer opportunity, as well as your skills and character development. The purpose of a resume is to demonstrate how you are a good fit for the role you want and to get called for an interview or a chance to serve. It's crucial to have a ready-to-go resume for any opportunities that come up. As part of the Stars & Stripes Award process, check out the information below for

guidance on completing the Award Resume form, including all information necessary for each section found in the form.

- ★ **Your Personal Information**—Every resume you submit in the future, whether for employment or a volunteer opportunity that requires vetting, requires proper contact information. Your contact information includes your name, physical address, email address, and phone number. Your resume may contain any social media account information you wish to provide.
- ★ **Photo of Candidate in AHG Official Class A Uniform**—Provide a picture of yourself in your AHG Official Class A Uniform, which includes: AHG Official Short-Sleeved Girl Uniform Polo in red and the Official Patriot Sash worn on the right shoulder. Khaki/navy skirt, pants, capris, Bermuda-style shorts, or skort. You may attach it to your Stars & Stripes Award file on AHGfamily.

For quality purposes, here are some specifications for photos: must be at least one megabyte (1 MB), 300 dpi, no selfie style shots, just you in the image (similar to what you would see in a yearbook photo), good lighting, and in focus with a simple background (outdoor greenery, blank wall, brick wall, in front of a flag, etc.).
- ★ **Introduction Paragraph**—This typically is placed on your resume under your personal information, even if you create a cover letter for your resume. It is a short paragraph summary highlighting why you are the best candidate for the job or volunteer role. This paragraph can include your skills, experience, and passion geared to the position.
- ★ **Work Experience**—This includes any paid positions you have held within your work-eligible years. As you make career choices and changes, you only need to include your most recent jobs, but for now, include it all! You will want to provide your position title, place of employment, years of employment, and any responsibilities you had while employed.

WALKING THROUGH EACH STEP

STEP 12: AWARD RESUME *continued*

- ★ **Experience or Extracurricular Activities**—Sometimes, volunteer experience is key to helping the reader see more of your heart for the role you are applying for and your dedication to lead and serve others. For this section of your resume, you will need a place of experience, volunteer hours or year of involvement, role title if applicable, responsibilities, and/or experience gained.
- ★ **Education**—You will want to include the institution’s name, years of attendance, and type of education received (i.e., high school graduation, CPR certificate, lifeguard education, or other certification, etc.)
- ★ **References**—Sometimes, these are included in the initial resume, and other times a statement is offered that references are given upon request. For AHG’s purpose, please provide the name, phone number, and email address of three references—one personal, one professional, and one of your choice, but none of family relation.



“What I have come to value the most about Jada is her pure heart, her kind spirit and her desire to always help. Combined, they have made her a person who is reliable, trustworthy and who has a heart to meet the needs of others, which will undoubtedly position her to be a remarkable leader in any future field of endeavor.”

Reference Letter excerpt
Jada S., CA1321, (2022 Recipient)



*“Through this experience I feel like I can see many words of the creed in what we have accomplished. **COMPASSIONATE** to work with each other and with the organization. **PERSEVERANT** when I think I can’t complete the whole project before my birthday and when I felt overwhelmed at the workdays. **RESOURCEFUL** with a small budget, a small space, and when sewing the curtains that we all thought were going to be too small and they ended up being just perfect. **RESPECTFUL** of everyone around us, I felt **RESPONSIBLE** for so much and it was such a rewarding experience. Through it all we were serving our community, country, and my family came out everyday to help me and they did so much work behind the scenes. And every step of the way we had God all around us, supporting, caring, and looking after every single person who was working on this project.”*

—GRACE W., MD0317 (2023 Recipient)

STEP 13: SPIRITUAL WALK ESSAY

13

Not Yet Available

Spiritual Walk Essay

Spiritual walk essay not yet submitted | To be completed by Candidate and approved by Mentor

Candidate completes her *Resume* in AHGfamily.

Mentor reviews and approves the *Resume* in AHGfamily.

If the candidate does not meet the guidelines provided, the Mentor or Troop is expected to email the Girl Member to make updates to her submission until approval meets the guidelines.

COMPLETING YOUR SPIRITUAL WALK ESSAY

RESPONSIBILITY: Writing a reflective *Spiritual Walk Essay* is part of completing your Stars & Stripes Award process in AHGfamily.

ROLE: To be completed by the candidate and reviewed and approved by the Mentor.

The *Spiritual Walk Essay* is an opportunity to share your story as you have intentionally “put legs on your faith” during your Stars & Stripes Award experience. The essay should be typed within STEP 13’s form on AHGfamily with a minimum of 250 words and a maximum of 750. Your essay should be thoughtful, well-written, and organized. Genuinely reflect on how God has grown your faith and confidence through your Stars & Stripes Award journey!

CELEBRATING YOUR SPIRITUAL WALK

Take time to appreciate all the amazing things that God has done and continues to do in your life. Your unique experiences and insights are valuable to AHG, so share them with AHG to celebrate together!

- ★ What are the passions He is laying on your heart?
- ★ What are your life ambitions and how God has influenced these goals?
- ★ What has He revealed about your leadership and serving others that has made a lasting impression on you?
- ★ Who has the Lord placed in your life, and specifically during the Stars & Stripes Award process to motivate you to persevere and encourage you to stay focused on what God has set before you to accomplish?
- ★ When did you grow the closest or feel God’s leading the strongest during your Stars & Stripes Award journey?
- ★ What Scripture did you cling to while working on your Stars & Stripes Award?
- ★ Share a time in your journey when you knew only God could have accomplished that one thing.
- ★ Where do you feel the Lord calling you in your future?
- ★ What learning experience do you hope other girls lessons as they pursue their Stars & Stripes Award?

WALKING THROUGH EACH STEP

STEP 14: BADGE VERIFICATION

14
Not Yet Available

...
Badge Verification

Badge Verification not yet completed

Troop Coordinator/Vice Coordinator and Mentor are notified to schedule Board of Review (BOR) and make sure the candidate's Badge records are up-to-date.

BADGE VERIFICATION

RESPONSIBILITY: Completing required badges and recording the achievements in AHGfamily.

ROLE: To be completed by the candidate and recorded and approved by designated Troop members.

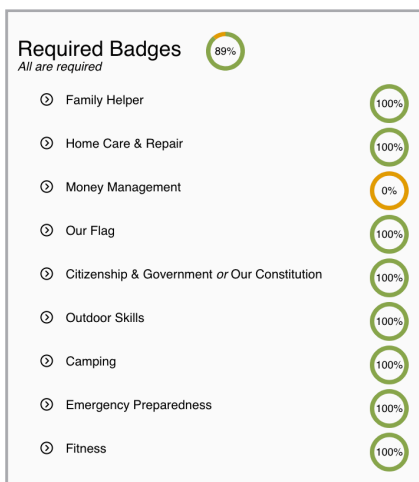
Badges create enjoyable and challenging opportunities where you can learn new skills and apply them to daily living. Badges open doors to discover your interests grow your character and confidence while having the potential to direct your vocational interest.

AHG has reviewed all the badge offerings and **selected 13 badges that are foundational to entering adulthood**. These badge achievements are required at the PI/PA Program Level to complete your Stars & Stripes Award.

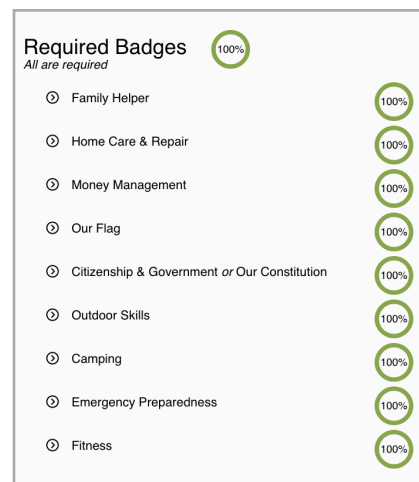
REQUIRED BADGES

- | | | |
|----------------------|--------------------------|------------------------------|
| ★ Our Constitution | ★ Outdoor Skills | ★ Social Skills & Etiquette |
| ★ Women of Faith | ★ Biblical Leadership | ★ Digital Citizenship |
| ★ Home Care & Repair | ★ Emergency Preparedness | ★ Fitness Badge/Sports pin |
| ★ Money Management | ★ Personal Care | ★ One Badge of Girl's Choice |
| ★ Camping | | |

As you complete each required badge, the overall percentage dial of this step moves toward 100%. When 100% of your badges are recorded in AHGfamily, you have met this requirement. If a badge is marked as incomplete, it may need to be completed or updated from your **Badges & Awards tab**. Make sure to reach out to your Troop leadership if badge(s) you have earned are not appearing in AHGfamily. Your records may need to be updated to reflect your most recent achievements. Any updates will then be reflected within the Stars & Stripes Award process.



**INCOMPLETE badge requirements*



**COMPLETED badge requirements*

NOTE: You may choose to complete the 16 Badge Plan or 13 Badge Plan until September 30, 2027.





STEP 14: BADGE VERIFICATION AND SCHEDULING THE BOR

14



Badge Verification

Not Yet Available

Badge Verification not yet completed

SCHEDULING THE BOARD OF REVIEW

RESPONSIBILITY: Preparing for and scheduling the Board of Review**ROLE:** To be completed by the candidate and recorded and approved by designated Troop members.

During the Badge Verification Step, the Troop Coordinator or Vice Coordinator is responsible for scheduling your BOR and preparing board members for the event. Troop leadership should allow you and your family to choose a time that works for you and BOR members. AHG suggests that your Troop offers a variety of available times on multiple days to allow for family flexibility and ample time to gather BOR volunteers. The Troop leadership can find more helpful resources and training on BOR expectations in the AHGequip training titled, [Holding an AHG Board of Review](#).

The Stars & Stripes Award Board Members should include three to six adults over 21. Family members, Patriot Unit Leaders/Assistant Leaders in your Troop, and your Mentor may not serve on the BOR. Board Members may include the Charter Representative, other Unit Leaders, AHG Alumnae, leaders from other AHG Troops, and other interested community members familiar with the Stars & Stripes Award. **Remember, as the candidate, you may ask one adult who knows you well to participate in your BOR.**

Your BOR is a time set aside for you to explain your written plan, budget, fundraising efforts, the process of leading the project, and before and after pictures of the project. The Troop leadership should allow enough time when scheduling the Board of Review for the presentation of your project, encouragement, and affirmation appropriate for the scale of your achievement, as well as reflection questions that will allow you to share your entire AHG journey, which has likely spanned several years.



STEP 15: BOARD OF REVIEW

15



Board of Review

Not Yet Available

Review not yet completed | To be completed by Troop/Vice Coordinator

The Troop Coordinator/Vice Coordinator completes the BOR Completion Form in AHGfamily during or after the BOR.

If there are any questions about moving a candidate forward, the Troop is responsible for contacting the SSPA and discussing how to successfully move a girl forward.

CONDUCTING THE BOARD OF REVIEW

RESPONSIBILITY: Completing the candidate's BOR

ROLE: To be completed by the Board of Review board member and recorded and approved by the Troop Coordinator or Vice Coordinator.

Your Troop Coordinator will gain access to the Board of Review Step once your SSPA approves your Project Summary Report in AHGfamily.

The Board of Review (BOR) is designed for you to share all the award requirements you met, and to review your accomplishments, including what you have learned throughout your time in AHG.

The Troop Coordinator/Vice Coordinator needs to make sure every board member receives a copy of the *Stars & Stripes Award BOR Guide*. Board Members must review the *Stars & Stripes Award BOR Guide* to understand the purpose, requirements, responsibilities, and questions for the BOR before the review date.

SUBMITTING THE BOARD OF REVIEW COMPLETION FORM

Upon learning about your remarkable journey through the Stars & Stripes Award, the Troop Coordinator or Vice Coordinator will fill out the *Stars & Stripes Award BOR Completion Form* located in the AHGfamily Stars & Stripes Award process. You are required to complete your BOR by your 18th birthday.

The form includes a checklist verifying the following information was shared during the BOR and requires a signature of confirmation from your Troop Coordinator/Vice Coordinator that the BOR was complete:

- ★ You have shared your project presentation and passion for serving your community.
- ★ You have answered questions concerning AHG ideals and activities, leadership skills, spiritual growth, the meaning of the Stars & Stripes Award, and reflections on AHG and your future.
- ★ Your response and attitude display the character qualities that build a woman of integrity.
- ★ A minimum of three letters from non-family individuals outside of BOR Members and Mentor were received from your Unit Leader in stamped envelopes attesting that you live out the AHG Oath and Creed daily.
- ★ You have communicated with the proper volunteers about a continuation or maintenance plan where your project is concerned.

WALKING THROUGH EACH STEP

STEP 16: AWARD COMPLETION

16 ... **Award Completion** Not Yet Available

Award completion form not yet completed | To be completed by Executive Director

AHG Executive Director is notified that the Stars & Stripes Award is ready for approval (AHG Executive Director can view all form submissions and approval tracking along the way).

AHG Executive Director completes the Award Approval.

If there are any questions about moving a candidate forward, the AHG Executive Director will contact the Award Specialist from AHG, Inc.

Award completion date is recorded in Girl Record along with the earning of her Stars & Stripes Award in her profile

AWARD COMPLETION RESPONSIBILITY: Reviewing and approving all form submissions and tracking

ROLE: To be completed by the AHG Executive Director

At this point in the process, you and your Support Team have submitted everything for your Stars & Stripes Award. The AHG Executive Director will review all your work and approve your award completion. This step is vital to the AHG Ministry for many reasons. Here are just a few:

- ★ Ensures that there is consistency within the award completion from candidate to candidate.
- ★ Reassures the award is still in alignment with the AHG Mission of building women of integrity through service to God, family, community, and country.
- ★ Allows AHG to measure the effectiveness of the award.
- ★ Gives AHG the ability to gather firsthand accounts of how the AHG Ministry affects a girl's life and communities nationwide.

WALKING THROUGH EACH STEP



DARBY F., TB0001
(2018 Recipient)

SIGOURNEY B., VA2215
(2018 Recipient)

SIMONE S., MN2011
(2023 Recipient)

JOY M., TN0215
(2018 Recipient)

★ EARNED STARS & STRIPES AWARD ★



... Earned Stars & Stripes Award

AHGfamily emails the new Recipient, Mentor, Troop Coordinator/Vice Coordinator congratulating the girl for earning the Stars & Stripes Award.

EARNED STARS & STRIPES AWARD

RESPONSIBILITY: AHG congratulates the candidate on becoming a Stars & Stripes Award Recipient

You made it through the Stars & Stripes Award journey and grew at every step of earning it. You have shared the impact AHG has had on your life during your Board of Review. The badges you completed and your resume exhibit all the skills and talents that went into your personal growth and ability to complete your project successfully. Your *Spiritual Walk Essay* underscored your deep desire to follow Christ and to continue making a difference in people’s lives through your gifts.

Your Stars & Stripes Award project emerged through a personal passion, and you brought it to life for many years of future impact. You are a difference-maker gifted with many talents. Believe in yourself—in the woman God has uniquely designed you to become! Remember, God gave these gifts to you for His glory. Seek Him first as you plan your future, and you will greatly impact this world!

Once the Award Completion Step is approved, AHGfamily will email you a congratulatory email for earning the Stars & Stripes Award. You will also receive your official award certificate and patch by mail. With the official award, you can plan your Stars & Stripes Award Ceremony, and a member of your Troop’s leadership can order any desired Stars & Stripes Award merchandise. [The AHGstore offers the official Stars & Stripes Award Medal, a Stars & Stripes Charm, a Stars & Stripes Parent Pin, a Stars & Stripes Mentor Pin, and other merchandise options.](#)



NEXT STEPS

STARS & STRIPES AWARD PLACEMENT

The proper placement of the Stars & Stripes Award Patch is on the chest of the AHG Official Class A Short-Sleeved Girl Uniform Polo on the side opposite of the sash, pinning it in place using the AHG Membership Pin. If a recipient becomes a Young Adult Member or Adult Leader, she will wear the patch on her AHG Official Class A Adult Uniform Polo on the side opposite the AHG logo.



PLANNING YOUR STARS & STRIPES AWARD CEREMONY

An honor like the Stars & Stripes Award is something to celebrate! It is a great way to give God the glory for all He has done in helping you achieve this award.

You will remember your Stars & Stripes Award Ceremony for many years to come, so take your time planning and make it a truly special event. There are [sample ceremonies](#) your leaders may find in AHGresource to get you started. Involve Troop Members, including younger girls, in the ceremony. Feel free to customize your ceremony according to your unique talents, abilities, interests, and accomplishments from your Stars & Stripes Award.



CEREMONY IDEAS

Ceremonies can be fun to plan, and with the sky as the limit, you can be creative and create memories! Here are a few ideas to get your creative juices flowing, and remember, many of the resources mentioned can be found on AHGresource.

- ★ **Who to invite**—Invite and thank those who helped you along the way, including family, friends, Troop Members, Board of Review members, and representatives from your benefiting organization.
- ★ **How to create invitations**—Use the Stars & Stripes Award logo found on AHGfamily to create invitations, programs, and thank you notes that you can use for this event.
- ★ **Letters of Commendation**—Request [Letters of Commendation](#) from various people who have influenced your life or were involved in your project. These can be read at the award ceremony.
- ★ **Refreshments and Socializing**—Plan refreshments immediately following the ceremony where your guests can congratulate you in person.

Memories and more!
Make sure to display memorabilia from your years in the AHG Program, including a slideshow! And, don't forget to capture the award ceremony moments by asking a friend, family member, or Troop Member to be your official photographer or videographer!





NEXT STEPS *continued*

SHARE YOUR STORY

Let your local media outlets know what you have earned. Tell your local newspaper or television station about what you have accomplished. This award is not about you but about sharing the good news of AHG and how God is moving in your community. You may feel shy or prideful sharing your story with the local newspaper or radio outlet, but please do not! Your story may inspire others to start Troops and provide girls opportunities to learn more about Christ, a Biblical Worldview, leadership, and how the Lord has equipped them for His calling on their life! Ask your Troop's leadership for tips on creating a press release based on samples found in the Stars & Stripes Award section of AHGresource.

VOLUNTEER OPPORTUNITIES

It is a rewarding and exciting time to earn the Stars & Stripes Award. Many recipients enjoy the experience and can reflect on their years in AHG. A Stars & Stripes Award Recipient is a life-long ambassador for AHG and, more importantly, represents what the Lord desires of His people.

You may wonder what opportunities are available for you as an adult. There are several ways you can continue to be involved in AHG. Here are just a few to consider:

- ★ Serve as a Young Adult Member in your local Troop until you turn 21. You can then serve as a Unit Leader. Talk to your Troop leadership to see what is available.
- ★ Serve on an AHG National Committee or Sounding Board. To learn more about National Committees, contact starsandstripesaward@ahgonline.org



COLLEGE & HIGHER EDUCATION OPPORTUNITIES

AHG's Stars & Stripes Award is a very honorable award to list on a college entrance or scholarship application. You may submit the Stars & Stripes Award Certificate and Recipient Letter as verification for the award (if required) to your college or university admissions office if necessary. If verification from AHG, Inc. is needed, don't hesitate to contact starsandstripesaward@ahgonline.org

AHG has also worked alongside many Christian colleges and universities for scholarship and discount opportunities. The list continues to grow, so make sure to check the frequently updated list of Stars & Stripes Award College Scholarships and discounts available on [AHGresource](#).

PHASES FOLLOWING THE STARS & STRIPES AWARD PROCESS STEPS

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LOOKING FOR A BENEFITING ORGANIZATION

As you decide whom you can best serve, consider which opportunities might open the community's eyes and remain in volunteers' hearts for years to come. Remember that your Stars & Stripes Award project will far outweigh the size and scope of previous projects you completed for Level Awards. Your project even has the potential to exceed any Troop-sponsored service project in which you have participated. Take time to consider your passions, local organizations making a difference in the community, and a need they may have that you can fulfill through your Stars & Stripes Award.

HOW TO CHOOSE WHOM TO SERVE

YOUR PASSION—Desire to Serve

God has put unique passions and desires within your heart, so begin your search for the “perfect” project with God's leading and how He has wired you in mind. Causes that speak into your passions and gifting will motivate you to persevere through the long days of your project and keep you striving for great results! If you need some inspiration to get the thoughts and ideas rushing, answer these questions:

- ★ Do you have a passion or talent that you believe God has blessed you with? Something you can't wait to do and feel you couldn't live without?
- ★ Do you feel like there's a purpose that God has placed you on Earth to fulfill?
- ★ Is there something that brings joy to your Heavenly Father when you do it?
- ★ When you hear about certain causes, such as mission outreaches, feeding the homeless, supporting families dealing with unplanned pregnancies, or hear stories of abuse or from trauma survivors, does it ignite a fire in your soul?
- ★ Have you ever kept a talent or gift that God has given you hidden from others?

Perhaps you have a dream or vision that you haven't shared with anyone yet. Now is the perfect time to share it with those you trust and begin planning your Stars & Stripes Award project.

“The Stations of the Cross did not make the top of my list of ideas. However, this past Easter changed my mind. I would attend some of the most important Masses of the year and as my heart observed and listened I became dissatisfied with the way we acted this past year toward Jesus, myself included. Good Friday Mass of 2021 is the reason for this project. I became overwhelmed with Jesus's sacrifice. My heart ached for His pain, but rejoiced in what His pain meant for me. I yearn for this kind of realization of the St. Gabriel's and Annunciation community as we return to Christ this summer...I desire those who see these Stations be reminded of His sacrifice...to know, in their heart, that they can be saved.”

—Qiliana G., AZ0015 (2022 Recipient)





LOOKING FOR A BENEFITING ORGANIZATION

continued

THE ORGANIZATION—Places to Serve

Designate time exploring your community for potential benefiting organizations and strive to find interesting organizations that match your passions and will motivate you to work hard toward fruitful results.

When selecting a benefiting organization, keep these criteria in mind:

- ★ Benefiting organizations must be a non-profit 501(c)(3), a civic organization, or a for-profit organization that serves the needs of a people group in the community.
- ★ Select an organization that has a reputable presence in the community and is aligned with the AHG Mission.
- ★ Choose an organization that has promising permanence.
- ★ AHG nor your Troop can be the primary benefiting organization.

Listed below are types of potential benefiting organizations you find to serve in your community.

ORGANIZATIONS WITH NEEDS TO APPROACH & EXPLORE

- | | | |
|--------------------------------------|-------------------------------|--|
| ★ Troop Charter Organization | ★ Christian camps | ★ Homeless shelters |
| ★ Historic or genealogical societies | ★ Schools | ★ Food pantries |
| ★ Community, county, or state parks | ★ Inner-city groups | ★ Retirement communities |
| ★ Cemeteries | ★ Community centers | ★ Pregnancy care centers
<i>—that are members of Heartbeat International or Care Net Alliance Group and do not refer for abortion (see Project Ideas that do not qualify below)</i> |
| ★ Nature centers | ★ Fire and police departments | |
| ★ Garden clubs | ★ Hospitals | |
| | ★ Churches and local missions | |

If you are unsure if the organization qualifies, please contact your Stars & Stripes Project Advisor (SSPA) through AHGfamily and ask before moving forward.

YOUR FIRST APPROACHES

Use the [Letter of Introduction](#) when approaching potential benefiting organizations. You may attach a copy of your [Project Idea](#) to this letter, but make it clear that you can only commit to their need once your [Project Development Plan \(PDP\)](#) is reviewed and approved. The plan must meet the requirements of the Stars & Stripes Award. Although funding for your project is covered in the [Project Development Plan \(PDP\) STEP](#), you may consider asking your benefiting organization if there are any funds they have set aside for your project.



LETTER OF INTRODUCTION



Dear Potential Benefiting Organization,

Thank you for taking the time to consider my service project proposal for your organization. As a Stars & Stripes Award Candidate, I would like to make a difference in the community with a project that opens the community's eyes to the love of Christ and will remain in your volunteers' hearts for years to come. This letter is to help introduce you to the Stars & Stripes Award and to aid you in understanding what is needed to earn AHG's highest girl award.

The Stars & Stripes Award is the highest award attainable as an American Heritage Girl. The requirements are extensive, and the goal is to develop leadership skills in the candidate that will impact her throughout all areas of her life. She will soon realize that true leadership starts with a servant's heart as she develops her real-world problem-solving skills. AHG desires that the candidate will learn that God can help her accomplish things that she never thought could be completed as she taps into His power to achieve a "new-to-the-organization" project your organization would not have the time or resources to do for itself.

As part of this award, the candidate must plan, develop, and supervise others in a project which would make a lasting and measurable impact on the community. She is tasked with seeking an organization whose purpose does not conflict with AHG's Oath, Creed, and Mission. The project requires a minimum of 100 hours of service, including the hours of those volunteering under the candidate's leadership and mandatory hours of supervision of other youth. The project must meet a series of approvals, be well-documented, and show evidence of leadership and planning. The project she proposes will be reviewed and must meet certain standards and requirements. Please note that some projects are automatic denials; the candidate can provide a list. The candidate can commit to your organization once her project proposal is accepted and a detailed description of the project process is approved.

Often a candidate will need to fundraise for the project, and she will need your organization to handle her donations received so that donors may claim tax exemptions for their contributions. Helping monitor donations may encourage more generous giving. It's up to your organization to choose whether or not to be involved in this way. The candidate is supported by AHG with a Stars & Stripes Mentor who works closely one-on-one with the candidate, and a Stars & Stripes Project Advisor who communicates via email, approving the parts of the project at each step to help ensure the project's success. She is also covered in prayer by her Troop, her parents, and the local and national leadership of American Heritage Girls.

Thank you again for considering working with me as I pursue making an impact with your organization.

Sincerely,

Candidate Name

American Heritage Girls Troop Number

Contact Information (email)

PROJECT IDEA EXPLORATION

Once your benefiting organization has been approved, you can move from brainstorming to planning your Stars & Stripes Award project.

During this phase of the process, you will learn and enhance many skills too! [The Project Idea Submission](#), [Project Development Plan](#), and [Project Summary Report](#) build upon each other as you work through the project. Each submission goes into a little more detail as you progress in the following categories:

SUBMISSION CATEGORIES

- ★ MOTIVATION
(Why are you doing your project?)
- ★ PROJECT DETAILS
(How will you execute your project, and what do you need to accomplish your goal(s)?)
- ★ PROJECT INFLUENCE
(Who and how will benefit from your project?)
- ★ FUNDING AND MATERIALS
(What do you need to complete the project?)
- ★ TIME MANAGEMENT AND COMMUNICATION
(When will you begin work and complete your project? How will you communicate with your Support Team, the benefiting organization, and your volunteers?)
- ★ CONTINUATION PLAN
(What do you need to develop to keep your project alive years from its initial completion?)
- ★ CONCERNS
(Do you have any hesitations or worries you need to work through as you complete your project?)



“The challenges I have faced during the journey towards earning the Stars & Stripes Award have taught me how to become more efficient and effective when serving those around me. I have discovered that each individual has been graced with gifts and talents by God. I have a better understanding of how to lead people depending on how each person’s skills work in union with each other. I have gained a considerable amount of knowledge throughout the process [...] This journey has given me the confidence to organize and achieve larger goals in the future while constantly developing a stronger desire to impact my community. I look forward to new challenges in life where I am able to utilize the skills I have developed and to strengthen my role as God’s disciple.”

—Madison G., IL0224 (2015 Recipient)



PROJECT IDEA EXPLORATION

continued

THE NEED—Criteria to Serve

The first step to completing anything should be prayer. Ask God to show you the needs or causes you can develop into a project that aligns with AHG's Oath, Creed, and Mission. Interview organizations to see what types of projects might be on their wish lists. Narrow down the ideas you have gathered by comparing them to the Stars & Stripes Award project criteria and service types listed below. Ensure your final project idea(s) meets all the mandatory criteria below and fulfills the type of service required.

PROJECT CRITERIA

- ★ Measurable impact
- ★ Longevity and continuation
- ★ Service-oriented
- ★ Original or unique
- ★ Highlights personal skills
- ★ Meets hourly and supervisory requirements
- ★ Follows AHG's Health and Safety Guidelines and Policies

SERVICE TYPES

- ★ Humanitarian-directed
- ★ Construction-oriented
- ★ Landscape-type
- ★ Or a combination of the above.

★ #1: Determine the project's measurable impact.

Measurable impact means to change or improve as a result of the service. Ask these questions to see if the impact can be measurable:

- Does this service help individuals?
- Does the service solve a problem for a community?
- Does it help economically?
- Does it protect the environment?

★ #2: Verify the project's longevity and continuation

In order for your project to have a meaningful impact on the community, it's important that your [Project Idea Submission](#) clearly demonstrates how your efforts will create a lasting legacy. Your [Project Development Plan](#) should explain how your project will continue to benefit the community even after it's completed, and should outline the necessary steps to ensure these benefits continue for months or even years to come. A well-planned approach can make a significant difference.

Your plan will be formatted according to the type of project. For example, a building or landscaping project needs a maintenance plan left behind for the benefiting organization to continue to upkeep the facility, new structure, or landscaping. A humanitarian-type project needs a continuance plan that assures that the benefiting organization will continue to embrace or maintain the project through their guidance and leadership. By adding this detail, a project will last for years to come. If you need help developing such a plan, consult with your Mentor.



PROJECT IDEA **EXPLORATION**

continued

While many worthwhile ideas are great for Level Award projects or Troop activities, they don't necessarily qualify as a Stars & Stripes project. If you can answer "yes" to any of the following questions, your project will not be eligible as a Stars & Stripes Award project, even for a worthy cause:

- Is your project a one-time event (concerts, plays, retreats, camps, flag retirement ceremonies, etc.) or a combination of small, unrelated projects?
- Does your project only meet an animal need and not incorporate a human service component?
- Is your project dependent solely on others to carry out the service?
- Is there limited interaction and "buy-in" with the benefiting organization or the community it services?
- Is your project serving only a select select or private group of people?



#3 Establish that the project is service-oriented.

A service-oriented project allows you to test your servant leadership skills as you work with your selected benefiting organization to put their wants and needs first and above personal wishes and opinions.

- How will your Stars & Stripes Award project better meet the needs of those influenced by the benefiting organization?
- How will your project allow you to serve the benefiting organization so that they can better serve others?



#4 Ensure the project is original or unique to the benefiting organization.

Remember that your project is designed to meet a need that otherwise would go unfulfilled for the benefiting organization. For this reason, your project needs to fulfill an original or unique purpose.

- What type of project could widen the benefiting organization's reach?
- How could your project encourage the benefiting organization's members and renew their motivation to keep pressing toward their cause?

PROJECT IDEA **EXPLORATION**

continued



#5 Define how the project highlights your skills.

Your project will allow you to demonstrate organizational and leadership skills. Take a look at the list of skills learned and developed below. Check off the stars beside each skill to indicate the ones you utilize as you complete your Stars & Stripes Award.

ORGANIZATIONAL SKILLS

- ★ Assessing and evaluating
- ★ Attention to detail
- ★ Budgeting
- ★ Coordination
- ★ Deadlines
- ★ Development and planning
- ★ Documentation
- ★ Identifying problems
- ★ Implementation
- ★ Gathering information
- ★ Managing appointments, tasks, workdays
- ★ Meeting goals
- ★ Multitasking
- ★ Policy enforcement
- ★ Presentation
- ★ Prioritizing
- ★ Project management
- ★ Research and review
- ★ Resourcefulness
- ★ Time management
- ★ Working under pressure
- ★ Writing

LEADERSHIP SKILLS

- ★ Active and attentive listening
- ★ Collaboration
- ★ Confidence
- ★ Conflict Resolution
- ★ Conscientiousness
- ★ Creative thinking
- ★ Decision-making
- ★ Delegation
- ★ Directing others
- ★ Effectiveness
- ★ Facilitating
- ★ Goal setting
- ★ Interpersonal Communication
- ★ Maintaining focus
- ★ Managing conflict
- ★ Motivation and productivity
- ★ Negotiation
- ★ Persuasion
- ★ Problem-solving
- ★ Providing feedback
- ★ Responsibility
- ★ Self-motivation
- ★ Teaching and training
- ★ Team building and teamwork
- ★ Working with others
- ★ Vision casting



PROJECT IDEA EXPLORATION

continued

★ #6 Confirm the project meets hourly and supervisory requirements.

Your Stars & Stripes Award project requires a minimum of 100 hours of service, which includes 10 hours of supervising three or more youth (*with no more than one youth related to you*). For supervisory hours to count toward your project, you must be in attendance with the youth volunteering as a group. Please consider that as you explore project ideas so that you can ensure the project you select will fulfill both your 100-hour project and 10-hour supervisory requirements within your allotted time frame.

If you can answer “yes” to any of the following questions, your project will not be eligible as a Stars & Stripes Award project, even for a worthy cause:

- Does your project only involve make-and-drop-off items such as care packages, no-sew blankets, or survival kits?
- Is your project prepackaged with plans or supplies provided by another organization?
- Does your project have the potential for legal implications, liability issues, or political affiliations?
- Is your project maintenance only where you will only be providing labor without having input on the project?
- Is your project shared with another AHG Girl Member’s project (i.e. Level Award project, service project, overlapping Stars & Stripes Award projects)?
- Is your project centered around a fundraising activity with the primary goal of collecting money?
- Is your project based on solely information sharing such as the creation of a podcast, curriculum, first aid or CPR training, or social media creation and management?

#7 Familiarize and follows AHG’s Health and Safety Guidelines and Policies

AHG encourages you to invite members of your Troop and other surrounding Troops to participate in serving their community so that the love of Jesus shines for others to see. Before committing to a specific service project for your Stars & Stripes Award, remember to review the [AHG Health and Safety Policies and Guidelines](#) in correspondence to your project to ensure the safety of all involved in your workdays!

“I had my first camping experience at Highland Retreat, a Christian campground in Bergton, Virginia, at the foot of the Blue Ridge Mountains. After my first summer as a camper, I was able to join the staff as a “Leader-In-Training”. This experience changed me in two important ways: I discovered I loved helping the other campers, and I grew a lot in the Word of God. So when I had the opportunity to bless this organization with my Stars & Stripes Award project, I was thrilled! Likewise, Highland Retreat was excited to add to the options of quiet time activities for their 480 summer campers and 80 staff members. I was happy to be able to offer quality books for everyone to enjoy.

My initial plan was to do the library for campers because I love to read and wanted others to have that experience, too. This project seemed like a natural extension to my [Abigail Adams Level Award] project of collecting books for those in need. I began to think about ways to make this library portable, when my mother remembered our old wagon, which was no longer being used by the family. This seemed like a great solution [...] and so the “Mobile Camper’s Library” was born!”

—Makayla K., VA1199 (2021 Recipient)





PROJECT IDEA

BRAINSTORMING WORKSHEET

Do your ideas meet the Stars & Stripes Award Project Idea requirements? Choosing the Project Idea is the most important phase of the procedure and must meet the requirements. Use this worksheet to investigate several potential benefiting organizations and their needs. Plan to print out a few copies of this worksheet to evaluate your ideas.

Every candidate's project is unique. Remember, God has equipped you with an amazing set of talents and abilities to accomplish goals, tasks, projects, and experiences designed by Him. Try to look at how your passions, skills, and abilities go together to brainstorm project ideas!

This worksheet is a great tool when you meet with your Mentor to work through several potential Project Ideas. When you feel comfortable with an idea, talk through a finalized version of this worksheet with your Mentor and submit the *Project Idea Form* in AHGfamily.

Refer back to the [PROJECT IDEA EXPLORATION](#) pages in this document for answers.

1. After reviewing the Project Idea Guidelines, which type of project has God called you to pursue?
2. Do you have adequate time before your 18th birthday to complete all of the requirements for the award? Draw or write a potential timeline below (For help, you can review the information found in the section titled [WORK ON GOALS, OBJECTIVES, AND DEADLINES](#)).
3. How does this Project Idea align with AHG's Mission, Oath, and Creed? (If the potential benefiting organization's emphasis or mission conflicts with AHG's Mission, Oath, and Creed, the PJI will be denied.)
4. How could this project have measurable community impact and longevity for the benefiting organization? Is this project or program original (not currently existing) for the benefiting organization? Is this a project that the benefiting organization needs to complete?



5. How will this project allow you to demonstrate the leadership skills you have learned through AHG?

6. How will you use youth volunteers to work on the project?

7. Will professional assistance be needed on any aspect of the project? If yes, will you need to pay the professional or donate their services?

8. What is the potential impact on the community the benefiting organization serves? How many individuals could be impacted by this project? How did you arrive at this estimate?

9. Have you explained to the benefiting organization that you must follow guidelines and can only commit to the project once approvals are met? **YES or NO**

Is the benefiting organization a non-profit or a civic organization? **YES or NO**
(If you need more clarification, ask the organizational representative.)

Have you explained to the representative of the benefiting organization that they would be expected to review the detailed description of the project and sign off their approval? **YES or NO**

If you have answered "NO" to any of these questions, seek out the answers before proceeding any further. If the benefiting organization answers do not comply with the requirements for the project it is best to find out up front so you can go back to the drawing board!

10. How will you interact with the benefiting organization and community?

11. Will the project need a continuation/maintenance plan? If not, why?



PROJECT DEVELOPMENT PLAN APPROVAL AND LIABILITY FORM

AHG is dedicated to helping you succeed in your project and wants to ensure that everything is planned and executed smoothly. In order to make this happen, it is important to obtain all necessary approvals before scheduling any work sessions, fundraisers, or purchasing materials. The AHG Stars & Stripes Award team recommends following the order of approvals listed in this document. Once signatures are obtained, you will attach this document to your Project Development Plan (PDP) Submission in AHGfamily. Additionally, please note that there may be cases where you need approvals from the city and/or county, as well as special permits. You will include copies of these in your Project Summary Report (PSR) after the implementation of your project. AHG is excited to see your project come to life and are here to support you every step of the way!

CANDIDATE

I have written the Project Development Plan as a concise plan to guide the implementation of my project. I understand that revisions or additions may be necessary as my Stars & Stripes Mentor and Troop Coordinator or Vice Coordinator review and approve it. I understand that I may not fundraise or implement the project all approvals are granted.

Candidate's Signature

Date

BENEFITING ORGANIZATION

By signing this proposal, I express my agreement that the Stars & Stripes Award project will bring significant value to our organization. The Stars & Stripes Award Candidate has a clear understanding of the project requirements, and I have reviewed and approved the implementation process. I acknowledge and accept that the safety of volunteers, including both youth and adults, participating in this project is the responsibility of the benefiting organization, in collaboration with the AHG Troop and the Stars & Stripes Award Candidate. Any issues, incidents, or hazards that arise during any stage of the project, related to property, employees of the benefiting organization, or the project's activities, will be the responsibility and liability of the benefiting organization.

Benefiting Organization Representative

Date

MENTOR AND TROOP LEADERSHIP

By signing this proposal, I agree that I have reviewed this Project Development Plan with the Stars & Stripes Award Candidate and discussed it with her. I am comfortable that she has a thorough understanding of what is necessary to lead her project to successful completion. I will monitor the project to ensure that she is leading the project. I also agree that the Stars & Stripes Award Candidate is an active Girl Member of her Troop and, therefore, eligible to work on this Stars & Stripes Award project.

Mentor

Date

Troop Coordinator/Vice Coordinator

Date



PROJECT TIMELINES AND DEADLINES

You can utilize this document to plan how you'll achieve all the award requirements and successfully complete your project by working backward from your 18th birthday and targeted BOR date.

1. Write out all the **BENCHMARKS** (events and documentation) you must complete.

2. List all the **TASKS AND GOALS** that accompany your benchmarks.

3. Estimate how long it will take to complete each benchmark and remember to build in some extra time if needed.

4. Grab a calendar, work backward from your allotted **TIME**, and calculate the deadline dates to complete each benchmark.

NOTE: A blank copy to complete on your own is provided on the next page.

BENCHMARKS

BOARD OF REVIEW

SPIRITUAL WALK ESSAY

RESUME

PROJECT SUMMARY REPORT

WORKDAYS

FUNDRAISING, GATHERING TOOLS AND SUPPLIES

PROJECT DESCRIPTION PLAN

BRAINSTORMING DETAILS FOR MY PROJECT

PROJECT IDEA

SECURING A BENEFITING ORGANIZATION

TASKS AND GOALS

EXAMPLE:
- CREATE PRESENTATION
- WRITE OUT TESTIMONY
- CREATE NOTE CARDS FOR SPEECH

TIME

DEADLINE

DEADLINE

DEADLINE

DEADLINE

DEADLINE

DEADLINE

DEADLINE

DEADLINE

DEADLINE

DEADLINE



PROJECT TIMELINES AND DEADLINES

BENCHMARKS	TASKS AND GOALS	TIME (DEADLINES)

PROJECT IMPLEMENTATION

Now it's time to dedicate your attention to implementing your project!

NEXT STEPS

- ★ FUND RAISE
- ★ CONFIRM SCHEDULES
- ★ PURCHASE AND GATHER MATERIALS
- ★ RECRUIT VOLUNTEERS TO COMPLETE THE PROJECT!

At this point in the Stars & Stripes Award journey, AHG hopes you see the [Project Idea](#) and [Project Development Plan](#) as practical tools to successfully execute your planned path to completion. Stay on schedule, gather the necessary materials and equipment, complete all tasks, take a lot of pictures at each stage of your the project, and create an implementation guide your volunteers can follow. But, in the middle of all your project implementation, do not forget to leave room for the Lord to move and breathe into the work being done. Make sure to involve God in every step of the process through prayer, listening to His voice through His Word, and seeking wise counsel from your support team.

"My Stars & Stripes Award project was to remodel a room in Monica's House, one of their two residential homes. We turned it into a nice, safe playroom for the little ones by painting, cleaning, adding storage, foam mats to the floor, toys, curtains, wall decor, and generally brightening the room up."

—KENNA H., IL3130 (2020 Recipient)



WHAT THOUGHTS DO YOU WANT TO CAPTURE?

Use the following space to capture thoughts for your Stars & Stripes Award journey.



TOOL SAFETY GUIDE

She sets about her work vigorously; her arms are strong for her tasks. (Proverbs 31:17, NIV)

Every girl grows in strength, knowledge with varying abilities at different stages of development. This guide is only to be used as a suggested reference point according to developmental stages of growth in fine motor skills, hand-eye coordination, physical strength, problem-solving skills, and independence.

NOTE: Your collaboration with your Support Team and discernment is key when making decisions for those attending your workdays. Remember, tools are to be used **only** with appropriate instruction, training, and adult supervision.

TOOLS FOR ALL AGES

- Adjustable wrench
- Allen wrench
- Hammer
- Hand clipper (small)
- Hoe
- Hose spray washer
- Leaf/grass rake
- Level
- Needle nose pliers
- Phillips head screwdriver
- Pliers
- Plunger
- Sandpaper
- Screwdriver
- Shovel
- Trowel
- Wire cutters
- Wood sanding block (handheld)

TOOLS FOR AGES 14 YEARS AND OLDER

- Grass whip
- Hand saw
- Mattock
- Paint roller with extension pole
- Pickaxe
- Pocket knife (user knows knife safety)
- Post hole digger
- Soldering Iron
- Wheel cart (1, 2, or 4 wheels)

POWER TOOLS FOR AGES 14 YEARS AND OLDER

- Belt sander (electric, cordless)
- Circular saw
- Cutting tools (Dremel, small)
- Drill
- Handheld sander (small)
- Jig saw
- Leaf blower
- Line trimmer (electric, or gas powered)
- Nail gun
- Paint sprayer (small, less than 50 psi)
- Pressure washer (>50 but <100 psi)
- Residential lawn mower (self-propelled, riding, electric)
- Screwdriver (electric)
- Table saw

Please reach out to your SSPA if you have any questions about tool usage and suggested ages concerning your project.

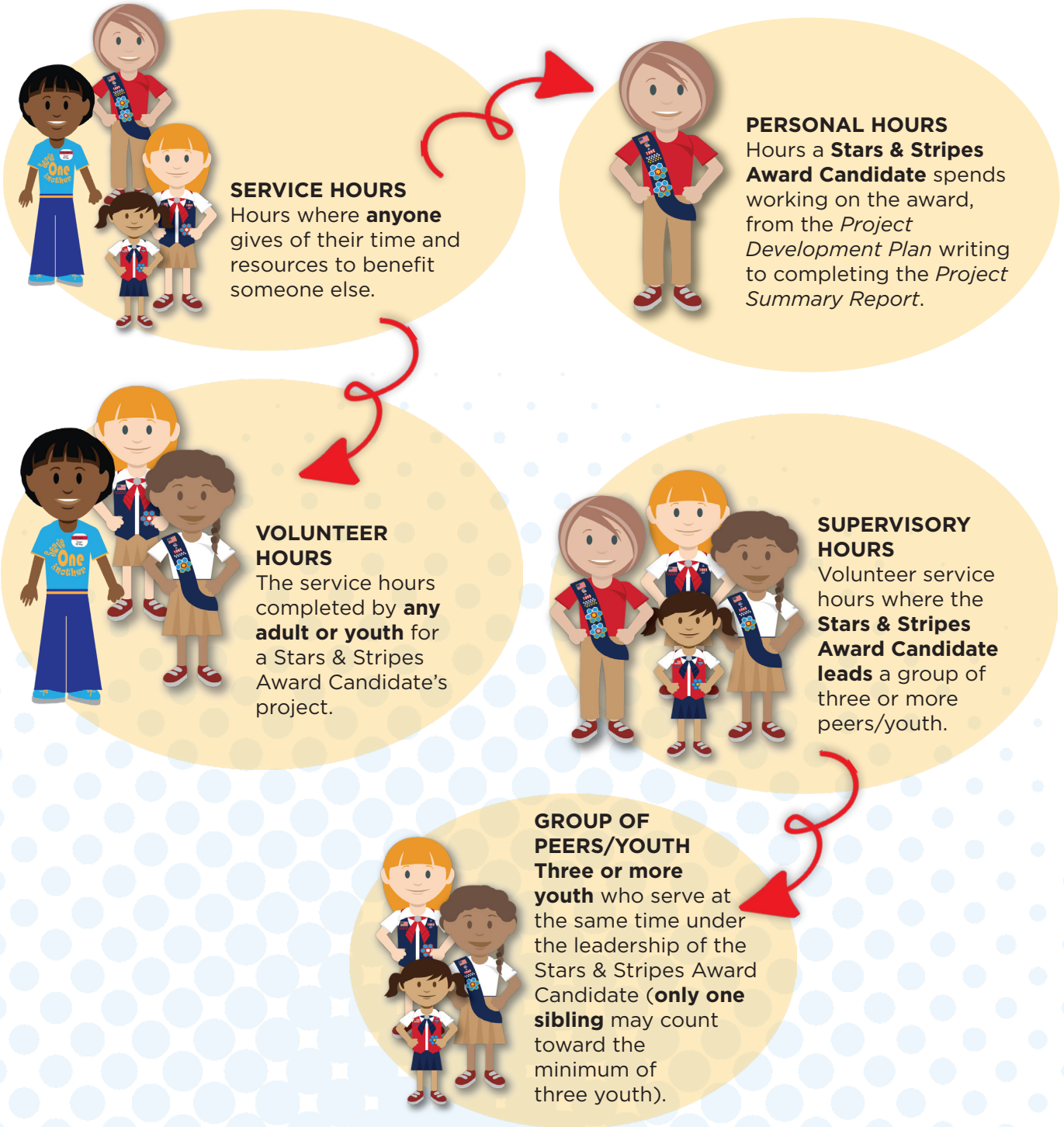
POWER TOOLS FOR AGES 21 YEARS AND OLDER

- Band and scroll saw
- Chain saw
- Log splitters
- Router/planer
- Wood chipper

SERVICE HOUR EXPLANATION

As you plan and implement your Stars & Stripes Award project, one of your responsibilities is to keep a detailed record of personal service hours, your volunteers' service hours, and supervisory hours. The requirement is for the entire process, from the Project Development Plan writing through the Project Summary Report, to meet a minimum of 100 hours between volunteer and personal contributions of time. Defining and calculating these hours can sometimes seem complicated, but this worksheet is designed to help clarify how to total your hours.

Let's first look at some definitions of the types of service hours you will be recording during the completion of your Stars & Stripes Award Candidacy:



SERVICE HOURS EXPLANATION

**STARS & STRIPES
AWARD CANDIDATE**



**FOUR YOUTH
VOLUNTEERS WORKING**

TWO YOUTH
9am - 1pm

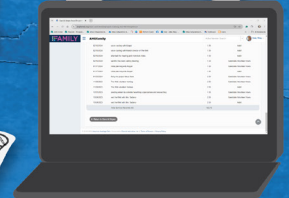


TWO YOUTH
10am - 12pm



**FOUR RECORDABLE
VOLUNTEER HOURS**

**TWO RECORDABLE
SUPERVISORY HOURS**



CALCULATING YOUR HOURS

Now let's discuss how to calculate service hours personal, volunteer, and supervisory. Observe the chart below.

Name	Youth (Y), Sibling (S), Adult (A), or Award Candidate (C)	Time In	Time Out	Total Time
Susie B	A	9am	1pm	4hrs
Sarah C	Y	9am	1pm	4hrs
Mark D	A	9am	1pm	4hrs
Laura E	Y	9am	1pm	4hrs
Beth A	S	10am	12pm	2hrs
Mary F	Y	10am	12pm	2hrs
Nick G	Y	10am	12pm	2hrs
Award Candidate	C	9am	1pm	4hrs
Total Project Hours				26 hrs

Take the lowest amount of hours where three or more youth or working the same shift (2).

When calculating your total hours, you calculate all of your volunteers, including your own hours. Consider the following work day:

- Total Hours: 26 hours toward 100-hour total
- Supervisory Hours: Two hours toward 10-hour total

In the above example, the only hours that can count toward the supervisory hours would be the time frame when 3 or more youth were present. The two hours where the candidate was only supervising two youth, still counts toward her 100-hour total, but not to the 10 hours of supervising.

The easiest way to calculate hours during workdays is to create shifts of work for your volunteers. This allows you to total the number of youth and the hours they serve more efficiently and to also record them with the AHGfamily Service Hour Tool with more detail.



STARS & STRIPES AWARD PROJECT PERMISSION SLIP



AMERICAN HERITAGE GIRLS®
FAITH | SERVICE | FUN

Please return this form to the Stars & Stripes Award Candidate before the scheduled workday.

Activities will include: _____

Place: _____ Phone #: () _____

Address: _____

Arrival: _____ at: _____
(time)

Departure: _____ at: _____
(time)

Leaders/Adults present: Emergency Contact Person: _____

Emergency Contact Phone #: () _____
(Adult attending trip)

Leader's Signature: _____

Stars & Stripes Award Candidate: _____

----- (CUT HERE. TOP PORTION for parent/guardian info. BOTTOM PORTION for Troop records.) -----

My child, _____, has my permission to participate in _____ on _____
(activity)

(date)

Will any part of this project be completed/held virtually? Yes or No (check one)

I confirm the Troop has an up-to-date Health and Medical form on file. Yes or No
(If no, explain on back.)

During this activity, I can be reached at: _____
(Phone #)

If I cannot be reached, please contact: _____
(Relationship to the girl)

Address: _____

Phone #: () _____

In the event of medical distress, as evaluated by an adult in attendance, I hereby give expressed permission to medical personnel to treat my child, named above, and release, hold harmless and discharge American Heritage Girls, Inc. from any and all liability, claim, and/or demand arising out of any loss, damage and/or injury.

Parent/Legal Guardian Signature: _____ Date: _____

Stars & Stripes Award Candidate: _____



STARS & STRIPES AWARD

PARTICIPATION, CONSENT, WAIVER AND RELEASE AGREEMENT

Please return this form to the Stars & Stripes Award Candidate before the scheduled workday.

Activities*: _____ relating to this Stars & Stripes Award workday,
(general description of activities)

including but not limited to, _____.
(provide some specific examples of work)

***Activities described are general and are not exhaustive.**

Address of Activity: _____

Date(s): _____

Time(s): _____

Emergency Contact (adult attending the trip): _____

Emergency Contact Phone #: _____

Release: In consideration of the benefits of participation in the Activities described, relating to American Heritage Girls (“AHG”), an Ohio nonprofit corporation,

_____, _____, and _____
(CHARTER ORG NAME) (“CO”) (Troop STXXXX) (BENEFITING ORGANIZATION) (“BO”)

I, for my minor child and/or myself, the heirs, personal representatives or assigns of my minor child and/or myself, consent to my child’s participation in Activities and further waive all claims or causes of action against American Heritage Girls, and/or the Charter Organization, and/or the benefiting organization, its agents, directors, trustees, employees and volunteers (collectively referred to as the “Group”); arising out of my minor child’s and/or my participation in Activities and hereby release, hold harmless and discharge the Group from any and all liability, claims, demands, actions and causes of action whatsoever, including attorney fees, arising out of or related to any loss, damage or injury (whether direct, indirect, consequential or otherwise), including death, that my minor child and/or I might sustain or that any of my minor child’s and/or my property might sustain while participating in any Activities.

Assumption of Risks: I understand that participation in Activities involves the risk of personal injury, including death, due to physical, mental, and emotional challenges in the Activities offered. I understand that participation is voluntary. Knowing, understanding, and fully appreciating all possible risks, I hereby expressly, voluntarily and willingly assume all risks and dangers associated with my minor child’s and/or my participation in Activities. I understand and acknowledge that Activities could result in injury and I agree that participation in all Activities shall be at my minor child’s and/or my sole risk.

Acknowledgment of Understanding: I have read this *Participation, Consent, Waiver, and Release Agreement* and understand the terms used in it and their legal significance. This *Participation, Consent, Waiver, and Release Agreement* is freely and voluntarily given with the understanding that any right to legal recourse against the Group is knowingly given up in return for allowing my minor child’s and/or my participation in Activities. I agree that this *Participation, Consent, Waiver, and Release Agreement* shall remain in effect and apply each time my minor child and/or I participate in any Activities.

Name of Minor Child (print): _____

Signature (parent/legal guardian): _____

Name (parent/legal guardian) (print): _____

Date: _____ Phone: _____ Email: _____



STARS & STRIPES AWARD MEDIA RELEASE



AMERICAN
HERITAGE GIRLS®
FAITH | SERVICE | FUN

I hereby grant American Heritage Girls, Inc., hereinafter referred to as "AHG," the absolute and irrevocable right and permission, in respect of photograph(s) and/or video(s) taken of me alone or with others, to use all or any portion thereof and to publish, distribute, exhibit and otherwise use or authorize the use of the foregoing for educational, promotional, advertising or other purposes in whole or in part, individually or in conjunction with other photograph(s) or video(s), in any printed matter, electronic matter, and/or in any and all media now or hereafter known, or unknown, and for any purpose whatsoever; and to use my name in conjunction therewith if AHG so chooses.

I hereby release and discharge AHG from any and all claims and demands arising out of or in connection with the use of photography or video, including without limitation any and all claims for libel or invasion of privacy.

This authorization and release shall inure to the benefit of the heirs, legal representatives, contractors, licensees, successors and assigns of AHG.

I am of full age (18) to have the right to contract in my own name. If I am under 18 years of age, my parent or legal guardian has agreed to the terms of this authorization and release.

I, on behalf of myself or my minor child, have read the foregoing and fully understand the contents thereof. This release shall be binding upon me and/or my minor child, the heirs, legal representatives, and/or assigns of my minor child and/or myself.

Name (signature): _____ Date: _____

Name (print): _____ Phone: _____

Email: _____

Parent/Legal Guardian Name (signature): _____

Name (print): _____ Date: _____

Email: _____



BOARD OF REVIEW PREPARATION

REFLECT

The Stars & Stripes Award Board of Review (BOR) allows you to practice your interview skills while sharing what you learned throughout the achievement. Take some time before your BOR to reflect on all that went into the award procedure:

REFLECTION QUESTIONS

- ★ What were the highlights of your experiences? What brought you the most joy through the process?
- ★ Looking back, what changes would you have made to implement your project?
- ★ What do you feel was your biggest accomplishment?
- ★ What did you learn from fulfilling each award requirement?
- ★ What presented the largest challenge during your journey?

READY

Be well-rested and relaxed so you are ready for your BOR. A BOR can last up to two hours. To prepare for your BOR, dress properly and be willing to interact in discussions with the board members.

Be prepared to discuss:

- Your Stars & Stripes Award requirements
- How the award procedure has affected you
- What AHG means to you, or how the AHG Ministry has impacted your life
- Recitation and meaning of the Oath, Creed, and Mission Statement

Wear your AHG Official Class A Uniform:

- AHG Sash (with all badges sewn on neatly)
- AHG Official Girl Uniform Polo
- Navy/khaki skirt of modest length or slacks

WHAT TO TAKE TO YOUR BOR

- ★ A presentation of your project (see more information in the next section).
- ★ Copies of the following documentation found in your AHGfamily process steps:
 - Resume
 - Spiritual Walk Essay
 - Project Summary Report

NOTE: You can print these documents directly from STEPS 11, 12, and 13 in AHGfamily by selecting the Print function at the bottom of each form.

- ★ Reference Letters (brought by the designated leader).



BOARD OF REVIEW PREPARATION *continued*

REVEAL

At your Board of Review (BOR) you will present your project. Give a brief overview of your project, benefiting organization, how and why you decided on your project, and the impact that was made. Your BOR is your time to shine, so get creative and choose whatever presentation format below is the most comfortable for you!

★ #1: Multimedia Presentation

Create fun interactive slides that explain your project from the Project Idea and Project Development Plan stages to recruiting and implementing phases.

★ #2: Printed Portfolio

Collect all your written work from the forms you submitted in AHGfamily and all the pictures you took throughout the project's phases. (You can print these documents directly from STEPS 11, 12, and 13 in AHGfamily by selecting the print function at the bottom of each form). Organize your words and photos in a three-ring binder with tabs and divided sections. Take the liberty to add your creative flair between the pages to make it your own.

★ #3: Display Board(s)

This idea is similar to a printed portfolio. Instead of flipping through pages, you will have your whole project on display for the board members to see. Consider the resources you have to share and the space you have for viewing. More than one display board might be needed for all the work you completed!

★ #4: Video Presentation

Present your project through a video format with rotating pictures, recorded clips from your workdays, and fun music that shows the excitement of your project. For this type of presentation, leave room at the beginning, end, or somewhere in between to talk through the paperwork you had to complete and how your project worked out from your perspective!

NOTE: Once you have decided how you would like to present your project for your BOR, share your presentation format with the Board Organizer to make sure the proper and technology and furnishing are in the BOR room.

REPORT

After sharing your perspective of your Stars & Stripes Award journey, the BOR Members will also ask you questions about the process and your experience as an American Heritage Girl. These questions will not be shared with you before your BOR.



CONFIDENTIAL

REFERENCE LETTER

Stars & Stripes Award Candidate: _____

Troop #: _____

Your name has been submitted as a reference for the American Heritage Girl above. She has applied for the highest award of the American Heritage Girls' organization—the Stars & Stripes Award. A candidate for this award is required to:

- complete required Stars & Stripes Award Badges
- learn and practice skills in leadership, time management, record keeping, and communication
- complete a minimum 100-hour service project for a benefiting organization in her community

The AHG Stars & Stripes Award Board of Review asks that you read the AHG Mission, Oath, and Creed, as stated below. With consideration of these values, please complete the questionnaire. You may send a personal letter of reference in addition to this questionnaire.

THE MISSION OF THE AMERICAN HERITAGE GIRLS

Building women of integrity through service to God, family, community, and country.

THE AMERICAN HERITAGE GIRLS OATH

I promise to love God, cherish my family, honor my country, and serve in my community.

THE AMERICAN HERITAGE GIRLS CREED

As an American Heritage Girl, I promise to be:

Compassionate,
Helpful,
Honest,
Loyal,
Perseverant,
Pure,
Resourceful,
Respectful,
Responsible,
and Reverent



CONFIDENTIAL

REFERENCE LETTER

Stars & Stripes Award Candidate: _____

Troop #: _____

How long have you known this American Heritage Girl? _____

What is your relationship with the candidate (friend, teacher, religious leader, or employer)?

Which values of the AHG Creed best exemplify how she lives her life?

Could you share an example in which you have seen these values exhibited in the candidate's life?

All people have strengths and weaknesses. To the best of your knowledge and experiences involving the candidate, what are her:

Strengths?

Weaknesses?

Which values of the AHG Creed would you say the candidate could improve upon?

Your Signature: _____ Date: _____

PLEASE RETURN THIS FORM TO THE DESIGNATED LEADER AS SOON AS POSSIBLE.

I want this reference to be private from the Stars & Stripes Award Candidate.



LETTER OF COMMENDATION



<Name and address of letter recipient>

Dear <Name of commender>,

It is with great pleasure that we write to ask you to award <name of Stars & Stripes Award Recipient> official recognition through your presence at her award’s ceremony, a certificate, a flag, or whatever honor you deem appropriate on her becoming a Stars & Stripes Recipient for the organization called, American Heritage Girls. All letters and other forms of recognition will be placed in a book commemorating this special occasion.

A Stars & Stripes Award Recipient is a woman who exemplifies the qualities vital to the American Heritage Girls Program—compassion, helpfulness, honesty, loyalty, perseverance, purity, resourcefulness, respectfulness, responsibility, and reverence.

Service is integral to the American Heritage Girls Program and is a practical expression of a girl’s faith. The Stars & Stripes Award is American Heritage Girls’ pinnacle award for girls. Every recipient takes all the badge achievements and leadership skills learned through the AHG Program and puts those skills into practice through a 100-plus hour planning and implementation service project. Throughout the Stars & Stripes Award process, candidates complete a Spiritual Walk Essay, hold a leadership position within their local Troop for six months, develop an Award Resume, complete a Project Summary Report, receive at least three Letters of Reference, and pass a Board of Review.

<Name of Recipient>’s service project benefited the <name of benefiting organization (BO)>, <description of the BO and services they provide> in <location of BO>. <Describe the Recipient’s Stars & Stripes Award project>. We would be greatly honored if you could find time from your busy schedule and join us for <name of Stars & Stripes Award Recipient’s> Stars & Stripes Award Ceremony on <day, date, and time of the ceremony> at <place and address of the ceremony>. Your presence would greatly enhance the meaning of this award for <name of Stars & Stripes Award Recipient>.

Sincerely,

Name of Parent or Troop Member

American Heritage Girls Troop Number

Contact Information (email)