

Building a Gold Award Final Report

5 Important Overall Steps

1. **Speak your Project Content Advisor.** Review the steps you have taken and identify if all the tasks have happened in your community.
2. **Review your Project Plan Agreement with your GSEMA Gold Award Advisor!** Together you will review the Project Plan Agreement to finalize that the project is in fact done. After this meeting, your GSEMA Gold Award Advisor will confirm with your Project Content Advisor that the project is complete. Send an email to your Gold Award Advisor to set up a phone conversation.
3. **Begin your first draft of the Final Report.** Start early and well in advance of any GSEMA Gold Award Deadlines! GSEMA recommends beginning at least one month before the deadline you'd like to submit for.
4. **Share the plan with both your GSEMA Gold Award Advisor and Project Content Advisor.** Share the draft with those that you will be working with, get feedback and collect signatures.
5. **Submit to GSEMA's Program Team.** Final deadline for high school seniors who have graduated is September 30. If you will graduate in 2019, you must be done with a submitted Final Report by 9-30-2019.

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

- **Share why your project was a need.** Just like with your Project Proposal you'll be asked to explain why the project was need. Use some of the research you did at the beginning of your project to showcase the community issue you chose and the importance of the solutions you implemented.
- **Explain your overall project goals.** Your Final Report is an opportunity to reflect on the successes you and your team experienced, the impact made by your project and how you meet your project goals. Be sure to explain if you: met all of your goals, came close but did not achieve all the goals set or if your goals were impeded by unforeseen circumstances.
- **Include facts and data that you collected.** While observations made by you and your team are important, be sure to share the data you collected. Look to share:
 - What community members participated in your program?
 - How many times did you host your program?
 - What observations did you and your team witness?
 - Are there hard numbers that support and back up your goals?
- **Reflect!** The Final Report provides you with an opportunity to reflect on the successes and challenges you experienced, how you worked with a team, the skills you gained and more.
- **Attach required documentation.**
 - Time Log
 - Budget
 - Proof of Sustainability – email, letter on letterhead, etc.
 - Project Photos

Important Tips for Gold Award Final Reports

- **Answer each question with enough detail to create a full picture.** One to two sentence explanations do not help the Gold Award Committee and GSEMA's Program team in understanding what you set out to do. GSEMA recommends writing your Final Report for an outside audience who is not familiar with your issue and your project. Share details that present a full picture.



- **Review your Final Report with others to ensure it is clear and if edits are needed.** GSEMA suggests giving the completed Final Report to someone who knows nothing about your plans. Ask them to read it and give feedback. You might ask one person to be your editor—looking at grammar, spelling, and structure—while another reviewer focuses on content, checking if you have complete, robust answers with specifics and clear connections between the answers for related questions.

Gold Award Final Report Rubric

		Does Not Meet Criteria	Needs Improvements	Meets Criteria
Take Action	Project Purpose	<ul style="list-style-type: none"> • Project description does not match the approved project. • No evidence is shared about the community need. 	<ul style="list-style-type: none"> • Project description does not match the approved project. • Little evidence is shared about the community need. 	<ul style="list-style-type: none"> • Project description matches the approved project. • Evidence of community need is shared.
	Measurement	<ul style="list-style-type: none"> • No SMART goals. • No data from methods and tools. 	<ul style="list-style-type: none"> • Includes SMART goals that match approved project. • Includes vague information collected from methods and tools. 	<ul style="list-style-type: none"> • Includes SMART goals that match approved project. • Includes measurement methods or tools. • Includes analysis of data and explains the impact.
	Sustainability	<ul style="list-style-type: none"> • Lacks names of who will continue project. • Does not share how the project will continue. • Does not share proof of sustainability. 	<ul style="list-style-type: none"> • Lacks names of who will continue project. • Shares few details about how it will continue. • Does not share proof of sustainability. 	<ul style="list-style-type: none"> • Includes names of those who will continue project. • Explains how the project continues. • Shares proof of sustainability.
Leadership	Team	<ul style="list-style-type: none"> • Does not include team members. 	<ul style="list-style-type: none"> • Only includes 2-3 team members. • Little information about how the team supported the overall project. 	<ul style="list-style-type: none"> • Includes 5+ team members. • Full details about how the team supported the overall project.
	Leadership	<ul style="list-style-type: none"> • No reflection on problems and successes. • Shows no leadership or personal growth. • Did not step outside comfort zone. 	<ul style="list-style-type: none"> • Vague information on problems and successes. • Little leadership or personal growth. • Not clear if they stepped outside comfort zone. 	<ul style="list-style-type: none"> • Discusses problems and successes. • Indicates their leadership and personal growth. • Is clear they stepped outside comfort zone.
Action Plan	Time Log	<ul style="list-style-type: none"> • Not included in report. • Less than 60 hours. 	<ul style="list-style-type: none"> • Appropriate scope of hours. • Confusing and not easy to understand. • Little range in activities. 	<ul style="list-style-type: none"> • Appropriate scope of hours. • Easy to understand. • Wide range of activities.
	Budget	<ul style="list-style-type: none"> • Income and expenses do not balance. • Raises money for an organization. • Unclear on how the money was used. 	<ul style="list-style-type: none"> • Income and expenses balance. • Donations are included. • Doesn't raise money for an organization. • Somewhat understandable. 	<ul style="list-style-type: none"> • Income and expenses balance. • Donations are included. • Doesn't raise money for an organization. • Is clear and easy to understand.

