

## Highest Awards: AI and ChatGPT Use Policy

### Purpose

This policy outlines how Girl Scouts may utilize ChatGPT or similar AI tools to support their work on Bronze, Silver, and Gold Award proposals and final reports, while ensuring that their final work remains their own.

Girl Scouts Western Pennsylvania is committed to building Girl Scouts of courage, confidence, and character. Honesty and originality are essential values in every part of your Highest Award journey.

### Acceptable Use

- Use ChatGPT to brainstorm project ideas and explore potential community needs.
- Ask ChatGPT for help structuring your ideas or organizing your thoughts.
- Use ChatGPT to get suggestions on project planning, resources, and timelines.

### Unacceptable Use

- Do not copy and paste text from ChatGPT into your proposal or final report.
- Do not ask ChatGPT to write your project sections, proposals, or final report responses.
- Do not rely on AI tools instead of doing your own research, interviews, and planning.
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### Your Voice Matters

The Highest Awards are about your leadership, your voice, and your impact. ChatGPT and other AI tools can help spark ideas, but the work must come from you—using your words, experiences, and creativity makes your project powerful and authentic.

### Consequences for Inappropriate Use

If it is discovered that ChatGPT or any AI tool has been misused, such as copying and pasting responses into the proposal or final report, or submitting AI-generated work as your own, the following consequences may apply:

- The proposal may be rejected or returned for revision.
- The Girl Scout may be asked to redo the proposal entirely in their own words.
- In severe or repeated cases, the project may be disqualified from receiving the Highest Award.
- The troop leader or council may require a meeting to review integrity expectations before moving forward.

### Adult Guidance

Troop leaders, advisors, and caregivers should:

- Encourage thoughtful, responsible use of AI tools.
- Remind Girl Scouts to stay true to the values of honesty, effort, and originality.
- Help Girl Scouts reflect on their work and ensure their voice is unmistakable in their responses.

### Reminders

- ChatGPT is a tool, not a crutch. Use it to support your thinking, not to replace it.
- Your Highest Award should represent the best of you.

## Checklist: Spotting Possible AI-Generated Work in Highest Awards Submissions

For adult reviewers, mentors, and advisors, when evaluating proposals or final reports for signs that ChatGPT or other AI tools may have been used beyond acceptable guidelines.

### Writing Style and Tone

- Writing sounds overly formal, polished, or academic for the Girl Scout's age or known style.
- Tone lacks personal voice, emotion, or enthusiasm typical for youth-led work.
- Sudden jump in writing quality compared to earlier drafts, emails, or prior work.
- Repetitive use of phrases or generic sentence starters (e.g., "In conclusion," "This project is important because...").

### Context and Detail

- Lacks specific local details (e.g., name of organizations, community partners, personal connections).
- Ideas feel vague or overly broad, with little evidence of original research or real-world contact.
- No clear explanation of how the Girl Scout chose the issue or why it matters to them.
- Timeline, budget, or impact statements seem generic or disconnected from real constraints.

### Girl Scout Understanding and Ownership

- Girl Scout struggles to explain their project or proposal clearly in their own words.
- They have difficulty answering questions about their process, partners, or challenges.
- They can not provide earlier drafts, brainstorm notes, or background showing progress.
- They give very similar answers to sample ChatGPT prompts when tested by an advisor or mentor.

### Additional Red Flags

- Sections of text are found online or resemble known AI-generated content.
- Entire paragraphs shift tone/style compared to the surrounding text.
- Proposal lacks any errors, informal phrasing, or signs of youthful expression.
- ChatGPT uses **bold** text to emphasize important parts of a response—typically section heads, key terms, or action points.

### If multiple items are checked, consider:

- Meeting with the Girl Scout to discuss authorship and expectations.
- Requesting a rewrite with more personal voice and detail.
- Providing education on the responsible use of tools like ChatGPT.

Please contact the Girl Leadership and Awards Coordinator if you have concerns about ChatGPT or other AI-generated content appearing in a Highest Award proposal or final report.