

EVENT DIRECTOR : LEVEL 1



Girl Scouts
of Eastern Pennsylvania

Headquarters

Shelly Ridge Service Center

330 Manor Road
Miquon, PA 19444
Tel: (888) 564-4657
(215) 564-4657
Fax: (215) 564-6953
Mailing address:
PO Box 27540
Philadelphia, PA 19118

Regional Offices

Berks County Service Center

1300 New Holland Road
Suite 106
Reading, PA 19607
Tel: (888) 664-9770
Fax: (610) 796-7587

Delaware County Service Center

Springfield Square
Shopping Center
Suite 14, Lower Level
1001 Baltimore Pike
Springfield, PA 19064
Tel: (610) 328-3100
Fax: (610) 328-7961

Jane Seltzer Service Center

2020 Rhawn Street
Philadelphia, PA 19152
Tel: (215) 745-1717
Fax: (215) 745-4947

Lehigh Valley Service Center

2633 Moravian Avenue
Allentown, PA 18103
Tel: (610) 791-2411
(888) 664-9770
Fax: (610) 791-4401

Valley Forge Service Center

100 Juliette Low Way
P.O. Box 814
Valley Forge, PA 19482
Tel: (610) 933-7555
(800) 355-3847
Fax: (610) 935-2714

COURSE CONTENTS

Getting Started.....	4
Making Plans.....	6
Develop and direct a total plan for the event	
What's Happening.....	13
Provide a varied, well-balanced program that involves progression of activities and girl/adult planning	
Collecting Thought & Things.....	17
Recruit and manage an event committee, if needed	
Working with Money.....	20
Develop and work within a budget	
Working Relationships.....	27
Maintain effective working relationships	
Important Things to Know.....	31
Adhere to health and safety standards as outlined in Safety-Wise® Girl Scouts of Eastern Pennsylvania policies, and Guidelines for Contemporary Issues	
Now That it's Over.....	37
Evaluate the event upon its completion	
Event Director Level 1 Agreement.....	40
Skills Assessment.....	41
Appendix.....	42
Sample forms	

INTRODUCTION

Girl Scout events are lots of fun for girls. It's a great way for them to get to know Girl Scouts of all ages in activities that are not done in troop meetings. Events can also be used as a way to do large-scale service projects.

This Event Director Level 1 take-home training course was written to prepare volunteer event directors for simple events. It will get you ready to do things such as:

- a small group event like a Brownie sing-a-long
- a single program event like a bridging ceremony
- a short term activity such as a leader/daughter picnic
- an all service unit event lasting one to two hours such as a cookie rally, skating, dances, swimming

When you have been successful with simple events and are ready to progress to complex events, you will need to register for and complete Event Director Level 2 training. It will prepare you for events such as:

- an all day service unit event that involves stations such as a bridging day
- an all service unit trip such as a bus trip to the Poconos
- a camporee
- a multi-service unit event
- a council event

When you have an idea for an event, always discuss it with your Service Unit Manager or designee who will determine whether it qualifies as an event and whether it is simple or complex.

Thank you for showing an interest in providing these opportunities to girls. You will be creating life-long memories for girls.

GETTING STARTED

By now you may be thinking, “I don’t know how to plan or conduct an event!” Chances are you do! Have you ever planned or helped to plan any of the following:

- Family reunion
- Sports team activity
- Employee activity at work
- Company or school-wide event
- A surprise party
- A child’s birthday party
- A graduation or other ‘rite of passage’ party
- A holiday party for family and friends
- A PTO fundraiser
- A busy family’s events for a week

If you have done any of these things, then you have planned an event. You already know that you need to plan ahead, determine the purpose, decide on an outcome, coordinate with others, set a budget, pick a theme, invite the guests and have an appropriate place arranged for the event. This packet will help you learn to be a Girl Scout Event Director. You will use these skills you have already developed and learn some new skills that will help you plan successful Girl Scout events.

Tools you will need for Event Director Level 1:

- Adult Membership Registration Form (if you have not already registered)
- Volunteer Application (four pages that includes background consent form)
- Four Reference Forms
- Safety-Wise®

A GIRL SCOUT EVENT DIRECTOR

- Is appointed by the Service Unit Manager or Staff Liaison
- Accepts the Girl Scout Promise and Law
- Is a registered member of the Girl Scouts of the USA
- Plans and directs events for girls and/or adults that provide relevant experiences in accordance with the Girl Scout program, policies, standards and procedures

Responsibilities of the Event Director

- Develop and direct a total plan for the event
- Provide a varied, well-balanced program that involves progression of activities and girl/adult planning
- Recruit and manage an event committee, if needed
- Develop a budget and be accountable for all money collected and disbursed
- Publicize the event
- Maintain an effective working relationship with event committee, council staff, parents, troop leaders, service team members, the community, and girls
- Adhere to health and safety standards as outlined in Safety-Wise®, Girl Scouts of Eastern Pennsylvania policies and procedures
- Evaluate the event upon its completion

Making an Event Successful

In order to have a successful Girl Scout event, you need to consider the following questions:

- What specific event am I going to plan?
- What grade level(s) will be participating?
- What is the date of the event?
- What is the location of the event?
- Has this particular event been done in your service unit, grade level, or region before?
- What is the main focus of the event?
- Are there materials from previous events that I can use to help me plan?
- Does this meet the needs of all girls? Can it accommodate girls and adults regardless of cultural, physical, and learning needs?

MAKING PLANS

It start with an idea...

When you start to make event plans, it seems like you are juggling several mismatched plates at the same time. Answers to some basic questions are needed quickly to verify that the concept can be executed and a preliminary project schedule is drafted. The Service Unit Manager is your best networking source for a preliminary investigation of some points prior to your first committee meeting. She can also provide a list of team members with experience in some areas who might be willing to contribute needed input.

You may choose to enlist a committee to brainstorm for ideas and options, make collective decisions, develop the project schedule, divide the work and follow through with their assignments. Ultimately, the Event Director should identify goals, clarify tasks (eliminate overlap), check up on status of task completion, and be accountable for keeping the project on schedule.

Basic information which you need to consider/include in the preliminary planning stages is indicated below:

- **type of event**—general activities such as bridging, sports, cultural, rally, dance, etc.
- **grade level of girls**—consider interests and abilities, also affects attendance
- **troop, “parent” and daughter, family activity**—affects attendance, activities, site choice, safety and insurance considerations
- **potential attendees**—site attributes and need to split schedule
- **cost range of event and payment schedule**—determines troop affordability
- **potential dates**—consider major school/religious functions which would draw a large share of girls away as well as ALL significant religious holidays
- **site**—availability, restrictions, safety, costs in line with project criteria
- **service unit calendar**—use this calendar to build excitement, provide information and updates, collect registration, and enlist additional volunteers

As the Event Director, you should plan meeting dates which allow the most potential members to come, send invitations, and provide agendas for all to follow. Allow time at the beginning for new members to become acquainted with the group. Communicate your expectations of them as well as what they can expect of you. Determine a group consensus for the long-term goal as well as the meeting’s objectives. Take the lead by moving the group from topic to topic, allowing time for brainstorming and development of ideas, and closing that topic with a summary of action items. Also keep the discussion on track to show respect for their time commitment which should be no greater than two hours per meeting unless they choose a different format.

Your first meeting(s) should cover the status of the investigation for the information needed above. Identify additional information needed and if the event logistically can proceed, move on to develop the details necessary to effectively divide up the work and assign tasks to all. Before adjourning, also put together a preliminary project schedule to serve as the committee’s guide for timely completion and schedule the next meeting. Each meeting should follow a similar format, i.e. status reports, additional information needed, develop details, assign action items, consult project schedule, and schedule the next meeting/presentation.

Developing a Project Schedule

Provided for you on the next several pages is a generic project schedule listing potential action items that should be addressed for a Level One event. Following that list is a section-by-section detailed description of the process with references to other parts of this training packet. Simple events should take from three to six months to plan and execute. A schedule for camporees, all-day events, overnight, and bus trips is part of Level Two training. In order to develop your event's project schedule, please take the following schedule and:

- delete those action items that don't apply to your event
- add in the service unit meeting dates and newsletter issue dates so that you can note communication opportunities
- factor in sufficient time for the troops to respond to your requests for RSVP, money, and information

PROJECT SCHEDULE

Between six and four months before the event:

- Gather service unit input to develop concept and date.
- Enlist volunteers for event committee and hold meeting(s). Delegate action items.
- Determine participants [potential quantity and grade level(s)].
- Develop site criteria and search for site. If applicable, refer to the Volunteer Essentials
- Camping Appendix for Campsite Reservation form.
- Review Safety-Wise® and GSEP Policies and Standards (see Volunteer Essentials and Troop Module) for conducting events and activities.
- Present concepts to leaders and obtain their buy-in for the event.
- Finalize location, date, time.
- Obtain approval from Service Unit Manager and Membership Manager.
- If needed for adventure activities, file GSEP Trip Application, attach facility use forms, additional insurance request, and pursue Certificate of Insurance. Talk to your Service Unit Manager about these forms.
- Develop project schedule.

Between four and two months before the event:

- Gather girl input to develop theme, title, and activities.
- Research sources for information and people to help deliver program.
- Determine consultants, supplies, food, patches, and site costs for budget.
- Verify approvals and confirm consultants.
- Complete a budget, set price per person, and develop payment schedule.
- Create flyers/packets and distribute to service unit. Note items to prepare for the big day.
- Research program links.
- Address transportation and parking control needs.
- Establish registration procedures.
- Develop event schedule.
- Design publicity plans.
- Confirm which troops are attending and number per troop.
- Order/design patches.
- Make deposit payments for site, consultants, materials, etc.
- Inspect the site to observe details (AV, electric, lights, entrance/exit, security, etc.).

Six weeks before the event:

- Collect all troop payments for activity/admission fees.
- Send packets to consultants with event schedule, directions and map, and confirm in writing what to expect that day.
- Finalize event schedule.
- Purchase all materials and tools.
- Distribute registration packets to troops with schedule, directions, what to bring.
- Release publicity materials to media and invitations to community leaders.
- Verify with site liaison: equipment, any necessary set-up, and site rules.
- Finalize number of participants.

Two weeks before the event:

- Develop phone chain for cancellations.
- Follow up with consultants and media.
- Finalize registration procedures.
- Visit site to verify set-up and equipment operation.
- Prepare registration packets with evaluations, troop's event schedule, site rules and layout, patches, etc.
- Finalize list of items to take, and then pack them.
- Purchase remaining items needed.
- Determine signs needed and prepare them.
- Enlist clean-up volunteers.

During the event:

- Set up equipment and post signs at least one hour before start time.
- Event Director should be free of tasks that inhibit giving direction.
- Welcome and direct the consultants and site staff.
- Welcome media staff and community leaders.
- Registration should begin ___ hour before start time.
- Activity stations should be set up 1 hour before start time.
- Treasurer should bring checkbook for payment of bills that day.
- Announce thank you's to consultants and committee members.
- Collect evaluation forms.

Completing the event:

- Pay remaining bills and reimburse volunteer expenses.
- Complete the Event Financial Report (included in this publication) and submit it to the Service Unit Manager.
- Compile evaluations and give the results to the Service Unit Manager.
- Write thank you letters.
- Follow up with patch distribution if needed.

Several of the items listed in the project schedule are explained thoroughly in subsequent chapters. Navigating the Girl Scout forms, reference materials, and lingo can be challenging, particularly when the committee is rushed to make preliminary decisions, and contract commitments. The Service Unit Manager, a team member, or staff Membership Manager should be serving as your consultant through this part of the project. Reference materials such as GSUSA Safety-Wise® and Girl Scouts of Eastern Pennsylvania Policies and Standards (see Volunteer Essentials and Troop Module) should be reviewed for information pertaining to the event regarding program requirements, safety issues, and site selection. Also, the “Important Things to Know Chapter” should prove an asset. Please keep in mind that this information could prove vital to the success of the event.

After determining the participants Girl Scout grade levels and approximate count, verify the potential site(s) capacity, ability to serve (bathrooms, food, equipment including size availability, etc.) as well as entry and exit ways. Once the site and costs suit the event’s needs, you may begin the paper trail to secure the site and council backing of the event. When completed properly, it provides you with the insurance support you need for accepting the responsibility for hosting the event.

Sample rosters that you may find useful or may use as an idea to create your own are provided in the Appendix. In the Volunteer Essentials and Troop Module, or via our website, you will find a Tax Identification Card so that sales tax does not need to be paid on event purchases.

Using GSEP Policies and Standards (see Volunteer Essentials and Troop Module), Safety-Wise®, and the enclosed chapter titled “Important Things to Know” as your guide, communicate with the staff Membership Manager and designated team member to determine which papers are needed.

- Several types of events require simple verbal approval and the purchase of additional insurance for non-registered attendees. Facility reservation forms may be signed by volunteers if they do not contain a “hold harmless” clause. Permission slips should be issued by troop leaders in accordance with the event criteria. The Thinking Day event used as an example throughout this packet classifies as this type of event.
- Other types of events require that written approval is secured using a Trip Application and the purchase of additional insurance for non-registered attendees. This includes adventure activities, facility use forms with “hold harmless” clauses, bus trips, contracts over \$1,000 and when the facility requests that GSEP produce a Certificate of Insurance. When processing an event of this type it is necessary to attach originals of all documents to the trip application. Adventure activities require that the facility produce a Certificate of Insurance. GSEP publishes a list of certificates currently on file; a copy of the certificate should be forwarded for all facilities not listed. Permission slips should be issued by troop leaders, and if they are for an adventure activity it should be written on the permission slip. An ice skating event would classify as this type of event.

Site selection criteria are detailed within the “Important Things to Know” chapter. There are some additional tips that you may wish to consider in order to avoid last minute surprises and to instruct membership how to take proper care of the facility.

- Check the site for accessibility. If there is any chance that participants have special needs it is important to make sure that the site can accommodate these.
- Ask what the site rules and guidelines are. These could include containing the group to a designated area, protection of exposed and breakable property; identify contact people if assistance is needed the day of the event, entrance and exit of set-up committee and attendees.
- Some facilities require that traffic police monitor the drop-off and pick-up of attendees and parking arrangements. It is a good idea to review this aspect of the event and hire fire police if it is deemed a safety advantage.

- Meet the site liaison and inspect the site to observe attributes needed such as AV and microphone capability, electric outlets, lights, exit, security, etc. Take notes about operation of these aspects and discuss set-up requirements to identify responsibility.

Pre-registration for the event is critical to its success. The information gained regarding attendance, money, and grade level can cause adjustments to the budget, schedule, site constraints, program emphasis and materials. Include in your flyers/packets requests for information needed to complete your planning, costs and payment schedule, preliminary event schedule, directions, and anticipated program. Allow sufficient time for the leaders to talk to their troops and feedback the information needed. Add time for the committee to follow-up with troops who have indicated they are interested and do not meet the deadline you have set. It is typical and frustrating that a percentage of leaders are late with their RSVP. Be as patient and as flexible as possible because once the girls have voted to attend they will be greatly disappointed if they are refused admittance. Once the packets are issued, create an event roster (see Appendix for sample) to tabulate the money collection process as well as troops and number attending. This roster can be used at the registration table during the event. Also, it is a good idea to create a phone chain for emergency cancellations.

For most events the leader is the responsible party who pays for the girls, brings their health histories, and gathers their permission slips. You may choose to collect tickets at the door for events where the parent and daughter are attending as partners. They may prepay the leader or pay at the door. Permission slips may be handed in to the leader or collected at the door.

Effective registration procedures will ensure the timely start to your event. Registration impacts the impression people have of the committee's organizational skills. Collecting all money before the day of the event can save a great deal of time. It is best to designate registration time for leaders before the girls are scheduled to arrive. The leaders are then free to greet the girls, talk with the parents, and provide last minute instructions. The process can be simplified if packets are prepared in advance which include a floor plan, written instructions, and schedule for the day, items prepared for program participation, evaluations, and patches if received. If the plan is to collect money at the door from individuals, schedule an earlier arrival time and have several committee members processing the money/paperwork so the long line moves quickly and people are able to start on time.

Creating a schedule (see sample copy on the next page) for the event is a simple process and can work effectively if certain contingencies are considered and built into it.

- The committee should arrive before the leaders, supervise set up, communicate with site liaison and fire police, post signs, set up registration table, escort consultants to their area, and resolve last minute adjustments.
- Leaders have sufficient time to register and set up before girls arrive.
- Community guests and media representatives are greeted and briefed prior to event commencement.
- Greeters are posted at the door to direct the girls to their leaders.
- Allow queue-up time for girls to assemble and a little time to spare for late arrivals.
- Start and end on time to show respect for the leaders, girls, and waiting parents.
- Designate clean-up people from each troop to help the committee complete the event faster.
- Divide into smaller groups that can be manageable.
- Use split schedules to move groups as needed.

Thinking Day Event Schedule Sample:

7:45–8:45	Set up event
8:45–9:00	Leader registration
9:00–9:50	Girl Scout and press arrival
9:50–10:00	Opening Ceremony
10:00–11:45	Program
11:45–12:00	Closing Ceremony
12:00–1:00	Clean-up

Ice Skating Event Schedule Sample:

3:00–3:15	Arrive and meet site liaison
3:15–3:30	Set up registration
3:30–4:00	Registration
4:00–4:10	Opening announcements
4:10–5:50	Skate time
5:50–6:00	Clear ice
6:00–6:30	Clean-up

Also, please remember that the Event Director cannot leave until everyone else has departed.

WHAT'S HAPPENING

Progression refers to the appropriate challenge of activities for girls and the complexity of the event for leaders and the event committee. Service Units or Event Directors that have limited experience with events should start small and work toward weekend events.

Progression of Events

Keep It Simple, Make It Fun!—will guarantee what girls and leaders enjoy, the event committee will be successful conducting, and everyone will be willing to participate in again! Plan within the experience of the leaders and event committee.

Simple

A simple event might be a two-hour badge workshop for all of the Brownie Girl Scouts bridging into Junior Girl Scouts within the service unit.

- It consists of four stations that four Junior Girl Scout leaders and their troops have agreed to operate. They will donate and bring all supplies needed for their station.
- Facility arrangements, length of time girls will spend at each station, registration, publicity, and evaluation of the event are handled by the Event Director and Event Committee.

Complex

A more complex event could be a Friday through Sunday weekend focusing on “Being a World Citizen” open to all ages within the service unit.

- Outside consultants will teach sessions to small groups.
- Each troop will prepare an exhibit and activities on a WAGGGS member country selected by them as a result of pre-event materials (see Appendix for an example).
- One meal will be served in the dining hall.
- A participation patch will be included.
- A fee will be charged to the participants.

As can be seen with these two examples, if the complexity of the event increases, then the number of people involved in the planning process increases, the amount of time needed to plan and carry out the event increases, and the experience level of the event planners (especially the Event Director and a few key committee member) increases.

Remember: It isn't the idea that is complex, but how you choose to carry out the idea. In our initial idea of Thinking Day, it would be possible to have this be a very simple two-hour event as in the first example or a complex two-day event as in the second example.

Progression of Activities

Developing program activities for girls is both exciting and challenging. Through careful planning, the program that you develop for your large group event can enable girls to reach out to learn more about themselves and the world we live in.

Events can give support to the retention of girl members in the movement as they grow older. For example: when planning the program content for a single program level or multi-program levels, review those chapters in handbooks and leader's guides that address the characteristics of girls, working with girls, working with girls with special needs, adapting Girl Scout program activities, girl/adult planning, and methods of troop government.

When developing the program content for your event, be sensitive to the need for progression in activities.

Program progression is important in activities because it allows for:

- A basis for assuring that Girl Scout activities are adapted to the intellectual, emotional, social, and physical differences in grade levels.
- A means for ensuring continuous growth of girls' skills and knowledge in activity areas that are important to girls and women.
- A way of keeping Girl Scouting in step with other learning programs and experiences for girls.

Progression of Girls

When planning for an event, be sure to consider the readiness of the girls. Have they attended any activities outside of troop meetings, are they learning independence, have they attended an event before? For additional information on girl readiness, refer to page 46 in Safety-Wise®.

If Girls 11–17 will be helping with the event, make sure that this is by their choice. Even if they are helping, the event should be fun for them. Since they are still young, they need to help in short amounts of time with breaks between. Also, make sure part of the event is geared to their level.

Activities of an Event

The basis of the Girl Scout Program is the Promise and the Law. You have a critical role in the Girl Scout Leadership Experience (GSLE), which is the Girl Scout Program. Everyone is able to embrace the Girl Scout Mission. The GSLE provides a roadmap for getting there.

With all activities you want to be intentional about practicing the processes of Girl Led, Learning by Doing and Cooperative Learning. When using activities outside of the Journey, we need to be even more aware of how the activities align with the keys and processes of the GSLE.

- The final outcome of the Girl Scout Leadership Experience is to build girls of courage, confidence and character who make the world a better place.
- The three keys to leadership, as defined by Girl Scouts, are Discover, Connect and Take Action.
- **'Discover'** means girls understand themselves and their values.
- **'Connect'** means girls care about, inspire and team with others locally and globally.
- **'Take Action'** means girls act to make the world better. Taking Action takes Service to a higher level. Taking Action has problem-solving impact and sustainability.
- Both the “what” (the activities) and the “how” (the processes) are equally important in the Girl Scout program. It is the combination of the two together that will help us achieve the outcomes for girls.

Things to Remember

Who is your audience? Be sure to consider:

- The age of girls
- Program level
- If it is an inter-troop activity
- The skill level of the girls
- The knowledge of the girls and adults who will attend
- How it ties into the Girl Scout Leadership Experience

Does it fit the girls':

- Interests
- Abilities (despite learning or physical disabilities)
- Attention span
- Physical growth and skill

Is it what girls want to do? Were they asked? Leaders can share information gathered from their troops at a service unit meeting. The hardest rule for adults is "Let the girls do it". Girl/adult planning is all about giving the girls the opportunity to plan and carry out their activities. Is the desired outcome yours or the girls?

After you determine who will attend, set goals for the event. Define the desired outcomes for the event. Be very specific and give yourself some means of measuring whether or not you achieve your desired outcome. Make your goals **SMART**:

- **S**pecific
- **M**easurable
- **A**ttainable
- **R**ealistic
- **T**ime-tied

Selecting a Theme

Pick several themes that would make you want to attend that particular event. Pick several titles that you do not care for. Why do some titles appeal to you and some do not?

Goblins, Ghouls, and Girl Scouts	Boogie Fever
International Carousel	Saturday Night Fever
Scouts on Skates	The Sky's the Limit
Close Encounters of the Girl Scout Kind	Windows of the World
Twain, Twine, Twiddle, Twang	Western Restin' Weekend
Beyond the Worlds	Worldwide Whirlwind
Friendship Grows	Out of This World
Circles of Friendship	Adventure Bound
Out On A Limb	Flight Into Fantasy
So Proudly We Hail	In God's Image
Adventure '99	Be a Partner with the World
All in a Weekend	In the Footsteps of the Founder
Dreams Under the Stars	Snowshoes, Skies, and Thee
Come Chase a Rainbow	Hike a Peak
Summer's End	Caves and Cabins
Rootin' Tootin' Roundup	Big Top
Big Green Fun Machine	Frontier Days
Rake and Run	Once Upon a Time
Sport Potpourri	Daisy Decathlon
Rainbow Magic	Our Hawaiian Luau
Gypsy Life	International Travelers
Castles, Kings, and Magical Things	Camp Fever
Imagination Magic	My Key to the World
Hoedown, USA	Sleepless Night

Select your theme after a great deal of thought. An appropriate theme is a great advertisement for the event.

Program Links

Prior to the event, it is helpful for you to send out background information. An example is found in the Appendix. If you are planning a Thinking Day event, prepare and send information to girls and adults to help them understand what that day indicates, why it is important, who it involves, how long it has been important, etc.

Make sure that the program has activities that can accommodate all girls. This may require that extra adults are stationed at specific locations. Activities for the majority may need modification to accommodate a few girls or adults with special needs. In some cases, certain activities may need to be eliminated.

When the program is in place, it is a good idea to review age level handbooks to link event activities to badge requirements. An example would be that planning and conducting a Girl Scout ceremony would meet some of the requirements for the Junior Girl Scouting Around the World Badge.

Although Program Links are important and appreciated by leaders, recognitions are not the key ingredient to an event. Use the time instead to mix with fellow Girl Scouts and learn new things.

COLLECTING THOUGHTS & THINGS

Committee?

Can you do this event alone? Would you want to? A few events are so simple and easy to do that only one person is needed to pull it together. Most events though are more successful if you don't do it alone, so form a committee. When you advance to complex events, a committee is a must.

You will need to motivate the committee and coordinate their share of work and contributions. How will you get good help to do this? It's natural to recruit troop leaders—but also consider:

- parents
- older Girl Scouts (Cadettes, Seniors, Ambassadors)
- college students
- local professionals who would be willing to volunteer
- high school students that are required to complete community service

Think of what you can delegate. Then, think about needs.

Do you want people who:

- are creative, imaginative
- have knowledge in a specific topic
- are willing to make phone calls
- are willing to recruit consultants
- have a good sense of organization
- can design flyers
- can solicit freebies from local companies, businesses, etc.

The first question you will be asked when recruiting a committee will be “How much time?” Be honest about what you would like the person to do, meetings involved, paperwork, etc. If you aren't sure, say so.

To divide the workload, delegate what you feel appropriate. You will be able to utilize the committee most effectively if it is kept to a size that is easy to work with, usually five or fewer members. Consider the following sub-chairs for your committee:

- **Apprentice Event Director**—can help with any aspect of the event planning which will be advantageous while learning the full scope of the Event Director position
- **Business Manager**—handles event finances and maintains all records
- **Clean-up**—makes sure that everything is left “cleaner than we found it” and that materials/trash have been removed from the site
- **Cook/caterer**—either prepares the food or makes arrangements for someone to prepare food/meals
- **Dishwasher**
- **Emergency contact**

- **Equipment**—secures all equipment for the event and following the event returns and/or takes inventory of all equipment
- **Facilities**—finds and makes all arrangements for the event site
- **First Aider**
- **Parking attendant**
- **Public relations**—promotes the event to troops and to the media
- **Program**—plans and ensures that the event program is carried out, including making arrangements for any outside consultants
- **Registrar**—takes care of event registration prior to and the day of the event and may include nametags, event packets, etc.
- **Shopper**—purchases anything needed for the event

Think about how the event committee should operate. Are phone calls enough? Will the committee need to meet at service unit meetings or have separate meetings?

It's time to schedule your first committee meeting! Allow enough time to notify everyone involved—usually at least a month in advance. Make sure the day and time is suitable for most everyone so that they can and will attend. Schedule a place that is comfortable and has enough space for planning and logistics.

At the first meeting, make sure that everyone has the opportunity to meet the other committee members that they will be working with. Explain your expectations from them as well as what they can expect from you. Be specific in your descriptions of what each sub-chair should do

Establish and clarify the common goal so that everyone knows what it is that they are working toward. Be specific with timelines for completion of tasks. Allow for brainstorming during committee planning meetings so that each person can voice thoughts and ideas without fear of rejection. You can give the committee a topic, then jot comments down on large paper or newsprint. Later, the list is reviewed and ideas narrowed down. Remember, with brainstorming there are no right or wrong answers.

At the close of the first meeting, set the date, time, and location for your next meeting. Remind committee members that they will be asked to report their findings.

After the meeting, write up meeting minutes and distribute them quickly to the event committee, Service Unit Manager, Membership Manager, and outside consultants. This will clarify progress.

Between each meeting it is important for the Event Director to give guidance when needed and follow up to how chairs are doing. Keep the Service Unit Manager or staff liaison up to date and informed of all aspects of the event.

When meetings are up and running, it is important to acknowledge those doing the tasks. Discuss with committee members how to find additional resources - people and supplies.

Resources

With many events, adults with special skills are needed or simply desired to provide the best program possible.

There are many people resources within your community what you may not even be aware of. Some examples of where to find them are:

- yellow pages
- local schools and colleges
- library
- adults within the service unit who may have skills you are looking for
- parents
- other local community agencies
- your friends

Supplies

Supplies and equipment can be handled in many ways. These will probably be one of the smallest costs of the event. Some examples on how to gather necessary supplies are:

- troops provide
- rental from places such as American Red Cross, outdoor outfitters, craft stores, equipment rental stores
- loans from churches, youth groups, and businesses
- donations from family members, friends, co-workers, etc.
- purchase

There are resources available through Girl Scouts of Eastern Pennsylvania's Volunteer Resource Center for little or no cost. Contact the Program Director at (888) 564-4657 for more information. Procedures are also available in the GSEP Program Guide. Your service unit may also have some materials for you to borrow at no cost.

You and/or your event committee will need to make a list of materials needed for the event. A very close estimate of quantities can be made as soon as troops begin to sign up for and make deposits for the event. The budget worksheets provided in the "Working With Money" chapter will be helpful.

When making purchases, keep your Tax Exempt Card handy as this will save the cost of sales tax. See the Volunteer Essentials for this card. Also make sure that you read the "Working With Money" chapter in this packet.

WORKING WITH MONEY

Budgeting and Setting Event Fees

It takes money to hold an event, even if you only need to buy thank-you notes and stamps when it is over. Creating a budget can be intimidating if you have never done it before. Before you panic about how to pay for your event, read the following budget planning procedures completely to help determine what it will cost to produce the event. Once you have read it, you can begin to work out your budget step by step, referring to this planning procedure.

Sample Event Budget Worksheets are included in this publication for the use of the Event Director, the event committee, or the financial committee member. You may want to create one of your own to suit the needs of your event. Make sure that you have reviewed Girl Scouts of Eastern Pennsylvania's Procedures for Troop/Group and Service Unit Finances located in the Troop Module before beginning work on your budget.

All events should be self-sustaining. It is very important that volunteers be promptly reimbursed for all costs incurred. Fees should be based on actual costs of the event. Event Directors should know what the break-even point is (for number of event participants) and publish minimum and maximum numbers on the flyer.

Work with troop leaders on how to finance the event. It is not always possible for troop money to fund an event for all troop members. Sometimes the troop may need to share the cost of an event with parents. Requesting a small deposit actually helps get a response from families on whether a girl will be attending or not.

Here are some things to think about when determining an event budget:

- How many girls do you plan to serve (minimum/maximum)? Your budget should be based on the minimum number of girls you plan to serve. If Older girls will be helping with the event, will they be charged the same fee as all other participants or a reduced fee? Approximate how many adults will be attending and decide if you will be charging them to attend.
- Estimate all expenses for each item. The first time through the budget, estimate high. You might consider a 10% buffer for anything you may have forgotten.
- Add all estimated expenses, and then divide by minimum number of people who will be paying to attend. This figure gives you the fee per person for your event.
- Once you have calculated the cost per person, you may want to revise your budget if you think it is too costly, or you may look at other ways of reducing costs, i.e., donated supplies, grants, donations.
- You will want participants to pay all fees prior to the event. This will prevent the service unit from going into debt due to last minute cancellations. Fees by participants should be paid by checks made out to the service unit. If cash is received, a receipt should be given. Establish a refund policy and put it in writing on your promotional flyer.
- If you order patches, remember you may need to pay a deposit up front and there is usually a minimum number of patches that must be ordered. See the Appendix for a partial list of patch companies.
- Financial aid may be available from service unit or Girl Scouts of Eastern Pennsylvania funds.
- Tax Exempt Card

Income

- Program and registration fees—per person or troop
- Contributions—monetary or in-kind donations. Check for policies on monetary contributions.
- Resale items—patches, t-shirts, etc.
- Sale of leftover event supplies/food

Expenses

- Cleaning—clean-up equipment, paper towels, toilet paper, trash bags. Everything that you will need to keep things neat and clean after the event.
- Consultant fees—fees that consultants and outside resources charge.
- Equipment rental—cost of electricity, tables, chairs, projectors, screens, custodian fees, resource center rentals, sports equipment rentals.
- Facility rental—cost of building, site, and/or other facilities.
- First aid supplies—first aid kit (the service unit may have a well-stocked kit for loan). Make sure that the kit is up-to-date before and after the event and replace used items.
- Hospitality—hot and cold beverages, meals, etc. for consultants.
- Insurance—non-member participation(s), additional insurance for registered members at events lasting more than two nights. Requests for additional insurance must be received in the council office well in advance. Contact Service Unit Manager for forms and deadlines.
- Meals—snacks, beverages, meals, etc. This will depend of the number and type of meals such as bag lunch, cookout, and caterer.
- Program—all items (there may be many) used to operate the actual program and reflect the event goals. This would include art supplies, equipment for special programs, and repair of equipment, admissions, committee, resource publications, handouts, name tags, copies, phone calls, and participation incentives such as prizes, recognitions, awards, certificates, or patches.
- Promotion—cost of paper, postage, flyers, artwork, poster (these may be donated), photography (excellent way to promote next time around), pre-event registration. Think about how many pictures or slides and the cost of film and processing.
- Thank you's—notes, patches, certificates, or other tokens of appreciation. This is very important for the Event Director to give to event volunteers. Thank you notes and letters from girls are some of the many ways of showing appreciation.
- Transportation—drivers gas, parking fees, busses, ferry fares, tolls, etc.
- Other—all the little things that do not fall into other categories.
- Child care for volunteers—providing activities and supervision for siblings that can not register so that volunteers can focus on the event.

Use caution with prizes that will be given to girls. Parents have many different opinions on what they consider appropriate and different opinions on what age they consider items appropriate for. Gift certificates may be more suitable.

Contracts

For contracts and agreements that exceed \$1000, contact your Membership Manager. This includes the purchase of goods or services (caterers, etc.) and rental fee of facilities.

Refer to page 16 in Safety and Risk Management.

Use caution with contracts and minimize the amount that is pre-paid and/or pay for deposit. Check references thoroughly before booking a caterer, site, etc. Do not pay the final balance until the day of the event.

Record Keeping and Financial Reporting

For a successful event, it is very important to set reasonable, affordable prices. Be considerate of the timing that you will be collecting fees. If possible, set deadlines for fees after the cookie sale when troops will have the funds available rather than before the cookie sale.

Keeping accurate records and receipts of all transactions for your event will ensure good management practices and keep the event on budget.

Check with your Service Unit Manager or Service Unit Treasurer for spreadsheets, rosters, etc. that she may have available for your use. If not, you may find it helpful to make one yourself. Your Service Unit Manager will be very helpful with current information on the number of troops and grade levels within the service unit and their troop numbers.

Some events can be paid fully at the door, however it is wise to set some small non-refundable amount as a deposit in order for the troop to sign up for the event. Events that have more than a couple of dollars as the fee will require a deposit and one or two payment dates. Publicize these dates and set firm deadlines with specific amounts.

Every service unit has a bank account. Work with the Service Unit Manager or the Service Unit Treasurer on collecting troop and/or girl fees. Event money should not be deposited into or paid by personal or troop accounts. Any bills should be paid through the service unit bank account. Work with the Service Unit Manager or Treasurer to issue checks and pay bills in a timely manner.

If individually registered girls will be attending the event, make arrangements for them to receive all event information and how to pay their fees.

Once the event is completed, a financial report is due to the Service Unit Manager. She needs this information for the end of the year Service Unit Financial Report. Use the Event Financial Report form (see page 47 of this publication) to make your report.

Patch Orders

You will need to determine if an event patch will be given to participants. If so, think about who will design the patch as well as pre-ordering versus ordering following the event.

A contest that girls (and possibly adults) may participate in to design the event patch is a good way to introduce the event and get participants excited about it. You will need to do this well in advance in order to allow troops time to do this, return their designs, select the design, and submit it to the patch company for a price estimate.

With custom designed patches (as well as t-shirts, sweatshirts, etc.), it is important to include the name of the service unit and Girl Scouts of Eastern Pennsylvania. Patches that include the words “Girl Scouts” or “council”, or the Girl Scout Trefoil logo must be manufactured by a vendor licensed by GSUSA. A partial list is provided in the appendix (page 61). For further information call your Membership Manager and/or Program Manager.

You may decide instead to select a pre-designed patch from a catalog. A small list of embroidery companies is included in the appendix of this packet. Keep in mind that due to many factors, the number of actual attendance at the event may vary considerably up or down from the estimate prior to the event.

If pre-ordering a patch, use caution with the number ordered. Some pre-designed patches can be returned within a specific time period following the event.

Usually, custom-made patches cannot be returned and it may be difficult to get an accurate count prior to the event. It will be more cost-effective to order these patches following the event. You will need to contact the embroidery company for directions on placing orders with them.



EVENT BUDGET WORKSHEET (Simple Event)

Name of Event _____

Date _____

Event Director _____

Location _____

Minimum # of Girls _____ Maximum _____

Item

Income

Total: _____

Item

Expenses

Total: _____

Difference: _____



EVENT BUDGET WORKSHEET (Complex Event)

Name of Event _____

Date _____

Event Director _____

Location _____

Enrollment

Minimum enrollment needed to meet costs _____

Maximum enrollment possible _____

Estimated enrollment _____

Expenditures (not all needed for all events)

Fixed costs (remain the same regardless of enrollment)

	# X cost per item =	Subtotals
Cleaning supplies	_____	_____
Consultant fees	_____	_____
Equipment rental	_____	_____
Facility rental	_____	_____
First Aid supplies	_____	_____
Hospitality	_____	_____
Insurance	_____	_____
Meals	_____	_____
Program supplies	_____	_____
Promotion	_____	_____
Thank you	_____	_____
Transportation	_____	_____
Total Fixed Costs		_____

Total divided by maximum enrollment = _____ per person

Total divided by minimum enrollment = _____ per person

Total divided by estimated enrollment = _____ per person

Variable Costs (increase with enrollment)

	# X cost per item =	Subtotals
Food services	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total per person	_____
Program supplies	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total per person	_____
Recognition	_____	_____
	_____	_____
	_____	_____
	_____	_____
	Total per person	_____
Other	_____	_____
	_____	_____
	Total per person	_____
	Total Variable per person	_____

Income needed for the event

Total fixed costs	_____
plus Total variables	_____
equals Total cost per person	_____

_____	X	_____	=	_____
minimum enrollment		total cost per person		total income

To calculate the fee you will most likely charge,

add Total fixed costs	_____
plus Total variables	_____
equals Total cost per person	_____

Total income=

_____	X	_____	=	_____
estimated enrollment		total cost per person		total income

WORKING RELATIONSHIPS

To be successful, maintain effective working relationships with the event committee, council staff, service team members, troop leaders, parents, the community, and girls. You will increase attendance and success for your event by working with others at least 6 months in advance.

Remember diversity! The event must reinforce the fact that Girl Scouting is open to all girls. Participants and event personnel should represent different racial, ethnic, socioeconomic, religious, and cultural backgrounds available within the area served by the event.

As an Event Director, you need to be aware of many differences among the girls and adults in the service unit and council. These differences include geographic location, age, religion, ethnic group, education level, physical abilities, economic level, number of years in Girl Scouting, and countless other differences that enrich the overall Girl Scout experience.

Whether working with your event committee or planning activities that girls will be doing, be careful not to stereotype and consider the ability levels of those involved. Will girls of different levels of intelligence be able to enjoy the activities selected? If the event involves activities of different countries, keep in mind regional differences. An example is that life in Mexico City is very different from life in the Yucatan in Mexico and the language has different dialects and accents.

Girls

If the event is for girls, it is logical that you would go to them for input. Why do an event if the majority of girls can not or do not want to participate?

Consider:

- school schedules, curriculum, field trips
- ability of participants
- interest in participants
- extra curricular activities
- past events

How can girls help? Remember progression as you ask them for ideas.

- **Girl Scout Daisy**
Give them two choices. Would they like to make name tags on the computer or use their own style?
- **Girl Scout Brownie**
Do they want to attend Thinking Day as visitors or would they also like to make a display table?
- **Girl Scout Junior**
What country would they like to make a display for?
- **Girl Scout Cadettes, Seniors, Ambassadors**
What part of the event would they like to help with?
What part of the event would they like to plan?

Make sure that the older Girl Scouts are choosing to help with the event. There are many times when they will want to do this for service or requirements toward their recognitions. Adults need to supervise the length of time this involves and type of activity considering the girls age, her abilities, her maturity, etc. Events should not be assigned to a girl as a means for her to complete recognitions such as the Silver Award.

Parents

Through fliers, permission slips, and reminders through troop leader, let parents know as much as possible about the event. Are they welcome to help with activities at the event? Are drivers needed? Are they needed to meet the adult/girl ratio?

It is important to be clear on:

- times that girls should arrive at the event
- times that girls should be picked up at the end of the event
- how girls will get to the event (meet their troop at a designated location for transportation, meet at the event, go as individuals, etc.)
- how to contact a girl or leader in the event of an emergency
- plans for inclement weather
- specific location of event and clear directions on how to get there
- what girls should wear

Troop Leaders

If presented in an exciting manner, troop leaders will also be excited and look forward to taking the troop to participate in the event. Make sure that they have the following information:

- flyers with details about the event
- name and phone number of the event director (and committee if needed)
- how to register for the event
- how to pay for the event
- what the troop leader needs to bring in addition to what girls are expected to bring
- expected behavior of girls
- expectations of leaders at the event
- what to do upon arrival at the event
- how to respond to emergencies
- whether or not confirmation packet will be sent

Event Committee

When working with your committee, keep in mind that you will be working with many different types of personalities with different ideas on work ethics, different levels of organizational skills, and different levels of interest. You can create a team feeling and let them know often that anything that they can do and offer is appreciated.

As a group, make a timeline and keep on track. The Event Director should keep meetings moving and on the topic. Begin and end on time and create a sense of accomplishment.

Service Team

It is very important to be familiar with the:

- Service Unit Manager—she can be a great asset to you
- service team structure so that you know who to call when needed
- service unit meetings so that you can promote the event

The Service Unit Manager should be one of the first people that you consult with your event idea. She may have insight on the possibility of success or failure of the event with her knowledge of the service unit. She may ask that you present the idea to the service team next, before beginning to publicize it to troop leaders.

Let the Service Unit Manager know all aspects of the event and keep her up to date. She should be informed of all committee meetings and will often want to participate in them. Send her a copy of all meeting notes. She can familiarize you with the service team. Take advantage of this as they can also be a great help to you.

The Event Director should attend service unit meetings so that you can promote the event and distribute information. This also allows troop leaders a chance to ask questions on things they may be unsure of.

Community

Your community is a potential source for lots of program resources. This can provide speakers, workshop presenters, exhibits, handouts, donations, etc.

Phone calls to prospective agencies can be very fruitful. Some may ask that a written request be provided. If the agency requires this to be done on official letterhead stationery, work with your Membership Manager to pull this together. Large companies, hospitals, etc. in your area may have Public or Community Relations Directors that are very receptive to providing service to groups such as Girl Scouts. See the appendix for an example of a consultant contract. Funding and/or donations from large companies must be cleared through the Development staff of Girl Scouts of Eastern Pennsylvania.

Small, private business such as dance studios, self-defense academies, art schools, museums, and historical societies are often very willing to help. So are senior citizen groups, retired Girl Scout leaders, teachers, church organizations—ask whomever you can think of!

Sponsorship Agreement Forms are available through your Service Unit Manager. Many site liaisons and program consultants like to have a copy of this form for their records.

Consultants

Express your positive enthusiasm when making phone calls or personal visits to recruit adults to help run the program.

- Identify yourself and tell why you are calling.
- Discuss exactly what they will be expected to do and length of time.
- Collect as much information as possible.
- Find out if there is a fee. Sometimes consultants will work out special deals, so don't hesitate to discuss money. Let the person know that money should be available through the event to pay for supplies they would need.
- Ask the consultant if he/she knows of anyone else who might be willing to help.

- Give your name and phone number. Encourage phone calls if needed.
- After the consultant has agreed to help, follow up the plan in writing. See Appendix for a suggested confirmation.
- As the event nears, contact the consultant again to discuss number of girls, any changes, and to confirm time, date, location etc.
- Thank the person.

See page 139 in Safety-Wise® for a sample letter to Program Consultants. Additional sample letters are provided in the Appendix.

Confirmations are important to send out to consultants just prior to the event, especially if arrangements were made several months before. You may also want to do a simple version for adult volunteers helping with the event. Be specific on dates, times, locations, and previous arrangements/agreements. Phone calls may suffice. See the appendix for a sample confirmation. Make sure to include any updated event information.

Council Staff

The Event Director should know who the Membership Manager is for the service unit and how to contact her. This is important for approval on complex events and also for procedures that you may be unsure of. Send a copy of all event information to the Membership Manager.

Training

Volunteers/consultants will appreciate knowing exactly what is expected. Consider holding a training to explain how the event will run and what they will be doing.

For additional information concerning committee and consultants refer to “The Right Person for the Right Job” on pages 38-40 in Safety and Risk Management.

Last Minute Changes

Have a backup plan or two in case a consultant should fall through with late notice. Have someone designated to be ready to fill in with a planned alternate activity.

IMPORTANT THINGS TO KNOW

As you finalize plans for your event, you want to be sure that everyone who attends has not only had a good time, but is safe while at the event. This chapter will help you to remember details that involve safety and insurance issues. You may not need all this information for your first event, but you should consult it each and every time you plan an event as the needs for the event will change.

For example, if you are planning a Thinking Day event for several troops or your service unit, you will be most concerned about a suitable site for the event. You should not only consult the Site Selection part of this chapter, but the sections dealing with Safety-Wise®, Contracts, and Safety. But each event, no matter how “simple”, involves different safety matters. If you are planning a skating party for the Brownie Girl Scouts in your service unit, you will have other concerns than the ones for Thinking Day. You will need to consult the Safety-Wise® and Site Selections, but when you think of site, think of how many girls will attend. Then consider—is the rink big enough? Will you allow siblings to attend? Will there be enough skates in the limited sizes that will be needed? Will there be a contract with the rink?

As you can see, each event brings with it needed questions in the area of safety. Review this chapter and you will begin to understand what information is in each section. As you plan events, use this chapter and the check list on the following page to help you “cover all the bases” so that your event will be fun and therefore safe and secure for all the participants.

Managing Risk

When planning an event, make sure that safety and security are well thought out. The Event Director is responsible for the safety and security of the event participants. Safety has to do with the prevention of injury and illness to the individual while they are participating in an activity of using facilities, supplies, equipment, and tools. Security has to do with the protection of lives and property of individuals, protection from the harmful actions of animals and from criminal acts of peoples.

Safety and security instructions, good supervision and maintenance of safe surroundings can prevent accidents and incidents. Careful planning and preparation prior to the event will ensure the practice of accident prevention and help to eliminate the need for first aid.

In a Girl Scout council, there are policies, standards, and procedures that must be followed for an event to take place. Policies are set by GSUSA and the local council’s Board of Directors. Council policies complement and strengthen the policies of GSUSA and address specific situations that are unique to an individual council. Refer to health and safety standards as outlined in Safety-Wise®, and to Girl Scouts of Eastern Pennsylvania Policies and Standards (see Volunteer Essentials), and to guidelines for Contemporary Issues (see Volunteer Essentials). Let Safety-Wise® be a guide for planning a safe event.

Safety-Wise®

Safety-Wise® is a resource compiled by Girl Scouts of the USA that is addressed to all adults in Girl Scouts with emphasis on those who work directly with girls. It has two purposes:

- to establish a safe and sound program experience that will protect and maintain the well-being of every Girl Scout
- to provide general safety guidelines, as well as specifics, for some common Girl Scout activities

If you do not have a copy of Safety-Wise®, ask for one from your Service Unit Manager.

Before your first planning meeting, make sure that you read or reread your Safety-Wise®. Take a copy of Safety-Wise® to your committee meetings as a reference when activities are suggested. Refer to “Basic Safety and Security Guidelines” for general information and the “Activity Checkpoints” for specific information about activities being considered for inclusion in the event.

When investigating a potential site, refer to Safety-Wise® for additional guidelines.

Safety and Risk Management

Safety and Risk Management in Girl Scouting is a resource published by Girl Scouts of the USA. It contains administrative information that may be helpful to policy-making volunteers, selected operational volunteers, and employed staff who carry responsibilities that relate to the management of program delivery. Unfortunately, it is no longer in publication so there are a very limited number of copies available.

If you need specific information that can be found in Safety and Risk Management, please don't hesitate to contact the Adult Development Coordinator at (610) 933-7555.

Site Selection

When selecting a site for the event, it is important to make sure that:

- The area is large enough, suitable, and safe for planned activities.
- The facility has adequate insurance and a Certificate of Insurance on file with Girl Scouts of Eastern Pennsylvania.
- The facility will allow you to use parts of the site that you need. Let them know specifically what type of things you need to use on site.
- The facility provides adequate qualified staff as appropriate.
- The equipment at the facility is up-to-date and in good working order.
- Check for security available.
- The site is suitable if an outdoor event in case of sudden, severe weather (heavy rain and flooding, high winds, electrical storms, etc.). For camping events, check tent sites and tent stability in regard to storms, flooding, etc.
- The site is easily accessible to participants and has adequate parking. Check for the ease of the flow of arriving and departing traffic for parents and leaders dropping off, picking up girls and to ensure that pedestrians do not have to cross through moving traffic.
- There are adequate toilet facilities to accommodate the expected attendance.
- The site can provide for proper storage and preparation of food to prevent illness. If you will be serving or selling food, many safety factors must be considered.
- The site has evacuation plans in case of fire or other emergencies. Ask for copies. Post this information.
- The group does not exceed the occupancy permit limits.
- There is a telephone available for your use. If not, then locate someone in the service unit who owns a cellular phone that you may use. Establish an emergency phone number for incoming calls.
- The site is accessible to individuals with disabilities.
- There are provisions for trash disposal.

Contracts

If the site requires that you sign a contract with a “hold harmless” statement, be careful. Do not sign the contract; take it with you and contact your Service Unit Manager or Membership Manager for direction. Most school districts require a hold harmless agreement to be signed when using their facility.

If the site requires a reservation form that does not include a “hold harmless” or “is responsible for”, a volunteer may sign this. If unsure, check with your Membership Manager.

No Girl Scout troop/group, individual or service unit may enter into a contract agreement for:

- the purchase of goods or services over \$500 for use or resale without the approval of the CEO
- the use of space or facilities without the approval of the CEO or her designee

For large purchases (more than \$500), work with your Membership Manager for correct procedures. Checks, rather than cash, are strongly recommended for all transactions. Make sure that detailed invoices and receipts are used to keep all finances in order. Refer to Safety and Risk Management page 16, “Transfer of Risk”.

Participants

Leaders must be registered members of Girl Scouts. Other participating adults should be registered members of Girl Scouts. Refer to page 33 in Safety and Risk Management concerning “Review of Releases and Agreements to Participate”.

Adults:

- must ensure that the appropriate adult-to-girl ratio is met for the troop they are with
- must have appropriate training required for the event - if you are planning a camp event, determine if an adult representative from each troop has taken the appropriate Outdoor Training
- must bring permission slips for all girls and health histories for all girls participating

Girls:

- must be registered members of Girl Scouts
- must give written permission slips to their leader or other designated adult signed by parent or legal guardian
- for Contemporary Issue programs that require special permissions, written parental approval or disapproval for each girl must be secured

Approval of Event

Verbal permission from your Service Unit Manager is required for:

- activities that are not considered adventure activities
- activities lasting up to two nights
- activities that DO NOT involve outdoor cooking or fires
- overnight stays in modernized cabins with facilities
- outdoor education programs conducted by outside agency

Written permission from your Service Unit Manager is required for:

- any adventure activity
- activities lasting three or more nights
- activities that DO involve outdoor cooking or fires
- overnight stays in rustic cabins, tents, A-frames, etc.
- outdoor education programs conducted by troop adults

Refer to Trip Procedures (see Volunteer Essentials and/or Troop Module) for definition of adventure activities and other details.

Insurance

In most situations, the insurance provided as part of membership will be sufficient for your event; however there are times when additional insurance needs to be procured. For basic Activity Accident Insurance information see the Volunteer Essentials. Also included is United of Omaha Insurance Summary and claim forms for additional insurance needs.

Contact the Girl Scout office for assistance with specific insurance concerns.

Certificates of Insurance

If using a non-council site, find out if the site will require that the Girl Scout council provide a Certificate of Insurance. This means that someone is asking you for proof of Girl Scouts of Eastern Pennsylvania's liability insurance. If so, submit an application for the certificate with council (See Volunteer Essentials). This can be arranged through your Membership Manager. Write down the name and address of the site and to whom the certificate should be sent.

If using a non-council site, find out if the site is required to have a Certificate of Insurance on file. Girl Scouts of Eastern Pennsylvania is required to have a Certificate of Insurance on file from the following Adventure Activities: horseback riding, roller skating/rollerblading, ice skating, gymnastics, downhill snow skiing, whitewater rafting, theme parks, rock climbing, repelling and also for transportation companies. Commercial general liability insurance in an amount of not less than \$1,000,000 is required. A list of current Certificates of Insurance on file is available from your Service Unit Manager.

** Bus hiring–Volunteer Essentials

Transportation Insurance

Troops/groups hiring buses must use a company that has a current Certificate of Insurance on file in the council office with a minimum of \$1,000,000 liability coverage.

Troops/groups renting vans must submit evidence with their Trip Application that insurance coverage for all drivers of \$100,000 to \$300,000 bodily injury liability or single limit \$300,000 liability insurance is in place.

Owners of private vehicles used for any Girl Scout activity should carry a minimum of \$100,000 to \$300,000 bodily injury liability or single limit \$300,000 liability insurance.

Refer to “Guidelines for Girl Scout Trips” on pages 60-63 in Safety and Risk Management for additional information regarding transportation.

Accident Insurance

Registered girls and adults are covered by GSUSA Basic Activity Accident Coverage Insurance (see Appendix). This is included with the \$10 annual membership dues for girls and adults. This is a

supplemental accidental insurance that covers what personal insurance does not. It does not include illness, activities lasting more than three days and two consecutive nights, or non-members (including tag-a-longs). Claim forms should be available all events and must be completed as soon as possible for any accident.

Determine if additional insurance coverage will be needed for non-members. Additional insurance may be purchased through Plan 2 (supplemental insurance to personal health insurance for accidents only). If the event lasts more than three days and two consecutive nights, additional insurance must be purchased through Plan 3E (supplemental insurance to personal health insurance for accident and illness) or 3P (primary insurance for accident and illness). See the Appendix for a sample copy of these.

Younger children (“tag-a-longs”) are the responsibility of their parents and are discouraged from attending events intended for girls of a specified age. Adult volunteers bringing small children should be made aware of this. Refer to “The Safety of Siblings” on page 42 in Safety and Risk Management.

Safety, First Aid and Emergencies

Some very important items to cover are:

- recruit a currently certified first-aider for the event. Some emergency squads are willing to serve as event first-aiders. For most large events, troops / groups should provide their own first-aider in addition to the event first-aider. (Safety-Wise®, p 36)
 - **LEVEL 1 First Aid** is required of the adult acting as the primary first-aider for the Girl Scout group activities indicated in the activity checkpoints.
 - **LEVEL 2 First Aid** is required of the adult acting as the first-aider at a resident camp; in core staff and family camping; at day events, overnights, and camping events with more than two hundred participants; and when activity checkpoints indicate that Level 2 First Aid is needed.
- Determine and communicate safety rules.
- Eliminate potential hazards from the site. Off-limits or dangerous areas must be clearly marked and all participants instructed.
- Determine a suitable location for your first aid station that is visible and convenient.
- Remind your first-aider to make sure that any incident, accident or illness is properly treated and the treatment recorded in a first aid log book. Documentation must include patient’s name, complaint or type of injury, treatment, name of person administering treatment, and date and time of treatment. Only an adult currently certified in First Aid should assist a victim except in the case of extreme emergency until qualified help arrives.
- Plan for a first aid kit and refill supplies that will be needed. Remember to take a few insurance claim forms (see Appendix for sample). These are available from your Service Unit Manager.

Compile a list of emergency phone numbers (ambulance, hospital, poison control center, police, fire, building maintenance, etc.) as well as driving directions from your site to the nearest hospital. Distribute and post information especially near telephones. Design a plan for managing emergency situations. Each of the following must be addressed:

- natural disasters (storms, tornados, floods, etc.)
- human-made emergencies (fires, etc.)
- medical emergencies
- lost children
- intruders

Train the event helpers, leaders, and participants on how to respond in an emergency. Establish and communicate emergency evacuation plan with all participants. Let them know who is in charge in these situations.

- Review Girl Scouts of Eastern Pennsylvania Procedures for Serious Accident, Emergency, or Crisis Situation as listed on the pocket size card (see Volunteer Essentials).
- Follow Girl Scouts of Eastern Pennsylvania's Incident/Accident Reporting Procedures (see Volunteer Essentials). An incident is an accident or illness to girls or adults in attendance at the event that required treatment by a medical professional OR an incident of serious verbal abuse or an unusual and/or serious behavioral situation.
- Publicize and enforce Girl Scouts of Eastern Pennsylvania's policy on alcohol and smoking.

Take into consideration setting rules concerning adults smoking in the presence of girls.

You will find the following current information in the Volunteer Essentials Appendix for:

- Serious Accident, Emergency, or Crisis Situation Card
- Girl Scouts of Eastern Pennsylvania Policies and Standards
- Girl Scouts of Eastern Pennsylvania Guidelines for Controversial/Contemporary Issues
- Trip Procedures
- Campsite Application
- Application for Certificate of Insurance **requested through the Program Department
- United of Omaha Insurance Coverage Summary
- Basic Claim Form (Appendix)
- Plan 2 Enrollment Form (Appendix)
- Plan 3E Enrollment Form (Appendix)
- Plan 3P Enrollment Form (Appendix)
- Incident/Accident Reporting Procedures and Report Form

NOW THAT IT'S OVER

You should be able to look back on the event and be proud of the program that you provided for girls!

Consider doing an event evaluation. One type is included in this booklet for you, but you may want to devise one of your own. Evaluations are an important measuring tool that find out what was successful, what could be improved should the event be planned again, what could be deleted, etc. Refer to page 67 in Safety and Risk Management for information on evaluations.

Thank you notes are important to send out, especially to anyone that helped that is not involved with Girl Scouts on a regular basis.

A Final Event Financial Report should be completed and given to the Service Unit Manager and/or the Service Unit Treasurer. This report can be very simple. A sample copy has been provided for you in this chapter.

If any accidents occurred, an Incident/Accident Report (see Volunteer Essentials) should be filed with the appropriate staff member of Girl Scouts of Eastern Pennsylvania.

A GSUSA Claim Form from United of Omaha should be given to any injured person (see Appendix).

Hopefully, all went well and you can sit back and relax!

When you are ready to advance to complex events, and you have successfully completed **two** simple Girl Scout events, you may register for an Event Director Level 2 course when available.



Service Unit Name _____

Service Unit # _____

EVENT EVALUATION

Name of Event _____

Date _____

Level: Girl Scout Daisy Girl Scout Brownie Girl Scout Junior
 Girl Scout Cadette Girl Scout Senior Girl Scout Ambassador

Please consult with your girls in completing this evaluation.

The part that we liked best was

Something that we learned was

If you could add anything to the event it would be

Would you come to this event again? _____ Yes _____ No

Our leader suggests:

Please return this form to the volunteer Event Director. Thank you!



EVENT FINANCIAL REPORT

Name of Event _____ Date of Event _____

Location _____

Total # of Girls _____ Total # of Adults _____

INCOME	Amount Budgeted	Actual Collected
Total fees	_____	_____
Sale of leftover event supplies/food	_____	_____
Donations	_____	_____
Other	_____	_____
TOTAL INCOME	_____	_____

EXPENSES	Amount Budgeted	Actual Cost
Facility	_____	_____
Program supplies	_____	_____
patches	_____	_____
general supplies	_____	_____
Consultant fees	_____	_____
Food supplies for meals/snacks	_____	_____
Transportation	_____	_____
Insurance	_____	_____
Office supplies	_____	_____
paper, copies, postage, phone	_____	_____
Other	_____	_____
TOTAL EXPENSES	_____	_____

EVENT FEE

TOTAL INCOME _____

TOTAL ACTUAL COSTS **less** _____

PROFIT OR LOSS **=** _____



EVENT DIRECTOR LEVEL 1 AGREEMENT

Upon completion of this home study course, please complete the Skills Assessment on the reverse side, review this agreement, fill in the section at the bottom, and return it to the following address:

Girl Scouts of Eastern PA
Adult Development Coordinator
P.O. Box 814
Valley Forge, PA 19482

Once we receive this agreement and Skills Assessment we will update your record to reflect completion of Event Director Level 1. Please retain a copy for your personal file.

The Event Director

- is appointed by the Service Unit Manager
- accepts the Girl Scout Promise and Law
- registers as a member of Girl Scouts of the USA
- plans and directs events for girls and/or adults that provide relevant experience in accordance with Girl Scout program, policies, standards, and procedures

The Event Director is responsible for:

- developing and directing a total plan for the event
- providing a varied, well-balanced program that involves progression of activities and girl/adult planning
- recruiting and managing an event committee
- developing a budget and be accountable for all money collected
- publicizing the event
- maintaining an effective working relationship with event staff, council staff, parents, and the community
- adhering to health and safety standards as outlined in Safety-Wise®
- adhering to Girl Scouts of Eastern Pennsylvania's Council Policies and Guidelines for Contemporary Issues
- evaluating the event upon its completion

I have read this agreement and plan to fulfill the duties to the best of my ability.

Signature _____

Date _____

Service Unit Name/No. _____

Name (please print) _____ Email address _____

Address _____



SKILLS ASSESSMENT

Please return this form along with your Event Director Level 1 Agreement.

1. Who appoints an Event Director?

2. How far in advance should a simple event be scheduled?

3. What does event program need to fit?

4. Who, other than troop leaders, can be recruited for an event committee?

5. How can event supplies be secured through Girl Scouts of Eastern Pennsylvania?

6. Through what primary source does event money flow?

7. What are two ways to promote an event?

8. Why does the Service Unit Manager need to know the financial result of an event?

9. Why is it important for an Event Director to attend service unit meetings?

10. How can it be verified that a Certificate of Insurance is on file with Girl Scouts of Eastern Pennsylvania and with the site/property if required by one or both?

Name _____

Date _____

APPENDIX

GIRL SCOUTS OF EASTERN PENNSYLVANIA FORMS

Refer to the Volunteer Essentials, a valuable resource book available through your service unit and/or www.gsep.org for such forms as:

- Application for Certificate of Insurance
- Site Rental Applications for Troops/Groups or Service Unit Camporees
- Certificates of Insurance on file (available online at www.gsep.org)
- Guidelines for Any Contemporary/Controversial Issues
- Incident/Accident Report
- Parent Permission for Troop Activity
- Volunteer Policies
- Procedures for Serious Accident, Emergency, or Crisis Situation
- Procedures for Troop/Group and Service Unit Finances
- Volunteer Resource Connection (see GSEP's Program Guide)
- Agreement of Sponsorship
- Tax Exempt / I.D. Numbers
- Troop Trip Application
- Mutual of Omaha Insurance Girl Scout Coverage Summary

GIRL SCOUTS OF THE USA FORMS

- Sample A Claim Form
- Sample B Plan 2 Enrollment Form (available online at www.gsep.org)
- Sample C Plan 3E Enrollment Form (available online at www.gsep.org)
- Sample D Plan 3P Enrollment Form (available online at www.gsep.org)

GENERIC FORMS

- Sample E Consultant Contact Form / Confirmation Letter
- Sample F Patch Companies
- Sample G Program Materials (Example is Thinking Day)
- Sample H Sample Schedule / Kaper Chart
- Sample I Service Unit Event Roster Form

INSTRUCTIONS: Press down—you are making multiple copies.
Troop Leader retain third copy.
Mail first and second copies to Council.

SEE REVERSE SIDE FOR FRAUD LANGUAGE.

GIRL SCOUTS OF THE U.S.A.
CLAIM FORM



Mail any additional bills (properly identified by injured person and Council name) to:

Special Risk Services
United of Omaha Life Insurance Company
P.O. Box 31156
Omaha, Nebraska 68131
1-800-524-2324



CLAIMANT INFORMATION — ALL QUESTIONS MUST BE ANSWERED

Name of claimant _____ Identification Number _____ Age _____

Claimant's address _____ Number and Street _____ City _____ State _____ ZIP Code _____

If claimant is a minor, name of parent or guardian _____ Phone Number () - _____

Address of parent or guardian _____ Number and Street _____ City _____ State _____ ZIP Code _____

If your organization has selected coverage containing a Nonduplication amount, the benefits will be considered as follows: The Nonduplication amount, as stated in your selected coverage, of medically necessary services and supplies can be paid regardless of other insurance coverage. For expenses over the Nonduplication amount, or if you expect the total to exceed the Nonduplication amount, you must submit to your primary insurance carrier. We require their Explanation of payment even if it is applied to your deductible. If Denied, send a copy of your denial notice. Include itemized bills.

Father, Guardian or Claimant's (If adult) Employer's Name and Address: _____ Phone No. () - _____

Mother, Guardian or Spouse's Employer's Name and Address: _____ Phone No. () - _____

Name of all companies providing your insurance coverage or prepaid health plans.
Name of Company _____ Address _____ Policy or Certificate No. _____

If you do not have other coverage, sign and date the following statement.

I, _____, on _____, verify there is no other insurance coverage available for these and all expenses related to this claim.

I hereby certify that all above information is true and complete.

Signature (Parent/Guardian) _____ Date _____

GIRL SCOUT LEADER STATEMENT
Troop Number _____ Level: 0 Daisy 1 Brownie 2 Junior 3 Cadette 4 Senior 5 Adult Member 6 Nonmember Child 7 Nonmember Adult 8 Staff 9 Seasonal Staff

Name of Council _____ Council No. _____ Phone Number () - _____

Council's address _____ Number and Street _____ City _____ State _____ ZIP Code _____

Date and place of accident or sickness	Date and location	Nature and details of injury or sickness
--	-------------------	--

Activity information	Type of activity (check below):	1. Autos/Vehicles	2. Slips/Falls on/at/over/from	3. Using Tools	4. Aquatics (in/on water)	6. Skating
	Driver	Equipment/Furniture	Saw	Swimming/Diving	Roller Ice	
	Passenger	Animals	Knife	Boating/Canoeing		
	Pedestrian	Other (carpet, log, stairs, etc.)	Stove	Water Skiing	7. Illness/Sickness	
			Kiln	5. Poisonous Plants/Insects (poison ivy/bee stings)	8. Other Accident	
			Other			

Overnight events: Was this an overnight event? Yes No If "Yes," number of nights _____
Name of event: _____
Indicate dates of attendance from _____ to _____

Troop validation or authorized activity representative's validation: We hereby certify that the insured person is a currently registered Girl Scout or that the required premium for insurance coverage has been paid for this person and that the claimant was participating in an authorized Girl Scout activity as described above.

Activity Representative's Signature/Troop Leader's Signature _____ Date _____

Street Address _____ City _____ State _____ ZIP Code _____

Did injury occur during course of employment? Yes No
Claims covered by the Council's workers' compensation policy should not be submitted to United of Omaha.

I certify that this injury or sickness occurred as described and that the activity was sponsored and supervised by the Girl Scouts.
Council Official's Signature _____ Date _____

Claim is made under the following Plan:
Plan 1 - Basic Coverage
Plan 2 - Participant Accident
Plan 3E - Extended Event
Plan 3P - Extended Event
Plan 3PI - International Extended Event
International Inbound

M18979 4-03

ATTACH ITEMIZED BILLS WITH A DOCTOR'S DIAGNOSIS



Plan 2

Enrollment Form for Girl Scout Councils



1. Submit the completed enrollment form through the Girl Scout Council for approval.
2. Following Council approval, the Council will send the completed enrollment form and premium (made payable to United of Omaha Life Insurance Company) directly to: Mutual of Omaha Companies, Special Risk Services, P.O. Box 31716, Omaha, NE 68131. Enrollment form and premium must be received by Mutual of Omaha prior to 12:01 a.m. of the first day of the Girl Scout event.

FROM:
 Name of Council _____
 Address _____
 City _____ State _____ ZIP _____

**(Please complete the address portion
 in full. This will be used to return
 the Council's verification copy.)**

Council approval is required — forms without the appropriate Council signature cannot be processed; troop leaders should not submit enrollments directly to Mutual of Omaha Companies.

Council Code No.

Leader name or name of person submitting this form _____

Please provide Accident Insurance to cover all enrolled participants in the following approved, supervised Girl Scout activities (except statutory employees covered under workers' compensation):

Schedule of Each Event

	(1)	(2)	(3)	(4)	(5)		
Name and Location of Event	Beginning Date	Ending Date	Number of Participants	Number of Days	Number Participant Days (1 x 2)	Premium Each Day @ 11¢	Total (3 x 4)
SAMPLE: CAMPING	2/5/XX	2/9/XX	25	5	125	\$.11	\$ 13.75
1.						.11	
2.						.11	
3.						.11	
4.						.11	
5.						.11	
TOTAL	N/A	N/A				.11	

Check made payable to UNITED OF OMAHA LIFE INSURANCE COMPANY for the TOTAL PREMIUM shown above is enclosed. MINIMUM PREMIUM is \$5.00, except that several enrollment forms included in one submission may be combined to meet the minimum.

Council Signature _____ Title _____ Date _____

FOR HOME OFFICE USE ONLY

Verification of Coverage to Council		SGS20
Approved as Submitted <input checked="" type="checkbox"/> _____ <small style="text-align: center;">Signature Date</small>	Approved with Change Marked <input checked="" type="checkbox"/> _____ <small style="text-align: center;">Signature Date</small>	

M19059 8-02 1 - United of Omaha (Claims) 2 - United of Omaha (Council) 3 - United of Omaha (SRS)

Underwritten by United of Omaha Life Insurance Company



Plan 3E

Enrollment Form for Girl Scout Councils



Underwritten by
United of Omaha Life
Insurance Company

1. Submit the completed enrollment form through the Girl Scout Council for approval.
2. Following Council approval, the Council will send the completed enrollment form and premium (made payable to United of Omaha Life Insurance Company) directly to: Mutual of Omaha Companies, Special Risk Services, P.O. Box 31716, Omaha, NE 68131. Enrollment form and premium must be received by Mutual of Omaha prior to 12:01 a.m. of the first day of the Girl Scout event.

FROM:
Name of Council _____
Address _____
City _____ State _____ ZIP _____

**(Please complete the address portion
in full. This will be used to return
the Council's verification copy.)**

Council approval is required — forms without the appropriate Council signature cannot be processed; troop leaders should not submit enrollments directly to Mutual of Omaha.

Council Code No.

Leader name or name of person submitting this form _____
Please provide Accident and Sickness Insurance to cover all enrolled participants in the following approved, supervised Girl Scout activities (except statutory employees covered under workers' compensation):

Schedule of Each Event

Name and Location of Event	Beginning Date	Ending Date	Number of Participants	Number of Days	Number Participant Days (1 x 2)	Premium Each Day @ 28¢	Total (3 x 4)
SAMPLE: CAMPING	2/5/XX	2/9/XX	25	5	125	\$.28	\$ 35.00
1.						.28	
2.						.28	
3.						.28	
4.						.28	
5.						.28	
TOTAL	N/A	N/A				.28	

Check made payable to UNITED OF OMAHA LIFE INSURANCE COMPANY for the TOTAL PREMIUM shown above is enclosed. MINIMUM PREMIUM is \$5.00, except that several enrollment forms included in one submission may be combined to meet the minimum.

Council Signature _____ Title _____ Date _____

FOR HOME OFFICE USE ONLY

Verification of Coverage to Council		SGS21
Approved as Submitted <input checked="" type="checkbox"/> _____	Approved with Change Marked <input checked="" type="checkbox"/> _____	
Signature	Date	Signature
/___/___	/___/___	/___/___

M19060_0903



Plan 3P

Enrollment Form for Girl Scout Councils



1. Submit the completed enrollment form through the Girl Scout Council for approval.
2. Following Council approval, the Council will send the completed enrollment form and premium (made payable to United of Omaha Life Insurance Company) directly to: Mutual of Omaha Companies, Special Risk Services, P.O. Box 31716, Omaha, NE 68131. Enrollment form and premium must be received by Mutual of Omaha prior to 12:01 a.m. of the first day of the Girl Scout event.

FROM:

Name of Council _____
 Address _____
 City _____ State _____ ZIP _____

**(Please complete the address portion
 in full. This will be used to return
 the Council's verification copy.)**

Council approval is required — forms without the appropriate Council signature cannot be processed; troop leaders should not submit enrollments directly to Mutual of Omaha Companies.

Council Code No.

Leader name or name of person submitting this form _____

Please provide Accident and Sickness Insurance to cover all enrolled participants in the following approved, supervised Girl Scout activities (except statutory employees covered under workers' compensation):

Schedule of Each Event

Name and Location of Event	Beginning Date	Ending Date	(1)	(2)	(3)	(4)	(5)
			Number of Participants	Number of Days	Number Participant Days (1 x 2)	Premium Each Day @ 60¢	Total (3 x 4)
SAMPLE: CAMPING	2/5/XX	2/9/XX	25	5	125	\$.60	\$ 75.00
1.						.60	
2.						.60	
3.						.60	
4.						.60	
5.						.60	
TOTAL	N/A	N/A				.60	

Check made payable to UNITED OF OMAHA LIFE INSURANCE COMPANY for the TOTAL PREMIUM shown above is enclosed. MINIMUM PREMIUM is \$5.00, except that several enrollment forms included in one submission may be combined to meet the minimum.

Council Signature _____ Title _____ Date _____

FOR HOME OFFICE USE ONLY

Verification of Coverage to Council		SGS21
Approved as Submitted <input checked="" type="checkbox"/> _____ / ___ / ___	Approved with Change Marked <input checked="" type="checkbox"/> _____ / ___ / ___	
<small>Signature</small>	<small>Date</small>	<small>Signature</small>
	<small>Date</small>	

M19061_0903

Underwritten by United of Omaha Life Insurance Company



CONSULTANT CONTACT FORM

Name _____ Date _____

Agency/Corporation/Business Representing _____

Address _____

City _____ State _____ Zip _____

Day Phone _____ Evening Phone _____

Which grade level of Girl Scouts would you prefer to work with?

- Girl Scout Daisy Kindergarten – Grade 1
- Girl Scout Brownie Grades 2 – 3
- Girl Scout Junior Grade 4 – 5
- Girl Scout Cadette Grade 6 – 8
- Girl Scout Senior Grade 9 – 10
- Girl Scout Ambassador Grade 11 – 12

Topic _____

“Catchy” name for workshop _____

Brief description of what the girls will do:

Any special equipment they will need:

Any special credentials the presenter possesses:

Fee, if any _____

Other comments:

Name of person making the contact _____

Day Phone _____ Evening Phone _____



CONSULTANT CONFIRMATION LETTER (sample)

DATE

CONSULTANT NAME

CONSULTANT ADDRESS

Dear _____,

Thank you for agreeing to serve as a consultant for Girl Scouts of Eastern Pennsylvania's [NAME OF SERVICE UNIT] Service Unit Health and Fitness Event on [DATE] at [LOCATION]. In this letter you will find a confirmation of your participation in this event as well as directions and information about where to check in that day.

Your Workshop Title _____

- Grade Level: _____ Girl Scout Daisy Kindergarten – Grade 1
- _____ Girl Scout Brownie Grades 2 – 3
- _____ Girl Scout Junior Grade 4 – 5
- _____ Girl Scout Cadette Grade 6 – 8
- _____ Girl Scout Senior Grade 9 – 10
- _____ Girl Scout Ambassador Grade 11 – 12

Check-In Location _____

Time of First Workshop _____

Please plan to arrive at least thirty minutes before the start of your session to allow time for check-in and setting up. As previously mentioned, we will provide lunch for our consultants. You will receive a schedule card when you check in.

We are truly thrilled that you will be participating in this event. Rest assured that the over [# OF GIRLS ATTENDING] Girl Scouts in attendance will be there with shiny, happy faces ready for your exciting presentation. Remember, Girl Scouts love to be active, so please try to incorporate it into your presentation!

If you have any other questions or special needs, please do not hesitate to call me at your convenience. See you on [DATE]!

Very sincerely,

Event Director

[NAME OF SERVICE UNIT] Service Unit

POTENTIAL PATCH COMPANIES

Advantage Emblem, Inc.

1086 88th Avenue West
Duluth, MN 55808-8022
1-800-626-4948 FAX: 218-626-2916
<http://www.advantageemblem.com>

Barash Group, The

702 Cornerstone Ln.
Bryn Mawr, PA 19010-2074
610-527-7266 FAX: 610-520-9475
<http://www.barashgroup.com>

Carolina Emblem Co., Inc.

PO Box 100
Campobello, SC 29322-010
864-468-4963 FAX: 864-468-4956
<http://www.carolinaemblem.com>

Designs to a "T"

22 Watertree Dr.
East Syracuse, NY 13057-1904
315-463-9740 FAX: 315-463-9740

GSUSA

420 Fifth Ave.
New York, NY 10018-2798
1-800-221-6707 FAX: 1-800-643-0639
<http://www.girlscouts.org>

Hallmark Emblems, Inc.

2401 Tampa St.
Tampa, FL 33602-2141
1-800-237-2567 FAX: 813-273-0564
<http://www.hallmarkemblems.com>

Image Screen Printing

2111 Hwy. 15 N
Pontotoc, MS 38863-9607
662-489-2741 FAX: 662-489-6084

PROGRAM MATERIAL

THINKING DAY CELEBRATIONS

February 22nd is called Thinking Day. On this day, Girl Scouts and Girl Guides all around the world think about their sisters in the World Association of Girl Guides and Girl Scouts (WAGGGS) and international friendship. It is important for us to remember that we are part of an international movement. February 22nd was chosen because it is the birthday of both Lord Baden-Powell, the founder of Boy Scouting, and his wife, Lady Baden-Powell, who was the World Chief Guide of the Girl Guide/Girl Scout movement.

Thinking Day was first celebrated in 1927, and should be the highlight of a ceremony or celebration for all Girl Scout troops. If girls do not know who Lord and Lady Baden-Powell are, and what influence they had on Juliette Low and the founding of Girl Scouting in the United States, review the story of the founding of Girl Scouting, found in the beginning of any handbook. Juliette believed it was very important that Girl Scouts be aware of their membership in a worldwide movement.

Thinking Day is a good time to teach Girl Scouts about WAGGGS and their World Association Pin. The World Association of Girl Guides and Girl Scouts is the international organization supporting Girl Scouting around the world. As of July 1996, there were 136 countries that have membership organizations. The WAGGGS Pin is one of two official pins that a Girl Scout wears on her uniform. Each girl should understand what each pin means, and why she wears them. Their Daisy Girl Scout membership, Brownie Girl Scout membership or Junior / Cadette / Senior Girl Scout membership pin should have been received at the Investiture/Rededication ceremony held in the fall. The membership pins are in the shape of a trefoil, meaning three leaves. These leaves represent the three parts of the Girl Scout Promise. The World Association Pin also shows a trefoil, because Girl Scouts and Girl Guides everywhere make a three-part promise. The two stars stand for the Promise and Law. The vein is the compass needle that points the way to go. The base stands for the flames of international friendship. In the current WAGGGS Pin, the former flames were replaced with a more contemporary design to represent the forward-looking nature of the Movement. The blue and gold colors stand for the blue sky and the sun that shines on girls all over the world.

Activities that focus on language, clothing, music, and food from around the world are a good way to get young girls involved in the celebration. Every council can help girls to think worldwide by building an appreciation of the diversity that exist within their own communities. In addition to culture, this should include ethnicity, race, age, economics, and physical and mental ability.

Thinking Day is also a good time to learn about the Juliette Low World Friendship Fund. After she died in 1927, this fund was established by Girl Scouts of the U.S.A. in honor of her and her vision of international friendship. It was created to provide money to promote Girl Scouting and Girl Guiding throughout the world. The money raised for the Fund supports international friendship through service projects, training events, and exchange visits for Girl Scouts from member countries. Donations to the JLWFF come through troops, councils, and individuals throughout the year and especially on Thinking Day. Each year, troops donate to the Fund by donating a penny a pound, penny per cookie sold last year, or whatever creative way leaders and girls design to allow girls to support Girl Scouting on an international level. Troops send money raised for the Fund to the council center, in the form of one check made out to GSEP. It is forwarded to the JLWFF in New York with all other troop contributions.

The Juliette Low World Friendship Fund makes possible an annual contribution to the Thinking Day Fund of the World Association of Girl Guides and Girl Scouts. This fund was initiated in 1932 at the Seventh World Conference. Funds help extend the Girl Scout Movement by:

- providing for exchanges of trainers between countries
- by sponsoring special projects to hold literacy classes for women and children learning to read and write
- growing food, harvesting crops, and teaching about nutrition as well as ways to preserve food
- aiding Girl Scouts and Girl Guides affected by natural disasters such as famine, floods and earthquakes
- preparing handbooks in the languages girls read in their own countries
- providing transportation to people who are helping leaders in villages working with troops
- protecting wildlife

A Thinking Day patch is available for purchase for girls that participate in Thinking Day activities. Girls do not need to complete a set number of activities to wear this participatory patch. SAMPLE - G The patch can be purchased at Girl Scouts of Eastern Pennsylvania's retail shops.

FRENCH CREEK / SCHUYLKILL SERVICE UNIT

FALL FROLIC SCHEDULE

2:00 PM	Adults on committee arrive
2:45	Girls arrive, meet troop leader
3:00	Friendship webs
3:20	Opening ceremony
3:30	First activity
4:00	Second activity
4:30	Third activity
5:00	Fourth activity
5:30	Fifth activity
6:00	Dinner on troop blankets
6:30	Special guest
7:00	All American cheers / campfire
8:00	Daisy and Brownie dismissal
8:30	Junior and Cadette dismissal

REMINDER: Plastic name tags must be returned to the registration table before you leave the event. Any tags that are missing will be expected to be replaced at a cost of \$.25 each.

	WINDSOCKS	GAMES	COOKING	CHEERS	POTTERY
3:30 PM	PURPLE	ORANGE	YELLOW	BLUE	RED
4:00 PM	RED	PURPLE	ORANGE	YELLOW	BLUE
4:30 PM	BLUE	RED	PURPLE	ORANGE	YELLOW
5:00 PM	YELLOW	BLUE	RED	PURPLE	ORANGE
5:30 PM	ORANGE	YELLOW	BLUE	RED	PURPLE



SERVICE UNIT EVENT ROSTER

SERVICE UNIT # _____

Location of Event _____

Date of Event _____

Event Director _____

Cost of Event _____

TROOP #	REGISTERED ADULT-IN-CHARGE	GIRLS/ ADULTS			

Event Director will send one copy of this roster to the Service Unit Manager at least one week prior to the event