



Girl Scouts.

Girl Scouts, San Diego-Imperial Council

# Event Approval Checklist

*For staff use only:*  
 Date Submitted \_\_\_\_\_  
 Date Approved \_\_\_\_\_

This tool is designed to assist in event planning. The completed form must be approved by the Activity Consultant or Volunteer Support Coordinator (in absence of the Activity Consultant). If needed, attach additional information, and/or fliers. If a money-earning project, please attach approved money-earning project form. If requesting publication in resource centers, service unit distribution or Program News, please submit to program manager.

### Event Details

Title of Workshop/Event \_\_\_\_\_ Date \_\_\_\_\_ Time  
 (start) \_\_\_\_\_ (end) \_\_\_\_\_ Location (site name & address) \_\_\_\_\_

If on council property, have you made your reservation? \_\_\_ Yes \_\_\_ No (attach copy of reservation)

If off council property, do you have a certificate of liability insurance from the site? \_\_\_ Yes \_\_\_ No (attach a copy)

PAL (circle all that apply) Daisy Brownie Junior Cadette Senior Ambassadors

Expected # (girls) \_\_\_\_\_ (adults) \_\_\_\_\_ Maximum participants for site \_\_\_\_\_

Fee: \_\_\_\_\_ Money-earning project form submitted? \_\_\_ Yes \_\_\_ No (attach copy)

### Event Director Contact Information

Main contact name \_\_\_\_\_

Mailing address \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Phone # (day) (\_\_\_\_\_) \_\_\_\_\_ (evening) (\_\_\_\_\_) \_\_\_\_\_

E-mail \_\_\_\_\_

Event Director Training Completion Date \_\_\_\_\_ Service Unit \_\_\_\_\_

### Request for Publication: (mark any that apply)

- Program News (Month: \_\_\_\_\_)
- Resource Center
- SU Distribution
- Other \_\_\_\_\_

### Workshop/Event Overview

Outline/agenda of event in appropriate time increments:

**Sample: Give detailed information on the day's agenda.**

|             |  |
|-------------|--|
| 9-9:15      | Check-in   |
| 9:15-9:30   | Introductions  |
| 10:20-10:50 | Activity #1 (include specific PAL earned award activity; Try-Its, Badge . . .) |

Goals: (what do you hope participants get out of the experience) \_\_\_\_\_

How has girl planning been incorporated into the planning and implementation of this event \_\_\_\_\_

If providing Girl Scout earned award through workshop/event please provide detail (which earned award, how you will meet the requirements; for example: Brownie "Making Music" Try-Its, activities #1, 2, 4 & 5)

Daisy Petals \_\_\_\_ Brownie Try-It \_\_\_\_ Junior Badge \_\_\_\_ Interest Projects \_\_\_\_  
Other (indicate what) \_\_\_\_\_

**Safety and Risk Management Checklist** (review with your service unit activity consultant)

- Reviewed the *Safety-Wise* activity checkpoints and assure they will be covered
- Expectations for girl readiness and skill level have been determined and communicated
- Arrangements made for any specialized equipment
- Additional insurance purchased (if necessary)
- Program leaders have the necessary training/ experience/ certification
- Program leaders (including non-Girl Scout adults) have clearly defined expectations as to their responsibilities, arrival and departure time, supplies and equipment, clean-up procedures, etc.
- Site visit completed and deemed safe and appropriate for Girl Scouts
- Site hazards identified and a clear safety management plan will be shared with all participants
- Adequate restrooms and available drinking water have been identified
- Location of nearest emergency medical treatment facility and directions have been identified
- Plans developed for missing person, unfamiliar person or other potential crisis situation
- Evacuation plan established in case of fire or natural disaster, and will share information with participants
- Participants will be informed well in advance regarding any preparation, skills, equipment, clothing, etc. needed for the event

**Event First Aider Information**

Each troop responsible for their own first aid \_\_\_\_ Yes \_\_\_\_ No

Event First Aider Name \_\_\_\_\_ Phone (\_\_\_\_\_) \_\_\_\_\_

Type of Certification \_\_\_\_\_ Exp. Date \_\_\_\_\_

- Level I       Level II (for events of 200 or more participants)

|  |
|--|
| <p><b>Signatures</b></p> <p>_____<br/>Activity Consultant (<i>Safety &amp; Risk Management reviewed – if necessary</i>)</p> <p>_____<br/>Money-Earning Project Approval (<i>if applicable; SUM, or VSC if earnings over \$250</i>)</p> <p>_____<br/>Program Approval (<i>program staff member</i>)</p> |
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