



Directing Girl Scout Events and Series

A self-study guide and planning resource



The Girl Scout Promise

On my honor, I will try:
To serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place, and
be a sister to every Girl Scout.

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Welcome!

Thank you for volunteering your time to provide girls an enriching event! This self-study guide and planning resource is for individuals directing an event, or a series. Read pages 1-27 carefully, then browse the planning tools in the appendix. After completion of self-study, take the assessment quiz at the end of the booklet, then follow the instructions for course credit.

Service unit managers and council staff appoint event directors. Completion of this course does not guarantee appointment.

Using this guide

The *Directing Girl Scout Events* guide includes tips and tools to support you and your committee through all phases of the planning process. A recap of pertinent Girl Scout guidelines is included, based on resources available at time of publication. Be sure to check back periodically, as these resources are updated on an as-needed basis. You are responsible for using current materials. Use this guide in conjunction with Volunteer Essentials (including Safety-Wise Chapter 4) as well as any applicable Safety Activity Checkpoints.

Read this guide when you first envision directing an event or series, to gain an overview of the project. Some of the topics will not apply to your particular event—and you may need to identify additional tasks not contained in the checklists. Continue to use the guide as a resource as the event develops, and again when new event or series opportunities present themselves.

Tips and guidelines are organized in a Discover, Connect and Take Action format. A series of detailed checklists are provided in a chronological framework. Use both parts together to plan your unique event or series. Since each event or series is a bit different, you may work on some topics concurrently, or in a different order than the way they're outlined...and that's okay! An appendix has sample forms you may need, many of which can be downloaded and customized. Use these tools in a way that works for you, your team and your project.



Copy the checklists and use them for each event you direct. Share the information contained with others in your planning group. Consult experts in your service unit or at the Girl Scouts San Diego office when you need help. Most of all, enjoy the process of working with others as you go—this is as important and meaningful as the event itself!

Important note:

- If you are an adult, make girl participation in the planning process a **priority**. Share as much responsibility as possible with girls of all levels.
- If you're an older Girl Scout or a group of girls, enlist the support of a responsible grownup to handle items requiring adult authority.

The Girl Scout Leadership Experience (GSLE)

The GSLE model engages girls by using three keys to leadership:

- **Discover:** Girls understand themselves and their values and use their knowledge and skills to explore the world.
- **Connect:** Girls care about, inspire, and team with others locally and globally.
- **Take Action:** Girls act to make the world a better place.

This is what makes Girl Scouts, well...Girl Scouts! Keep the three keys to leadership in focus as you goals and activities. This will help keep you stay on track for meaningful and fun programs. To learn more about the GSLE, refer to the council website or the publication *Transforming Leadership*.

In this guide, we'll share tips on how to...

- **Discover** a purpose for your event, potential participants and quality program development, plus explore some sample ideas.
- **Connect** with other girls and adults for planning, execution and participation. Gain approval for your proposal and your event plans, and evaluate and report the event results.
- **Take Action** using a number of nuts-and-bolts resources for managing finances, safety, food, location and other necessities.

Goals of the course

Event or Series Directors who complete this self-paced course will be able to:

- List the responsibilities and mechanics of planning and executing an event or series
- Set goals for an event or series
- Write a Safety Management Plan
- Understand techniques to develop an event budget, incorporate pluralism, special needs and girl planning
- Identify and use procedural forms

Definitions of Events and Series...what's the difference?

A get-together of girls and adults becomes an event when:

- Attendance is more than two troops, and expected to be more than 50 people, or
- The activities require complex planning

In these cases, a committee (i.e., working group or girl planning board) forms to take on responsibility for all facets of the program: program planning, budget, safety, and implementation. As event director, you'll oversee the group's progress.

A one-time occurrence is an “event” while a succession of occurrences is a “series.” A series may have fewer participants than 50, but might be complex due to added logistical. For brevity, we will often use the word “event” in this booklet. You can substitute “series” in each instance.

Events and series can be sponsored by regions, service units, troops, interest groups or individuals. Note that this training does not cover encampments — campouts involving three or more troops/groups. Girl Scouts San Diego offers a separate Encampment Director class.

Course credit and self-assessment quiz

To receive credit for taking this course, take this quiz online at www.surveymonkey.com/s/ALSelf-Assessment.

Girl Scouts San Diego is committed to providing flexible learning alternatives. You may request an oral, audio or hard-copy version of this quiz. For an alternate version of the quiz, email training@sdgirlscouts.org or call the adult learning assistant at (619) 610-0779.

My key resources

My key resources	Name	Contact info
Service Unit Manager	_____	_____
Volunteer Support Coordinator	_____	_____
Activity Consultant	_____	_____
Website	www.sdgirlscouts.org	_____
Other	_____	_____

DISCOVER: gathering information

Goals and Mission: Finding a Purpose for Your Event or Series

What are the goals for this event? Whether you're planning a traditional service unit event, or creating a brand-new series, base goals on group feedback, a group needs assessment, the Girl Scout Promise, Law, or Mission and the Girl Scout Leadership Experience. Consider:

- What will girls gain from participating?
- Is the event intended to give girls a chance to connect across program levels?
- Is this a money-earning activity?

In short, **why are you doing this?**

To focus the scope of your event, use the **Pre-Planning Phase Checklist** in the appendix. Here are some tips on how to get ideas flowing among the girls and volunteers planning this event:

- Ask leading questions that can't be answered with a simple yes or no.
- Brainstorm ideas on a white board or easel.
- Review evaluations from past, related events.
- If a site or season has been identified, help them envision what would be fun there or at that time. For example, if the event will be in August, ask them, "what might feel great on a hot day?"
- Break into smaller groups and give each a task, such as, "think of three themes for our event, and report back." This can be especially helpful if girls are new to each other.



Program Ideas—to get you started

- | | |
|---|---|
| <ul style="list-style-type: none"> • Service unit family event • Cookie rally • World Thinking Day event • Bridging ceremony • Girl Scout Week event • Investiture and/or rededication ceremony • Journey series • Skill-building day or badge series • Court of Awards • Recruitment event | <ul style="list-style-type: none"> • Event supporting Bronze, Silver or Gold Award Take Action efforts • Juliette Gordon Low Birthday celebration • SHARE (Share Her Annual Real Expense) fundraiser • Outdoor experiences (remember, encampments are covered in Encampment Director training) • Wild ideas the girls envision—is there a way to make a realistic version of a fantastic idea? |
|---|---|

Developing quality program objectives

Planning an event or series requires effort! Your work will have the most impact on girls if the activities are high quality. Note that quality doesn't mean expensive. It means they're memorable and meaningful. Ask your committee these questions, and re-evaluate if the honest answer is "no."

Does this activity:	
<input type="checkbox"/>	Reinforce the values of the Girl Scout Mission, Promise, and Law?
<input type="checkbox"/>	Involve girl input and opportunities for girls to lead at their developmental level? <i>See the table on page 8 for tips</i>
<input type="checkbox"/>	Have an element of discovery, connection with others, or taking action to make the world a better place?
<input type="checkbox"/>	Support completion of a Girl Scout Journey or badge?
<input type="checkbox"/>	Provide a chance to build skills or knowledge?
<input type="checkbox"/>	Support the purpose of the event or series?
<input type="checkbox"/>	Give participants a chance to reflect on their experience?
Can you check most? Great!	

It should also be:	
<input type="checkbox"/>	Safe – emotionally as well as physically
<input type="checkbox"/>	Fun!
<input type="checkbox"/>	Interesting, challenging or inspiring
<input type="checkbox"/>	Inclusive
<input type="checkbox"/>	Appropriate for the applicable Girl Scout grade levels
<input type="checkbox"/>	Approachable for girls' progressive skill level
<input type="checkbox"/>	Flexible
<input type="checkbox"/>	Affordable
<input type="checkbox"/>	Scheduled thoughtfully
<input type="checkbox"/>	Supported by the intended group (in other words, do they want this?)
Can you check all of these? Awesome!	

Now take a reality check:

Is this event or series a good idea? Do you have the means?
Is it the right time for this? Are you doing this just because
"we always do?" Is there time to plan and execute this properly?
It's OK to head back to the drawing board at this point!

CONNECT: with your team and community

Identifying your team

Whether you call the group a committee, a task group, a girl planning board or some other name...the important thing is that a team of girls and adults forms to break this project down into manageable chunks according to interests and capabilities.

For a service unit event, recruit helpers from the unit. For a troop money-earner, your team might consist of the girls and adults in the troop. If you're planning a series for the girls in your region, you might enlist help from the local cluster.

Be sure to provide team members with the information, resources and direction they need to carry out their "chunk." Agree on clear expectations and include a timeline and benchmarks in your discussions. Check in with them frequently to see how things are going; listen and provide support as needed.

What if you can't find help? It's OK to back out if no one steps up! Value your own time and don't feel like you have to do it all. Keep in touch with the sponsoring group (e.g., the service unit team) and let them know you're having trouble recruiting assistance. They might have a solution!



A note about skills progression:

Progression isn't just for girls; it's also for event directors! It's not wise to start your event direction career with a multi-age, high-adventure, complicated event for 300 girls! Take small steps. You—and the girls and adults on your team—should start with simple events, and work your way up to complex activities. Take a look at the Girl Planning and Execution matrix for an idea of solid progression.

Girl planning and execution

It is **crucial** that girls be in on the decision-making from the get-go. If the ideas don't come from **them**, they won't be invested in making the event a success.

Keep in mind that "girl planning" for a Daisy is different than "girl planning" for an Ambassador, due to the differences in skill levels and experience. Consider the age and abilities of the girls on your planning committee, and tailor the event to fit.

Here are some examples of reasonable tasks for different girls:

Age levels:	Brainstorming ideas:	Planning:	Execution:
<p>Daisies or Brownies Adults facilitate with input from girls.</p> <p><i>Sample Event:</i> <i>A She-&-Me Tea Party at a nearby Girl Scout facility</i></p>	<p>Girls this age will be able to think of:</p> <p>General theme of events Nametags Snacks Decorations Activities Flyers or invitations</p>	<p>Planning may be limited to follow-up "voting" or other simple decision-making methods. For example, if they decide to have a hat-decorating workshop, they can decide what supplies to provide.</p>	<p>In preparation or on the day of, girls might be able to:</p> <p>Prep some supplies Help with decorating Greet attendees Light cleanup</p> <p>Mostly they'll just attend!</p>
<p>Juniors or young Cadettes Adults guide girls to realistic decisions during creative process.</p> <p><i>Sample Event:</i> <i>An outdoor carnival at a local elementary</i></p>	<p>Girls this age will be able to think of the above, plus more sophisticated elements:</p> <p>Location Budgeting Service component Logistics Kapers, cleanup tasks or responsibilities</p>	<p>Planning abilities at this age might include:</p> <p>Moderate food prep Creation of supply lists Comparison shopping Schedule creation Layout of carnival Review of safety needs Finding a first aider</p>	<p>In preparation or on the day of, girls will be able to:</p> <p>Make the flyers/emails/ invites Help with check-in Set-up booths and decorate area Create kaper chart Facilitate simple activities Heavier cleanup Review and debrief</p>
<p>Experienced Cadettes, Seniors or Ambassadors Adults advise girls as needed and check on critical matters.</p> <p><i>Sample Event:</i> <i>A badge workshop series for younger girls.</i></p>	<p>Girls this age can do the above (to a greater degree) plus:</p> <p>Needs assessment Vision and overview Program development Safety assessment Marketing plan</p>	<p>Girls can play more of a role in the above planning and should work toward:</p> <p>Contacting vendors or community partners (adults monitor) Completing paperwork (adults review and sign) Safety management (adults review and support) Recruiting help and delegating tasks</p>	<p>In addition to the above, girls will be able to:</p> <p>Run the event Supervise the staff Solve problems Review, debrief and wrap-up</p>

Who does what?

Not sure how to delegate responsibilities? While some positions are required, others are flexible — each event is different. These suggestions will get you started:

Position	Responsibilities	Required Training
Event (or Series) Director <i>Required: Adult or older girl with strong adult support</i>	Coordinates all event/series tasks by delegating to committee and coaching others from start to finish	Event and Series Director Self-Paced Guide, Core Leadership Training.
First Aider <i>Required: Adult</i>	Provides first aid services to participants at the event	Level 1 or Level 2 First Aid and CPR certification (see page 19 to determine training needs).
Expert Instructor or Lifeguard <ul style="list-style-type: none"> • <i>Required if indicated in Safety Activity Checkpoints</i> • <i>Adult required in most cases</i> 	Provides necessary instruction or expert supervision, according to set instructor/learner or participant/lifeguard ratios <i>Examples: lifeguard, archery instructor, high ropes facilitator, etc.</i>	Consult Safety Activity Checkpoints for specific qualification and ratio requirements. <i>Example: For swimming, one certified lifeguard is needed for every 25 swimmers. Additional requirements apply!</i>
Ceremonies Coordinator	Responsible for opening, closing, Girl Scouts' Own, etc., as needed	None. Ceremonies Self-Paced Training booklet available.
Childcare Supervisor <i>Adult</i>	Provides supervision and activities for children of volunteers working the event.	None, follow supervision ratios for Daisies found in Volunteer Essentials.
Emergency Telephone Contact	At "home base;" relays messages between event/series and in-town contacts	None
Equipment Coordinator	Reserves, picks up and returns borrowed equipment and supplies	None
Event Co-Chair	Prevents you from talking to yourself ☺ and trying to take on too much	Desirable: Event and Series Director Self-Paced Guide, Core Leadership Training
Food Coordinator	Purchases, prepares or arranges for meals or snacks in accordance with Girl Scout or county standards; manages food, food area and cleanup	Food Handler Card may be required for certain food prep
Freelancers	Help out as needed on event day	None
Girl Planning Group	Plans and organizes the activities and program for the event (sometimes called a Camper Council)	None
Greeter	Greets arriving participants and directs them to the appropriate location	None
Logistics	Creates signage, communicates parking info to driving adults, supervises parking and supply delivery; arranges for buses, etc., as needed	None
Maintenance/Clean Up Crew	Performs clean-up tasks throughout the day and leads final clean-up tasks	None

Position	Responsibilities	Required Training
Marketing/Publicity Coordinator	Works with registrar to create flyer and registration materials; promotes the event	None
Photographer	Takes pictures; keeps track of any girls whose parents did not give photo permission; shares photos or video with group	None
Program Specialist	Plans and delivers age-appropriate activities; implements any badge, Journey or Take Action goals	None, unless Safety Activity Checkpoints indicate an instructor is required.
Registrar	Collects and maintains registration data; leads participant check-in on the day of the event	None
Risk Manager	Visits site to determine safety issues so event planners can make adjustments in activities, training, signage, etc.; reviews activity plans and creates Safety Management Plan.	Desirable: experience in risk management. Activity Consultants often tackle this responsibility.
Secretary or Scribe	Takes meeting notes and distributes copies to committee members; handles correspondence such as thank you letters	None
Set-Up Crew	Sets up the site in preparation for the event	None
Shopper	Purchases supplies and equipment as directed by the committee; works with treasurer to account for funds and remain within budget	None
Souvenir Coordinator	Collaborates with team to choose, purchase and distribute desired mementos such as patches or T-shirts	None
Treasurer	Manages event finances; prepares Event Budget Worksheet; monitors income and expenditures	Desirable: Event and Series Director Self-Paced Guide

Tips about event volunteers:

- Include girls as much as possible. The above roles offer a great way to give individual girls the position and responsibility each wants to fulfill. Consider whether a responsibility could be handled by a troop.
- In recruiting and delegating, set clear expectations for time needed for the role, required training, prep time, etc.
- An event can be a great chance for individual girl members to experience group planning.
- Make sure any necessary certifications or training are completed well before the event.
- Include non-committee members in your volunteer roster. Many folks unable to help with the planning committee will still want to lend a hand somehow.

- Recruiting special interest volunteers is a great way to involve the community and add depth to your event. Find volunteers through personal or committee contacts, or through organizations that promote the topics you’re covering (for example, a women’s engineering society may provide volunteers for a STEM event). Contact Girl Scouts San Diego’s Volunteer Services Department for guidance on screening outside volunteers.
- Don’t forget to ensure general adult supervision for the participants. Use the national standards:

	Group Meetings		Events, Travel and Camping	
	<i>Two</i> unrelated adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:	<i>Two</i> unrelated adults (at least one of whom is female) for this number of girls:	Plus <i>one</i> additional adult for each additional number of this many girls:
Girl Scout Daisies (grades K–1)	12	6	6	4
Girl Scout Brownies (grades 2–3)	20	8	12	6
Girl Scout Juniors (grades 4–5)	25	10	16	8
Girl Scout Cadettes (grades 6–8)	25	12	20	10
Girl Scout Seniors (grades 9–10)	30	15	24	12
Girl Scout Ambassadors (grades 11–12)	30	15	24	12

Note: For events that include girls of more than one Girl Scout grade level, use the younger Girl Scout grade level to determine supervision ratios. For example, if your event will have Girl Scout Brownies and Girl Scout Juniors, use the ratios for Girl Scout Brownies.

Setting expectations with lead girls and adult volunteers:

- Describe the tasks required; agree on desired results.
- Establish and communicate a timeline with goals and deadlines for the completion of tasks.
- Follow up with volunteers frequently throughout the process. Offer assistance/guidance if necessary.
- Explain that you, the event director, must approve any departure from the agreed-on plan.
- Praise publicly! Compliment hard work, creativity and character throughout the whole process. At the end of the event, thank your team with a small token of appreciation such as a card, treat or pin.

- If you must correct a volunteer or girl, do so privately.
- Foster consensus by soliciting input, valuing ideas and building teamwork skills. Avoid the temptation to dictate to others — or do it all yourself — in the name of expedience. Allow for the time and patience needed to have a positive group experience.
- Train lead girls and volunteers with an info meeting one to two weeks before the event. By this time, registration numbers will be clear and details will be set. If possible, hold the training at the site. Be sure to cover:
 - Schedule and program activities
 - Site and facilities description
 - Emergency procedures
 - Expectations for behavior
 - Any pertinent event business
 - Something fun! Let them enjoy one of the activities they'll be too busy to try during the event — or feed them. Food is a great draw!

Inclusion

Here are a few things to think about when designing, developing and marketing your event:

- **Pluralism:** Girl Scouts encircles people of different social classes, religions, races, etc., in our sisterhood, and both recognizes and honors members' different traditions and interests. Keep in mind how decisions you make might affect people with backgrounds or points of view different from yours. A diverse, robust committee helps ensure this!
- **Family circumstances:** Be sensitive to family situations that may exist. Rather than a Father-Daughter Dance, consider a He-and-Me or VIP-and-Me event. Choose words and images in your marketing that are all-inclusive.
- **Availability:** Avoid significant religious holidays whenever possible.
- **Ability:** Consider accommodations that might be necessary to include girls with physical, developmental or other disabilities. Kids Included Together has many online videos on how to make respectful accommodations, and is available to Girl Scout adults for phone consultation. Learn more at www.kitonline.org. Ask Girl Scouts San Diego staff for additional resources.
- **General ability** may also come into play. For example, if you're planning an aquatics series which includes surfing, arrange a fun alternate activity for girls whose swimming ability isn't yet strong enough for surfing.
- **Financial:** Be cognizant of the cost of your event or series. Are there creative ways to achieve your goals with less expense? Is the timing such that troops can use cookie funds to support participation? Is there sufficient time for groups to raise or collect funds for high fees? Can the committee budget to support some girls who cannot pay?
- **Individual Girl Members (IGMs)** or girls in other pathways: Have a plan for marketing to and including girls who are not part of a troop. If your event is troop-based, ask attending leaders if they can welcome some extra girls, or consider recruiting an adult to lead a group of IGMs through the event.
- **New committee members and participants** can add energy and innovation into your events. You can help them feel welcome by giving information in a way that de-mystifies Girl Scout nomenclature.

Gaining approval

Get approval for the concept, the budget and the safety plan:

- 1 Concept:** Submit a basic event proposal to the service unit team. Include:
 - Purpose and goals
 - Tentative dates
 - Possible locations
 - Source of funds
 - General planning timeline

Use the Event Approval Checklist to organize your proposal. You may not have all listed details yet, but get the process moving and obtain service unit's (or other sponsoring group's) input early on.

If a service unit event occurs each year, the team may be able to complete a quick review of these areas annually. If it is a new event, the review process may take longer, so plan accordingly.

Many service units map out the next year's events each spring. That's a great time to propose an event. For long-standing events, another great time to offer to direct is when the previous year's event is wrapping up. That way the current event director can share lessons learned, and you can have a smooth transition.

The service unit team reviews all event and series proposals to ensure quality Girl Scout experiences. Service unit team advice and support are essential for a successful event. ***Do not move forward with specific plans until the initial proposal is adopted.***

Work closely with the service unit team and Girl Scouts San Diego staff if something significant requires a change to the plan, or if a problem arises. Your service unit manager, treasurer and activity consultant, and council staff, are here to support you in making the event successful and enjoyable.

- 2 Budget:** If the event expenses exceed \$500, the budget must be approved by the service unit team or volunteer support coordinator at least six weeks prior to the event.

In some cases, financial assistance may be available for individual girls through the opportunity fund. The leader uses the [Opportunity Fund Application](#) form to apply.

The service unit team needs to approve any money-earning projects. If this event or series is intended to create revenue, complete the Troop Money-Earning Application. The volunteer support coordinator also needs to approve the application, if the proceeds are likely to exceed \$250.

- 3 Safety:** Activity consultant (AC) review is required in most cases. Your AC is a valuable resource, even when formal approval is not necessary. S/he will have a good grasp on safety management and may give tips for topics you haven't even thought of! Your AC will need to approve your plans if any of the following apply:
 - Your plan includes high risk activities (see www.sdgirlscouts.org/safety for activities requiring approval)
 - Your site is more than 15 minutes from emergency assistance

- More than two troops or more than 50 people will attend
- Any contracts name Girl Scouts for amounts over \$500 (council approval also required)
- Your service unit team requests that you obtain approval

You must request AC approval at least one month in advance --earlier for complex events. Start the conversation when you ask for your service unit's approval of the initial plan, so that expectations will be clear. Your AC will need to see the Safety Management Plan. S/he may ask to see additional items, depending on the risk level and complexity of the event.

Marketing

General guidelines for spreading the word about your event:

- Check with your service unit team to learn what works best in your area. Most events are promoted through a combination of...
 - Announcements at service unit meetings
 - Posting on service unit website, if available
 - Flyers distributed in person and via email
 - Advertisement at schools, community centers, churches, etc., if the event is intended for recruitment
- Include all troops at the appropriate grade levels (e.g., if this is a Brownie event, market to all troops and groups that have Brownies).
- Be sure to include Individual Girl Members in your marketing.
- Begin advertising as soon as you have all of the necessary information. This may be four to six months before the event. Issue a "save the date" announcement for events far in the future.
- You may use the template for flyer/registration form (appendix) if you like, or create your own. This is a great opportunity for girls to be involved. The artistic elements can be fun, and the content development is a good exercise in thinking the event through and communicating information clearly.
- Your marketing will reflect the Girl Scout movement as a whole. Please be sure your flyers and communication are accurate, clear and inclusive.
- Old-fashioned personal phone calls to troop leaders net good results from busy leaders.
- Contact your volunteer support coordinator for timely ideas on reaching Girl Scouts outside your service unit.

TAKE ACTION: Fleshing out details

Budget management

Use the Event Budget Worksheet to develop and track revenue and expenses. Find a hard copy in the appendix, or download one from Girl Scouts San Diego's forms page.

In general, shoot for a break-even budget, where income equals expenses. If you're planning a money-earning activity, complete a Money-Earning Project Application form and submit it to the service unit team with the event proposal (see more in "Gaining Approval," p. 13). Plan for a modest profit from these events; usually 20-25 percent of the proceeds.

Know what the break-even point is (for the target number of participants) and communicate minimum and maximum numbers to the service unit team.

It is important to develop the expense budget first, and then set the price. Each item in the budget will fall into one of two categories: a fixed (group) cost, or an individual cost.

- Fixed (group) costs include site, equipment rentals and speakers' fees. These are considered fixed costs, because the amount doesn't vary whether you have 10 participants or 200.
- Individual costs include food, attraction/admission fees, crafts, etc. These are considered variable costs and are dependent on the number of people attending.
- You may need to consider some bulk purchases as fixed costs. For example, if you need to order a minimum of 100 patches, your cost will remain the same until you reach 100 participants.

Profit

What if your event shows an unexpected profit? Discuss this possibility with the event committee and the service unit team. Some choices might be:

- Retaining a maximum of \$100 to be used as start-up funds for a similar event
- Contributing to our council campership/opportunity fund
- Donating to the Juliette Low World Friendship Fund
- Purchasing equipment to be loaned to troops in your service unit or council

Estimating the budget for your proposal:

Note: terms in the section below may be edited to align with a new form in September, 2014. Check the forms page to see the new form at that time!

- 1) Use an Event Budget Worksheet (see appendix). Use the expense section to consider and note fixed (group) costs you might expect. Work through all the categories, and imagine other expenses unique to your event. Call this "Total Fixed Costs."
- 2) Now work through all the individual expense categories, and estimate the amount you will spend on each participant. Call this "Per Participant Costs."
- 3) What is your participant capacity? If you're renting a room that holds 100 people, your capacity is already somewhat set. Deduct the number of speakers and volunteers, to determine the maximum number of paying attendees you could have. Then determine how many participants you expect – guess low and remember that not all service unit members will attend. Call the anticipated number of attendees "Expected Participants."

Total Fixed Costs + (Per Participant Costs x Expected Participants) = Estimated Expense

- 4) Now for the income: To break even, just divide the Estimated Expense by the Expected Participants.

Estimated Expense / Expected Participants = Amount to Charge

Example: Let's propose a Daisy Tea Party with a fixed (group) cost of \$100 for a school auditorium and \$50 for decorations. We can borrow teapots, cups and tablecloths. Tea, finger sandwiches and cookies are estimated at \$1 per person, which includes enough to feed our event volunteers. We want to make fancy paper bag hats as a craft, which will cost about \$2 per person for supplies. A fun patch is available for \$1.35 per person. The room will hold 100 people, but there are only 80 Daisies in our service unit. We estimate 50 will attend.

$$\begin{aligned} \text{Total Fixed Costs} + (\text{Per Participant Costs} \times \text{Expected Participants}) &= \text{Estimated Expense} \\ \$150 + (\$4.35 \times 50) &= \$367.50 \\ \text{Estimated Expense} / \text{Expected Participants} &= \text{Amount to Charge} \\ \$367.50 / 50 &= \$7.50 \text{ per person} \end{aligned}$$

Fixed (group) expenses:

Office supplies, printing and postage
Site or facilities fees
Speakers, lifeguards or other experts
Equipment rental
Porta-potties
First aid supplies
Bus rental
Recognitions/thank-you's/tokens of appreciation
Food, admission, or other costs for non-paying participants (see notes in "Budget Reminders")
Any items from individual list that must be purchased in bulk

Individual (per-person) expenses:

Admission fees
Crafts
Program materials
General supplies
Girl Scout badges, petals, etc.
Patches, buttons or T-shirts
Food
Insurance enrollment

Tips for common expenses:

Admission fees: Will the event include admission to a performance, water park, bowling alley, etc.? Include per-person admission in the individual expense category.

- If you have adults and girls who are leading the event and not paying admission, add these together and put them in the group column.
- If the admission fee is more than you feel girls can afford, or you have many extra adults who want to go, you can charge the extra adults.

Bus: Let the bus company know dates, places and routes, and ask them for an estimate of cost. This is a group cost. Contact the Girl Scouts San Diego program assistant at (619) 610-0719 for approved bus charter companies. Remember to get council approval for any contracts over \$500.

Equipment: These are non-consumables that can be used over and over again. Consider renting or borrowing whenever possible to decrease storage needs. Check the council resource center listings. Equipment purchase or rental is a group cost. See the next section for tips.

Food: As a rough guideline, plan on \$.50 per girl for a simple snack, or \$1 per girl if the snack includes a beverage. Add extra for international or specialty food items. Include the cost of feeding non-paying participants in your fixed (group) costs.

Girl Scout recognitions: Include the cost of any petals, leaves, badges, Journey awards, patches, or T-shirts you will give the girls. Remember that pricing, especially for custom patches, may have a high minimum order, and there may be setup charges for screen printing and embroidery. Per-item pricing usually comes down as quantities go up, so figure your budget on the smallest reasonable number of attendees. This will avoid an expensive budgeting surprise if event response is lower than expected.

Printing and postage: This may be the flyer, promotion, confirmation letters or thank-you notes to volunteers. Figure five cents per side for printing, plus any postage.

Program supplies: These are consumables such as art supplies or science experiment materials. This can be as little as \$1 per girl or much higher depending on the number and cost of activities per girl.

Site: Most sites charge per building, or per use; these costs go in the group column. If they charge per person, put it in the individual column.

Speakers/human resources: If you are paying a naturalist, a life guard or a speaker, they usually have one set price that would be a group cost. An honorarium--payment to a professional person for service with no set fee--also goes in this category.

A few budget reminders:

- Consider how many people will participate as non-paying guests. Include committee members, volunteers, speakers, experts, lifeguards, etc. Also determine how many girls you can include who cannot afford to pay. Figure the cost of these meals, admissions, etc., into your budget plans, in the group expense category.
- As registrations come in, monitor the number closely. Keep an eye on meeting your break-even number of attendees. If response is low, consider marketing to neighboring service units or cancelling the event. Events should be self-sustaining.
- If registration is higher than anticipated, and there will be a surplus of funds, determine what valuable additions you can make to the program.
- Communicate budget developments to the rest of the committee. If one expense goes over budget, you could adjust your plan to spend less elsewhere. Avoid surprises!
- Individuals making purchases or financial commitments need your prior approval.
- Receipts for all transactions need to be kept, and recorded by the event treasurer.
- Participants often pay by check, but increasing numbers of service units have card readers (such as Squares) to enable payment by troop debit card. Either way, the event treasurer must note the payment individually in the event record, and communicate closely with the service unit treasurer.
- After the event, you and the event treasurer complete the final Event Budget Worksheet and submit it to the service unit team.

Equipment and purchases

In addition to program supplies, first aid items and food-related gear, you should consider the need for:

- Tables and chairs
- Clipboards, pens, markers and basic office supplies for check-in
- Canopies for shade or rain
- Sandwich boards for signage
- Portable address system or megaphone
- Walkie talkies
- Technology (card reader, tablets, computers, phones, cameras)
- Extension cords or power strips
- Duct tape--always have duct tape!

For custom patches, T-shirts and other souvenirs, be sure to use a licensed Girl Scout vendor:

Parrott Screenprinting and Embroidery, parrottscreen@aol.com. (858) 571-5425
 Advantage Emblem, www.advantageemblem.com. (800) 626-4948
 Colortime Crafts dba Studs Plus, www.colortime.com. (516) 377-8430
 Live Shoot-1 Photography, liveshoot1@yahoo.com. (951) 343-0484
 National Emblem, Inc., www.nationalemblem.com. (310) 515-5055

Resources for bulk craft and program supplies (try asking for a Girl Scout discount):

Acorn Naturalists, www.acornnaturalists.com: Crafts and ideas for outdoor program
 Nature Watch, www.naturewatch.com: Crafts and ideas for outdoor program
 S&S Worldwide, www.ssw.com: Sports, art and craft supplies
 Discount School Supplies, www.discountschoolsupply.com: Arts and learning supplies
 Oriental Trading or Fun Express (wholesale division), www.orientaltrading.com or
www.funexpress.com

Michaels quantity purchases, www.michaels.com/buy-the-bunch: General crafting items in bulk quantities

Dollar Days, www.dollardays.com: A “dollar store” in online format, with bulk quantities.

If you'll have a lot of supplies or equipment to transport to your site, you'll benefit from staging in advance. Plan a prep meeting and organize the items in clearly marked boxes or bins according to the location or time you'll need them. Arrange for committee members to help load, shuttle, unload and set up the gear.

Borrow gear whenever possible. Check the [Program Resource Catalog](#) to see if our council has any of the items you need, or check with your service unit team.

First aid

General considerations:

- A first aider must be on hand at all times during Girl Scout events. For small events, it is acceptable to have each troop provide its own first aider. That arrangement must be clearly communicated with troop leaders. Discuss options with your activity consultant.
- An event first aider should be in a well-marked, central location and must not have any other key responsibilities during the event.
- A vehicle must be on hand to transport individuals to a medical facility if necessary.
- If someone needs medical care, the first aider should remain at the event while another volunteer accompanies the patient to the hospital.
- All girls must bring a permission slip and health history form, to be collected at check-in and held by the first aider. Placing each troop's forms in a large envelope makes it easy to return the packet to the leader at check-out.
- A Permission to Give Over-the-Counter Medications form is available on the website, and can be distributed to leaders as a convenience.
- Parents should inform the adult leaders of any medications their daughter is taking. Any medication (both prescription and over-the-counter) should be in the original container and administered in the prescribed dosage by the first aider per the written instructions of a parent/guardian. All medications brought to the event should be stored in a locked box with the first aider. Clear and concise directions (as well as the owner's name) must be on the bottle.

What kind of first aider do we need?

- The first aider must be currently certified as a Level 1 or Level 2 first aider, depending on the activity, size of the group and remoteness from emergency medical services. Check [Volunteer Essentials](#) for current guidelines.
- See specific [Safety Activity Checkpoints](#) for the activities planned, as some might require additional safety or first aid training.
- For groups over 200 participants, or locations where EMS is 15-30 minutes away, Girl Scouts San Diego requires a Level 2 first aider.
- When EMS is more than 30 minutes from the event, Girl Scouts San Diego requires a wilderness first aider.

A first aid kit should include the following:

- | | |
|---|---|
| <ul style="list-style-type: none"> ○ Adhesive bandages in assorted sizes ○ Adhesive cloth tape ○ Gauze pads and absorbent dressings ○ Alcohol or antiseptic wipes ○ Hand sanitizer ○ Bottle of distilled water ○ Instant ice pack ○ Disposable gloves (non-latex) ○ Oral thermometer ○ Paper drinking cups ○ Plastic bags for used materials ○ Pocket face mask for CPR ○ Roller gauze bandages ○ Safety pins | <ul style="list-style-type: none"> ○ Scissors ○ Small packets of honey (for hypoglycemia) ○ Soap ○ Splints ○ Triangular bandages ○ Tweezers ○ White index card, transparent tape and self-closing bags ○ Sunscreen ○ Flashlight with batteries ○ First Aid Reference Book ○ Personal care items ○ Additional items if appropriate for planned activities or if suggested by first aider ○ Pens |
|---|---|

The designated first aid area should include:

- First aid kit
- Walkie-talkie, if used for event
- Quiet area for patients
- Nearby bathroom and drinking water
- A cot, mattress or chair with blankets
- List of all emergency phone numbers
- Driving directions to the nearest medical facility
- Blank Accident/Incident Report forms
- Girl Scouts San Diego emergency procedures wallet card
- Copy of Safety Management Plan
- Locked box for medication brought to the event
- Participant health forms/registration forms (a file box or accordion folder is handy)
- A Health Log to enter all treatments given to participants, whether youth or adult. The log should include the participant's name, type of injury/illness, treatment given, time of treatment and the first aider's full name (no camp names). Use ink, and date each entry. If multiple pages are used, number each page.

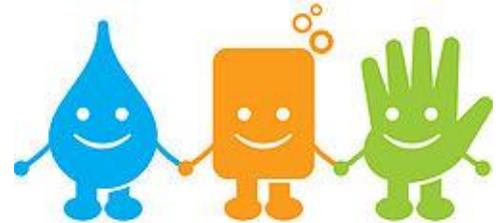


Food service

It's important to make safe practices for food handling a part of your planning. Food-borne illness is a potential — but preventable — extreme danger. The considerations below are not a complete list; be sure to consult expert sources (such as the county website) for detailed information pertinent to your specific plans.

Ways to minimize food-borne illness:

- Allow time (and a reminder) for all attendees to wash hands before eating.
- Consider hiring a qualified cook for meal preparation, or contracting a caterer. Girl Scouts' Let's Cook! teaches skills for troop-size cooking, not event cooking.
- For snacks, consider using packaged food that does not require refrigeration.
- Ensure the site has sufficient cooking, warming and cooling facilities for your needs. See if you can borrow or rent supplemental equipment.
- Consider having a committee member obtain a Food Handler's Card. Learn more about this at the San Diego County website: <http://www.sdcounty.ca.gov/deh/food/foodhandler.html>.
- Make specific plans to address the areas of greatest concern in food handling:
 - Improper holding temperatures of potentially hazardous foods (chill below 40° or heat above 140° F). Reheated foods must be brought to 165° F rapidly (within two hours) before serving. Examples of potentially hazardous foods include dairy, meats, eggs, most cooked foods and some cut produce, such as melon. See a complete list at www.fda.gov.
 - Improper cooling of potentially hazardous foods. Never allow food to sit at room temperature to cool. Use refrigeration or ice to cool quickly. Small containers cool faster.
 - Inadequate cooking of potentially hazardous foods. Consult the county health department guidelines if you will cook raw animal products such as meat, poultry, fish or eggs. Note: Cooking raw meat in Balboa cabin kitchens is prohibited.
 - Poor personal hygiene of food employees.
 - Improperly cleaned and sanitized equipment.



- Contaminated raw foods or unsafe food sources. Avoid cross-contamination by keeping raw foods separate from foods that will not be cooked. Wash hands, equipment and surfaces properly between each food use.

Respectfully include those with dietary considerations, including religious restrictions, allergies and customs such as vegetarianism. Ask about restrictions on the registration form to help you plan appropriately.

Registration

Registrar: Having one event registrar streamlines the signup process. This person should frequently update the committee on registration progress. Use the information to make decisions about increasing publicity, closing registration or cancelling the event if necessary.

Registration forms: The registration may be part of the flyer or a separate form, or you may choose to use a web application like evite or surveymonkey. Each application offers different benefits and drawbacks. As they are often updated, explore or watch a current tutorial so that you choose one that fits your needs. Whatever platform you choose, collect this information:

- Name of troop leader or IGM parent. Ask for the names of girl participants if needed.
- Phone number, email, address
- Troop number and Girl Scout program level
- Cost of event and how to make payment (be sure to state whether adults pay)
- Parent and guardian permission for participation and photo use
- Any food allergies, dietary restrictions, health concerns or accessibility accommodations needed
- Choice of food, activity or session (if applicable)

Cancellations and refunds: Determine the event's cancellation/refund policy well in advance of registration. Often, if an individual or troop cancels, the registration fee is not refunded unless the spot is filled by someone from the waiting list. Whatever policy the committee creates, state it clearly on the registration form.

Rosters: Create a roster of the participating troops or individuals. Include contact info, troop number, and the number of girls and adults attending. Include important dietary or accommodation information on this list.

Waitlists and cutoff: Decide whether to accept late registrations or keep a waitlist.

Payments: The event registrar should submit payments to the service unit treasurer promptly. Follow current financial guidelines about accepting payments from card readers like Square, and online resources such as PayPal. Protect girls' interests and be a careful consumer when using these applications. You may collect deposits with registration, and collect final payments later. Make deadlines clear and follow up as needed.

Confirmation packet: Create a helpful confirmation that includes:

- A welcoming message
- Map with directions to the event location, plus any parking instructions
- Check-in and check-out times and locations
- Emergency number at site or number of emergency contact person; location of first aid
- List of equipment or supplies to bring
- List of paperwork to bring (permission forms, health histories, etc.)

- Information about food (if applicable)
- Schedule of activities
- Contact information in case of questions
- Any other actions required of participants

Safety management

Be sure to follow **Volunteer Essentials Chapter 4: Safety-Wise** and any applicable **Safety Activity Checkpoints**. Find them at www.sdgirlscouts.org/safety

Developing a Safety Management Plan

Use the Event Safety Management Plan (see appendix) as a tool to think through your approach to safety. Although the form requires the total number of participants to be fully completed, don't wait until final registration information is in before beginning your safety plan. Make your plans based on the expected number of attendees in your budget. After registration closes, check whether supervision, lifeguard or first aider requirements need adjusting.

Site Security and Hazards

- Safety and security at any location—including Girl Scout properties—should not be taken for granted. Keep girls and belongings secure and supervised. Report any suspicious activity to the police.
- Sites not owned by Girl Scouts require additional safety evaluation and preparation. Make contact with the public part of your safety management plan. Know who to contact in case of emergency, existing site hazards and off-limit areas. Include this information in your confirmation or leader training, if possible, and consider giving warnings at check-in or orientation.
- Make sure all emergency exits are clearly marked.
- If the site has a waterfront (pool, bay or ocean), make certain participants are clear on proper use of that area. For example, if you are planning a beach cleanup and swimming is part of the day's activities, arrange for a lifeguard and watchers, according to the Safety Activity Checkpoints for swimming. If swimming is **not** a planned activity, inform participants clearly that swimming is not permitted and that lifeguards will not be provided. Otherwise, participants (especially inexperienced chaperones) may think it's fine to swim.

Insurance

All registered Girl Scout members—girl and adult—are automatically covered by accident insurance for approved Girl Scout events, if those events are no more than two nights and are within council territory. (Plan 1)

If the event includes non-Girl Scout members, insurance for non-members must be purchased (Plan 2). This might include attending parents, siblings, friends, volunteers or speakers. It's a good idea to get additional insurance, even if you're not expecting any non-members, just in case.

If the event is longer than two nights, or is outside council territory, insurance for extended events must be purchased (Plan 3P).

Costs for additional insurance are low, with a \$5 minimum premium. For details and enrollment forms, visit www.sdgirlscouts.org/insurance.

Emergency Procedures

- Have emergency procedures (in case of fire, earthquake, intruder, etc.) in the Safety Management Plan for all events. Communicate pertinent procedures in advance to all key volunteers and participants.
- **In case of a critical accident, serious injury, harm or fatality, ensure that council procedures are followed. Carry a wallet card (right), available in resource centers.**
- Report accidents and incidents to council promptly.



Schedules and kapers

Planning a time schedule ahead of the event and informing leaders of where they are expected to be with their troop/group at a particular time can help reduce confusion. Based on the plans made by the event committee, make a schedule which includes time for ceremonies, program activities and kapers. A sample rotation schedule is in the appendix. Include specific activity areas when possible.

When planning a schedule, remember these points:

- To maximize use of supplies, equipment, experts, resources, consider a rotation schedule. A sample rotation schedule can be found in the appendix.
- Allow transition time stations or program event locations. Be sure to include time for restrooms, filling water bottles, etc.
- Have an alternative plan in case one of your activities fizzles or the consultant doesn't show up.
- Allow approximately 60-75 minutes for meals if served family or buffet style. You can allow a little less time if participants bring sack lunches.
- If your event is a long or strenuous one, plan for rest or unstructured free time.
- Weather considerations may change your planned schedule.
- It's helpful to include specific locations and/or activity leaders on the schedule.
- The length of each program event should be directly related to the age of the girls. Girl Scout Daisies and Brownies are easily overwhelmed by too many choices, people and expectations. They need time to acclimate to the situation.
- Not sure how long an activity will take? Practice at an event committee meeting.
- When girls are divided into program groups and *their* responsible adult is not with them, schedule adults to supervise those groups and make clear plans for returning the girls to the supervision of *their* troop adults. Include time for this in the published schedule.
- Flag ceremonies take about 10 minutes; add time if announcements will be made at the same time. See the Ceremonies Self-Paced Training booklet for instructions on how to hold an indoor or outdoor flag ceremony.

Kaper Chart Tips

- Kaper charts are a great way for girls on the event committee to think through event needs and to express their creativity.
- Post the kaper chart in a central place.
- There are several types of kapers:
 - Kapers for the event committee. These are tasks to be done by the committee, whether it's leading check-in, distributing supplies or doing a final cleanup. Be sure to include any checkout procedures from the site management.
 - Participant kapers—by troop, pairs or individuals. Whenever possible, allow people to sign up for the kapers they're interested in. Be sure to include
 - Program kapers, such as performing the flag ceremony or leading a grace
 - Duty kapers, like packing craft supplies at the last station visited
- While there is no set format for a kaper chart, make sure it's easy to read and understand. A very basic sample is provided below.
- Communicate any instructions on how or when the kaper should be done.
- You may find it helpful to distribute patches to the troop/group after their kaper has been completed.

Sample Kaper Chart for a simple event:

Troop	Kaper	Location
3333	Lead flag ceremony and Girl Scout Promise	Flagpole
8477	Pack up supplies and bring bins to parking lot	Craft station
1234	Collect game equipment and bring to parking lot	Play field
9876	Clean up snack area and wipe down tables	Kitchen
2222	Bring filled trash bags to dumpster	Craft station and kitchen
Please see Suzie Jones at the check-in area when kaper is done		

Site selection

All meeting places, camps and other sites used for Girl Scout program activities must provide a safe, clean and secure environment and allow for participation of all girls. Inspect the location in advance, with consideration for the following, as applicable:

- Safe, secure, clean, properly ventilated, heated, lit, free from hazards, and has at least two exits
- Suitable for event size, age groups and kinds of activities
- Accessible for girls and adults with disabilities (or can be made accessible with reasonable accommodations)
- First-aid equipment is on hand, if appropriate (e.g., pool has backboard and related gear)
- Access to emergency medical services is known (distance determines has a bearing on first aider requirements—see Volunteer Essentials Safety-Wise section)
- Sufficient potable water and restrooms are available to participants and designed to accommodate those with disabilities
- Accessible by telephone or other communication equipment
- Emergency exits are functioning, easily accessible, adequate and well-marked
- Occupancy limits are sufficient for your group
- Fire safety, evacuation and security arrangements are established
- Lighting for evening and indoor activities
- Vulnerability to inclement weather is assessed
- All pets can be restrained away from the meeting area where girls are present

Are there enough toilets? Here's a guide you may find useful:

Group Size	Number of Event Hours									
	1	2	3	4	5	6	7	8	9	10
30	1	1	1	1	2	2	2	2	3	3
60	1	1	2	2	3	3	3	4	4	4
125	2	2	2	3	4	4	4	5	5	5
250	3	3	3	4	4	5	6	6	7	8
500	4	5	6	6	7	7	9	9	10	12

At least one toilet must be accessible. Portable toilets and hand washing stations are easy to rent and are not terribly expensive. Contact the Girl Scouts San Diego program assistant at (619) 610-0719 for current referrals.

Other important things to consider when choosing an event site:

- Availability for your desired date
- Cost
- Parking availability, including parking for the disabled
- Ease of access
- Public interface; will your group have exclusive use, or will you share with others?
- Sufficient sleeping arrangements if applicable
- Availability of special facilities, if necessary (e.g., basketball court, fire ring, ice skating rink, etc.)
- Possible shelter in case of inclement weather
- The food-preparation area (if needed) meets state and local standards and is of sufficient size for the group
- Provisions for garbage removal and site cleanup

Using council sites:

- Reserve a council site online at www.sdgirlscouts.org/properties
- Review amenities and capacity in the Property Resource Guide (available online)

Using non-council sites:

- Obtain written permission to use the property from the property owner.
- If a contract or permit is required and the fee exceeds \$500, a council staff member must sign the contract. Ask your service unit manager for assistance.
- An adult from the committee should visit the site to ensure it has all necessary amenities.

Date selection:

When choosing potential dates for a service unit event, it is important to be as inclusive as possible. Consider the following:

- Holidays
- Religious holidays (including those of the diverse faiths of your target audience)
- School breaks and major events (graduations, proms, final exams, etc.)
- Other service unit, council or community events
- Personal calendars of the committee members
- Sufficient notice for troops or individuals to work the event into their year plan and gather or raise money to attend

Before confirming an event date, check for any potential conflicts. It's nearly impossible to find a date that will work for every single person, so pick a date that allows the largest proportion of your target audience to be able to attend.

Signage:

Identify needs for signage at your site:

- View the location with fresh eyes and imagine whether it'll be easy for drivers to see the location and where to park.
- Plan signs for check-in, first aid, restrooms, rotation stations and other locations.
- Make signs bigger and bolder than you think you'll need them.
- Know what kind of posting methods are OK (tape, tacks, etc.). Bring a backup type; sometimes tape won't stick to your surface.
- Bring extra poster board and markers just in case.
- If you expect rain, you can place sheets of paper in page protectors, then seal them with clear packing tape. Or use clear packing tape over the ink on your posters.

Wrap-up: debrief and CELEBRATE!

There's still a little bit of work to be done! Use the "Follow Up" Event Planning Checklist as a guide.

Evaluating your event:

- There are various ways of evaluating your success:
- Verbal comments
- Visual observation of participant enthusiasm
- Pictures or drawings (great for very young girls)
- Journal writing or a paper "graffiti" wall with a prompt
- Evaluation games, like moving their position close to the activity they liked best
- Written evaluations – with rating scales, happy faces or open-ended questions
- Electronic surveys – try www.surveymonkey.com

Make your evaluation **short but thoughtful**, using just a few of the ideas and questions listed below. Include a little bit of demographic info to help you analyze (for example, if Juniors loved something but Brownies did not, perhaps that activity was too advanced).

Questions and prompts for girl participants:

- What (or what two or three things) did you like best?
- What would you change for the next event?
- Would you invite a friend to this event next year?
- Please rate the... (provide a 1-5 scale or sad/neutral/happy faces)
- I feel confident about...
- At the next event, I would like to...
- I'd just like to say...
- Something I learned was...

Questions and prompts for adult participants:

- What did you like best?
- What would you change?
- Did the event meet your expectations? Why or why not?
- Please rate the communication process before the event (or confirmation materials, event training session, etc.)
- What would have made this event easier for you?
- What did your girls learn at this event?
- Please rate the site, food, activities, etc. (give a 1-5 scale)
- Please rate the timing/schedule
- Would you bring your troop again next year?

Questions and prompts for the event or series committee:

- What went well?
- What was stressful or difficult?
- What would you do differently?
- Did the participants seem to enjoy themselves?
- Were your opportunities to lead and make decisions too few? Just right? Too many?
- What support would have made the event (or planning process) easier?
- What information can you share for the next person who holds your role?
- Rate the supplies, vendors, activities, facility, etc.
- Should we do this event next year?
- Would you want to be on the committee next year? Why or why not?

Thank you!

It takes time, effort and a lot of patience to create a meaningful experience. Now take a moment to savor the leadership skills gained, the smiles on girls' faces and the growth in your team. You—and your work—are greatly appreciated.

Event planning checklists

PLANNING is a *process*. It doesn't happen all at once.

PLANNING is *anticipating* and *decision-making*.

PLANNING involves *delegating* responsibility for tasks.

PLANNING includes *girls*, not just adults!

Girl involvement in planning, implementation and evaluation is just as important an element of any event as it is in any troop program!

These checklists will guide the planning group toward safe, quality, affordable programming. The scope of the detail needed will vary- the bigger the event, the more in-depth the details and research will be. The checklists are available online so you can modify the lists to suit your needs. Further info is in the *Directing Girl Scouts Events and Series* guide, on the page noted.

Bold items are required for all events and series; other tasks may or may not be applicable.

Pre-planning phase checklist (3-12 mo. prior)

Action Step	Related info pg. #	Target date	Who will do this?	Done
Solicit girl input for event ideas	5,8			
Form event task group or committee, including both girls and adults	7			
Identify an event director to lead planning and execution (if a girl, recruit adult for signing authority)	9			
Identify potential event dates	25			
Create a rough timeline of due dates and meetings to be sure timing is reasonable	28-34			
Determine the purpose of the event or series	5			
Consider sites based on estimated cost, location, suitability, availability and capacity	24			
Define eligibility requirements (age, grade level, skill, etc.)	5-6, 12			
Assess qualifications of participating adults; include a reasonable plan for further skill development if needed (e.g., cooking, archery, etc.)	9-10, 14			
Develop a rough draft of the budget, using the Event Budget Worksheet.	15-17			
Submit proposal to service unit team or other sponsoring group. Get approval before making financial or legal commitments.	13			

Major planning phase checklist (2-10 mo. prior)

Action Step	Related info pg. #	Target date	Who will do this?	Done
Send a “save the date” message to potential attendees	14			
Make adjustments to date, budget, location, etc., based on service unit input	13			
Review volunteers needed and begin naming them (see “Who Does What” matrix)	9			
Schedule a training meeting or walk-through for event volunteers	12			
Refine planning timeline, if necessary	28-35			
Confirm site reservations in writing, and pay any deposits	25			
Schedule any experts needed (cook, lifeguard, archery instructor, high ropes facilitator, etc.); clarify fees, if any, plus any equipment requirements.	9			
Determine expectations for girl readiness for this event; communicate this early (even before registration begins) so that adults can help girls “on the cusp” achieve needed skills.	14			
Connect with any Individual Girl Members (IGMs) and communicate advance information to them/parents	14			
Girl planning board/camper council/girl committee meets to determine the program and theme	7			
Design any patches or T-shirts to be ordered (consider a design contest to involve more girls)	17-18			
Order any badges, patches or awards from the council shop	17-18			
Create a plan for distributing T-shirts, awards or souvenirs	17-18			
Write up a plan to balance the budget should expenses exceed income	15-17			
Write a refund policy and procedures	15-17			
Obtain additional insurance, if needed, for non-members at www.sdgirlscouts.org/insurance	22			
Arrange for porta-potties, hand washing stations or other rental equipment	18, 25			
Make transportation plans, if any; share details (see “Transporting Girl Scouts” in Volunteer Essentials)	18			

Major planning phase checklist, cont'd (2-10 mo. prior)

Action Step	Related info pg. #	Target date	Who will do this?	Done
Design a flyer and registration form that includes at least: <ul style="list-style-type: none"> ○ Who ○ What ○ When ○ Where ○ Cost Refund policy	14			
Create a confirmation packet with all items listed on page 21	21			
Distribute the flyer via email, at service unit meetings, in public places (as appropriate)	14			
Process registrations and payments as they come in; send confirmation packets promptly	21			
Develop an alternate plan in case of no-shows, poor weather, etc.	25			
Decide whether to reschedule or give refunds in case of last-minute cancellation	-			
Confirm additional insurance enrollment	22			
Confirm volunteers and experts from "Who Does What" matrix are committed and informed	9			
Double check key materials (such as check in items and first aid supplies)	18-19			
Determine first aider qualifications (Level 1, Level 2, or Wilderness First Aider)	19			
Recruit a qualified first aider	9,19			
Write emergency procedures that include: <ul style="list-style-type: none"> ○ A review of general practices in Volunteer Essentials ○ A review of any applicable Safety Activity Checkpoints ○ How procedures will be communicated to participants 	22-23			
Notify the nearest emergency treatment facility of the event time, size and location (large/high-risk events)	22			
Develop a Safety Management Plan	22			
Submit the Safety Management Plan to activity consultant and respond to any suggestions or corrections	13, 22			
Share the Safety Management Plan and a roster with troop contact info, with someone who will not be on site (in-town contact)	9, 22			
Decide on locations for the first aid, check-in/out, and information/troubleshooting stations	24-26			

Major planning phase checklist, cont'd (2-10 mo. prior)

Action Step	Related info pg. #	Target date	Who will do this?	Done
Prepare a packet for event director, first aider and any other key individuals to keep with them. <ul style="list-style-type: none"> ○ Safety Management Plan ○ Roster of troops with <i>their</i> in-town contacts ○ Schedule of the day They should know where all participants will be during the event, and where to find health histories and permission slips can be found	21-24			
Review registration progress; determine if any additional marketing is necessary (1-2 mo. prior)	21			
Plan for disposal of leftover food, materials, supplies, souvenirs, etc.	-			
Create evaluation forms, with a plan for distribution, collection and review	26-27			
Make a plan (with deadlines) for completion and submission of accident reports, final reports, budget report, evaluations and suggestions for next time	26-27			
Purchase or order program supplies	18			
Purchase or order food	18			
Purchase or order administrative supplies	18			
Finalize and communicate event schedule and kapers	23-24			

Final planning phase checklist (2-6 wk. prior)

Action Step	Related info pg. #	Target date	Who will do this?	Done
Hold event training for adult chaperones, if needed, covering: <ul style="list-style-type: none"> ○ Orientation ○ Time to arrive and leave ○ Behavior expectations for girls and adults ○ Reminders of what to bring ○ Safety management plan ○ Review of schedule ○ Cleanup or kaper plans ○ Whether participants or adults may come and go ○ Other operational guidelines and procedures as appropriate. 	Various			
Review registration roster; adjust supplies or plans based on number of attendees, if needed	21			
Collect any final payments	21			
Make any final purchases	18			
Confirm first aider commitment; review Safety Management Plan and relevant procedures	9, 22			
Prepare any thank-you tokens to be presented at event	-			
Hold a prep meeting to organize supplies	18			

Follow-up checklist (complete within 2-4 wks.)

Action Step	Related info pg. #	Target date	Who will do this?	Done
Submit any Accident/Incident Reports to our council as soon as possible.	23			
Return borrowed or rented equipment or supplies	18			
Complete and turn in financial report to sponsoring group's treasurer; if event is a money-earning project, be sure to include the report in your end-of-year paperwork.	15-17			
Follow through with plan for disposing of leftover food, materials, supplies, etc., including any items you can return for refunds	-			
Conduct a planning group debriefing meeting, including girls from the initial task group; you can meet immediately after the event, or later.	26-27			
Prepare information for the next similar event: <ul style="list-style-type: none"> ○ Names of people interested in helping next time ○ What worked and what did not ○ Results of evaluations ○ Resources and contact information ○ Suggestions for future events 	9, 27			
Turn in Property Exit Ticket to our council if Girl Scout property is used for event	25			
Send thank-you notes!	-			

Appendix

Forms are subject to change at any time. To be sure your version is current, access forms online at www.sdgirlscouts.org/forms. Forms are dated in the lower right corner.



Event Approval Checklist

For events or series with more than 50 participants
or when planning or risk management is complex

This tool is designed to assist in event planning, and to request approval. See Directing Girl Scout Events and Series for guidance.

To propose an event or series, complete Section 1 and submit to the service unit team. The team will let you know if it's okay to continue planning. Your volunteer support coordinator may also approve proposals.

Complete Section 2 for final approval prior to the event, at least 30 days prior to event. A Safety Management Plan should accompany this form at that time. Your activity consultant can help.

Once the event is over, report back to the service unit by completing Section 3 within 30 days.

Section 1 (proposal):

Title of Event or Series _____ Date _____

Purpose of Event _____

Time (start) _____ (end) _____ Location (site name & address) _____

If on council property, have you made your reservation? Yes No

If off council property, is the site's certificate of liability insurance on file? Yes No

Target participants: Daisy Brownie Junior Cadette Senior Ambassador
 Families Girl Scout Recruits Adult-only

Expected # (girls) _____ (adults) _____ Maximum participants for site _____

Proposed Fee _____ Estimated Income _____ Estimated Expenses _____

(Use the Event Budget Worksheet to estimate income and expenses and for fee guidelines)

If this is a money-earning project, has an application been submitted? Yes No (attach copy)

Event Director Name _____

Mailing Address _____ City _____ Zip _____

Phone # (day) (_____) _____ (evening) (_____) _____

Email _____

Event Director Training Completion Date _____ Service Unit _____

How will girl planning be incorporated? _____

Describe any other information the team may need to understand the event (attach details if desired) _____

Income and expenses – attach the first page of the Event Budget Worksheet with your estimates.

For SU team/staff use only: Date proposal received _____ Response date _____

Proposal approved? Yes No With adjustments _____

Final approval due date (30 days prior to event is typical) _____ Reviewed by _____

Comments _____

Event Approval Checklist, continued

Section 2 (final approval of developed plans):

During your planning, have any of the answers from Section 1 changed? If so, please describe what's different _____

Will girls earn any badge components or Journey awards during this event? Yes No
If so, please describe _____

Safety and Risk Management Recap (attach a copy of your Safety Management Plan)

- Reviewed Volunteer Essentials Safety-Wise Chapter 4 and assure relevant standards will be upheld
- Reviewed the Safety 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 or remote location)

Signatures

Activity Consultant (Safety Management Plan reviewed)

Money-Earning Project Approval (if applicable; SUM, or VSC if earnings over \$250)

Service Unit Team or Program Approval (Program quality and necessity evaluated)

Event Budget Worksheet

This form is used to request approval for **any large group activity (more than 50 participants or three troops)**. Service teams will review plans and budgets and may approve them or forward them to the council program department for approval. Final event records with the actual expenditures will be included with the end-of-year financial report of the service unit/cluster or troop/group.

Type of activity:	Theme/purpose:
Location:	
Age levels: _____ # of girls: _____ # of adults: _____ Maximum # at site: _____	
Person in charge:	Phone:

Determining activity fees: If maximum # attend: Cost per girl _____ Cost per adult _____
 If minimum # attend: Cost per girl _____ Cost per adult _____

What is your break-even point? How many registrations must you have to hold the event? _____

Income (# of participants x event fee)	Date	Budget Amount	Actual Amount
First deposit			
Second deposit			
Other income (describe)			
Total income		\$	\$

Adjustments (to be completed at conclusion of event)			
Income received from fees		_____	
Income from buy-backs/returns		_____	
Income, other		_____	
Total income			_____
Actual total budgeted expenses		_____	
Refunds		_____	
Actual unexpected expenses		_____	
Total expenses			_____
Final balance* (income minus expense)			_____
*If the balance is negative, who will make up the difference? _____			
*If there's a surplus, where will the money go? _____			

For Service Team Only:

This project is: approved disapproved

_____ Team signature/title

_____ Date

Comments: _____

Event Budget Worksheet, continued

Expenses	Budgeted Cost	Actual Cost
Printing (copies)		
Office supplies		
Postage		
Telephone		
Program supplies (total of all designated below):		
Pool fee		
Life guards		
Consultants		
Craft/program materials		
Admission fees		
Equipment rental		
General supplies		
Patches, buttons, T-shirts (participation)		
Recognition/thank you items		
Food (include snacks)		
Site rental		
Insurance (health & accident)		
Portable potties		
First aid supplies		
Kitchen rental/cook's fee		
Toilet paper, soap, etc.		
Bus rental		
Total expenses	\$	\$

In keeping with the council policy on financial responsibility, a final financial report must be prepared and turned in following the event.



Event Safety Management Plan

Event director's name: _____ Troop or service unit: _____

Address: _____ Phone (day):(_____) _____

City: _____ Zip: _____ Phone (eve):(_____) _____

Date Event Director Training completed: _____ Other applicable training: _____

Number of girls participating: _____ Program Levels: D B J C S A Siblings invited? Y N

Number of adult females participating: _____ Number of adult males participating: _____

Event site: _____ Address: _____

Cross street: _____ Phone # at site: (_____) _____

Event date: _____ Event time: _____ to _____

Type of activities planned: _____

Are Safety Activity Checkpoints written for any of these activities? Y N

Name of first aider: _____ Expiration dates: First Aid _____ CPR _____

Type of qualification: _____ (See Volunteer Essentials for first aider requirements)

List all forms of transportation to be used: _____

Emergency Numbers

Site Contact Name: _____ Phone Number: (_____) _____

Fire Department: _____ Phone Number: (_____) _____

Police/Sheriff: _____ Phone Number: (_____) _____

Nearest Emergency Medical Facility: _____ Phone Number: (_____) _____

Address: _____ City: _____

In-town Contact: _____ Phone Number: (_____) _____

Event Safety Management Plan, continued

Event Safety Review

In the boxes below indicate the safety points to be reviewed with all participants. Review may be done at a training session, via an informational packet with registration, or at an orientation meeting or briefing on the day of the event. Date and initial when done. Tip: Letting girls participate in developing the rules helps them in following those rules.

Transportation and parking	Safety rules to be reviewed prior to departure Example: "back into parking spaces"	Date of completion

General	Safety rules to be reviewed prior to program activity Example: "leaders, please stay with your troop at all times"	Date of completion

Planned activities	Safety rules to be reviewed prior to program activity Example: "only Juniors and older may participate in archery"	Date of completion

Event Safety Management Plan, continued

First aid	Topics to be reviewed Example: "the first aid station is located next to check-in desk"	Date of completion

Plans for evacuation, natural disaster, missing person, or intruder	Topics to be reviewed Example: "in case of evacuation leaders will check out with event director so we know everyone is accounted for"	Date of completion

Site hazards	Topics to be reviewed Example: "stay off the fishing dock"	Date of completion

Attach list of all participants and carry a copy of this during the event.
Review the information with the registrar, check-in person and first aider.

Your activity consultant can be a helpful resource person
if you have questions on completing this form.

Money-Earning Project Application

All money-earning and fundraising methods employed by Girl Scout troops must be in keeping with the principles for which the organization stands. (Refer to *Volunteer Essentials*)

- **4+ weeks in advance** - Troop or Service Unit/Cluster must submit application to the service unit team or volunteer support coordinator.
- **Initial** _____ I have read and agree to the *Money-Earning Project Application Guidelines* and the *Financial Guidelines*.

Application for: Troop Service Unit Cluster Troop # _____ Service Unit/Cluster _____
 Troop program age level: Daisy (1st grade) Brownie Junior Cadette Senior Ambassador
 Adult in charge: _____ Volunteer title: _____
 Phone: () _____ [day] () _____ [eve] () _____ [cell] Email: _____
 Address _____ City, state, zip _____

Treasury Information:

Current balance of treasury: Bank account balance \$ _____ + Cash on hand \$ _____ = Total \$ _____
 Money-Earning projects completed in current membership year (Oct. 1 – Sept. 30)
 Fall Product Sales profit earned \$ _____ Cookie Sales profit earned \$ _____ Recycling profit earned \$ _____
 Additional Money-Earning projects: describe – Kinder Daisy (0); 1st Grade Daisy/Brownie (1); Junior (2);
 Cadette/Senior/Ambassador (3+ additional upon approval)
 1. _____ profit earned \$ _____ 3. _____ profit earned \$ _____
 2. _____ profit earned \$ _____ 4. _____ profit earned \$ _____

Money-Earning Project Information:

Purpose:
 Describe activity/event monies will be **applied** to _____ Date of planned activity: _____

Description:
 What is the project? _____
 Targeted Customers: Girl Scouts Daisies Brownies Juniors Cadettes Seniors Ambassadors Adults Public
 Date: _____ (projects to be completed on a single date, unless otherwise approved. Separate applications required for each project)
 Time: _____ Location: _____ Are local city/county permits required? Yes No
 Source of advertisement: _____ (attach copy) Is additional insurance required? Yes No

Skills: What skills will girls develop? How does this relate to the National Program Portfolio (refer to application guidelines)?

Projected profit:
 Cost per girl \$ _____ x # of girls _____ = \$ _____
 Cost per adult \$ _____ x # of adults _____ = \$ _____
 Projected income \$ _____ - expenses \$ _____ = profit \$ _____

For Internal Use Only: Project is: approved disapproved comments: _____
 Signature/Title _____ Approval date _____

Evaluation:

Actual income \$ _____ - expenses \$ _____ = **total profit \$** _____
 Actual participation: # of girls _____ + # of adults _____ = total participation _____
 Was this a successful project? Yes No Why or why not? (attach additional sheet if needed) _____

* Attach the pre-approved *Money-Earning Project Application* to your *detailed cash record*.

Money-Earning Project Application Guidelines

Getting started checklist:

- ❑ All money-earning and fundraising methods employed by Girl Scout troops must be in keeping with the principles for which the organization stands. (*Volunteer Essentials*)
 - "Money-earning activities are valuable program activity for girls".
 - "Money-earning activities may not be conducted on the Internet".
 - "The income from group money-earning activities never becomes the property of individual members - girls or adults".
- ❑ Troop financial records must be up-to-date prior to submission of the *Money-Earning Project Application*
 - This includes: *detailed cash record bank statement* and previously completed *Money-Earning Project Application*.
- ❑ Troop has a bank account with Wells Fargo Bank.
- ❑ Troop actively participates in the council-sponsored Cookie Sales and Fall Sale in the same membership year.
- ❑ Money-earning project is not being held during council-sponsored product sales (i.e., Fall/Cookie Sales.)
- ❑ Money-earning project is scheduled for a single date, unless otherwise discussed with your volunteer support coordinator.
- ❑ *Event Budget Worksheet* is completed and attached for approval.
- ❑ Flyer or announcement for the project follows council guidelines and are attached for approval.
- ❑ Local city/county permits are secured, if applicable.
- ❑ Additional Girl Scout insurance has been purchased, if applicable. (Required for attending non-Girl Scout members, i.e. siblings.)
- ❑ *Event Approval Checklist* has been completed and reviewed with your service unit activity consultant.
- ❑ Money-earning project is age appropriate and includes girl planning.

Approval guide:

- **4+ weeks in advance** - Troops must submit application to the service unit team or volunteer support coordinator.
- Troop money-earning projects expected to net more than **\$250** require approval from the volunteer support coordinator.
- **4+ weeks in advance** - All service unit and program cluster money-earning projects require approval from the volunteer support coordinator.
- Approval must be received, in writing, **prior** to conducting any money-earning projects.

Appropriate money-earning projects (examples):

Workshops- badge, camp skills, etc.	Car washes	Refreshment stand (no labeled product /resale)
Events-Daisy Day, Brownie Sports, etc.	Walking tours, nature hikes	Back 2 School kits / Program in a box
Breakfasts, lunches, dinners, teas, etc.	Face painting	Gift baskets
Dances	Yard work	Troop/Group "own" cookbook
Plays or concerts	Gift-wrapping	Party favors, placemats
Garage sales	Holiday cards	Luminaries
Seasonal festivals	Craft items	Grow/sell plants
Child care (refer to council guidelines)	Baked goods	Event photo booth

Inappropriate money-earning projects:

Games of chance	Product demonstrations	Sales generating profits for a specific business/company besides Girl Scouts
Raffles	Avon, Mary Kay, etc.	Krispy Kreme, M&M, Sees Candies, etc.
Auctions	Tupperware, Pampered Chef, etc.	Pizza Hut, Papa Johns, etc.
	Candle parties, home interiors, etc.	Catalog sales, mall promotions

Treasury information:

- An accounting of the troop treasury is required before the *Money-Earning Project Application* will be considered.
- Maximum number of additional money-earning projects per year, **not** including Fall Product Sales, Cookie Sales or recycling.
 - Kindergarten Daisy Girl Scouts (0) First Grade Daisy Girl Scouts (1) Brownie Girl Scouts (1) Junior Girl Scouts (2) Cadette/Senior/Ambassador Girl Scouts (3 + additional upon approval)

Money-earning project information:

- Long term planning for activities/events must include all participating girls and must be financially attainable for all.
 1. Activities/events relate to the Girl Scout National Program Portfolio:
 - Girls **discover** when they understand themselves and their values, and use their knowledge and skills to explore the world.
 - Girls **connect** when they care about, inspire and team with others locally and globally.
 - Girls **take action** when they do something to make the world a better place.
- Purpose of the money-earning project has been clearly defined and discussed with troop girls and parents.

Evaluation:

- Report the actual amount of profits received.
- Discuss challenges and successes with girls. Review Girl Scout National Program Portfolio and how they were applied during the money-earning project.
- Determine if the troop income/expense budgeting was on target. Attach the completed *Event Budget Worksheet*.
- Enter profits to annual troop financial report

(Sample of a simple event flyer)

Bring a Buddy Girl Scouts Sports Fun Day!



Marble Grab, Hula Hoop Contest,
Jump Rope Challenge, Scoop Race,
Frisbee Toss, Sack Race, Golf Ball
Race, Cup Stacking, Ball Hug Race...
And many more fun active games and
challenges!!!

Any Park (park address)

Saturday Month Day, Year, Time a.m./p.m.

Refreshments & patch, \$5 per girl

Contact: Your Name, troop XXXX, youraddress@xxx.com

Bring a friend and show her what fun we have in Girl Scouts!
Learn new games to play as a troop, have fun outdoors!

Troop # _____ # girls _____ x \$5 = total _____

Leader email for confirmation: _____

Make check to "Troop XXXX". Registration deadline 5/9/16

Mail to: Your Name, your address, your town, zip

(Sample of a complex event flyer)

3rd Annual International Thinking Day Faire
Your Service Unit
Saturday, February 25, 2015
10 a.m.-1 p.m.
Nearby High School

Join us as we celebrate Girls Scouts around the world. There are multiple ways your troop can participate. First, explore the many countries around the world that participate in Girls Scouts. Your girls are encouraged to choose a country that they know little or nothing about. Then determine how you would like to participate from below:

1. Food booth – provide samplings of food from the country you choose
2. Crafts – provide a craft for girls to make that represent the country you choose
3. Games – play games that represent the country you choose
4. Art display – make a display that demonstrates and describes the country you choose
5. Or if you are new to the event simply bring your troop to enjoy the activities.

Return your registration to Laura Leader, 1133 Girl Scout Way, Chula Vista, CA 91910 no later than **Thursday, February 16**. If you have questions or need additional information email Laura LLeader@cox.net. Checks made out to “Your Service Unit”

Please print and send with registration fees

3rd Annual International Thinking Day Faire

Troop # _____ Program Level: D B J C S A

Troop leader name _____

Troop leader email _____

Troop leader phone # _____

Number of girls _____ x \$3 = _____ patches for adults (optional) x \$3 _____

Total \$ _____ (check made out to your service unit)

[no tagalongs or younger siblings please]

Do you need electric outlet? Y N Are you participating in parade? Y N

Do you want to perform a song or dance? Y N

Will you be in the fashion show? Y N

Other special set up needs? (use back of page if necessary)

My 5 Senses Daisy Event

(Sample) Schedule for Participants

May 17, 2015

Schedule:

8:30-8:55	Troops Check In. Have health histories and permission slips ready
8:55-9:00	Opening flag ceremony and announcements
9:00-10:55	Activity rotations
10:55-11:00	Check out

Rotation Schedule

	Smell—Cabin	Sight—Play Field	Touch—Porch	Sound-- Amphitheatre	Taste—Fire Ring
9-9:20	Artichokes	Eggplants	Dragon Fruits	Carrots	Bananas
9:25-9:45	Bananas	Artichokes	Eggplants	Dragon Fruits	Carrots
9:50-10:10	Carrots	Bananas	Artichokes	Eggplants	Dragon Fruits
10:15-10:25	Dragon Fruits	Carrots	Bananas	Artichokes	Eggplants
10:30-10:50	Eggplants	Dragon Fruits	Carrots	Bananas	Artichokes
10:50-11:00	Complete evaluations at last station; turn in at Check-In table to receive your patches and pick up health histories and permission slips.				

Banana Schedule (Troops 8477, 1234, 4321)

When	What	Where
9-9:20	Taste	Fire Ring
9:25-9:45	Smell	Cabin
9:50-10:10	Sight	Play Field
10:15-10:25	Touch	Back porch
10:30-10:50	Sound	Amphitheatre

Artichoke Schedule (Troops 7890, 3333)

When	What	Where
9-9:20	Smell	Cabin
9:25-9:45	Sight	Play Field
9:50-10:10	Touch	Back Porch
10:15-10:25	Sound	Amphitheatre
10:30-10:50	Taste	Fire Ring

Carrot Schedule (Troops 4444 and IGMs)

When	What	Where
9-9:20	Sound	Amphitheatre
9:25-9:45	Taste	Fire Ring
9:50-10:10	Smell	Cabin
10:15-10:25	Sight	Play Field
10:30-10:50	Touch	Back Porch

Eggplant Schedule (Troops 2468, 3579, 1111)

When	What	Where
9-9:20	Sight	Play Field
9:25-9:45	Touch	Back Porch
9:50-10:10	Sound	Amphitheatre
10:15-10:25	Taste	Fire Ring
10:30-10:50	Smell	Cabin

Dragon Fruit Schedule (Troop 1, 8888)

When	What	Where
9-9:20	Touch	Back Porch
9:25-9:45	Sound	Amphitheatre
9:50-10:10	Taste	Fire Ring
10:15-10:25	Smell	Cabin
10:30-10:50	Sight	Play Field

Water stations are located on the front porch and near the restrooms. Drink plenty of water between rotations!

Who Does What? Not sure how to delegate responsibilities? Here are some ideas for various event/series positions. With the exception of the required positions, these are flexible. Do you need all these people? Probably not—each event is different! These are just suggestions.			
Position	Responsibilities	Required Training	Who will fill this position for our event?
Event (or Series) Director <i>Required: Adult or older girl with strong adult support</i>	Coordinates all event/series tasks by delegating to committee and coaching others from start to finish	Event and Series Director Self-Paced Guide, Core Leadership Training.	
First Aider <i>Required: Adult</i>	Provides First Aid services to participants at the event	Level 1 or Level 2 First Aid and CPR certification. (see First Aid section to determine what training is needed).	
Expert Instructor or Lifeguard <ul style="list-style-type: none"> <i>Required if indicated in Safety Activity Checkpoints</i> <i>Adult required in most cases</i> 	Provides necessary instruction or expert supervision, according to set instructor/learner or participant/lifeguard ratios <i>Examples: lifeguard, archery instructor, high ropes facilitator, etc.</i>	Consult Safety Activity Checkpoints for specific qualification and ratio requirements. <i>Example: For swimming, one certified lifeguard is needed for every 25 swimmers. Additional requirements apply!</i>	
Ceremonies Coordinator	Responsible for opening, closing, Girl Scouts' Own, etc, as needed	None. Ceremonies Self-Paced Training booklet available.	
Childcare Supervisor <i>Adult</i>	Provides supervision and activities for children of volunteers working the event.	None; follow supervision ratios for Daisies found in Volunteer Essentials.	
Emergency Telephone Contact	At "home base," relays messages between event/series and in-town contacts	None	
Equipment Coordinator	Reserves, picks up, and returns borrowed equipment and supplies	None	
Event Co-Chair	Prevents you from talking to yourself 😊 and trying to take on too much	Desirable: Event and Series Director Self-Paced Guide, Core Leadership Training	
Food Coordinator	Purchases, prepares, or arranges for meals or snacks in accordance with Girl Scout or county standards; manages food, food area, and cleanup	Food Handler Card may be required for certain food prep; see page 18	
Freelancers	Help out as needed on the day of the event	None	
Girl Planning Group	Plans and organizes the activities and program for the event (sometimes called a Camper Council)	None	

Greeter	Greets arriving participants and directs them to the appropriate location	None		
Logistics	Creates signage, communicates parking info to driving adults, supervises parking and supply delivery; arranges for buses, etc., as needed	None		
Maintenance/Clean Up Crew	Performs clean-up tasks throughout the day and leads final clean-up tasks	None		
Marketing/Publicity Coordinator	Works with registrar to create flyer and registration materials; promotes the event	None		
Photographer	Takes pictures; keeps track of any girls whose parents did not give photo permission; shares photos or video with group	None		
Program Specialist	Plans and delivers age-appropriate activities; implements any badge, Journey or Take Action goals	None, unless Safety Activity Checkpoints indicate an instructor is required.		
Registrar	Collects and maintains registration data; leads participant event day check-in	None		
Risk Manager	Visits site to determine safety issues so event planners can make adjustments in activities, training, signage, etc.; reviews activity plans and creates Safety Management Plan.	Desirable: experience in risk management. Activity Consultants often tackle this responsibility.		
Secretary or Scribe	Takes meeting notes and distributes copies to committee members; handles correspondence such as thank you letters	None		
Set-Up Crew	Sets up the site in preparation for the event	None		
Shopper	Purchases supplies and equipment as directed by the committee; works with Treasurer to account for funds and remain within budget	None		
Souvenir Coordinator	Collaborates with team to choose, purchase and distribute desired mementos such as patches or t-shirts	None		
Treasurer	Manages event finances; prepares Event Budget Worksheet; monitors income and expenditures	Desirable: Event and Series Director Self-Paced Guide.		



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