



girl scouts of southern illinois



Event Planning Packet

Table of Contents

In the Event Guide:		On the Event Guide CD:
Service Unit Event Chair Position Description	3	Event Planning Worksheets (pdf)
Regional Event Coordinator Position Description	4	
Regional Event Planner Position Description	5	Event Flyer Template (.doc)
Purpose and Goals/Definitions of Event	6	Event Participant Evaluation Template (.doc)
Event Timeline	7-8	Event Budget Worksheet (.xls)
Ideas for incorporating Three Keys and Processes	9-10	Event Confirmation Template (.doc)
Ideas for incorporating the Leadership Journeys	11-15	Off Site Equipment Requisition (pdf)
Event Planning Worksheet	16-17	Service Unit Event Evaluation (pdf)
Event Flyer Template	18	Daisy Smart Cookie booklets (pdf)
Event Participant Evaluation Template	19	Journey Assets (pdf)
Event Budget Worksheet	20	Event Planning Packet (pdf)
Event Confirmation Template	21	
Off site Equipment Request Form	22	
Plan 2 Insurance Form	23	
Service Unit Event Evaluation	24	

GIRL SCOUTS OF SOUTHERN ILLINOIS

Volunteer Position Description and Agreement

Title: Service Unit Event Chair

Reports To: Membership Development Manager/Service Unit Director

Summary: To direct a Girl Scout event based on the established purpose and goals

Term: 12 month appointment plus 3 month mentoring period to work with incoming volunteer. May be reappointed.

Responsibilities:

- Oversee all aspects of the event in order to help participants understand the values of the Girl Scout program.
- Work with assigned group to establish purpose and goals
- Work with assigned group to recruit, select, place and train volunteer staff
- Assure the health and safety of participants and staff are in accordance with national and council level safety policies
- Work with staff, establish a budget, select a site, create flyer, and register participants. Keep records and furnish reports to assigning group.
- Working with staff, establish a program that supports the event purpose and goals.
- Maintain control and atmosphere of fun throughout the event. Run the event and volunteer committee meetings in a democratic manner. Respect the rights of everyone, be responsible for morale and recognition.
- Develop good public relations between the event, assigned group, council and the community.
- Evaluate all aspects of the event including budget, registration/participation, numbers, and program and goal attainment.
- Thank everyone involved with the event. Return all borrowed equipment. Replace items consumed during the event such as first aid supplies.
- Have fun and learn something new!

Qualifications:

- Strong communication/human relationship skills with the desire to provide for opportunities for girls.
- Knowledge of the Service Unit's schools, community leaders businesses and population.
- Organizational skills with the ability to manage multiple tasks, meet deadlines and delegate responsibility to others effectively.



GIRL SCOUTS OF SOUTHERN ILLINOIS

Volunteer Position Description and Agreement

Title: Regional Event Coordinator

Reports To: Assigned GSSI Staff

Summary: To appoint the Regional Event Planners and to oversee the Regional Events

Term: 12 month appointment plus 3 month mentoring period to work with incoming volunteer. May be reappointed.

Responsibilities:

- Recruit and appoint Regional Event Planners for your assigned region in order to have up to 4 Regional Events a year plus a Bronze Award ceremony.
- Communicate with the Service Unit Directors in the region for input.
- Work with the Regional Event Planners to establish purpose and goals
- Ensure that all grade levels are represented in the different events.
- Ensure that all of the Regional Events are not in the same counties and that the events are spread out to the entire region.
- See that everything that happens at the event helps participants to understand the values of the Girl Scout program.
- Work with the Regional Event Planners to ensure that they are using and following the “GSSI Event Packet”.
- Ensure that the Regional Event Planners: fill out an Event Application, get their flier approved, turn in a budget, and turn in an evaluation recap to you. Forward copies of all of this information to your assigned GSSI staff.
- Assure the health and safety of participants and staff are in accordance with national and council level safety policies
- Develop good public relations between the event, assigned group, council and the community.

Qualifications:

- Strong communication/human relationship skills with the desire to provide for opportunities for girls.
- Knowledge of the region’s volunteers, troops, schools, community leaders, and businesses.
- Organizational skills with the ability to manage multiple tasks, meet deadlines and delegate responsibility to others effectively.



GIRL SCOUTS OF SOUTHERN ILLINOIS

Volunteer Position Description and Agreement

Title: Regional Event Planner

Reports To: Assigned GSSI Staff

Summary: To direct a Regional Girl Scout event based on the established purpose and goals

Term: 12 month appointment plus 3 month mentoring period to work with incoming volunteer. May be reappointed.

Responsibilities:

- To see that all aspects of the event helps participants to understand the values of the Girl Scout program.
- Work with the Regional Event Coordinator to establish purpose and goals.
- Use the “GSSI Event Packet” when planning the event and turn in an Event Application.
- Work with assigned group to recruit, select, place and train volunteer staff.
- Assure the health and safety of participants and staff are in accordance with national and council level safety policies
- Work with staff, establish a budget, select a site, create flyer, and register information. Keep records and furnish reports to the Regional Event Coordinator.
- Working with the Regional Event Coordinator, establish a program that supports the event purpose and goals.
- Maintain control and atmosphere of fun throughout the event. Run the event and volunteer committee meetings in a democratic manner. Respect the rights of everyone; be responsible for morale and recognition.
- Develop good public relations between the event, the region, council and the community.
- Evaluate all aspects of the event including budget, registration/participation, numbers, program and goal attainment.
- Thank everyone involved with the event. Return all borrowed equipment. Replace items consumed during the event such as first aid supplies
- Have fun and learn something new!

Qualifications:

- Strong communication/human relationship skills with the desire to provide for opportunities for girls.
- Knowledge of the Region’s volunteers, troops, schools, community leaders, and businesses.
- Organizational skills with the ability to manage multiple tasks, meet deadlines and delegate responsibility to others effectively.

Purpose and Goals

In order for your event to be a success, it is essential to determine the purpose and goals for the event. Here are some questions to keep in mind as you determine the purpose and goals for your event

What type of event is this?

1. Is it for girls or adults?
2. If it is for girls, how involved are the girls in planning the activities?
3. What age group of girls are you targeting?
4. Is it to serve current members or to recruit new members or both?
5. Will the event be open to other Service units, Regions or council wide?

Will your event support the Girl Scout mission?

Girl Scouting builds girls of Courage, Confidence and Character, who make the world a better place.

What will the girls get from this event?

- Are there specific insignia (badges, patches, journey awards) related to this event? What program links do you want to emphasize?
- Who are you inviting to the event? Will it be open to non members as well as members? Will you invite girls or adults from other service units (if Service Unit event) or regions? What can you do to make your event as inclusive as possible?
- Will the event lend itself to newspaper articles or other public relation tools? Are there other agencies/organizations in the community with whom you could collaborate to do this event?
- What impact will the event have on Girl Scouting?
- *Definition of Events*

Service Unit Event: an event for girls and/or adults in a specific Service Unit or could be open to other Service Units. It is created, planned, and implemented by a committee, sub group of the service unit team, troop of girls or any other group that is meeting the needs of a specific service unit. The event could be grade level specific or it could be open to the entire membership of a service unit. Registration is taken at the service unit level.

Regional Event: An event for girls in a specific region, but open to all GSS Girl Scouts. Up to 4 Regional Events can be planned in each region a year plus a Bronze Award Ceremony. It is created, planned, and implemented by the Regional Event Planner and the committee, with guidance from the Regional Event Coordinator and GSSI staff. Input is also given by the Service Unit Directors located in that region. The event could be grade level specific or could be open to the entire membership. Registration is taken at the council level. Regional events will be listed on the GSSI website and girls attending are eligible for council Financial Assistance.

Council Sponsored Day Camp: camping experience run by volunteers from the service unit for three to five consecutive days/evenings and is open to all girls in Girl Scouts of Southern Illinois jurisdiction. The camps are advertised in the summer book, camperships are provided by the council, support provided by council program staff, and the camp must host a trading post.

Council Event: an event for girls in which all members of one or more grade levels throughout the council have been invited. These events are created, planned and implemented by the council program staff and are advertised council wide to all participants. Registration is taken through the council office.

All event chairs are encouraged to work closely with Service Unit Directors and with council staff. Each service unit has an assigned Membership Development Manager. GSSI Program Staff are also available for questions and advice. All events must follow the established council event guidelines found in this guide and also those found in Volunteer Essentials and Safety Activity Checkpoints.

Event Timeline

- Four to six months before the event:
 - Recruit event committee – it is important to recruit both adults and girls to help plan and facilitate your events. As the event chair, your job is to recruit and delegate, not to do everything
 - Girl/Adult Planning – girls can help plan and facilitate an event with adult support and guidance. Know your girls. Their abilities vary widely.
 - Choose your location and secure
- Three to four months before the event:
 - Event Specifics
 - Create a budget
 - Meet with your event team regularly
 - Decide on your activities
 - Determine your event schedule
 - Event promotion- once the details for your event have been set, determine the best ways to promote event.
 - Inform your Membership Development Manager about the event specifics if you want to invite Girl Scouts from other service units (if Service Unit Event).
 - Connect with your Service Unit Director(s) to schedule promotion time at service unit meetings. Begin promoting about 4 months or more in advance to give troops opportunities to plan.
 - Create event flyer/registration information for council/confirmation (see appendix for form details and CD for sample forms you can customize.) Your event flyer should be figured into the cost of the event, and should be approved by the MDM (and Regional Event Coordinator if Regional Event).
 - If you would like media coverage of your event, please contact the Communications and Marketing team members to assist you in this process.
- One month before event
 - Event safety and set up – establish emergency procedures, secure first aid kit
 - Determine first aider
 - Determine registration set up procedure for day of the event

- Determine schedule and volunteers for event set up
- Determine equipment needs for event and send equipment requisition form to the ranger (on site) or the property director (off site) (equipment requisition for off site is in the appendix)
- Take out Non Member Insurance (Plan 2 form)
- After Event registration deadline
 - Prepare master list of participants and volunteers
 - Send out confirmation letter (sample included) including maps to site, schedule, materials needed, etc. two weeks before event
 - Meet with your activity coordinators to
 - Give anticipated numbers of participants
 - Reconfirm budget, material preparation, equipment needs, etc.
 - Review emergency procedure
 - Acquaint coordinators with layout of event site
 - Review procedures for payment/reimbursement for purchases
 - Set wrap up evaluation meeting date, time, place
 - Complete any last minute tasks (stuffing goody bags, name tags, site maps, schedules, etc)

- Day Of the Event
 - Arrive early
 - Check all arrangements
 - Meet and greet facilitators and volunteers
 - Collect attendance
 - Circulate, inspire, and communicate with volunteers and participants
 - Be enthusiastic!
 - Delegate tasks that suddenly occur – don't fall into the mind trap of "I'm the only one who can do this!"
 - Solicit volunteers for next event if the event is held regularly
 - Ensure all participants complete evaluation forms (samples included in appendix)
- Within one month after the event
 - Wrap up:
 - Pay all invoices
 - Send Thank You letters to all volunteers/presenters/consultants
 - Complete actual budget spreadsheet (sample included) – Provide copy of the budget to your Membership Development Manager.
 - Clip and save any press coverage
 - Return any borrowed items
 - Replace consumables i.e. first aid kit
 - Evaluation Meeting
 - Celebrate your successful event!
 - Read participant and volunteer/facilitator evaluations
 - *You can mail or bring in the evaluations to your MDM or Program contact without summarizing them*
 - Give financial report
 - Write evaluation of event (sample included)

Incorporating the Three Keys to Leadership and the Processes



The following information has been paraphrased from “Transforming Leadership” and “It’s Your Journey – Customize it!”. You can find out more information about the Girl Scout Leadership Experience on www.girlscouts.org/gslc There is a fantastic interactive online overview called “ask Sophia”.

When founder Juliette Gordon Lowe and her associates couldn’t decide on a new direction in Girl Scouts, she often said “Let’s ask the Girls!”, which is basically the backbone to the three processes!

Girl Scout Processes:

It’s not just about what girls do, but how they are engaged that created a high quality experience. All Girl Scout activities should be designed to use the three processes that make Girl Scouting unique from school and other extracurricular activities.

1. Have girl representation on your planning committee – ask for Girl Scout Cadettes, Seniors or Ambassadors for their input on what would make a fun and valuable experience for them. See appendix for event planning worksheets girls can use, too.
2. Put an older girl troop in charge of a station or activity for younger girls. Make it so they can feel creative and in control, but give them boundaries and review their plans before allowing them to proceed. Check for safety issues, budget concerns and practicality. If you have concerns about the activity, voice them to the troop, and ask them to help solve the potential problem.
3. Have a event for older girls where they learn skills or a new craft, then tap the participants to teach younger girls at another event. Ideas might include games, sports, cooking, crafts, outdoor skills, or badge work. By giving the older girl troops the experience first, you inspire them to lead others.
4. Instead of girls working individually at stations, try to create activities where girls have the opportunities to work together, whether it is a game, a craft or a problem solving challenge.

The 15 Outcomes of the Girl Scout Leadership Experience ensure that every girl attending can use what she gains from the experience to make her world a better place. Incorporating the Outcomes isn't as challenging as it seems:

THE 15 OUTCOMES OF THE NEW GIRL SCOUT LEADERSHIP EXPERIENCE

Discover

- 1 Girls develop a strong sense of self.
- 2 Girls develop positive values.
- 3 Girls gain practical life skills.
- 4 Girls seek challenges in the world.
- 5 Girls develop critical thinking.

Connect

- 1 Girls develop healthy relationships.
- 2 Girls promote cooperation and team building.
- 3 Girls can resolve conflicts.
- 4 Girls advance diversity in a multicultural world.
- 5 Girls feel connected to their communities, locally and globally.

Take Action

- 1 Girls can identify community needs.
- 2 Girls are resourceful problem solvers.
- 3 Girls advocate for themselves and others, locally and globally.
- 4 Girls educate and inspire others to act.
- 5 Girls feel empowered to make a difference in the world.

Leadership

Discover:

Instead of “Girls Discover how to make a t-shirt using isopropyl alcohol and sharpies”

It’s this: “Discover a value you care about enough that you want to put it on a t-shirt”

Connect:

Instead of “Connect at 8 p.m. for a pizza party”

It’s this: “Have a pizza party where girls meet new people, expand their network and do some team building, too”

Take Action:

Instead of “Take action by doing the latest dance moves”

It’s this: “Take Action by teaching a group of younger girls some stretches and dance moves to help them stay active and healthy”

Use the sample evaluation sheet to guide you in creating evaluation questions that show that you are achieving one of the Leadership Outcomes with your event.

Discover. Connect. Take Action. It’s not a slogan, motto or catchphrase! It’s a simple and elegant definition of leadership.

Incorporating the Girl Scout Leadership Journeys

All the higher level awards (Bronze, Silver and Gold) all now require journeys as a part of the experience. Help the girls along with their award preparation by incorporating journeys into your Service Unit or Regional event!

There are some fantastic resources for anyone interested in incorporating the journeys into their Girl Scout year found on GSUSA's website. Some of these resources can be found on your CD.

- Smart Cookies activity books – for Daisies, intended to complement the Daisy Journeys and cookie sales. Use as a giveaway for cookie caravan or cookie rallies or a Daisy Recruitment night.
- Journey Assets (see following pages) – If your event involves Healthy Living, Science or Art, use this chart to pick out journey activities that correlate with your event stations. For example, if you are doing a gardening event for Daisies, pages 38-43 in the adult guide has a garden planning activity, page 73 has a Secret Garden game, page 47 has an Alphabet Hike, etc.
- It's Your Story, Tell It Activity Page – one page has been created for each grade level. Print out and use for a ice breaker, a time filler or a take home activity.
- Handouts and mini posters with a journey theme are also available, along with interactive maps that have additional ideas for activities that can be linked into a journey.

Events and activity suggestions that correspond to the journey series:

Daisies: Welcome to the Daisy Flower Garden

- A Flower Garden Tea Party
 - Have girls dress up, serve tea, have them pick a silk flower who best represents their Flower Friend
- A Community Garden Planting Party
 - Purchase small clay pots, potting soil and flower seed, have the Daisies plant a flower, a community garden or help with a trail or flower bed clean up
- Camp Event
 - Host an event at Girl Scout camp in the spring that incorporates flower finding hikes, animal track spotting, flower crafts

Daisies: Between Earth and Sky

- Earth Day
 - Have the Daisies plant a tree, or take home a terrarium. Help them understand the importance of caring for a world. Help the Daisies work on their Blue Bucket Award by creating a station where they learn about colors in nature
- Engineering and Science
 - Wire a firefly using battery holders (available online), Christmas lights and electrical tape – read the Daisies the story in the journey about Lucy and Ace
- Thinking Day

- Great tie in with your Service Unit's Thinking Day celebration; plan an activity station where girls compare their differences and similarities – use butcher paper or poster paper, trace each girl's upper body on the paper and create a Daisy chain with all the paper Daisies holding hands

Daisies: 5 Flowers, 4 Stories, 3 Cheers for Animals!

- Community Service Event
 - Include a product donation or toy/treat creation station for animals in shelters; invite presenters from area animal agencies (consult your GSSI Trips and Tours book for agencies that already have worked with Girl Scouts) to talk about habitat preservation and protection
- Camp Event
 - Host an overnight (involve your older girls in planning!) for Daisies and their moms/aunts/grandmas where they learn about the animals who live at camp – their habitats, sounds, etc. Make a bird feeder (make sure its biodegradable!), take a night hike (check out the resource kit!), play animal games!

Brownies: Brownie Quest

- Game Day
 - Have the Brownies try new games (bring in a Cadette troop to work on their LiA award!) together
- Cooking Event
 - Have a healthy snack chef station at an event where Brownies can come up with ideas for improving the health of their families
- Camp Event
 - Try out Letterboxing at camp (www.letterboxing.org) and have girls find keys to the hidden treasure

Brownies; WOW (Wonders of Water)

- Brownie Waterfront Fun
 - Secure a canoe instructor (check out the OAR program or send a volunteer to training), pack up some paper, a tub and pennies for boats, and borrow the dip nets and head to one of the camps with waterfront access – Chan Ya Ta, Butterfly, Cedar Point or Wassatoga!
- Brownie Tea Party
 - The WOW leaders' Guide has the plans for a tea party that illustrates the Water Cycle

Brownies: A World of Girls

- Thinking Day
 - This journey lends itself perfectly to your service unit's Thinking Day Celebration! Encourage your Brownie leaders to work on their World of Girls Journey so they can be ready to host a table or activity at your event!
- Drama Queen
 - Have the Brownies go to stations where they learn story telling, puppetry, costumes and sets. This journey series is all about telling your story!

Juniors: Agent of Change

- Junior Game Day
 - Use the Team Challenge resource and host a Junior Game day, or put a Junior station in your multi level game event
- Junior Geocaching

- Can be combined with your Brownie letterboxing event; each cache can contain a “herstory” card to collect (print up business cards with a photo of a famous woman and info on the back – a premade one is available on the GSUSA website with the handouts/flyers)
- Community Service Project Highlights
 - Pick a topic and have participating troops host a booth or table at the event talking about their community resource or need that needs support.

Juniors: Get Moving!

- Earth Day
 - Have the girls do an energy audit of your event location – are the lights CFLs? Do they recycle? Have them write their recommendations on lightbulb cut outs and make up a poster or use poster tape and attach to the wall.
- Game Day
 - The girls can demonstrate themselves the difference in energy – potential and kinetic – and design a healthy menu and exercise routine for their families.

Juniors: aMUSE

- Drama Queen
 - This journey is all about roles and you can turn this one into a really fun experience. Check out the Skit Box from camp, invite local theater groups (see Trips and Tours) or high school drama clubs in.
- Camp Out
 - Have your Juniors put on the campfire program the evening of your campout. They can lead songs, tell stories, put on skits...

Cadettes: aMAZE!

- Lock In
 - Make it a campout or sleepover at a YMCA or Roller Rink. Have the girls do some friendship bracelet crafts, play some team work games (Try eating dinner with your hands tied together with another person!). Encourage girls to bring their journey book and give each other the quizzes during downtime (more friendship quizzes are available online!)
- Game Day
 - Utilize the Team Challenge course and host a Game day, focusing on team work and trust building exercises with the Cadettes.
- Holiday Party/Thinking Day
 - Create a station where Cadettes can design “thinking of you” note cards to earn part of their Interact award.
- LiA
 - Don’t forget Cadettes have an award called LiA, or Leader in Action. They earn this award by helping a Brownie troop or group with the Brownie Quest journey! Requirements for this award can be found in the Brownie Quest Leader’s Guide and online.

Cadettes: Breathe

- Earth Day
 - Have a station where Cadettes can “Clear the Air”, either by doing clean air tests demonstrating diffusion, or planting air cleaning plants in pots to take home.
- Camp Event

- Have the Cadettes do a Tree hike – identify the trees at camp (ask the Outdoor Program Manager for help or resources), describe for younger troops the benefit of trees and plants cleaning the air.
- LiA
 - Don't forget Cadettes have an award called LiA or Leader in Action. They earn this award by helping a Brownie troop or group with the Brownie WOW journey! Requirements for this award can be found in the Brownie WOW Leader's Guide and online.

Cadettes: MEdia

- Thinking Day
 - This journey is all about perception and distortion in advertisements and television. You could have Cadettes design positive promotional posters for younger girls, or host a “real girl fashion show” featuring girls from the service unit dressed in ethnic apparel or Girl Scout uniforms.
- Lock In
 - Have an activity station where girls cut apart magazine ads and create their own. Or have them pick a topic or cause that is important to them and create a PSA you can video and show at the end of the program.
- LiA
 - Don't forget Cadettes have an award called LiA or Leader in Action. They earn this award by helping a Brownie troop or group with the Brownie World of Girls journey! Requirements for this award can be found in the Brownie World of Girls Journey Leader's Guide and online.

The Journeys for Seniors and Ambassadors are designed for the girls to be a little more introspective, but it is still possible to tie the journeys into your Service Unit/Regional Event!

Seniors: GIRLTopia; Ambassadors: Your Voice, Your World

- Community Service Project Highlights
 - Have the older girls in your service unit host a community service project event where Daisies and Brownies can choose a project to help out with – have the Seniors and Ambassadors create stations where the participants can collect a canned food item for a food pantry, create a pet toy for an animal shelter, design cards for veterans, etc.

Seniors: Sow What?

- Thinking Day
 - Ask your Seniors to host a table or booth or activity that talks about world hunger, or features ethnic foods and how they are grown, processed and prepared.
- Earth Day
 - Have an activity that focuses on local foods, community gardens in your neighborhood or benefits a food pantry. Bring in local food producers so that the Seniors can sample locally grown items like lettuce, tomatoes, honey, eggs, etc. Consult Trips and Tours for local producers that have worked with Girl Scouts, or try localharvest.org for farms near you that may be able to help out. Be aware of food allergies and dietary needs and plan accordingly!

Seniors: Mission Sisterhood

- Thinking Day
 - WAGGS has some great ideas on their website waggsworld.org/en/issues/ for take action projects that help Seniors think globally about issues that are important to them. Instead of profiling a country at your service unit's Thinking Day event, suggest that they choose an issue that faces girls in a certain region.

- Lock In
 - Make collecting items for a women's shelter part of the event registration, play some of the games about texting and body language found in the Senior journey. Have the girls play a connection game with the rest of the girls and adults at the service unit – toss a ball of yarn to one girl, have her name a friend and toss her the yarn, holding on to one end. Have the next girl name a friend and toss her the yarn, holding on to one end. Repeat a few more times, then switch to acquaintance, role model, mentor, group friend, etc until everyone has a part of the yarn ball.

Ambassadors: Justice

- Earth Day
 - Bring in some environmental action groups (like the Sierra Club or Environmental Education Association of Illinois) to do some activities with your Ambassadors to help them teach other girls about environmental issues that are important to them.
- Thinking Day
 - Ask your Ambassadors to develop a skit to perform for the other girls that shares their vision on justice – what it means and how we get it. They can pick a particular topic or issue or several that impact our sister Girl Guides in other nations

Ambassadors: Bliss: Live It!

- Spa Day
 - Invite your Ambassadors out for a time where they can try relaxation techniques, tai chi or yoga exercising, and eat some healthy snacks. This age level has a lot of stress and bringing in massage therapists, yoga instructors or even counselors to work with the girls to help them deal with the stressors of their everyday life. Invite moms, aunts, grandmas or sisters along too for a She and Me twist.
- Careers and College
 - You can include your Cadettes and Seniors in this event – invite some parents of girls in your troops to talk about careers and following your dreams. The local colleges and universities have student organizations that may be able to provide some helper to talk to the girls about college preparation, applications, tours, etc.

Girl Scouts of Southern Illinois Event Application

Please submit this form to the Membership Development Manager at least three to four months before a service unit/regional event.

Hosting Service Unit or Region:

Name of Event:

Date of Event:

Time:

Event Location (please include address):

If applicable, please attach a copy of the facility rental agreement form.

This event () is a Service Unit Event

() is a Regional Event

Cost per girl \$_____

Cost per adult \$_____

Please check all that apply:

() Girl Scout Daisies

() Girl Scout Brownies

() Girl Scout Juniors

() Girl Scout Cadettes

() Girl Scout Seniors

() Girl Scout Ambassadors

Attendance Numbers:

Minimum: _____ Girls

_____ Adults

Maximum: _____ Girls

_____ Adults

Are tags allowed? _____ Yes _____ No

Name of Service Unit Event Chair/Regional Event Planner:

Phone number:

Email address:

Program Description and activities planned:

Please attach any flyers or ads you are using.

Are you contacting the newspaper in your area for this event?

Please forward event photos to Erin Johnson ejohnson@gsofsi.org for consideration for publication in newsletters and on the website.

OVER

Girl Scouts of Southern Illinois Event Application

Are you attaching an Off Site Equipment Requisition? () Yes () No

Are you bringing in outside groups to help with program activities? If so, who? ***Please list business name where applicable and whether or not you have solicited them for proof of liability insurance.*** Please attach any rental agreements or contracts to this form. *Remember girls may not participate in activities where a vendor requires them to sign a "hold harmless" agreement.*

Are there any program resources you need for this event to be successful? (Outdoor Adventure Resource facilitator, Program Resource Kits, flags, sashes, etc)

Outcomes you are measuring (see the 15 Leadership Outcomes listed in Event Guide)

List Girl Scout Leadership Journeys you are incorporating (if any):

Any specific needs or concerns you would like help with?

For Service Unit Events:

MDM Signature: _____

Service Unit Director Signature: _____

For Regional Events:

Regional Staff Advisor: _____

Regional Event Coordinator Signature: _____

Join Girl Scouts from Jackson County Service Unit for a great Earth Day Celebration!

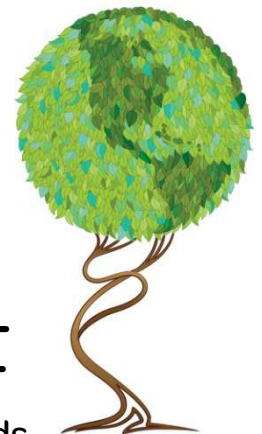
Where: Williamson County Pavilion
When: April 22, 2012
Who: Girl Scouts of all ages
Cost: \$8 per girl, \$3 per adult
(includes a terrarium, patch and snack)
Deadline to register: 4/5/2012
Minimum : 70 girls/ Maximum 150 girls

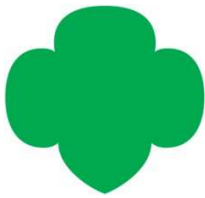
We will have “green” refreshments, make “green” crafts, and highlight some of the activities found in the It’s Your Planet, Love It journeys!

Send your registration form below to Julie Lowe, Service Unit Event Chair at 1327 Camp Cedar Point Lane, Makanda IL 62958. Please include your check made payable to Jackson County Service Unit.

Troop Leader _____
Address: _____
Phone/Email: _____
 ____ # Girls x \$8 =
 ____ # Adults x \$3 =
Total: \$ _____
Special needs: (dietary, physical, etc): _____

 Contact: Julie Lowe at 618-555-1912 for more information
 Confirmation emails will be sent after the event deadline. No refunds after event deadline.





Number of Girls in your troop attending: _____
Number of adults attending: _____
Service Unit: _____
Town(s) girls are from: _____

Please take a few moments to complete this form based on your experience today. Turn this form in at the end of the day. We will use this information to help our planning for next year.

- 1. Location & Facilities: Super Good Okay Poor
- 2. Time allowed for sessions: Super Good Okay Poor

- 3. Did you have fun? Yes No
- 4. Did you try something new today? Yes No
- If yes, what did you try?

This question is correlated to the Discover Outcome, "Girls Seek Challenges in the World"

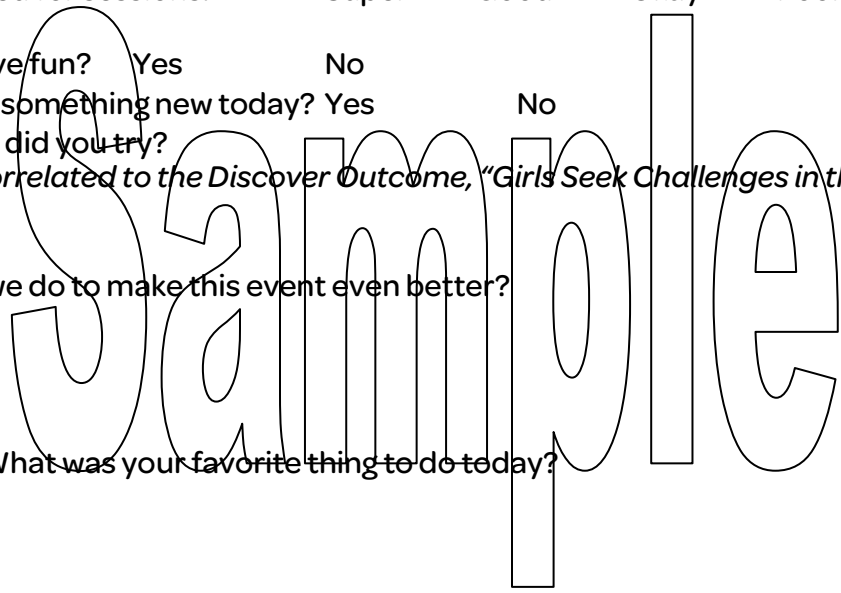
5. What can we do to make this event even better?

6. For Girls: What was your favorite thing to do today?

7. For Girls: What can you do to make the world a better place?

This question is correlated to the Take Action Outcome "Girls feel empowered to make a difference in the world"

8. For Adults: Events like this would be impossible without the help of dedicated volunteers. Would you be interested in helping out at future Service Unit Events? Please leave your name and contact information (phone number or email) and our Service Unit Event Chair will contact you with future opportunities.



Girl Scouts of Southern Illinois
Sample Event Budget Sheet

	Budget	Actual
INCOME:		
Program Fees		
70 girls x \$8	\$560.00	
30 adults x\$3	\$90.00	
PROGRAM FEES	\$650.00	
EXPENSES:		
Food Supplies	\$105.00	\$0
Snack @ \$1.50 per girl		
Duplicating Supplies	\$30.00	\$0
Flyers, confirmation letters, evals		
Program Supplies	\$200.00	
station supplies - soil, tape, cups, plants		
craft supplies		
Tokens of Appreciation	\$36.00	
Cookies for volunteers from outside groups		
T-shirts & patches		\$0.00
patches for girls 60 @ \$1 each	\$60.00	
SUPPLIES	\$431.00	\$0.00
Postage	\$6.60	\$0
Confirmation letters & Thank you notes		
sending confirmation via email where possible		
POSTAGE	\$6.60	\$0.00
FACILITY RENTAL	\$200.00	\$0
Cost to rent Pavilion \$700		
SU raising money to support event		
INSURANCE	\$1.10	\$0.00
Plan 2 Non Member Insurance		
TOTAL EXPENSES	\$638.70	\$0.00
INCOME OVER EXPENSES	\$11.30	\$0.00

Sample

April 11, 2012

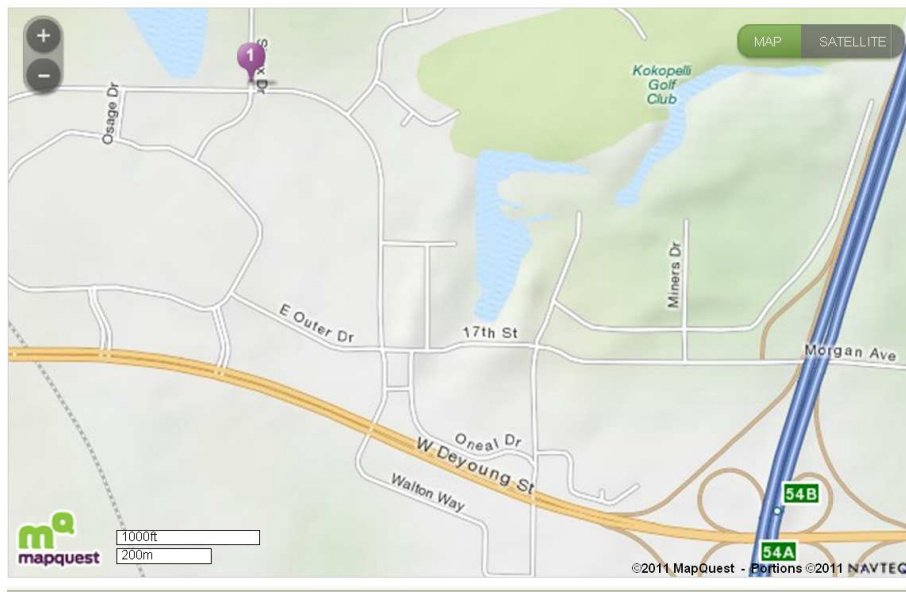
Dear Troop Leader,

This is to confirm your troop's registration for the Earth Day Event on April 22, 2012 at The Williamson County Pavilion from 1-4pm. Please bring a refillable water bottle and a clean 2 L soda bottle. Girls will be turning the soda bottles into terrariums to take home!

Please arrive 10 minutes before the event start to register and drop off your 2L bottles. Our activities will be indoors or under a covered porch so rain should not be a factor. We will have a schedule available for you at registration. Activities from this event will help your girls on their It's Your Planet, Love It! Journey.

We are still looking for adult volunteers to help with stations and activities. Please contact Julie Low at 618-555-1912 if you are able to help out with this event.

The event is located at Williamson County Pavilion. The address for the pavilion is 1602 Sioux Drive, Marion, IL. Please see the map below:



We look forward to seeing you at this event. Please let me know if you have any questions or need more information!

Julie Low
Service unit 27 Event Chair
618-555-1912 julielow@fakemail.com

Jonathan Stanley,
Property Director
#4 Ginger Creek Parkway
Glen Carbon, IL 62034
(618) 692-0685 (fax)
(618) 692-0692 (phone)

Girl Scouts of Southern Illinois
Equipment Requisition
Off Site

When completed, fax
or mail this form
2 weeks in advance
directly to the Property
Director

Name of Person Ordering _____ Troop # _____

Phone (D) _____ (E) _____

Date Needed _____ All Camp _____ or Unit(s) _____

Arrival Date _____ Time _____ Departure Date _____ Time _____

Requisitions received less than two weeks prior to date needed may not be complete

ALL ITEMS REQUESTED REQUIRE A \$25 DEPOSIT
AND MAY ONLY BE REQUESTED AT THE SERVICE CENTER.

	How Many		How Many
Griddle	_____	Leather Tooling Set (1)	_____
Skillet	_____	2-Way Radios (4 pairs)	_____
Roasting Forks	_____	Parachute	_____
Pie Irons	_____	<u>Earthball</u>	_____
<u>Dutch Oven</u>	_____	Wanda Box*	_____
Charcoal Starter (Chimney)	_____	Gertrude Box*	_____
Arctic Boy (Igloo)	_____	Shirley Box*	_____
Patrol Box	_____	<u>Lemmi Sticks</u>	_____
(Contains: large & medium pot;		<u>Tinkling Sticks</u>	_____
<u>small</u> skillet; 2 mixing bowls; 2 long		Megaphone	_____
<u>spoons</u> ; 2 pancake turners; 2 tongs;		Skit Box	_____
2 long forks; 1 ladle; 1 spatula;		Knot Tying Ropes	_____
1 cookie sheet)		Flag/Sashes	_____
Ground Tarp	_____		
Propane Stove (with gas)	_____	* Nature activities with directions and supplies (each	
Magnifying Glasses (15)	_____	<u>are</u> separate, no repeated activities.)	
Compasses (15)	_____		
Horseback Riding Helmets (15)	_____	Sewing Machines (5)	_____
Bike Helmets (15)	_____		
Climbing Helmets (11)	_____	*Must also fill out sewing machine request form	

Special Requests:



Plan 2 Enrollment Form for Girl Scout Councils



Plan 2: This insurance provides accident coverage for all non-registered members as participants for events lasting up to and including two consecutive nights or three nights when one night is a Federal holiday.

1. Submit the completed enrollment form through the Girl Scout Council for approval.
2. Following Council approval, the Council will send the enrollment form and premium to Mutual of Omaha.
3. Make check payable to GSSI for the TOTAL PREMIUM as calculated below. The MINIMUM PREMIUM is \$5.00. Several different events may be included in one submission to meet the minimum.
4. Several enrollment forms may be included in one submission to combine to meet the minimum.
5. Submit form to: Girl Scouts of Southern Illinois, #4 Ginger Creek Parkway, Glen Carbon, IL 62034. ATTN: Sharon Miller. Completed form and payment must be received by the Corporate Service Center 4 weeks prior to event date.

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

Council Code No. 416

Leader name or name of person submitting this form

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

Schedule of Each Event

			(1)	(2)	(3)	(4)	(5)
Please provide troop #, name of event, place of event, city, state	Beginning Date	Ending Date	Number of Participant	Number of Days	Number of Participant Days (1 x 2)	Premium Each Day @ \$.11	Total (3 x 4)
						.11	
						\$.11	
						\$.11	
						\$.11	
						\$.11	
						0.11	
						0.11	
						0.11	
						0.11	
TOTAL	N/A	N/A				\$0.11	

Please list additional events on the back of this form.
Underwritten by United of Omaha Life Insurance Company

Girl Scouts of Southern Illinois Service Unit/Regional Event Evaluation

Please submit with your final budget, participant evaluations (can be loose, unsummarized), newspaper clippings, photos and any camp reports required no more than two months after the event. Remember to turn in all receipts to your Service Unit Director/Regional Event Coordinator.

Name of event:

Date of Event:

Attendance Numbers: ____ Girls _____ Adults

Attendance Numbers by Level: ____Daisies ____Brownies ____Juniors
____Cadettes ____Seniors ____Ambassadors

Service unit/Region hosting:

Service Units attending:

Name of Event Chair:

Email or phone:

What was the most successful aspect of your event?

Did you have any challenges or issues at the event?

Would you recommend this type of event to other service units or regions? Yes No
Why or why not?

Did you include any journey or badge activities? Which ones?

What outcomes did you achieve with this event? How did you measure them?

Do you plan to host this event next year?

Thank you for giving the girls in your service unit the chance to experience this event!