

2013-2014 EVENT PACKET

An "event" is any activity open to more than two troops, requires pre-registration and/or involves a budget over \$100.

Questions? Contact the Service Unit Program Support Manager, Tina Marshall, tjm1210@comcast.net

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Crossroads Service Unit Coordinating Team (CT) **Key Contacts for Event Planning** **2013-2014**

Service Unit Program Support Manager:

Tina Marshall Phone: 872-9912
tjm1210@comcast.net
4642 Sierrawood Lane, Pleasanton 94588

Leader Support Manager:

Karen Rodriguez Phone: 200-0172
rgirlscoutmail@aol.com
671 Sycamore, Pleasanton 94566

Service Unit Treasurer:

Demaris Brown
brownjnd@yahoo.com
7718 Cottonwood Lane, Pleasanton 94588

CT Meetings: presentations at 7:00pm

Please check the [Crossroads Event Planning Web Site](#) for current calendar
Lydiksen School, Teacher Lounge, 7700 Highland Oaks Dr., Pleasanton

EVENT TIMELINE AND CHECKLIST

3 MONTHS PRIOR TO EVENT

- ❑ Identify trained Event Organizer for your Troop. Event Organizer needs to complete "Event Organizer" and "Safety-Wise" Trainings. They are available [on-line](#) if needed.
- ❑ Determine Event theme and Event participation.
 - ❑ Which program level(s) will be attending? How many participants will this event accommodate?
- ❑ Will your Event support the Girl Scout Learning Experience?
 - ❑ **Girl Led** – Girls learn how to be leaders by leading themselves, **Learning By Doing** – Girls learn new things through hands-on activities and **Cooperative Learning** – Girls work together toward a common goal
 - ❑ Will the girls Discover, Connect and/or Take Action?
 - ❑ Which of the 15 leadership outcomes will the girls gain from this event (see evaluation, page 9)?
- ❑ Secure site: see "Event Site Checklist" pg. 4.
- ❑ Develop event budget: see "Budget Worksheet" pg. 12.
 - ✓ For a large event (budget over \$2500), choose separate people to be Event Organizer and Event Treasurer
- ❑ Create Event Flyer: see "Flyer Checklist" and "Sample Flyer" pgs 5-6.
- ❑ Contact Service Unit Program Support Manager:
 - ✓ **Email the Flyer and Event Budget to the Service Unit Program Support Manager at least 7 days before the CT meeting at which you will be presenting.**
 - ✓ Determine adult/girl ratio _____
 - ✓ Consult [Council Resource Guide](#), determine applicable safety requirements:
 - ✓ Non-member Insurance? _____
 - ✓ Name of Event First Aider _____
 - ✓ Other required training? **Every event must have one person who has taken Event Manager and Safety-Wise Training.** Other specific events might require training such as: Outings, Short Trips & Overnights, Troop Camping, etc. _____
- ❑ Decide on Event patch style. (Advantage Emblem, Joy Crest, etc)
- ❑ Contact possible donors via telephone for supplies (snacks, gifts etc.)
- ❑ **If Event is a Money Earning Event**, submit a [Money Earning Application](#) and [Money Earning Evaluation](#), required by Council for approval. As a reminder, Money earning events may not take place during the initial order periods or public sales periods of the Fall Sales or the Cookie Sales.
 - ✓ Supply copy of both documents to Service Unit Program Support Manager.

2 MONTHS PRIOR TO EVENT: CT and LEADER MEETINGS

- ❑ Present Event Flyer and Budget Worksheet at CT meeting. Bring **10 copies of each** for CT members.
 - ✓ Presenter should be Event Organizer or another member of the event committee able to answer questions regarding any aspect of the event. Approximate length of presentation is 5 minutes.
 - ✓ If girl-sponsored event, girl(s) are encouraged to make presentation.
 - ✓ Insurance for non-Girl Scout members will be added at this time.
 - ✓ The cost to your Troop is \$.55 (fifty-five cents) per day.
 - ✓ Complete [Event Emergency Form](#) on-line (information needed on p.15.) This is a Council requirement.

- ❑ Approved flier, with any final CT modifications, may be presented at the next Leader meeting.
 - ✓ Email the approved final flyer to Service Unit Program Support Manager.
 - ✓ Flyer will be posted on the [Crossroads Event Flier web site](#) after the Leader meeting
 - ✓ Your Troop will be on the agenda for the upcoming Leader Meeting for your presentation.
 - ✓ For girl-sponsored events, girls are encouraged to present the event at the Leader Meeting.

1 MONTH PRIOR TO EVENT

- ❑ Begin to process registrations:
 - ✓ Set up registration log (track totals, use for check-in at event; see sample pg.7)
 - ✓ Send out confirmations and/or additional information, if appropriate. Remind troop leaders to bring forms (Health History, Permission Slips and Roster of Attendees).
 - ✓ Periodically submit checks received with Crossroads Deposit slip (pg. 12) to Service Unit Treasurer. Record the name of Event, and Event date, and the Troop number on every check submitted to the Service Unit Treasurer.
 - ✓ **ALL checks must be deposited BEFORE your event date.**
- ❑ Order patches (custom patches may take longer.)
- ❑ Complete [Event Notification and Report Form](#) on-line. This is a Council requirement.
- ❑ Print several copies of the [Media Information Sheet](#).
- ❑ Purchase and/or get confirmation on all supplies and donations. Stay within budget when making purchases.
- ❑ Prepare event evaluation form (see example, pg. 8), copy or create your own.
- ❑ Prepare troop registration packets (to distribute at check-in), if appropriate.
- ❑ Do "dress rehearsal" of ALL planned activities!

DAY OF EVENT

- ❑ Collect Troop Roster Sheets upon arrival, and Evaluation Forms at end of event.
- ❑ If emergency results in media contact, please refer to the [Media Information Sheet](#), with instructions to hand out to the media

Within 3 WEEKS AFTER THE EVENT

- ❑ Prepare 2 sets of Final Financial Report for Events (pg. 13) and submit one to Crossroads Treasurer. All **original receipts** are attached to a separate sheet of paper and attached to reimbursement form. (Second set goes to Program Support Manager, see below).
 - ✓ **Keep copies** of all receipts, budget, and financial report for your records
 - ✓ Submit requests for reimbursement of out-of-pocket costs (see pg. 10) to Service Unit Treasurer.
 - ✓ Event treasury needs to be closed out within 3 weeks of event.
 - ✓ All payment requests **must** be approved and signed by the Event Organizer and/or Event Treasurer before submission to Service Unit Treasurer.
- ❑ Evaluate the event
 - ✓ Within first few days, write brief personal evaluation of event
 - ✓ Complete Event Evaluation Summary (see page 9), using participants' evaluations.
- ❑ Compile Event Folder, including:

- ☐ Flyer, Confirmation, Registration packet, Evaluation Summary and/or handouts
- ☐ Event Financial Report
- ☐ Patch (if applicable) picture
- ☐ Anything else that would be useful to someone running this or similar event in the future.
- ☐ Submit final event report to Service Unit Program Support Manager. Include:
 - ✓ Copy of Final Financial Report
 - ✓ Event Evaluation Summary
 - ✓ Your personal evaluation of event
 - ✓ Event Folder
- ☐ Return any equipment purchased with event funds to Crossroads Service Unit Program Support Manager.
- ☐ Write thank-you notes to the donors who sponsored the event, volunteers or anyone that helped.

CONGRATULATIONS - YOUR EVENT IS COMPLETE!

EVENT SITE CHECKLIST

General Site

- ☐ Is the Event site easily accessible to all members, including those with disabilities?
- ☐ Is there enough parking for the expected attendees?
- ☐ Is the proposed site safe (free from obvious hazards,) secure and clean?
- ☐ Is the site well-lit (especially if the event extends past dusk)?
- ☐ Will the site be suitable in all weather conditions, or is there a rain check policy?
- ☐ Does site require a 'facility use form'? If so, file and obtain approval for use.

Building/Activity Area

- ☐ Is the site large enough to accommodate the expected attendees (fire marshal limits)?
- ☐ Is the area large enough for the planned activities? Is the site properly ventilated and heated?
- ☐ Are there at least two exits (from the building)? Are the emergency exits functioning, easily accessible, adequate, and well marked?

Site Facilities

- ☐ Does the food preparation area meet state and local standards? Is there enough potable water for the expected participants?
- ☐ Are there enough toilets and sanitary facilities for the expected attendees?

Your planning

- ☐ Is there First Aid equipment on hand? If not, you must provide it.
- ☐ Have you planned for proper disposal of all waste materials and site clean-up?
- ☐ The safety rules specific to the Event activities must be **posted**, understood and practiced by all.
- ☐ See Council Resource Guide for precise guidelines for your particular activity.

FLYER CHECKLIST

UPPER (INFORMATIONAL) PART OF FLYER should include the following:

- ☐ **"GIRL SCOUTS OF NORTHERN CALIFORNIA, CROSSROADS SERVICE UNIT" must** be at the top of the flyer.
- ☐ **EVENT SPONSOR:** Service Unit, school, troop, etc.
 - ☐ Indicate if the Event is a Bronze, Silver or Gold Project, if applicable.
- ☐ **WHAT:** event name, brief description
- ☐ **WHO can attend:** level (D, B, J, C, S, A), Crossroads Service Unit, your school, public, etc.
- ☐ **WHEN:** day of the week, date, time
- ☐ **WHERE:** location name and address
- ☐ **HOW MUCH:** cost per girl; cost per adult; what is included with cost
- ☐ **REGISTRATION LIMITS:** any limits on attendance (i.e., "limited to 100 girls & adults")
- ☐ **REGISTRATION DEADLINE:** usually 2-3 weeks before your event
- ☐ **PROCEEDS:** What is the reason for the event?
 - ✓ If event is a Troop Money Earning event, this must be specifically stated, along with description of what funds will be used for. Example: "This Event is a money earning event to benefit our trip to Disneyland." Troop must participate in fall and Cookie sales to have a money earning event. As a reminder, Money Earning events may not take place during the initial order periods or public sales periods of the Fall Sales or the Cookie Sales.
 - ✓ Bronze, Silver or Gold Award Event? Event **cannot** be a money earning event.
 - ✓ Leadership or Service hours?
 - ✓ For all other events, if excess funds will go anywhere other than the Service Unit general treasury, it must be explicitly stated on the flyer. Example: "Excess funds will be donated to a local animal shelter." **Specific charities and organizations cannot be referenced.** Excess funds need to be used to purchase a specific item for the beneficiary. Cash cannot be given.
- ☐ **CONTACT NAME, EMAIL ADDRESS and/or PHONE NUMBER:** Person to call with questions – usually event organizer. If contact is a girl, specify: *Contact Senior Girl Scout, Jane Smith, etc.*

LOWER (REGISTRATION) PART OF FLYER should include the following:

- ☐ **Registration form:** Include spaces for:
 - ✓ Troop info: Troop number, contact name, email address, phone number, mailing address (if needed, i.e., to send out confirmation or other event info)
 - ✓ Number of girls attending (x cost per individual girl) = total due for girl registration
 - ✓ Number of adults attending (x cost per individual adult if needed) = total due for adult registration
 - ✓ If no fees for adults, space for number of adults attending (needed for Adult/Girl ratios and to insure you don't exceed building/location capacity)
 - ✓ Total amount due
- ☐ **Payment**
 - ✓ Checks payable to "Crossroads Service Unit"
 - ✓ Include the phrase, "One check per troop"
 - ✓ Event name, event date and Troop number must be on memo line of check
- ☐ **Submitting**
 - ✓ Registrar's name, mailing address, email address and phone.
 - ✓ Registration deadline (is it "first come-first serve? lottery? until filled? expected to fill quickly, register early?) Choose your words carefully.

**** SAMPLE FLYER ****

GIRL SCOUTS OF NORTHERN CALIFORNIA
CROSSROADS SERVICE UNIT

The Jeweler in You!

A Bronze Award event hosted by Troop 30001
All Crossroads Brownie Girl Scouts are invited to attend!

Date: Friday, May 15, 2009
Time: 4:00pm–5:30pm
Place: Lydixsen Multipurpose Room, 7700 Highland Oaks Drive, Pleasanton
Cost: \$5.00 per girl
Includes: crafts, activities, “Jeweler” Badge and snack

This event is limited to 100 girls.
Please register by Friday April 24, 2009.

Questions? Please contact Susie Smith, 999-9999 or susie@yahoo.com

----- separate here-----

Registration for *The Jeweler in You*
Friday May 15, 2009

Troop # _____ Contact person _____ Phone: _____

Contact person email: _____

Level (circle all applicable): 2nd grade 3rd grade

_____ # of girls attending x \$5.00 each = \$ _____ enclosed

_____ # of adults attending (no charge) – (due to space, please limit to *Adult/Girl* ratios)

Please make check payable to **Crossroads Service Unit** **(one check per troop)**

Return registration form and check by **Friday, April 24** to:

Susie Smith, 1234 Any Street, Some Town, CA 99999

We will confirm receipt of your registration by email.

Register early! Space is limited and will fill up fast!

EVENT REGISTRATION LOG

Sample shown for multi-level event, for which a confirmation is to be sent upon receipt of registration

[illegible]

Event Evaluation Form

Give the form to troops at the end of the event, or in their registration packets. Ask to have evaluation returned at close of event (schedule time in your program for completing evaluations, if appropriate). If, due to the nature of your event, you'd like each participant to fill out her own evaluation, you may want 2 different forms: one for leaders including the logistics questions, another shorter and simpler version for the girls.

Event Name: _____ **Date** _____

Troop Level (if multilevel event): _____

Please circle responses:

1. Did you and your girls enjoy this event? Yes / No
2. Were the facilities appropriate for the program and number of participants? Yes / No
3. Was the event appropriate to the age level(s) it served? Yes / No

If no, please explain. _____

4. Did you receive enough information about the event? Yes / No
5. Did you feel this event was priced fairly? Yes / No
6. Was there adequate time allotted for the event activities? Yes / No
7. What did you and your girls like BEST about the event?

8. What did you and your girls like LEAST about the event?

9. Which of the 15 Girl Scout Leadership Experiences did the girls gain during this event? **Circle all that apply.**

1. Develop strong sense of self	2. Develop positive values	3. Gain practical life skills	4. Seek challenges in the world	5. Develop critical thinking
6. Develop healthy relationships	7. Promote team building/cooperation	8. Can resolve conflicts	9. Advance diversity in multicultural world	10. Feel connected to communities, locally and globally
11. Can identify community needs	12. Are resourceful problem solvers	13. Advocate for themselves and others	14. Educate and inspire others to act	15. Feel empowered to make a difference in the world

10. Comments? Suggestions?

11. Ideas for the future?

Event Evaluation Summary

Event Name _____ **Date** _____

Event Organizer Name _____ **Phone** _____

Address _____ **City** _____ **Zip** _____

Other adults involved in event planning:

Name Phone Position

Other key contacts/resources for event:

Name Phone Contribution

Total number of troops participating _____

Total number of girls participating _____

Total number of evaluations received _____

Attach a copy of the evaluation form that participants/leaders (circle one) filled out.

- For each yes/no question: On the attached copy of your evaluation form, indicate the total number of yes responses and total number of no responses, for all evaluations received.
- Summarize the results for the GSLE. On the attached copy of your evaluation form, indicate the total number of responses for 15 possible outcomes. Which were you aiming to achieve with your event (usually 1 – 2 for events that are a couple of hours in length, 2 – 4 on overnight events)?

- For open-ended questions, summarize representative comments that were:

Positive:

Negative:

General Comments and Suggestions:

Ideas for future:

CROSSROADS SERVICE UNIT PAYMENT REQUEST

Request Date: _____

Name: _____ **Phone:** _____

Address: _____
_____ **e-mail:** _____

Event/Program: _____ **Event Date:** _____

Receipt Number	Category (see list below)	Supplier/ Store	Amount
example receipt: 1	food	Costco	29.85
example receipt: 2	crafts	Michaels	13.53
example receipt: 2	decorations	Michaels	6.97
		TOTAL AMOUNT	\$

*****REQUIRED*****

Signature of Event Organizer or Event Treasurer

Sign here

For Bookkeeping Use
Only

Date paid:

Check #:

Crossroads Payment Request Directions:

1. Complete one payment request per person or Troop.
2. Attach **ORIGINAL RECEIPTS ONLY**. Copies will NOT be accepted.
3. Number your receipts.
4. One receipt per line. (Example receipt number 1)
5. If a receipt has 2 or more item categories, list each category on a separate line, with the amount of each category in the amount column. (See example receipt number 2)
6. **Categories:** (Choose One per line) **CRAFT, DECORATION, ENTERTAINMENT, EQUIPMENT, FOOD, INSURANCE, OFFICE SUPPLIES, PATCHES/BADGES, PHOTOGRAPHY, PRINTING/COPIES, SITE, SUPPLIES, T-SHIRTS, OTHER**
7. Continue on back of form, if more lines are needed.
8. **The Event Organizer or Treasurer MUST SIGN the request form**

CROSSROADS SERVICE UNIT

DEPOSIT SLIP

Submit to Crossroads Treasurer

TODAY'S DATE: _____

EVENT NAME: _____

EVENT DATE: _____

CASH:
CHECKS:
TOTAL DEPOSIT:

Include EVENT NAME & DATE on each check

Event Organizer: _____

Event Organizer Signature: _____

For Bookkeeping Use Only:
Deposit Amount verified by:
Date Deposited:

CRSU Deposit Slip Instructions:

1. Event Organizer must sign the deposit slip.
2. The name & date of the event must be on the memo line of each check.
3. Each check is made payable to Crossroads (CRSU)
4. Submit the deposit to the Crossroads Treasurer at least 1 week prior to the event.
5. For payment by Product Sales Rewards, complete the Product Sales Reward Card form and submit with the Deposit slip. Do not include the Rewards in Deposit total.

Excel file ... click link to download >> [Crossroads Budget Worksheet](#)

Crossroads Budget Worksheet		Fill the cells that are shaded this color.
Event Name:		
Event Date:		
Budget Submission Date:		
Troop Number:		
Troop Level:		
Trained Event Director:		
Event Co-director (for events over \$5,000 income)		
Event Treasurer (for events over \$3,000 income)		
Prepared by:		
Position:		
Phone:		
Email address:		
ANTICIPATED EXPENSES:		
Site Rental Fee		
Printing		
Food		
Patches		
Cleaning Supplies		
Insurance (\$0.55 per day)		\$0.55
Postage		
Decorations		
Crafts		
Donations* (to others)		
*Beneficiary of above donation		
<i>Other Program Supplies (list below)</i>		
Total Estimated Expenses	(A)	\$0.55
ANTICIPATED INCOME:		
Donations/Community Contributions		
Other		
Income credits (total of above items)	(B)	\$0.00
Income needed from participants (A-B=)	(C)	\$0.55
Girl Fees	# girls	
	fee	
	(D)	\$0.00
Adult Fees	# adults	
	fee	
	(E)	\$0.00
Total of participants' fees (D+E=)	(F)	\$0.00
Net Estimated Profit or (Loss) from Event (F-C=)	(G)	(\$0.55)

Excel file ... click link to download >> [Crossroads Final Finance Report](#)

<u>Crossroads Final Finance Report</u>		Fill the cells that are shaded this color.
Event Name:		
Event Date:		
Budget Submission Date:		
Troop Number:		
Troop Level:		
Trained Event Director:		
Event Co-director (for events over \$5,000 income)		
Event Treasurer (for events over \$3,000 income)		
Prepared by:		
Position:		
Phone:		
Email address:		
<u>ANTICIPATED EXPENSES:</u>		
Site Rental Fee		
Printing		
Food		
Patches		
Cleaning Supplies		
Insurance (\$.55 per day)		\$0.55
Postage		
Decorations		
Crafts		
Donations* (to others)		
*Beneficiary of above donation		
Other Program Supplies (list below)		
Total Estimated Expenses	(A)	\$0.55
<u>ANTICIPATED INCOME:</u>		
Donations/Community Contributions		
Other		
Income credits (total of above items)	(B)	\$0.00
Income needed from participants (A-B=)	(C)	\$0.55
Girl Fees	# girls	
	fee	
	(D)	\$0.00
Adult Fees	# adults	
	fee	
	(E)	\$0.00
Total of participants' fees (D+E=)	(F)	\$0.00
Net Estimated Profit or (Loss) from Event (F-C=)	(G)	(\$0.55)

Per our Council requirements, all events need to be submitted on-line at: http://www.girlscoutsnorcal.org/pages/for_volunteers/su_event_form.html

As soon as your flyer is approved, please complete this form to get your Event ID.

By submitting this form well in advance of your event, the council will be prepared in case of emergencies at your event. We'll also have the needed information to answer questions and help you promote your event if we happen to get calls to our council office about it. This information will be stored on a private website, and will not be accessible by the public.

Once you submit this form, you can print out a copy. An e-mail with this form will also be sent to the Event Organizer and our CDD, Shawun Anderson. If at any time you need to update or change the information that was submitted, please contact Shawun directly to change the final form at Council.

How to complete the Service Unit Event Emergency Form

- 1) **EVENT INFORMATION:** Choose your **County** from the drop down (Alameda)
- 2) Choose your **City** from the drop down
- 3) Enter **Name of Your Event**
- 4) Enter the **Location name and address**
- 5) Enter the **Start Date** of your Event
- 6) Enter the **End Date** of your Event
- 7) Enter the **Start Time** of your Event
- 8) Enter the **End Time** of your Event
- 9) Enter the **Expected # of participants** (girls and adults)
- 10) **EVENT DIRECTOR INFORMATION** Enter the **Name** of your Troop's **Event Director**
- 11) Enter **Event Director's home phone**
- 12) Enter **Event Director's cell phone** (optional)
- 13) Enter **Event Director's email address**
- 14) **EMERGENCY CONTACT INFORMATION** Enter **Emergency Contact for that day**
 - a. (this person will be at home during the event)
- 15) Enter **Emergency Contact home phone**
- 16) Enter **Emergency Contact cell/other phone**
- 17) **SERVICE UNIT INFORMATION** Choose **Alameda County**
- 18) Choose **Crossroads** (this will auto-fill our CDD contact info)
- 19) **SERVICE UNIT DIRECTOR** Enter Crossroads Service Unit Director: **Karen Rodriguez**
 - a. Home 925- 200-0172
 - b. Cell 925- 200-0172
 - c. Email Rgirlscoutmail@aol.com
- 20) And finally, the hardest part... trying to read the wiggly graphics/words at the bottom and re-typing them to be able to submit your form.
- 21) Click Submit

Your page will refresh and your completed document will appear with the Event ID listed in the top left corner.

Print this page for your records.

Email that ID number to Tina Marshall.