



## Council Sponsored Event Approval Application

Thank you for working to provide quality programs to Girls! Your dedication and commitment to the Girl Scout Leadership Experience provides rich and engaging experiences to girls that empower them to have Courage, Confidence, and Character.

Reasons to host a Council Sponsored Event:

1. During the membership year, when your Community Leadership Team hosts a Council approved event the team will be able to retain an additional 2 cents per box of cookies sold.
2. Support of the Girl Scout Leadership Experience builds upon the leadership skill building with all girls who participate.

Complete this form, including signature, and submit electronically (via email) as a Word document to [programs@gsutah.org](mailto:programs@gsutah.org) at least **SIX WEEKS PRIOR** to your planned event date.

If unable to submit electronically you may:

**Fax** the form to (801) 261-1213

**Mail** to Girl Scouts of Utah Girl Scouts of Utah  
ATTN: Program  
445 East 4500 South # 125  
Salt Lake City, UT 84157-0280

### Council Support for Community Leadership Team Event Representatives

Girl Scouts of Utah provides the following to those who wish to offer a council sponsored event hosted by a COMMUNITY LEADERSHIP TEAM:

- Event Director training
- Assistance and advice with program planning
- Event marketing
- Distribution of flyers to other Community Leadership Teams when requested (the Community Leadership Team must pay for copies)
- Processing of registrations and confirmations
- Collection of participant information from our database
  - Includes address, phone number, e-mail address, registration status (current membership, grade level, troop number etc.)
- Collection of monies for all registrations
- Checks that are returned for insufficient funds are handled by GSU and a collection service, not the Community Leadership Team
- Processing of program confirmations

All of this saves you time, decreases liability, and increases safety! In addition, it helps volunteers because personal or Community Leadership Team addresses and phone numbers are not widely advertised.

**This application must be completed in its entirety for your event to be approved.**

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**All Community Leadership Teams (COMMUNITY LEADERSHIP TEAM) formerly Service Unit (SU) planning to host a council-sponsored event MUST receive permission from the council PRIOR to hosting an event.**

COMMUNITY LEADERSHIP TEAM: \_\_\_\_\_

Name of Event: \_\_\_\_\_

Who can participate (mark all that apply): ☐ Girl Only ☐ Girl/Adult ☐ Troop ☐ Family ☐ Friend

Event Date: \_\_\_\_\_

Time (beginning & ending): \_\_\_\_\_

Grade Level (K-12, 4-5, etc): \_\_\_\_\_

Event Location (including address with zip code): \_\_\_\_\_

Registration for this program closes: Month \_\_\_\_\_ Day \_\_\_\_\_

Fee: Girls: \$ \_\_\_\_\_ Adults: \$ \_\_\_\_\_ Non-Girl Scouts \$ \_\_\_\_\_

Limit: Girls: Minimum \_\_\_\_\_ Maximum \_\_\_\_\_ Adults: Minimum \_\_\_\_\_ Maximum \_\_\_\_\_

Event Director's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Phone: (Day) \_\_\_\_\_ (Cell phone) \_\_\_\_\_

Email Address: \_\_\_\_\_

When did the Event Director complete Event Director training? \_\_\_\_\_

First Aider Name: \_\_\_\_\_

First Aider Phone Number: \_\_\_\_\_

Briefly describe event for marketing purposes in a fun way that would encourage participation:

## Programming

### **Program Initiatives**

Indicate which of the following program areas your event will align with:

- ☐ STEM
- ☐ Healthy Living
- ☐ Advocacy
- ☐ Outdoors
- ☐ Financial Literacy

**Please explain how your event is aligned with the Program Initiatives:**

**What badges/journeys will you be incorporating into your event (please explain):**

### **The Girl Scout Leadership Experience Model**

By using the Girl Scouts Leadership outcomes, your event will assist with each girl's personal growth. Familiarize yourself with our Girl Scout Leadership Experience (GSLE) model. You can find helpful tips and tools at: [girlscouts.org](https://www.girlscouts.org). Search Girl Scout Leadership Experience where you will find helpful electronic resources.

### **Is your event:**

(required for your event to be approved)

- ☐ **Girl Led**
- ☐ An event that promotes **Learning By Doing**
- ☐ An event that promotes **Cooperative Learning**

**Please explain how your event is any of the above checked boxes:**

**Girl Scouts engage in Discover, Connect and Take Action activities that lead to leadership skills. It is required that you choose at least one of these 15 outcomes**

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**Discover**

- ☐ **1. Girls develop a strong sense of self.** Girls have confidence in themselves and their abilities; feel they are able to achieve their goals and form positive gender, social and cultural identities.
- ☐ **2. Girls develop positive values.** Girls form their beliefs and values based on the Girl Scout Promise and Law, learn to consider ethical aspects of situations, and are committed to social justice and community service and action.
- ☐ **3. Girls gain practical life skills.** Girls gain skills that prepare them for a positive, healthy and independent future.
- ☐ **4. Girls seek challenges in the world.** Girls develop positive attitudes toward learning, seek opportunities for expanding their knowledge and skills, set challenging goals for themselves, and take appropriate risks.
- ☐ **5. Girls develop critical thinking.** Girls learn to examine ideas from a variety of viewpoints and further use critical thinking to explore implications of gender issues for their lives and their leadership development.

**Connect**

- ☐ **1. Girls develop healthy relationships.** Girls learn to form and maintain meaningful and caring relationships, communicate effectively, protect their rights in relationships, and know when to seek help from others.
- ☐ **2. Girls promote cooperation and team building.** Girls recognize the value of working together and learn to make decisions that benefit the whole group. They can build effective teams, learn to be accountable for shared goals, and show recognition for others accomplishments and contributions.
- ☐ **3. Girls can resolve conflicts.** Girls learn to recognize and analyze different conflict situations and develop skills for constructive conflict resolution and prevention.
- ☐ **4. Girls advance diversity in a multicultural world.** Girls learn to think and act in a way that promotes an inclusive environment, respecting and valuing diverse backgrounds, viewpoints, and life experiences.
- ☐ **5. Girls feel connected to their communities, locally and globally.** Girls feel that they are part of a larger community and recognize the importance of building diverse, supportive, social networks for their personal and leadership development.

**Take Action**

- ☐ **1. Girls can identify community needs.** Girls learn to identify issues in their local and global communities and come up with realistic possibilities for action.
- ☐ **2. Girls are resourceful problem solvers.** Girls can use their knowledge and skills to set up and implement creative and effective “action plans,” locate tools and resources they need, and know when, where, and how to enlist help from others.
- ☐ **3. Girls advocate for themselves and others, locally and globally.** Girls develop the ability to speak out on their own behalf and seek opportunities to act and speak on behalf of others.
- ☐ **4. Girls educate and inspire others to act.** Girls learn to effectively explain their ideas to others and motivate them to get involved in community service and action.
- ☐ **5. Girls feel empowered to make a difference in the world.** Girls feel empowered to use their leadership skills to effect change in their lives and their world and feel their contributions are valued in the larger community.

***Please explain how your event supports your indicated outcomes (must be filled out for approval):***

### **Marketing for Events**

Mark the selection below which best describes how you would like to have your Council-Sponsored Event marketed.

- ☐ GSU Go online e-book, published twice a year
- ☐ We understand that this event will not be marketing in GSU Go and will be marketed in other available avenues.

Please note the deadlines to have your program in the GSU Go:

- June-November content due February 1
- December-May content due September 1

***Please attach any flyer you have created to publicize your event. Make sure you have followed all council guidelines when using the Girl Scout logo.***

Additional ways your event could be marketed through GSU.

- ☐ Social Media (Facebook, Twitter)
- ☐ GSU Website
- ☐ GSU On the Go Monthly Emails
- ☐ Flyers in shops

## Council Sponsored Event Approval Application

**Fee Structure for Council-Sponsored Events Hosted by a Community Leadership Team (formerly SU). We plan to utilize the support of council staff for registration-confirmations:** ☐ Yes ☐ No

This is applicable **only** when GSU accepts registrations and sends confirmations. Please note that the Community Leadership Team may do their own registrations and confirmations with no additional fee.

- GSU will deduct these charges from your incoming registration fees. Once your event has closed and confirmations sent, deposits are made by direct deposit to the Community Leadership Team bank on or around the **15<sup>th</sup>** and **30<sup>th</sup>** of each month.
- Cookie kick-offs are **not included** in this structure and will continue to be free.

The fees will be charged based on the cost of the event and number of registrations. Please keep this in mind while planning program budgets.

Cost of Event Per Person	1-50 Registrations	51-100 Registrations	101-200 Registrations	201-300 Registrations
Up to \$5.00	\$15	\$30	\$40	\$50
\$5.01-\$15.00	\$20	\$40	\$50	\$60
\$15.01-\$25.00	\$25	\$50	\$60	\$70
\$25.01-\$30.00	\$30	\$60	\$70	\$80
\$30.01-\$40.00	\$40	\$70	\$80	\$90
\$40.01-\$50.00	\$50	\$80	\$90	\$100

For all events the Event Representative must send to the Council the following information:

### Before the event:

- ☐ The confirmation email that will be sent to all registrants, even if the Community Leadership Team is handling the registration.
  - **Confirmations:** The Community Leadership Team must have a confirmation ready to send to GSU once the event has been closed. You will need to supply the following information: date, time, location with complete address, driving instructions if difficult to find location, cell phone number of the person managing the event in case of additional questions, and additional information such as what to wear, what to expect and schedule of activities.
- ☐ Registrant information will be sent to the Event Representative once the registration closes. If the Community Leadership Team is handling registrations, the Event Representative must send a list of registrants to the Council.

### After the event:

- ☐ An explanation of how the Girl Scout Leadership Experience Outcomes were addressed during the program
- ☐ A financial report for the money earned and how it was spent.

## Agreements

I acknowledge that I have read the fee schedule \_\_\_\_\_(Initials)

I acknowledge that I have read the *Safety Activity Checkpoints for the event*. I understand and will adhere to the guidelines. \_\_\_\_\_(Initials)

I acknowledge that I will follow all Girl Scouts of Utah policies, procedures, and use the guidelines in Volunteer Essentials to conduct a safe, fun event for Girl Scouts. \_\_\_\_\_(Initials)

I acknowledge that I will provide all information and documentation to the GSU Council in a timely manner. \_\_\_\_\_(Initials)

I acknowledge that I will provide the enrollment form to purchase extra insurance for any non-members attending our program, with a \$5 minimum. \_\_\_\_\_(Initials)

I acknowledge and agree to complete all follow up items for the event to qualify for the additional cookie cents, including a financial report and review of the Girl Scout Leadership Experience outcomes. \_\_\_\_\_(Initials)

**By signing below I agree to adhere to all Girl Scout policies and procedures.**

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Community Leadership Team Event Director Signature

Date

*FOR OFFICE USE ONLY*

Date

Approved by