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Event Planning Guide

October 2010



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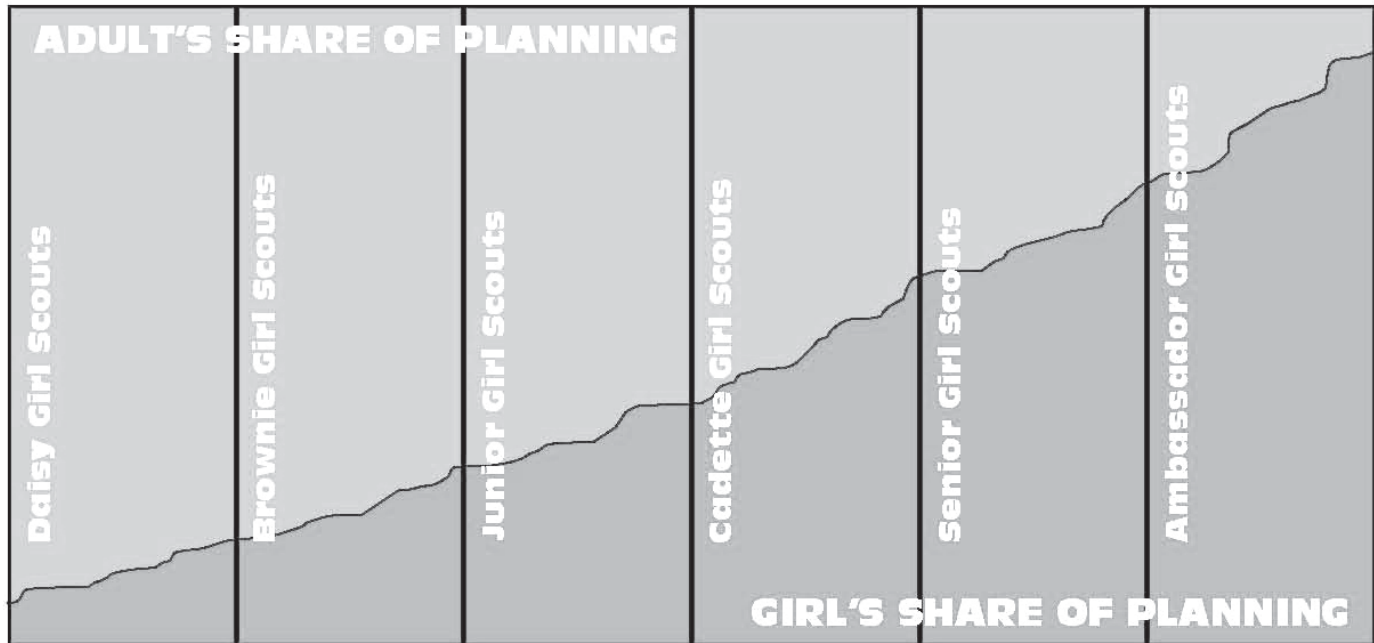
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Thank you for your time and effort in deciding to do an event for your service unit. Service unit events are an opportunity for girls to have fun and to expand their friendship circle. Girl planned events are also important, these events help give the girls the opportunity to achieve their potential as future leaders.

Planning, Progression & Being Inclusive

Girl / Adult Planning



How is the girl/adult partnership used to deliver Girl Scout program activities?

1. An adult and a girl work together to complete a task, resolve an issue, or plan an activity.
2. An adult helps a girl to make a decision by asking questions rather than providing answers.
3. An adult guides rather than leads.
4. An adult advises rather than judges.
5. An adult helps a girl to be the person she wants to be.

Five Concepts Behind Girl/Adult Partnership

1. By girls, for girls: Find out what interests the girls.
2. Girl ownership: Do nothing for girls that girls can do for themselves.
3. Safe mistakes: If girls are not making mistakes, they are not doing the planning. Only on health and safety issues are there no compromises.
4. Real choices: If there really is no choice, don't give the appearance of a choice
5. Follow through: If you say you are going to do something, then do it!

Progression

Girl Scout program is built on progression. As girls increase their confidence and skills, they can carry out activities that require more planning, take place farther away from home, and utilize special skills and endurance (*Volunteer Essentials*). Here's an example: Before going camping, the girls should do an overnight at someone's house, should learn to set-up their own tent, should learn how to wash dishes in the outdoors, etc.

Planning, Progression & Being Inclusive

Being Inclusive

An inclusive event is one that was planned to make everyone feel welcome! Examples of ways you can be inclusive include the name of your event (“Father/Daughter Dance” vs. “My Guy & Me”) and making sure the facility is accessible to everyone, including girls with disabilities.

Event Committees

When planning an event, consider putting together a committee. While other Girl Scout volunteers will be necessary for your committee, girls are an imperative addition. Whether they are involved with initial planning, or accept specific responsibilities, it incorporates the core component of the Girl Scout program, which is the Girl Scout Leadership Experience, where girls discover themselves, connect with others, and take action to make the world a better place. Once you’ve drafted a loose framework or idea for your event, take this time to ask the girls what they think. Older girls may not want you to draft any sort of idea in advance, meaning you would simply put the initial idea away and let them take the reins. Younger girls on the other hand, may only be able to fill in a few ideas here and there, as their personalities and interests dictate. Involving them empowers them and encourages learning by doing and cooperative learning promoting fun and friendship that have always been so integral to Girl Scouting.

Event Location Considerations

- Safe, clean, well-ventilated, well-heated space, free from hazards
- Area large enough for active games and small group meetings
- First-aid equipment available
- Toilets with hand washing facilities
- Access to telephone
- Has at least two secure exits
- Adequate lighting
- Distance girls must travel
- Highways and major intersections to be crossed
- Availability of transportation



Activity Questions

1. How can you involve girls in planning?
2. How does progression impact your planning?
3. What do you need to consider to make sure an event is inclusive?

Health, Safety & Insurance

Safety

The troop/person coordinating the event is responsible for complying with all the safety standards that apply to the event. This responsibility can not be delegated. All forms and safety guidelines are truly to protect the safety of the girls. This is to be accomplished by ensuring:

- Leaders, Co Leaders, troop assistants and girls are registered annually and adhering to the *Council Volunteer Policies and Procedures* (including background checks and training requirements)
- Adhering to the guidelines in *Volunteer Essentials* and *Council Volunteer Policies and Procedures* (girl-adult ratios, activity standards, etc.); working with the service unit event/travel coordinator to ensure following all policies, procedures and laws.
- Teaching the girls safety awareness, first aid skills and how to make activity decisions based on *Volunteer Essentials* and *Council Volunteer Policies and Procedures*; self-government skills so that they learn to work as a team and become responsible for their own well-being.
- Informing parents of troop/group activities and involving them in troop/group support.
- Obtaining required permission for travel and money-earning activities.
- Making sure girls have completed the appropriate progression to complete/participate in the activity.

Volunteer Essentials & Safety Activity Checkpoints

Volunteer Essentials and *Safety Activity Checkpoints* are Girl Scouts USA publications. All Girl Scouts are required to follow *Safety Activity Checkpoints* checkpoints and program standards. It is meant to establish a sound program experience that will protect and maintain the well-being of every Girl Scout by providing the program standards and safety guidelines for common Girl Scout activities and to provide basic leadership resources for Leaders.

Money Handling

Event facilitator must work with the service unit treasurer to make sure they are following the policies and procedures for money handling.

Certificate of Insurance

Contact Leslie Smith at the Portland Service Center to request a Certificate of Insurance. The staff member will need the complete name and address of the organization making the request, to whom the Certificate of Insurance should be sent and which Girl Scout troop/group, service unit or event is making the request. Upon approval, the Certificate of Insurance is mailed directly to the organization.



Health, Safety & Insurance

Insurance

Basic insurance for every registered Girl Scout girl and adult is an activity insurance to cover injuries (not illnesses) during approved Girl Scout program. It is a “secondary” insurance, covering those expenses not covered by the family insurance of the registered girl or adult.

Non-Member Insurance

Council Volunteer Policies and Procedures requires that a Girl Scout troop, group or service unit purchase “non-member” insurance to cover any participant that is not a registered member at any Girl Scout event. This covers injuries, just like the basic insurance but only covers the date for the specific event for which it is purchased. Often, it is much more worthwhile to register the girl or adult so that they are covered for all activities they might participate in during a given membership year. Contact Leslie Smith at the Portland Service Center for purchasing information, costs and deadlines.

NOTE: Tag-a-longs are children who are not registered Girl Scouts. A tag-a-long is only covered by non-member insurance policies for a program designed specifically for them to participate.

Extended Insurance

Extended Insurance must be purchased for any event or trip lasting three-nights or more, as well as international trips. If a trip lasts more than two nights, the entire event is excluded from the basic plan, including traveling to and from. Medical insurance is available to cover illness at an additional fee. Contact Leslie Smith at the Portland Service Center for purchasing information, costs and deadlines.

Leslie Smith, Site Registrar/Administrative Assistant
Portland Service Center
1-800-338-5248 or 503-977-6834
lsmith@girlscoutsosw.org

Emergency Procedures

Procedures to be followed in the event of a serious accident, emergency, or fatality:

1. First adult – give priority attention to providing care for the injured person.
2. Second adult – call 911 to secure police, ambulance, fire, etc.
3. Call Girl Scouts of Oregon and Southwest Washington (GSOSW) 24-hour emergency number.
4. Give YOUR name, troop number, exact location and phone number where you can be reached.
5. Stay by the phone until you receive a return call from a Girl Scout representative. That individual will guide you and secure additional assistance as needed. If you cannot stay by the phone, leave all important information with the answering service.
6. Work with emergency personnel. Refer all media inquiries (press, radio, TV) to GSOSW.

Do not speak to the media.

Emergency 24-hour Answering Service 800-626-6543

Event Emergency Contact Information

Complete and post this sheet conspicuously near phones, in first aid kits and anywhere else it might be needed.

FOR EMERGENCIES:

	NAME	PHONE #
Nearest Fire Department	_____	_____
Nearest Hospital	_____	_____
Poison Control	_____	_____
Ambulance Service	_____	_____

FOR REFERENCE WHEN MAKING EMERGENCY CALLS:

Name of event facility _____

Address of facility _____

Phone number _____

Special directions to facility: _____

Other notes: _____

Steps in Planning Great Events

Step 1 Assessment

Assess the needs and interests of your audience. This can be done both formally (e.g., through surveys) and informally (e.g., asking people like fellow volunteers or leaders and girls). Assessing needs and interests is a critical first step towards purposeful programming.

Step 2 Goals

Once you have a sense of your audience's interests and needs, begin to clarify your goals for the event. Establishing goals and objectives will guide your organization in the planning process. Consider the following as you establish your goals:

- Who is your audience – the whole council? A particular service unit or area? What age levels?
- What are you trying to accomplish by having this particular program? Do you want to educate/inform? Analyze a problem? Make a group feel involved? Get buy-in? Build enthusiasm? Earn awards (badges, IPs or Try-Its)? Money-earning for a troop?
- What specific need(s) is your program meeting?
- Are girls involved in the planning/facilitating the event?

Step 3 Brainstorming

Brainstorm ideas designed to meet identified needs, interests, and goals. Discuss the feasibility of programs, available resources, special requirements and conflicts of possible duplication in programs. Brainstorming is often one of the best ways for a group to come up with ideas for general programming and publicity gimmicks. Also, consider whether your program ideas are inclusive of many/all girl members. While we rarely meet all girls' needs in one program, we should strive to be as inclusive as possible in our efforts.

Step 4 Resources

Now that you have a general concept for your event, check your resources:

- Is there enough support in the organization or hall for the event?
- Are there enough people to complete the necessary responsibilities?
- Is it worth the estimated cost?
- Can it be done (and done well) in the time allotted?

Step 5 Initial Planning

Begin planning by selecting a date, requesting space, creating a timeline, and starting necessary paperwork (e.g., contracts).

- Identify possible dates and then select the best one(s). Take into account time needed to organize and publicize. Determine possible conflicts, such as community events, holidays, weather, other programs, etc.
- Determine the anticipated attendance – this will allow you to secure the most appropriate location and can help you estimate costs more effectively.
- Look for facilities/space for the program. Consider all your options and be sure to check early because your top choice may already be reserved.
- Consider who will be involved in the planning, implementing, and evaluation of the event.

Steps in Planning Great Events

- Identify the special needs of the event (e.g., equipment, parking, stage, insurance, sound, etc).
- Establish a working calendar or timeline for deadlines.
- Submit "Notice of Service Unit Event" form to the event and travel coordinator (*Event Planning Guide*)

Step 6 Budget

- Is this a troop money earning activity? How much does the troop hope to earn?
- If not, is the cost per girl covering the expenses? (Submit money-earning application to service unit event and travel coordinator for approval)
- Develop a budget. Use pre-made form in the *Event Planning Guide* or create your own.

Step 7 Advertise

- Develop a girl friendly flyer that will get their attention.
- Give the flyer to the Communications coordinator for your service unit for approval.
- Ask for the event to be added to the service unit webpage

Step 8 Confirm Plans

- Finalize room/equipment reservation and setup needs.
- Arrange for needed/additional help (volunteers, teen girls) and supplies.
- Write confirming letters/emails to performers, speakers, and other contracted services. Keep a copy for your files.
- Plan and organize your group's efforts. Delegate and coordinate each person's responsibilities in advance of the event.
- Consider worst case scenarios for your event – what happens if it rains and your events is scheduled to be outdoors? What if the electricity goes out in the middle of the performance? What if attendance considerably exceeds capacity of the space? Discussing possible worst-case scenarios in advance of your event will prime your problem solving abilities so that on the off-chance something like this happens, you can remain calm and collected.

Step 9 Implement the Program

- Get there early; check all set-up needs and confirm that your volunteers know what they are responsible for during the event.
- Meet performer or speaker.
- Take care of last minute details.
- Introduce the event and identify your organization and any other sponsors.
- Monitor break times; keep event on schedule.
- Be prepared to pay speaker or performer at conclusion of event if pre-arranged.
- At the conclusion of the event, clean-up all spaces used and be sure to return any equipment.

Event Planning Timeline/Checklist

Use as a guide to help you organize your event and the planning process.

12-9 months before:

- Choose type or theme of event
- Secure site/location (may need to be secured 6 months to 1 year in advance)
- Secure all necessary permits
- Initial planning:
 - Purpose and theme
 - Participants/audience
 - Dates and times
 - Program outline
 - Registration details
- Work on/complete budget



7-5 months before:

- Rough draft of flyer
- Make transportation arrangements if necessary
- Order merchandise if needed (activity supplies, patches, prizes etc.)
- Confirm volunteers to help with the event (will the adult/girl ratio be met?)
- Complete budget

4-2 months before:

- Turn in "Notice of Service Unit Event" form to service unit event/travel coordinator
- Turn in flyer to service unit communications coordinator for approval
- After approval, pass out flyers to Girl Scout leaders (two months before event is suggested)
- Order rentals if necessary (like port-a-potties, tents etc.)

1 month before:

- Final details planned
- Reserve equipment and purchase necessary supplies
- Collect registrations and money, provide updated information, maps etc.
- Purchase non-member insurance
- All volunteers have been background checked and registered

Event Planning Timeline/Checklist

Month of the event:

- Reconfirm site, transportation, volunteers, caterer, etc.
- Arrange transport of all equipment and supplies
- All to-do items are in progress and/or done
- Organize registrations and make sign in sheet
- Assemble equipment and supplies

Day of event:

- Arrive early and set up supplies/equipment
- Collect participant evaluations
- Leave site cleaner than you found it
- Make major emergency reports within 24 hours of an incident

The month after:

- Complete event evaluation and turn it to service unit event/travel coordinator
- Send thank you's
- Return all borrowed items
- Pay all remaining expenditures
- If an annual event, start recruiting volunteers for next year
- Turn in any accident report forms (any completed/non-emergency)

Note: No Girl Scouts Volunteer shall enter into any agreement or contract that is binding on the council or includes a hold harmless clause. Please refer to the *Council Volunteer Policies and Procedures*.

Sample - Event Outline

Fantastic Flags • November 11 • 1:00 p.m. to 4:00 p.m.

Purpose: to teach girls basic flag ceremonies and etiquette so that they can perform for the community

Pre-Activity: song circle—sing patriotic songs, teach “It’s a Grand Old Flag”

Opening: house rules, etc., divide into groups

(30 min.) Station A: learn basic flag ceremony

(30 min.) Station B: make beaded flag pin

(30 min.) Station C: learn flag etiquette for outdoors, parades, hanging flags

(30 min.) Station D: play flag history game

Snack: (30 min.) red apples, white popcorn, blue juice (snack after two rotations, then do other two rotations)

Closing: (30 min.) clean up stations, do evaluations, close with the poker chip, build a flag ceremony

Supplies needed:

- Registration table: name tags, sign-in sheets, pens
- Pre-activity: poster with lyrics
- Station A: US flag, OR flag and GS flags on poles, stands
- Station B: red, white, blue beads, gold safety pins
- Station C: list of history questions and answers
- Station D: flag etiquette books or member of American Legion
- Snack: apples, popcorn juice, napkins, cups (for popcorn and juice)
- Closing: evaluations, pencils, red, white, blue poker chips, stars, big pot, spoon, flag folded in bottom of pot

Communication Content

Below are elements to be included on service unit communications, including newsletters (electronic and printed), brochures, flyers and event press releases.

Minimum Content Criteria:

- Girl Scout logo (current logo, used appropriately, not distorted or as a background)
- Council name, in its entirety, at least once. The council name will be spelled out in the following manner: Girl Scouts of Oregon and Southwest Washington; This format is to be used in all cases where space is not an issue. If space is an issue (patch design, name tag, a very small piece of paper, etc.) the following formats should be used, in the following order:
 - Girl Scouts OSW (NO hyphen)
 - GSOSW
- Service unit number - Spell out the name "Service Unit" with the numeric number (ex: Service Unit 3)
- Date (month and year)
- Contact information (name/phone/email/address)
- A copy must be provided to the service unit's membership manager.

Additional Content Criteria:

Some publications such as flyers, brochures, etc. may require additional content. Not all of these additional criteria will apply to all pieces.

- Event name
- Day of the week (in addition to the date)
- Description of event
- Event location including facility name, street address, and zip code (NOTE: May not be appropriate to give out location of girls; depends on audience of flyer)
- Event cost
- Registration information/form, registration deadline and refund policy
- Troop number for the Girl Scout troop sponsoring an event
- Page numbers for multi-paged documents
- Graphics
- Contact information

Proof-Reading & Editing

- Have two additional individuals proof-read items.
- Allow reasonable timeline for the proof-reading to be accomplished.
- Ask proof-readers to be honest about the time they do or do not have to give to assist with a particular proof reading request.

Approval

Final draft of event flyer must be submitted to the service unit communications coordinator four weeks before the date of the event or before distributed.

Designing Great Flyers

Here are some tips to help you design flyers to promote your event:

Develop Messages that Speak in Your Voice and Mission

Write powerful messages that express our mission and how Girl Scouts and/or the event add value. Brand infuse your initiatives and communications!

Write Messages that Resonate

Be sure that your desired messages also speak well to your target audience or public. Don't forget to give them all the information they need to participate/register.

Contrast

- Use small and large type together
- One large graphic
- Leave plenty of white space / avoid busy flyers
- Use black and white
- Use heavy and light lines

Font

- Avoid using all caps except in short titles/headers
- Use script (looks handwritten) only in very small amounts
- Use Sans Serif (no feet) for short lines or short blocks of text
- Use Serif (with small feet) for long lines or long blocks of text

Proximity

Group all related information so it is quickly understood

Alignment

- Lists should be left-aligned
- Left or right alignment is stronger and more interesting
- Avoid center alignments

Publicity

Local events can be publicized in service unit newsletters, web page and/or website, and in local meeting minutes. Additionally, flyers can be given out at monthly service unit meetings. If you would like to have a small newspaper promote your event (i.e. event calendar), you can contact the paper. For public relations (PR), please get in touch with your staff liaison for assistance prior to making any contact.

Contents of a Service Unit Event Flyer

Service unit event flyers and registrations must include the following:



Title

Bowling Party

Hostess

Wild Lions Service Unit

Who is invited

My Guy and I event

Date and time of event

January 15, 2004

1:00–3:00 p.m.

Place of event

Town and Country Lanes
3500 River Road N.

Snack and beverage provided

Cost

Cost: \$5.00 per girl

\$3.00 per guy

(includes patch for girl)

Registration form & cancellation procedure

Registration

Name _____ Troop # _____ Level _____

Guy's name _____ Amount enclosed _____

Registration must be postmarked no later than January 6, 2004. Send registration and check to Daisy Scout, 2435 Tahiti beach Salem, OR 56344. Questions? Call Daisy at 503-555-6969. No refunds unless event is cancelled.

(Note: If registration is by a troop or group, include a reminder to leaders to bring each girl's permission slip) see Volunteer Essentials.

Sample - Service Unit Event Flyer



Attention All Troops!

Come and celebrate **Juliette Low's birthday**
by **Roller Skating At Skate Palace**

Money-earning event hosted by Troop 336 Girl Scouts of Oregon and Southwest Washington

When: Sunday, October 27, 2004 @ 4:30 to 6:30 pm

Where: Skate Palace, 1860 Fisher Rd. NE, Salem, OR

Cost: \$5.00 per skater (patch included with pre-registrations only)
\$1.00 per non skater (no patch included)

How: Send registration along with check (payable to troop 336) to Daisy Scout
at 2345 Tahiti Way Salem, OR 97304

Registration deadline is October 11, 2004. Registrations need to be received by October 11 in order to receive a patch. Troop leaders are responsible for each girl permission slip. Questions? Call Daisy at 503-371-6634. No refunds unless event is cancelled.

Detach and mail with check

Name _____ Troop # _____ Level _____

Address _____ City _____ Zip _____

Phone # _____

Number of skaters _____ X \$5.00 = \$ _____ (a)

Number of non-skaters _____ X \$1.00 = \$ _____ (b)

Total amount enclosed = \$ _____ (a + b)

Service Unit Web Page

Girl Scouts OSW provides an individual web page for each service unit on the council website at no charge.

Items that Can Not Be Posted on the Web:

- Downloads for permission slips unless they are generic
- Individual pictures and/or girl pages
- List-serve of individual e-mails or phone list
- Records of girls' work
- Girl Scout troop meeting dates, location, time
- Use of GSUSA trademarks (e.g. badges)
- Use of copyrighted music or artwork unless you have permission to use from music company and/or owner.



Items that Can Be Posted on the Web:

- Service team and service unit leader meeting information
- Meeting minutes with descriptions of Girl Scout troop location details removed
- Group e-mail address to reach service team members
- Links to council and Girl Scouts USA web sites
- Links to other web sites - with qualifications (see below)
- Listing on search engines
- Group pictures of Girl Scout activities with written parental/guardian permission, including the troop number or event name, date and only the first names for girls.
- Service unit event information (held in public places e.g. schools and community centers)
- Other items already listed in the manual

Website Graphics

Many sites on the web offer free graphics for use by individuals and non-profit organizations. Make sure that the artwork is owned by the site giving permission for use. It is important to read the legal statements, special instructions for downloading, and terms of use from each site before downloading any graphics to your own computer or posting any graphics on the service unit web page/website.

Adapted from *Guidelines for Creating Your Own Troop or Group Web Page*, Girl Scouts USA, 2005

Other Things to Consider

Any links from the service unit web page/website should contain only material that is safe and suitable for children and appropriate for Girl Scouts using the web. Consider any links you want to create between your site and other sites carefully. Avoid sites that contain inappropriate advertising or lack of educational value. Ads change frequently, sometimes every few seconds, so it may be impossible to keep track of these links from your site!

Never correspond on any topic not related to the service unit web page, website, or Girl Scouts when using a Girl Scout email account. For example, do not respond to ads, requests for money, or questions about where your group meets. (If someone wants to join a Girl Scout troop/group in the service unit, have an adult request a local phone number via the service unit e-mail address.)



Event Budget Worksheet 7/09

(not to be turned in)

Event name _____ Date of event _____

SU/operating team _____ Event facilitator _____

Telephone _____ Email _____

Address _____ City _____ Zip _____

*Participants - adult participants who are doing activities and using supplies just like the girls should bear part of the expense of the event, just like the girls.

Event fee – determine the total estimated number of participants (___ girls and _____ paying adults). Things happen and participants will cancel out of the event, so base your budget on only 75% of the estimated number of participants (total participants x .75 = _____ payees) Use this number to help set your event fee. Next, take your total expenses and divide by the number of payees determined in the previous step. This will give you a dollar amount. Round it up to the next full whole or half dollar, which will give you a small cushion to cover a few participants who may be unable to pay. If you want to cover more than two or three scholarships, add that as a line item in your estimated expenses.

Estimated Expenses:

Site	\$ _____	Printing	\$ _____
Food/Beverage	\$ _____	Office Supplies	\$ _____
First Aid Supplies	\$ _____	Program Supplies	\$ _____
Non-member Insurance	\$ _____	Postage	\$ _____
Cleaning Supplies	\$ _____	Thank you's	\$ _____
Patch or Badge	\$ _____	Other _____	\$ _____
		TOTAL EXPENSES	\$ _____

Expected Income:

Donations (remember to follow council policies and procedures regarding soliciting donations)	\$ _____
Service unit funds allocated for this event	\$ _____
Event fees (_____ participants* x \$_____ per person)	\$ _____
Other _____	\$ _____

Estimated expenses	\$ _____
Minus expected income	\$ _____
Equals excess/(deficit) income	\$ _____

Example - Event Budget

Event name **Fantastic Flag** Date of event **Jan. 5, 2005**
 SU/operating team **8000** Event facilitator **Suzy Safety**
 Telephone **503-555-1212** Email **yahoo@aol.com**
 Address **100 Main St.** City **Anytown** Zip **00001**

*Participants - adult participants who are doing activities and using supplies just like the girls should bear part of the expense of the event, just like the girls.

Event fee – determine the total estimated number of participants (**80** girls and **20** paying adults). Things happen and participants will cancel out of the event, so base your budget on only 75% of the estimated number of participants (total participants x .75 = **75** payees) Use this number to help set your event fee. Next, take your total expenses and divide by the number of payees determined in the previous step. This will give you a dollar amount. Round it up to the next full whole or half dollar, which will give you a small cushion to cover a few participants who may be unable to pay. If you want to cover more than two or three scholarships, add that as a line item in your estimated expenses.

Estimated Expenses:

Site	\$ <u> 50.00 </u>	Printing	\$ <u> 5.00 </u>
Food/Beverage	\$ <u> 35.00 </u>	Office Supplies	\$ <u> 5.00 </u>
First Aid Supplies	\$ <u> 5.00 </u>	Program Supplies	\$ <u> 25.00 </u>
Non-member Insurance	\$ <u> 0 </u>	Postage	\$ <u> 0 </u>
Cleaning Supplies	\$ <u> 5.00 </u>	Thank you's	\$ <u> 25.00 </u>
Patch or Badge	\$ <u> 75.00 </u>	Other _____	\$ _____
		TOTAL EXPENSES	\$ <u> 230.00 </u>

Expected Income:

Donations (remember to follow council policies and procedures regarding soliciting donations)	\$ <u> 0 </u>
Service unit funds allocated for this event	\$ <u> 100.00 </u>
Event fees (<u> 75 </u> participants* x \$ <u> 2.00 </u> per person)	\$ <u> 150.00 </u>
Other _____	\$ _____
Estimated expenses	\$ <u> 230.00 </u>
Minus expected income	\$ <u> 250.00 </u>
Equals excess/(deficit) income	\$ <u> 20.00 </u>



Notice of Service Unit Event 7/09

Complete this form and turn it in to your service unit event/
travel coordinator at least **four weeks** prior to the event.

Service unit _____

Name of event _____

Date(s) _____

Time(s) _____

Location _____

Purpose of the event _____

Activities planned _____

Person(s) in charge	Phone number	Email address

Who is invited (areas, levels, etc.) _____

Fee _____

Program certificates accepted? Yes No

What do attendees need to bring? _____

Is this event being held to raise additional service unit or troop funds? No Yes
(If yes, be sure to complete form #113 "Additional Money-Earning Application".)

First Aider(s) _____



Event Facilitator Evaluation

To provide the council and other service units with information related to events, please complete the following information. Use a separate sheet if necessary, for your answers. Please number accordingly.

Name/Type of Event _____

Facilitator _____ Phone _____

Dates held ____/____/____ to ____/____/____ Location (include city) _____

1. Whom did you contact for site reservations?

Name _____ Phone _____

Address _____ City _____ Zip _____

What kind of program possibilities does the site offer? _____

How many would/did it accommodate? _____

What is available: tables, stove, latrines, shelters, etc.? Attach a brochure if you have one.

Was there a site fee? _____ If so, how much? _____

Was this a day fee, overnight fee, per person fee or other? _____

Please give clear directions on how to get to the site. Include a map, if possible.

2. Summarize activities included in the event or attach a copy of your schedule.

3. Were girls included on the event planning committee? Yes _____ No _____

If yes, what were their responsibilities? If no, why not?

(over)

Sample - Participant Evaluations

Event Evaluation

Name of event: _____
Date: _____ Time: _____
Service Unit: _____

Please answer these questions below so that we can make this event better.

1. My favorite part was _____.
Why?

2. I didn't like _____.
Why?

3. It could be better if:

Girl Scouts of Oregon and Southwest Washington

Event Evaluation

Name of event: _____
Date: _____ Time: _____
Service unit: _____

Please answer the following questions so that we can offer better program in the future.

1. What was your favorite part of this event?

2. What was your least favorite part of this event?

3. A change that would make it better in the future is:

4. Other comments:

Girl Scouts of Oregon and Southwest Washington



Bend Service Center

908 NE 4th Street Ste 101
Bend, OR 97701
541-389-8146

Eastern Oregon Contact

P.O. Box 1346
Hermiston, OR 97838
541-667-9696

Eugene Service Center

1577 Pearl Street Ste 300
Eugene, OR 97401
541-485-5911

Klamath Falls Service Center

707 Cypress Avenue
Klamath Falls, OR 97601
541-884-0989

Medford Service Center

2001 N Keene Way Drive
Medford, OR 97504
541-773-8423

North Bend Service Center

1611 Virginia Avenue
Box 610, Ste 216
North Bend, OR 97459
541-756-4626

Portland Service Center

9620 SW Barbur Boulevard
Portland, OR 97219
503-977-6800

Roseburg Service Center

2556 W Harvard Ste 1
Roseburg, OR 97471
541-672-2401

Salem Service Center

1922 McGilchrist Street SE
Salem, OR 97302
503-581-2451

