



Training Outline ACT NOW

Training: Service Unit Event Coordinator

Objectives: By the end of this course the participants will be able to:

- Be familiar with GSNI *Volunteer Essentials*.
- Be knowledgeable of the various Pathways in Girl Scouting & the GSLE.
- Understand and maintain the importance of GSNI confidentiality standards.
- Understand the importance of teamwork.
- Handle money and work within a budget.

Room Set-up: To be determined by each facility where this training will be held.

List Equipment Materials: Handouts for Service Unit Event Coordinators

- Sign-in sheet
- Newsprint with course objectives
- Planning Guidelines Packets (page 1-6)
- Resource Packet (Checklist, Summary, Worksheet, Budget)
- Position description
- Event scenario (do with group in session)
- Pathway/Juliette Flyer

As Participants Arrive: Have them sign in, welcome and distribute handouts.

Time	Activity/Topic	Method/ Process/ Content	Facilitator	Materials
	<ul style="list-style-type: none"> • Sign in 	<ul style="list-style-type: none"> • Volunteers sign in, get handouts 		<ul style="list-style-type: none"> • Sign-in sheet
	<p>Welcome & Opening</p> <p>Housekeeping details</p> <p>Introduction of facilitators</p> <p>Review course objectives</p>	<ul style="list-style-type: none"> • Discuss format, restrooms, parking lot, etc. • Introduce facilitator(s) • Highlight Event Coordinator training course objectives 		<ul style="list-style-type: none"> • Post-It's • Newsprint with course objectives
	<p>Position description</p>	<ul style="list-style-type: none"> • Review Service Unit Event Coordinator position description • Discuss Volunteer Essentials, GSLE, & Plan of Work 		<ul style="list-style-type: none"> • Position description

	Overview of planning guidelines	<ul style="list-style-type: none"> • What is a SU event? • Why offer events? • What is the purpose of an event? • What kinds of events can be done? • What are the finance considerations? • What about insurance information? • Wrap up 		Planning Guidelines packet
	Resources for planning	<ul style="list-style-type: none"> • Checklist • Finance/safety guidelines • Income/expense sheet • Tax Exempt Letter • Petty cash envelope • Event worksheet • Flier information & sample fliers • Event summary sheet • Info to girls in non-troop Pathways 		Resource Packet Pathway Handout Tax Exempt Letter
	Q & A	<ul style="list-style-type: none"> • Q & A 		Post it notes

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