

SERVICE UNIT EVENT PLANNING GUIDELINES



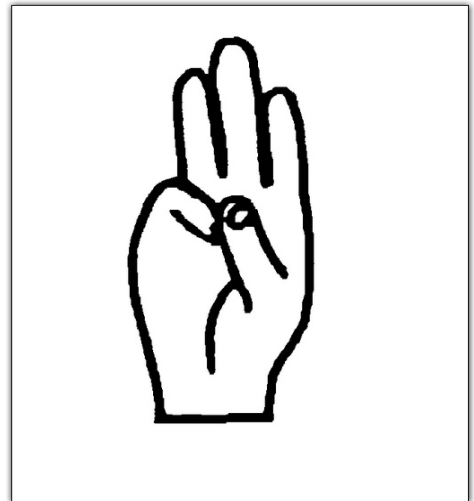
For Service Unit Managers
& Service Team Members

The Basics

What is an Event?

An event is a time when girls and adults get together to have FUN!

It's as simple as that!



What is a Service Unit Event?

A Service Unit Event is a special activity planned for all the troops in the Service Unit and/or family events, also for girls by Girl Scout level.

Why offer a Service Unit Event?

A Service Unit Event can give Girl Scouts and family members an opportunity to:

1. Do something they have never done before
2. Do something that alone leaders would have a hard time planning
3. Learn about and meet other Girl Scouts of all levels
4. HAVE FUN!

Have a purpose!

Why is the event being planned?

Teach skills

Help the community

Share international activities & awareness

Provide summer fun

Troop Money Earning Project (Requires council approval)

Who comes up with event ideas?

The Service Team meets in late May early June to plan for the upcoming Girl Scout year. This is when the team will place those popular, repeat events on the calendar. Then other months can be filled with new event ideas.

Be open to suggestions from leaders about other event ideas.

Then . . .

The Service Unit Manager looks for leaders who would be interested in volunteering to become the Event Coordinators for an event. Event Coordinators are encouraged to form a committee depending on the size of the event being offered.

The Finances \$

All Service Unit Events should be self supportive.

Most events charge a fee to offset the cost. This cost would include supplies, equipment, and site/center and any additional insurance. The Service Unit can help subsidize an event if there are funds and the need is there. In this case the Event Coordinator needs to know exactly how much has been budgeted.



Troop Money-Earning Events

If the planned event is intended as Service Unit fundraiser, information about what the profits are being used for must be visible at the event. (This event requires council approval.)

Girl Scout Cookie Kick Off

Service Unit GS Cookie Kick Off Events should not include a charge to attend. GS Cookie Kick Off Event Coordinators need to know ahead of time exactly how much has been budgeted for this event.

Service Unit Checking Account

The Service Unit checking account should be used to handle all event income and event expenses. Income and expenses should never go through the Event Coordinator's troop or personal checking accounts. This protects everyone involved.

Additional Insurance

Only registered Girl Scouts and adults are covered by Girl Scout Activity insurance. Event insurance is available for all non Girl Scout participants. This is a group insurance plan that includes all tag-a-longs, parents, friends, etc for this one event. The cost is based on the number of people. This fee is to be paid by the Service Center in your area. Contact the Girl Scout Service Center in your area for more information.

After the Event

The Event Coordinators should place all event information into the Service Unit binder and give a copy to their membership staff member. This way the Service Team and staff will have records about the event for team meetings and can make adjustments and updates as needed.



Ideas for Service Unit Events

- | | |
|----------------------------|---|
| Girl Scout Cookie Kick Off | Family Fun Fair |
| Thinking Day | Ice Cream Social |
| Camporee | Everyone's Birthday Party |
| Juliette Low's B-Day | Mother/Daughter Event (or special adult female) |
| Girl Scout Sunday | Father/Daughter Event (or special adult male) |
| Girl Scout Sabbath | Cake Decorating Contest |
| Earth Day | Leader/Daughter Event |
| Bowling | Sleepovers/Lock-Ins |
| Ice Skating | Pumpkin Decorating |
| Roller Skating | |

Special Fellow Dance

Suggested Event Themes

- | | | |
|--------------------|------------|-----------|
| Parades | Fitness | Celebrity |
| Caroling | Friendship | Animal |
| Factory Tours | Circus | Bicycle |
| Wisconsin Dells | Sports | Careers |
| Scrapbooking | Nature | Patriotic |
| Fishing Derby | Olympics | Fiesta |
| SU Day Camp | Bubble | Travel |
| Bridging Event | History | Season |
| Family Potluck | Western | Urban |
| Movies/Plays | Hawaiian | Talent |
| Family Safety Fair | Science | Culture |

Event Planning Guide

Thank you for volunteering to plan and run a service unit event! The following guidelines and checklists will help keep you on track when planning your event.

Event Information

Name of Event _____

Date of Event _____ Time of Event _____

Location _____

Contact Name _____ Phone (____) _____

E-mail _____

For help in planning your event, the following people were involved in this event in the past. Please feel free to contact them for help or ideas.

Name _____ Phone (____) _____

Name _____ Phone (____) _____

Name _____ Phone (____) _____

Name _____ Phone (____) _____

Event Committee

The event committee should set up times and dates to meet and plan the event. Planning for the event should start at least three months prior to event date. The larger the event the more time is needed for planning.

Event Coordinator _____ Phone _____

E-mail _____

Committee Member _____ Phone _____

E-mail _____

Committee Member _____ Phone _____

E-mail _____

Committee Member _____ Phone _____

Event Basics

Activities planned for the event:

Supplies needed for the event:

Notes:

Event Checklist

- Secure a location and date.
- Distribute flyer at least 2 months in advance of the event.

Make sure the flyers include: date, time, location, cost, and contact person. Also include anything the girls will receive for attending (i.e., patches, badges, goodie bags etc.) It is always best for the registration deadline to coincide with a leader meeting date.

- Extra insurance must be purchased if non-registered girls or adults are attending the event.
- Supplies have been purchased.
- Sign in sheet for the event has been printed.
- Registration form and fees have been collected and turned in to the Service Unit Treasurer.
- Set-up and Clean-up volunteers are in place.
- Evaluation sheet created and ready to hand out.
- First-Aid Kit packed for the event.

Event Tips

- *Location:* use locations that are cost effective. Many locations offer group discounts.
- *Registration Flyer:* Your event flyer should include: Service Unit name, the Girl Scout service mark, who the event is for, where, when, what time, what the participant should bring or wear, and a contact person for questions regarding the event.
- *Budget:* Every event should be self supporting. **Keep all receipts!** Receipts need to be turned in to the Service Unit Treasurer in a timely manner.
- *Recognition:* it is always nice to recognize those who help. This can be simply a note of thanks.
- *Safety:* Always refer to *Safety Wise* for events.
- **HAVE FUN!**

SERVICE UNIT EVENT REPORT

Complete this form for each event. Keep a copy with your Event Planning Guide, and give a copy to your Membership & Community Development Specialist for the council to keep on file.

Service Unit _____

Event Date _____

Form completed by _____

1. Who was the event for? _____
2. How many people attended the event _____

	<i>Girl Scout Daisy</i>	<i>Girl Scout Brownie</i>	<i>Girl Scout Junior</i>	<i>Girl Scout Cadette</i>	<i>Girl Scout Senior</i>	<i>Girl Scout Ambassador</i>	<i>Girl Scout Adult</i>	<i>Non-Member Adult</i>	<i>Non-Member Children</i>
How Many Each?									

3. Did the people who attended the event reflect the ethnic/racial/economic diversity within your Service Unit? Yes No

4. Briefly describe the event. Attach any flyers or news articles about the event.

5. What did the girls learn or practice?

(over)

6. What was the best thing about the event, for the girls, for the adults?

7. Did the event pay for itself? Yes No

If No, why?

How will the loss be covered?

8. Were there any accidents or injuries? Yes No

If "Yes," continue below:

Did you use Girl Scout insurance? Yes No

If yes, please write a short description

9. Additional comments to help plan a similar event in the future:



Service Unit Event Budget Record

Service Unit _____ Year _____

Event _____ Date _____

Event Coordinator _____ Phone _____

Income:

Girls # _____ X \$ _____ \$ _____

Adults # _____ X \$ _____ \$ _____

Other _____ \$ _____

Expense:

1. Administrative (copies, postage) \$ _____

2. Facility Rental \$ _____

3. Equipment/Supplies \$ _____

4. Food & Beverage \$ _____

5. Transportation \$ _____

6. Insurance \$ _____

7. Other _____ \$ _____

Total Estimated Income \$ _____

Total Estimated Expense \$ _____

Did the budget work as planned? Yes No—If no, please explain:

**Service Team Volunteer Position:
Service Unit Event Coordinator**

Term: 1 year

Summary: Service Unit Event Coordinator plans and implements Girl Scout events for girls in a Service Unit or oversees the work of an event committee planning these events. The individual who fills this volunteer position will gain a sense of accomplishment, develop job-related skills, and connect with the community.

Appointed by and reports to: Service Unit Manager

Support: The Service Unit Event Coordinator will get full support, guidance, and encouragement from the council staff, Service Unit Manager and the Service Team.

Responsibilities/Tasks:

- Attend learning opportunities for this position
- Form committee(s) necessary with the Service Unit to plan and implement event(s)
- Ensure all Girl Scouts of the USA (GSUSA) and council policies, standards, guidelines, and operating procedures, including *Safety-Wise* are met
- Submit all required reports, applications, contracts, etc. in a timely manner
- Arrange with organizations/vendors to provide services
- Assure that events are inclusive and girl-focused
- Ability to attend and coordinate events
- Ability to handle money and work within a budget
- Evaluation of events with committee
- Attend service unit and service team meetings

Core Competencies—Required:

- Personal integrity: Demonstrate dependability, honesty, and credibility
- Adaptability: Adjust, modify own behavior, and remain flexible and tolerant in response to changing situations and environments
- Oral communication: Express ideas and facts clearly and accurately
- Fostering diversity: Understand and embrace differences
- Be a registered member of Girl Scouts of the USA (GSUSA) and have a council-approved volunteer application (includes background check and references) on file
- Be at least 18 years old
- Accept the principles and beliefs of Girl Scouting, and support local and national Girl Scout policies, practices, and procedures

Volunteer Agreement:

Signature of SU Event Coordinator _____ Date _____

Signature of SU Manager _____ Date _____