



# SERVICE UNIT EVENT COORDINATOR Guidelines





## ***The Basics***

### **What is an Event?**

An event is a time when girls and adults get together to have FUN and enjoy the Girl Scout Leadership Experience!

It's as simple as that . . .

### **What is a Service Unit Event?**

A Service Unit Event is a special activity planned for all Girl Scouts in the Service Unit. If space allows, events could be open to non-registered girls.

### **Why offer a Service Unit Event?**

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

- ❖ do something they have never done before
- ❖ experience topics leaders are not familiar with discussing
- ❖ meet, get to know, and work with other girls in the service unit
- ❖ HAVE FUN!



# Have a purpose!

The Service Team should know why an event is being planned...

- ❖ Teach skills
- ❖ Help the community
- ❖ Share international activities & awareness
- ❖ Provide summer FUN
- ❖ Provide FUN activities
- ❖ Troop Money Earning Project *(Requires council approval)*

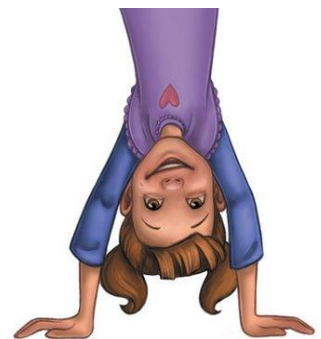
## Who comes up with event ideas?

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 Event Coordinator looks for volunteers interested in forming a committee to plan a Service Unit Event and provides them with a resource packet.



# The Finances \$

- ❖ All Service Unit Events should be self supportive.
- ❖ Events should not be held to make a profit.
- ❖ Event committee completes the SU Event worksheet & determines the budget.

## **Service Unit Money Earning Events** *(This event requires council approval)*

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.

## **Cookie Kick-off**

Service Unit Cookie Kick-off Events should not include a charge to attend. It is the committee's responsibility to determine the budget.

## **Service Unit Checking Account**

The Service Unit checking account should be used to handle all event income and event expenses. No money should be filtered through troop or personal bank accounts.

## **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 Unit. See attached Enrollment Form 2E. Form must be approved by Council Membership Specialist. Contact the local Girl Scout Service Center for more information.

# After the Event

The Event Committee should turn in completed resource packet to Event Coordinator. 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

Cookie Kick-Off	Leader/Daughter Event	Factory Tours
Scrapbooking	Bowling	Lock-in
Thinking Day	Sleepovers/Lock-Ins	Family Fun Fair
Corn maze	Trefoil dinner	Badge Burst Workshop
Ice Cream Social	High Ropes	Horseback Riding
Hayride	Pumpkin Decorating	Line Dancing
Camporee	Talent Show	Cake Decorating Contest
S U Day Camp	Roller/Ice Skating	Taste of...
Juliette Low's B-Day	Family Potluck	Fishing Derby
Me & My Gal	Water Park	Mini-golf
Me & My Guy	Special Fellow Dance	Pool Party
Discovery Center	Caroling	Bridging Event
Girl Scout Sunday/Sabbath	Parades	Apple picking/bonfire
Flag Retirement	Yule Log Hunt	Sock Hop
Haunted Hike	Line Dancing	Earth Day
Day at the Races	Cake Decorating Contest	
Horseback Riding	Wisconsin Dells	

## ***Suggested Event Themes***

Animal	Fiesta	Season
Bicycle	Friendship	Sports
Bubble	Hawaiian	Talent
Careers	History	Travel
Celebrity	Nature	Urban
Circus	Olympics	Western
Culture	Patriotic	
Fitness	Science	