

# SU 1 Procedures: Events

**Definition:** an event is created to meet a specific need determined by the SU Team. It provides girls with an opportunity to participate in Girl Scout program beyond that available through the troop/group experience. Any Girl Scout meeting that is open to more than two troops is considered an event.

**Criteria:** events and activities are considered Girl Scout program; the GS Promise and the following four program goals should be considered:

1. Developing self-potential
2. Developing values
3. Relating to others
4. Contributing to society

## **SU 1 Event Check List**

1. Contact Program Support Manager (PSM) before planning begins; describe activity and check to confirm event date to avoid potential conflicts
2. Event Training course: one adult or an older GS planning the event should complete training; available online through GSSCC
3. Announcements & Flyers: must comply with GS and Service Unit [requirements](#) and you must **submit to PSM for review prior to distribution** (see [sample](#))
4. Finances: create a budget (Event Financial Report form is useful tool) and **submit to PSM**; event should be self-funding; contact Leader Support Manager (LSM) to apply for an advance of SU funds (granted on individual basis) to be repaid post event; a portion of fees collected will go to the SU Treasury; the Event Financial Report form is attached to this document
5. Insurance:
  - a) proof of liability insurance for site rental -- contact Council
  - b) Supplemental insurance for non-Girl Scout participants -- contact Council
6. Patch or Pin, etc: custom designs must be purchased from a GSUSA [approved vendor](#)
7. Council Notification of event: **submit [411 Form](#)** to Council one week prior to event  
<http://00a8d28.netsolhost.com/411.html>
8. First Aid: provide FA kit and adult with current FA certification at the event; record any incident(s) in First Aid Log (see following attached documents)
9. Post Event Paperwork: complete and **submit within 15 days to PSM**
  - Event Information & Resources Form (see following attached documents)
  - Event Financial Report (see following attached documents)
  - First Aid Log (see following attached documents)

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## Resources:

How to organize an event - great planning information

<http://www.geocities.com/Heartland/Pointe/9385/events.html>

<http://www.scoutingweb.com/scoutingweb/Documents/SUEventPlanner.pdf>

## Requirements for All Flyers

All flyers that are created for any activity or promotion relating to the Girl Scouts of Santa Clara County (GSSCC) must have 4 essential items placed on the flyer. These items produce a standard and consistent look that is easily identifiable and recognizable to Girl Scouts and the general public. This is an important step to strengthening our brand image.

### **The 4 Basic Images and Information Check List:**

1. The Girl Scout Logo with the “Where Girls Grow Strong” tag line. The logo can be down-loaded at the GSUSA web site, [www.girlscouts.org](http://www.girlscouts.org) or use the printed version in the sample at the end of this section which can be cut and pasted into your document. *Please note that you must not separate the tagline “Where Girls Grow Strong” from the logo.*
2. Contact Information.
3. Council web site: [www.girlscoutsnorcal.org](http://www.girlscoutsnorcal.org). This can be printed in small font size, but must also be readable.
4. Girl Scouts of Santa Clara County. This cannot be abbreviated (GSSCC). It needs to be in its original form.

*At the end of this section is a sample flyer layout with the 4 basic images*

**Internal Distribution Process:** Flyers that will be distributed to Girl Scout members only and not to the general public *must be reviewed prior to distribution* by the Service Unit Leader Support Manager or Service Unit Program Support Manager. Council approval is not necessary. Flyers should have the 4 basic images and elements on the flyer (see the information above).

**External Distribution Process:** Flyers being distributed to both Girl Scout and Non-Girl Scout Members must be reviewed by the Troop Program Support Manager (TPSM) at the *Council Office two weeks* prior to distribution. Council approval for these external flyers is also required. Flyers should have the 4 basic images and elements on the flyer (see the information above).

See “[SampleFlyer.doc](#)”

SAMPLE:



"Event Name"

"City, State"

"Month, Day, Year of Event"

Featuring

"Titles/Names of Featured Speakers"

"Full Location Information"

"Time. For example: 7:30PM Business Overview  
8:30PM Guest Speaker"

"Fee if Any"

"Details of event, further directions, etc"

For More Information Call:  
"Contact Information"

Girl Scouts of Northern California, Santa Clara County Area [www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org)  
SU 601 – Palo Alto [www.girlscoutsofpaloalto.org](http://www.girlscoutsofpaloalto.org)

***Additional LOGO versions to copy & paste:***



***Courage, Confidence, Character***



***Courage, Confidence, Character***

Girl Scouts of Northern California, Santa Clara County Area [www.GirlScoutsNorCal.org](http://www.GirlScoutsNorCal.org)  
SU 601 – Palo Alto / [www.girlscoutsofpaloalto.org](http://www.girlscoutsofpaloalto.org)

# EVENT FINANCIAL REPORT

Event Name: \_\_\_\_\_ Service Unit: \_\_\_\_\_  
 Event Director: \_\_\_\_\_ Date: \_\_\_\_\_  
 Prepared By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Position: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

INCOME	BUDGET	INCOME
Participant fee: #girls@ \$_____		
[\$/girl: _____ #girls: _____]		
Crew/adult fee: #adult@\$_____		
[\$/adult: _____ #adults: _____]		
<b>TOTAL INCOME:</b> \$_____		

**NOTE:** attach receipts; return completed form and receipts to Program Support Manager

EXPENSES	BUDGET EXPENSES	ACTUAL EXPENSES
Site rental fee		
Printing/publicity		
Program supplies		
Food		
Office Supplies/postage		
Patches		
Housekeeping supplies		
Recognitions		
Sanitation		
Other		
Contingency		
<b>TOTAL EXPENSES</b>		

## EVENT INFORMATION & RESOURCES

Date _____ Service Unit # _____
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Contact Person: \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Title of Event: \_\_\_\_\_ Theme/Topic: \_\_\_\_\_ Badge Link(s): \_\_\_\_\_

Level of Participants:  Daisy  Brownies  Juniors  Cadettes  Seniors  Adults  Siblings  Non-Scouts

Total Participants: \_\_\_\_ Girls \_\_\_\_ Adults \_\_\_\_ Siblings (if applicable) Cost per person: \$ \_\_\_\_\_

Outline of Event/Schedule (okay to attach a sheet): \_\_\_\_\_

List of Resources:

Source	Contact Person	Phone Number	Email Address	Cost	Outcome (Was it productive? Would you use this source again? What work, what didn't?)
Location/Site:					
Patch Company:					
Consultants/Resources					
Arts & Crafts Supplies					

**\*For additional resources, add a sheet.**

Any additional information to share: \_\_\_\_\_

*Please attach copy of event flyer and confirmation letter.*

Send information to: Susie Rochon, GSSCC, 1310 S. Bascom Avenue, San Jose, CA 95128 or Fax (408) 287-8025 or see On-Line Form on our website.





## Patches Emblems : GSUSA approved vendors

<b>Vendor</b>	<b>email</b>	<b>tele</b>
Advantage Emblem	<a href="http://www.advantageemblem.com">http://www.advantageemblem.com</a>	
Design-It	<a href="http://www.design-it.com/">http://www.design-it.com/</a>	800-595-9121
Joycrest	<a href="http://www.joycrest.com/">http://www.joycrest.com/</a>	909-947-0377
Medallion		800-858-3524
The Patch Connection	<a href="http://www.patchco.com/">http://www.patchco.com/</a>	888-728-2426
T.Y. Custom Design	<a href="http://www.tycustomdesign.com/index.html">http://www.tycustomdesign.com/index.html</a>	800-395-8642