

SU 601 Event Guidelines & Procedures

Please read through the entire Guidelines and Procedures when you decide you want to have an event and before you begin any planning. Some items may take advanced timing planning.

Definition: an “event” is defined as an activity that includes other people outside the troop/group and meets one or more of the following criteria:

- Girls attend individually
- You will promote the event outside of your troop
- Three or more troops will attend
- The logistics are sufficiently complicated to require extra planning

Criteria: events and activities are considered Girl Scout program; they should encompass the GS mission, Promise, Law and the following four program goals should be considered:

- Developing self-potential
- Developing values
- Relating to others
- Contributing to society

SU 601 Event Check List (all forms should be submitted electronically, if possible, to the PSM; the PSM will forward to Council)

____ **1) Contact Program Support Manager (PSM) before planning begins**

- Describe activity and check to confirm event date to avoid potential conflicts

AND Complete Event Training Course

- Course is **required** for volunteers running events
- Event Director(s) is responsible for following all guidelines and procedures in the course
- Review the Event Checklist included in training documents
- Available online through Council

____ **2) Finances: preliminary**

- Create a budget (see below)
- Event should be self-funding
- Portion of fees collected will go to SU Treasury: \$.25 per attendee is suggested
- Submit the [Event Financial Report](#) (see below) with estimates to PSM prior to publicizing event; you will submit it again after the event with final numbers (see #6 below)
- Apply for funds advance (if needed); contact Leader Support Manager (LSM); funds will be repaid post event; advances are granted on individual basis
- [Event Budget Worksheet](#) and [Event Financial Report](#) are located on the GSNorCal website in the forms section listed alphabetically (below); go to “Events.....”
http://www.girlscoutsnorcal.org/pages/for_volunteers/forms_alpha.html

_____ **3) Three (3) weeks before event**

- Complete the [Event Notification Form](#) - **NEW**
Submit the completed form (electronically if possible) to the PSM before the event is publicized
- PSM will forward it to Council---*do not send the form to Council even though the form states in the instructions on the top of the form to do so, the SU PSM will submit to Council*
- Form is located on the GSNorCal website in the forms section listed alphabetically (below); go to “Events.....”
http://www.girlscoutsnorcal.org/pages/for_volunteers/forms_alpha.html
- After the event you will complete the form again with all the actual information (see #8 below)
- **Insurance:** go to the following link to determine what insurance you will need; it must be purchased at least 2 weeks prior to the event (directions on link)
http://www.girlscoutsnorcal.org/pages/for_volunteers/insurance.html

_____ **4) Two (2) weeks before event**

- Fill out the [SU Event Emergency Form](#) online at GSNorCal website; this is the council-wide emergency contact calendar (click link below; follow directions)
http://www.girlscoutsnorcal.org/pages/for_volunteers/su_event_form.html

_____ **5) Announcements & Flyers must comply with GS and Service Unit requirements including email notices**

- Submit to PSM for approval prior to distributing to participants
- Flyer requirements are found at the end of these procedures

_____ **6) Safety and First Aid**

- Event Director **must** have the following items on site during the event – there are NO EXCEPTIONS
- Print copies and place in a binder or folder to be readily available
- All the forms can be found on the link below
http://www.girlscoutsnorcal.org/pages/for_volunteers/forms_alpha.html

Safety

- [Incident Report Form](#)
- [Accident Report Form](#)
- [Media Information Sheet](#) (several copies)
- [Insurance](#) (see #2 above)
- [GSNorCal Health Care Plan](#) (print a copy – it is first item on link below)
http://www.girlscoutsnorcal.org/documents/Health_Care_Plan-Events.pdf

First Aid

- First Aid Kit must be at event
- Adult who is currently First Aid Certified must be present at all times during event
- First Aid Log (see PSM for Log): record all incidents
- Submit First Aid Log to PSM post event even if NO incidents occurred

7) Patches or Pins, etc.

- Custom designs must have GSUSA vendor approval
- See Resources section at the end of this document for GSUSA approved vendors
- Contact PSM for information

8) Post Event Paperwork Summary (some forms can be submitted electronically)

- Complete and submit to PSM **within 2 weeks after event** the Event Notification Form (#3 above)
- Complete the Event Financial Report (#2 above); **make 2 copies**
 - 1) Include all final figures
 - 2) Include bills to be paid
 - 2) Include funds designated to the SU Treasury
 - 3) Include any additional funds
 - 4) Attach all original receipts to one copy
- PSM copy: submit 1 copy **within 2 weeks after event**
- SU Treasurer copy: submit 1 copy **within 2 weeks after event**
 - 1) Attached original receipts copy
 - 2) Include funds designated to the SU Treasury
 - 3) Include any additional funds
- Submit First Aid Log to PSM even if NO incidents occurred

Flyer / Announcement content guide and sample

<http://www.girlscoutsofpaloalto.org/files/FlyerRequirements.pdf>
<http://www.girlscoutsofpaloalto.org/files/SampleFlyer.doc>

First Aid Log (to be used if you don't have the SU log)

<http://www.girlscoutsofpaloalto.org/files/FirstAidLog.pdf>

Resources:

How to organize an event - great planning information

<http://www.scoutingweb.com/scoutingweb/subpages/SUEventPlanningList.htm>

GSUSA-Approved Patch/Emblem Vendors:

Vendor	Web site	Telephone
Advantage Emblem	http://www.advantageemblem.com	
Design-It	http://www.design-it.com/	800-595-9121
Joycrest	http://www.joycrest.com/	909-947-0377
Medallion		800-858-3524
The Patch Connection	http://www.patchco.com/	888-728-2426
T.Y. Custom Design	http://www.tycustomdesign.com/index.html	800-395-8642