

SPECIAL EVENTS & MONEY-EARNING MANUAL



Troop 3415 Journey Workshop

Date of Special Events & Money-Earning Training _____

Adult Educator(s) Name(s) _____

Contact Information: _____

What is new in SEME

- | | |
|---|---------|
| 1. Product Program Participation Guideline Update | Page 35 |
| 2. Event Flier Checklist has been updated for in person events. | Page 63 |
| 3. COVID-19 Guidelines and Links | Page 75 |

My Notes

TABLE OF CONTENTS

ADDITIONAL REFERENCES	5
GIRL SCOUT FUNDAMENTALS.....	6
THE BENEFITS OF GIRL SCOUT EVENTS	6
WHAT IS A SPECIAL EVENT?.....	7
DEVELOPING QUALITY GIRL SCOUT PROGRAM ACTIVITIES.....	7
EVENT PLANNING STEPS	8
EVENT PLANNING TIMELINE/CHECKLIST.....	11
GIRL SCOUT EVENT IDEAS	13
ADULT-TO-GIRL RATIOS FOR SAFETY ACTIVITY CHECKPOINTS	14
GENERAL EVENT SAFETY INFORMATION.....	15
INVOLVING GIRLS IN EVENT PLANNING AND LEADERSHIP	18
MENTORING GIRLS DURING EVENT PLANNING	20
GIRL SCOUT EVENT VOLUNTEER POSITIONS.....	21
THE BENEFITS OF WORKING IN A COMMITTEE	23
SOME IMPORTANT THINGS TO REMEMBER ABOUT EVENT VOLUNTEERS.....	24
GUIDELINES FOR MALES WITH GIRL SCOUT OVERNIGHT EVENTS.....	24
TIPS FOR WORKING EFFECTIVELY WITH VOLUNTEERS	24
RECOMMENDED GIRL SCOUT EVENTS.....	25
DAY CAMPS	26
JOURNEY IN A DAY (JIAD) WORKSHOPS	26
COMMUNITY EVENTS AND BUSINESS TYPE VENTURES.....	27
VIRTUAL EVENTS.....	27
EVENT SITES AND VENUES	28
OTHER IMPORTANT ITEMS TO CONSIDER WHEN CHOOSING AN EVENT SITE.....	29
CONTRACT INFORMATION	29
USE OF WATERFRONT FOR EVENT RECREATION	30
CALCULATING THE AMOUNT TO CHARGE.....	33
EVENT BUDGETING TIPS AND GUIDELINES	33
MONEY-EARNING ACTIVITY (MEA) GUIDELINES	34
EVENT PUBLICITY	37
ITEMS TO CONSIDER BEFORE CREATING YOUR EVENT FLIER.....	37
TIPS FOR WELL DESIGNED FLIERS	38
GIRL SCOUTS SERVICE MARK.....	38
APPLICATION REQUIREMENTS AND PROCESS.....	39
GIRL SCOUT EVENT SUBMISSION AND APPROVAL PROCESS.....	39
EVENT REGISTRATION.....	40
POST EVENT	41
SHOWING/USING COPYRIGHTED ENTERTAINMENT MOVIES AND IMAGES.....	41
FOOD SAFETY	42
REQUENTLY ASKED QUESTIONS (FAQs)	47
TIPS AND TOOLS	49
EVENT COMMITTEE MEETING	49
ADULT GIRL SCOUT VOLUNTEER AGREEMENT	49

GIRL SCOUT AGREEMENT.....50

EVENT PURPOSE AND GOALS WORKSHEET 51

EVENT BRAINSTORMING SESSION..... 52

EVENT BUDGET WORKSHEET 53

SAMPLE EMERGENCY PLAN 54

GENERAL EVENT SAFETY MANAGEMENT PLAN & CHECKLIST 57

MEDICAL LOG..... 58

ACCIDENT/INCIDENT REPORT..... 58

EVENT REVENUE RECORD 58

SAMPLE EVENT OUTINE 59

EVENT BUDGET SAMPLE 60

POST EVENT EVALUATIONS..... 61

EVENT FLIER CHECKLIST (for In-Person Events) 63

EVENT FLIER CHECKLIST (for Virtual Events)..... 64

SAMPLE DONATION REQUEST LETTER..... 65

SAMPLE THANK YOU LETTER..... 66

SAMPLE FLIERS 67

WHAT I NEED FOR MY GIRLS TO ATTEND A..... 69

ACTIVITY ACCIDENT INSURANCE REQUEST FORM..... 70

SAMPLE DAY CAMP EMERGENCY HEALTH FORM..... 72

SAMPLE DAY CAMP CHECK IN/OUT FORM 73

SPECIAL EVENT & MONEY-EARNING APPROVAL PROCESS MAP 74

COVID 19- GUIDELINES AND ADDITIONAL RESOURCES..... 75

ADDITIONAL REFERENCES

For the purpose of minimizing the reproduction cost of this document and being environmentally conscious, we have chosen to supply additional topics to be covered more thoroughly online. The below list will provide resources that will assist you as you fill out your online forms.

- Volunteer Essentials Chapter 4 – Safety-Wise
- Chapter 5 – Managing Group Finances
- Safety Activity Checkpoints for specific activities for the event
- Additional Information found on the [Resources & Tools Forms](https://www.girlscoutsla.org/en/about-girl-scouts/our-council/forms.html) on the GSGLA website. <https://www.girlscoutsla.org/en/about-girl-scouts/our-council/forms.html>



What You Need for Your Girls To...

Getting the girls out to explore their world and experience new activities is fundamental to Girl Scouting and developing leadership qualities in the girls, whether it is taking a hike, planting new flowers at the local assisted living facility, camping, or traveling to Sea World, Savannah, Georgia, or Our Chalet in Switzerland. It is often confusing for leaders to know exactly what training is needed, forms to fill out, or equipment to bring. The GSGLA Adult Educators team has created a handy chart to reduce the mystery!

In the back of this manual, you will find “What I Need for My Girls to Attend A...” Please review this chart on our Council’s website, girlscoutsla.org. This chart will be updated periodically, so confirm all requirements in the online version.



GIRL SCOUT FUNDAMENTALS

This manual is for individuals, service units, troop leaders, older girls, and other volunteers who plan Girl Scout events and money-earning activities. This manual contains information and tools to assist you in all stages of the event planning process. This manual also reviews useful Girl Scout information regarding Girl Scout programming, standards, and procedures. It is important to follow Girl Scouts of the USA (GSUSA) and Girl Scouts of Greater Los Angeles (GSGLA) policies, practices, and procedures.

Use this manual in conjunction with Volunteer Essentials as well as the applicable Safety Activity Checkpoints.

This manual can be used in every aspect of event planning. The documents in the Tips and Tools section will assist your team for event planning within Girl Scouts. Although this manual has a lot of necessary information regarding event planning, your Service Unit can also serve as a resource during the planning process by sharing information specific to your Service Unit and local community. Check if your Service Unit team has an event coordinator position, as this volunteer would be a helpful resource.

When planning activities with girls, note the abilities of each girl and carefully consider the progression of skills from the easiest part to the most difficult. Make sure the complexity of the activity does not exceed girls' individual skills—bear in mind that skill levels decline when people are tired, hungry, or under stress. Also use activities as opportunities for building teamwork, which is one of the five outcomes for the connect key in the Girl Scout Leadership Experience. (GSLE)

Councils are responsible for seeing that all activities are planned and carried out so as to safeguard the health, safety and general well-being of the participants. As such, certain procedures have been put into place to ensure that the volunteers who conduct activities with girls are aware of the policies, practices, and procedures, they must follow.

Responsibility is delegated to Leaders, Event Directors, Service Unit Managers, Service Unit Event Coordinators, etc., as appropriate. The Director of Membership Retention and Volunteer Development are ultimately responsible for event approval.

- All events should:
- Follow GSUSA and GSGLA policies, practices, and procedures
- Meet Safety Activity Checkpoint standards
- Be appropriate for the grade level group for which it is planned
- Provide positive learning experiences
- Offer opportunities for girls to get to know people outside their troop
- Meet the goals of the Girl Scout Leadership Experience (GSLE)
- Include girl/adult planning when appropriate
- Pay for itself but not limit participation due to cost
- Provide a maximum potential for FUN!

THE BENEFITS OF GIRL SCOUT EVENTS

Girl Scout events offer several benefits to both girls and adults. Girl Scout events provide:

- The opportunity for girls to meet with other Girl Scouts outside of their troop
- Leadership opportunities for girls and adults
- A chance to try an activity that a girl might not experience in a traditional troop setting
- An opportunity for girls to serve as role models for each other
- An opportunity to promote retention, and to recruit new members

WHAT IS A SPECIAL EVENT?

A special event is defined as an event organized by Girl Scouts generally for Girl Scouts and meets any of the following criteria:

1. Events that include four or more troops, that require a sign up, or registration process are considered a Special Event.
2. Events that take place as part of Take-Action Projects, Bronze, Silver, and Gold Awards (including money-earning), outside of troop activities.
3. Any event that collects funds (regardless if profit is anticipated or not). Events that do not accept payment, make a profit, or make less than \$250 will not be counted against the money-earning activities limit.
4. If the event is organized by another organization, e.g., parade or community clean up, it is NOT a Girl Scout Special Event (unless it meets any of the above criteria).

The event coordinator for participating Girl Scouts should CAREFULLY review the event organizer's paperwork, being especially wary of requests for liability waivers and such. If liability is waived, parents should be made aware of that before their daughter participates. All Girl Scout policies, procedures, and guidelines must always be followed.

Who organizes a special event of money earning activity?

1. Troops (older girls hosting events for younger girls)
2. Service Units (a group of adults hosting events for girls and/or adults)
3. Individuals (Destinations Travel and Gold Award Candidates hosting MEAs for their project/trip)

Money-Earning Activities (MEA) will be assessed upon final report and deemed a MEA or not.

Note: Collaborations are when two or more troops collaborate and share expenses for such item as bus rentals. This would not be considered a special event or money-earning activity.

DEVELOPING QUALITY GIRL SCOUT PROGRAM ACTIVITIES

When working with the event committee and girls to plan activities for Girl Scouts, you will want to ensure that you provide a quality program to all participants. Here is a list of questions to ask when trying to determine if the activity provides a quality Girl Scout experience. If the answer to any of the questions is no, the committee and girls will want to consider modifying the activity or possibly abandoning it all together.

Does the activity

- Support the Girl Scout Leadership Experience (GSLE) outcomes?
- Reflect the values of the Girl Scout Mission, Promise, and Law?
- Provide an opportunity for personal growth, exploration, and discovery?
- Involve girl-planning and input?
- Provide a positive learning experience?
- Support the event's purpose and goals?

Is the activity

- Safe?
- Appropriate for the applicable Girl Scout grade levels and current abilities?
- Fun? Challenging?
- Flexible? Affordable?
- Led by well-trained and enthusiastic volunteers or staff?
- Consistent with girl progression guidelines?

EVENT PLANNING STEPS

Step 1 Assessment/Event Ideas

Assess the needs and interests of your audience. This can be done both formally (e.g. through surveys) and informally (e.g., asking people like fellow volunteers or leaders and girls). Assessing needs and interests is a critical first step towards purposeful programming. See Girl Scout Event Ideas.

Step 2 Goals

Once you have a sense of your audience's interests and needs, begin to clarify your goals for the event. Establishing goals and objectives will guide your organization in the planning process. Consider the following as you establish your goals:

- Who is your audience – the entire council? A particular service unit or area? What grade levels?
- What are you trying to accomplish by having this particular program? Do you want to educate? Analyze a problem? Make a group feel involved? Get buy-in? Build enthusiasm? Earn badges? Money-earning for a troop/service unit/award?
- What specific need(s) is your program addressing?
- Are girls involved in the planning/facilitating of the event?

Step 3 Brainstorming

Brainstorm ideas are designed to meet your audiences identified needs, interests, and goals. Discuss the feasibility of programs, available resources, special requirements, and conflicts of possible duplication in programs. Brainstorming is often one of the best ways for a group to come up with ideas for general programming and publicity gimmicks. Also, consider whether your program ideas are inclusive of many/all girl members. While we rarely meet all girls' needs in one program, we should strive to be as inclusive as possible in our efforts.

Step 4 Safety

Consult Volunteer Essentials & Safety Activity Checkpoints to make sure that your event is appropriate, allowable, and safe.

- Do you have enough adults?
- Can you safely carry out your plan?
- Insurance needs are met.
- Permissions are granted?

Step 5 Resources

Now that you have a general concept for your event, check your resources:

- Is there enough support in the organization for the event?
- Are there enough people to complete the necessary responsibilities?
- Is it worth the estimated cost?
- Can it be done (and done well) in the time allotted?

Step 6 Initial Planning

Begin planning by selecting a date, requesting space, creating a timeline, and starting necessary paperwork (e.g., contracts).

- Identify possible dates and then select the best one(s). Consider time needed to organize and publicize. Determine any date conflicts, such as product sales (boothing), community events, holidays, weather, other programs, etc.
- Determine the anticipated attendance – this will allow you to secure the most appropriate location and can help you estimate costs more effectively.
- Look for facilities/space for the program. Consider all your options and be sure to check early because your top choice may already be reserved.
- Consider who will be involved in the planning, implementing, and evaluation of the event.
- Identify the special needs of the event (e.g., equipment, parking, stage, insurance, sound, etc.).

Step 7 Budgets

- Is this a troop money-earning activity? All events that accept payments are considered Money-Earning Activities (even with no profit expected). How much does the troop hope to earn?
- If not, is the cost per girl covering the expenses?
- Develop a budget. Use the sample form in the Tips and Tools Section, the GS Event Budget Tool (an excel file downloaded from the SEME Section of the GSGLA Training Site), or create your own.

Step 8 Approval

- Fill out the Special Events and Money-Earning Application online at <https://www.gsglavolunteerapps.org/specialevent-2/>
- Develop a girl friendly flier that will get their attention. (See Tips and Tools for samples and requirements.) You must attach a flier or advertisement and financial statement (if MEA).
- Certificate of Insurance requests must be indicated on application. Facility Use Agreements/Reservation Contracts for sites must be completed and signed by requestor and uploaded with e-form application.
- If the special event that your troop/group is planning includes one of the High-Risk activities (as defined in the Safety Activity Checkpoints), a High Risk/Extended Travel event application also needs to be completed <https://www.gsglavolunteerapps.org/overnight-activitytrip-application-2/>. After the High-Risk activity application has been approved please send the approval and application number to seme@girlscoutsla.org as soon as it is approved so it can be added to your SEME application (the number comes as an ET-00000).

Step 9 Advertise

- Once Approved: ask for the event to be added to the Service Unit web page and emailed to leaders.
- If the event is council-wide and not limited to your service unit, click the appropriate box on the application.
- Changes to a council wide event must be updated immediately online at <https://www.gsglavolunteerapps.org/special-eventtroop-money-earning-application-2-0/special-eventmoney-earning-change-request/>

- If the event is open council-wide, you can post on thePixieListLA.com, several Girl Scout Facebook Groups, ask your SUM to post on the SUM's Basecamp (this is a communication tool that SUMs share information on).
- If your event is open to the community, consider advertising in local online calendars like Nextdoor.com and [The Patch.com](http://ThePatch.com).

Step 10 Confirm Plans

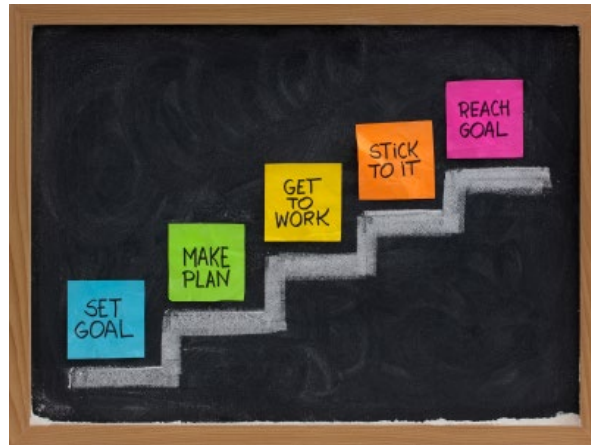
- Finalize room/equipment reservation and setup needs.
- Arrange for needed/additional help (volunteers, girls) and supplies.
- Confirm any performers, speakers, and other contracted services. Keep a copy for your files.
- Plan and organize your group's efforts. Delegate and coordinate each person's responsibilities in advance of the event.
- Consider the worst-case scenarios for your event: what happens if it rains and your event is scheduled to be outdoors? What if the electricity goes out in the middle of the performance? What if attendance exceeds capacity of the space? Discussing possible worst-case scenarios in advance of your event will prime your problem-solving abilities so that on the off chance something like this happens you can remain calm and collected.

Step 11 Implement the Program

- Arrive early; check all set-up needs and confirm that your volunteers know what they are responsible for during the event.
 - If your event begins early in the morning, see if you are able to set up the night before. This will relieve stress on the day of your event.
- Meet performer(s) or speaker(s).
- Take care of any last-minute details.
- Introduce the event and identify your organization and any other sponsors.
- Monitor break times; keep event on schedule.
- Be prepared to pay speaker or performer at conclusion of event, if prearranged.
- At the conclusion of the event, cleanup all spaces used and be sure to return any equipment.

Step 12 Post Event – Final Steps

- Send out and collect event evaluations. If your event includes a patch, it is a good idea to have them complete the evaluations on site and give out the patches upon completion of the evaluation.
- Pay any outstanding invoices.
- Deposit remaining registration fees.
- Send thank you letters. Having handwritten notes from the girls is better than an email.
- Update event budget with actual amounts
- Submit the online [Special Event/Money- Earning Final Report](#) within 60 days of event. A link provided with the event approval notification. You will require the event ID Number (SE-XXXX). Failure to submit final report may hinder future applications for the troop and/or service unit.
- Hold a post event meeting with team to discuss evaluations and make notes for future events.



EVENT PLANNING TIMELINE/CHECKLIST

Most Girl Scout events can be planned and carried out in just a few months or meetings. But just as the size and scope of Girl Scouts vary greatly across Los Angeles, so do the events. Some events can be planned in as little as two months and some may take as long as a year. We have given you a twelve-month timeline as a guide to when all the steps need to be covered. Sometimes the process can be sped up; sometimes it takes longer.

12-9 months before:

- Choose type or theme of event
- Read through Safety Activity Checkpoints to determine what safety standards must be followed
- Secure site/location (may need to be secured six (6) months to one (1) year in advance).
- Secure all necessary permits
- Initial planning:
 - Purpose and theme
 - Participants/audience
 - Dates and times
 - Program outline
 - Create a checklist
 - Work on/complete budget



7-5 months before:

- Create a flier
- Make transportation arrangements, if necessary
- Confirm volunteers to help with the event (will the adult/girl ratio be met?)
- Complete budget (determine the minimum and maximum number of participants who can attend event)
- Submit online event approval forms with attached budget and flier for approval

4-2 months before:

- Plan specific activities for event
- Block out a rough schedule of event
- After approval, distribute flier(s) to Girl Scout leaders and other Service Units, if needed (two months before event is suggested)
- Develop registration forms and review registration process
- Order rentals if necessary (like porta-potties, tents etc.)
- Line up facilitators, presenters, lifeguards, first aiders, and instructors.
- Recruit volunteers to work at the event. (This is a good time to get parental involvement)

- Plan menu and how it will be prepared
- Create emergency plans for the event
- Plan for any special arrangements needed for girls and adults with special needs

1 month before:

- Final details planned
- Reserve equipment and purchase necessary supplies
- Collect registrations and money, provide updated information, maps etc. (If registration is low, consider reposting on social media sites.)
- Purchase non-member insurance, if needed, (Activity Accident Insurance)

Month of the event:

- Reconfirm site, transportation, volunteers, caterer, etc.
- Arrange transport of all equipment and supplies
- Make sure all the to-do items are in progress or completed
- Organize registrations, make sign in sheet, create evaluation forms for both girls and adults
- Assemble equipment and supplies

Week of the event:

- Obtain stocked first aid kits (if large event check with your council office to rent a mobile first aid station)
- Create checklists for the set-up/cleanup crew
- Prepare an event survival kit (tape [masking, painters, duct, scotch], scissors, pens, sharpies, colored paper, extra registration forms, etc.)
- Prepare crafts supplies and assemble handout materials
- Reconfirm everything
- Pick up reserved equipment

Day Before the event:

- Buy any food items, if perishable, make sure that they are stored properly
- Review emergency procedures
- Set up the site if possible/necessary, be sure to include signs and clear instructions
- Double check all lists

Day of event:

- Arrive early and set up supplies/equipment
- Check-in participants warmly and efficiently
- Welcome participants, review emergency procedures, instruct where first aid and restroom locations are
- Maintain a positive attitude, troubleshoot, have fun! Delegate tasks that suddenly occur.
- Leave site cleaner than you found it
- Collect participant evaluations
- File Accident/Incident Reports within 24 hours of an incident to your local service center.
- Make sure that you thank any guest speakers/instructors. Those extra boxes of cookies or nuts make a nice thank you gift.

The month after:

- Thank volunteers and give them a token of appreciation
- Return all borrowed items
- Pay all remaining expenditures

- Replenish consumed resources (first aid supplies, etc.)
- Meet with committee to evaluate event and make recommendations for future events
- Complete online final report <https://www.gsglavolunteerapps.org/special-eventtroop-money-earning-application-2-0/special-eventmoney-earning-final-report/>, the link will also be provided in approval confirmation.

Final Reports Policy:

- Final Reports for events need to be filed no later than 60 days after an event. After that they are delinquent.
- Troops and/or Service Units that are delinquent in filing their Final Reports will have pending applications for approval held until they complete the missing report(s).
- Service Units with three or more delinquent final reports will have all pending applications approval held until they complete the missing report(s)

GIRL SCOUT EVENT IDEAS

Below is a list of event ideas. You are only limited by your imagination.

- Bagging groceries or gift wrapping for donations (cannot replace a paid employee's regular position)
- Beach Clean-up
- Breakfast with Santa
- Carnivals
- Car Wash
- Childcare at special events (Babysitting certified)
- Community dinner or breakfast (must have appropriate food license and follow promotion guidelines)
- Concession stand (must have appropriate food license and receive 100% of the profits)
- Cookie Kick-Off
- Cookie or cocoa mix in a jar (must have appropriate food license, if applicable)
- Craft sale (jewelry, artwork, scarves, cards, bookmarks, candles or other homemade goods)
- Dog walking service
- Earn a Badge Day
- Earth Day/Hour
- Encampments
- Face painting at community or school events
- Father-Daughter dinner and dance
- Garage sale
- Girl Scout Birthday/Week
- Glitter Tattoo Booth
- Haunted House
- He and Me Events
- Holiday photos
- Holiday Service Project
- Journey Days
- Juliette Low Birthday Celebration
- Leader-Daughter Events
- Make handmade cards for occasions
- Mother-Daughter Tea
- National S'mores Day
- Organize a fall or international festival
- Pancake Breakfast

- Patch workshops
- Picnic
- Pick up litter after sports events
- Powder Puff Derby
- Raking lawns
- Raingutter Regatta
- Recyclable drive (i.e., cans, ink cartridges, e-waste)
- Refereeing sporting events
- Restaurant Night Outs (flier should not have GSGLA Logo on it)*
- Rose Parade float decorating (Cadettes+)
- Sell handmade bird feeder or bird house
- She and Me Event
- Skate or game activity at public venue, host a concession stand.
- Skills Day
- Sock hop or dance in the community (i.e., for the general public)
- Stuff the truck collection
- Talent/Variety Show
- Troop Calendar sale
- Troop cookbook
- Tutoring
- TV tapings
- Wash neighborhood windows
- World Thinking Day or Tasting Bee
- Wreath, flower, plant, or tree sale (must be hand decorated/embellishment)
- Contact local clubs (Ladies Clubs, American Legion, Elks, Church, etc.) and let them know you're available to serve and cleanup for their events.

***Restaurant Night Out Fundraisers**

Restaurants offer local organizations the opportunity to fundraise by donating a percentage of the restaurant sales on a particular day. Girl Scout troops and service units may organize such fundraising events and keep 100% of the money raised. Girl Scouts may wear their uniforms when promoting their fundraiser and during the event itself.

- If the troop anticipates earning less than \$250 and the restaurant does not require a tax receipt: the donation can be made out directly to the troop/group/SU and sent to the appropriate person.
- If the troop anticipates earning more than \$250 and/or the restaurant does require a tax receipt: the donation needs to be made payable and sent to "Girl Scouts of Greater Los Angeles, 1150 S. Olive Street, Los Angeles, CA 90015. Please fill out and submit the Donation Pass Through form here <https://www.gsglavolunteerapps.org/donation/>, and the money will be passed back to the benefiting troop/group/SU. See Volunteer Essentials for more information.

ADULT-TO-GIRL RATIOS FOR SAFETY ACTIVITY CHECKPOINTS

Always refer to [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) for up to date information. The Girl Scout Leadership Experience provides direction to meet the developmental, educational, emotional, and social needs and interests of girls in the Girl Scout grade levels.

	Events, Travel, & Camping
--	--------------------------------------

Girl Scout Grade Level	Two unrelated adults, one of whom is female, for this number of girls:	Plus, one additional adult for each additional number of this many girls:
Daisy	6	4
Brownie	12	6
Junior	16	8
Cadette	20	10
Senior/Ambassador	24	12

Girls with cognitive disabilities may be enrolled as a Girl Scout until the age of 21. Girls should be placed with peers of their same chronological age and wear the uniform of that grade level. Girl Scout grade level is determined by the current membership year, beginning October 1st.

Note: If you are hosting an event that involves more than one Girl Scout grade level, use the younger Girl Scout grade level when determining the required number of adults. For example, if you were planning an event with Girl Scout Juniors and Girl Scout Cadettes, you would use the adult-to-girl ratios for Girl Scout Juniors.

How to use the chart:

You are planning a bridging event for 80 Girl Scout Juniors. According to the chart, you will need two non-related adults (in other words, not your sister, in-law, spouse, parent, or child and do not live in the same household), for the first 16 girls. You will also need another adult for each additional eight girls. $80-16$ (covered by two non-related adults) = 64. $64 \text{ girls} / 8 \text{ girls} = 8$ additional adults. In this example, you will need a minimum of 10 adults to meet the required Safety Activity Checkpoints ratio. If you do not have 10 adults present at this event, it will need to be cancelled.

GENERAL EVENT SAFETY INFORMATION

Safety consciousness should be a priority for all Girl Scout adults, especially those planning events. The essence of effective safety management can best be summed up by the traditional Girl Scout motto - Be Prepared. For each event that is planned, the planning committee needs to develop a specific plan that includes procedures for potential emergencies. Depending on the event, the group attending may need to have an emergency drill on site so that, if an emergency arises, the established procedures will be followed. The following information will help the committee develop its own emergency procedures and consists of general guidelines only. They are not a substitute for reading and adhering to Safety Activity Checkpoints. Failure to adhere to the Safety Activity Checkpoints guidelines may make you liable should an accident or injury occur.

Site Security/Site Hazards

- Security at any site (even GSGLA sites) should not be taken for granted. Secure all belongings and report any suspicious behavior to the police
- Non-council sites will require additional safety precautions. If the site is open to the public, what guidelines will be in place to ensure girls' safety? Who is your point of contact in case of an emergency? What are the boundaries of the event? Which areas are off limits? You may want to

- include this information in your event's rules of conduct
- A member of the event planning committee should tour the site prior to the event and make note of any potential hazards such as holes, exposed tree roots, drop-offs, etc. These hazards should be reported to participants and volunteers
- Make sure all emergency exits are clearly marked. This may mean having to create additional signs
- If the site includes water (pool, lake, river, etc.) that will be used for activities, a currently certified lifeguard as well as additional water watchers in accordance with the number of participants must be in attendance. This information can be found in the applicable Safety Activity Checkpoints

Emergency Procedures

- All events should have well publicized emergency procedures (in case of earthquake, blizzard, fire, intruder, etc.). These procedures should be posted in several highly visible locations. All volunteers and participants should be aware of these procedures
- If you are having a multi-day event, you may want to hold an emergency drill on the first day to allow girls to practice the procedures. After the drill, remind girls that this will be the only drill. If they hear the alarm again, it will be a real emergency
- Have a method for determining if all the girls and adults are present and accounted for
- Have a delegation of authority and responsibility for communication with fire officials, people on site, council staff, and parents

First Aid

- There must be a designated first aid station and aider on site at all times during a Girl Scout event
- The first aider must be currently certified in First Aid/CPR/AED or Wilderness and Remote First Aid depending on the activity and length of time for emergency services response. See specific Safety Activity Checkpoints to determine what is required for the event
- The first aider should be in a central, well-marked location and not have any other position during the event
- A vehicle must be on hand to transport individuals to a medical facility if necessary. If this occurs, another volunteer should accompany the individual, and the first aider should remain at the event
- All girls must bring a permission slip to the event. If the event is an encampment, a Health History form is also required
 - Depending on the event, these forms can either stay with the troop leader or with the first aider. If leaders will be with their troops all day, they may want to hold on to the forms. If girls will be separated from their troop leader(s), then their health forms should be given to the first aider
- During Encampments (Enc), any girl who is taking medication should inform their adult leaders. All medication (both prescription and over the counter) should be in the original container and administered in the prescribed dosage by the first aider per the written instructions of a parent/guardian. All medication brought to the camp should be stored in a locked box with the first aider. Clear and concise directions as well as the person's name must be on the bottle
 - An Over the Counter (OTC) Medications form that you can adapt and use for your event is available on the GSGLA website

The designated first aid area should include:

- Quiet area for potential patients
- A least one cot with blankets (Enc)
- List of all emergency phone numbers
- Driving directions to the nearest medical facility
- Accident and insurance claim forms
- Locked box for medication (Enc)
- Participant health forms/registration forms
- A bound and numbered journal (Medical Log) to enter all treatments given to participants and staff.
- A well-stocked first aid kit. Council has three Mobile First Aid Kits for rent. Contact Customer Care for more information.



A first aid kit should include the following:

- Adhesive tape and bandages
- Alcohol wipes
- American Red Cross First Aid Reference Book
- Band-Aids, assorted size
- Bottle of distilled water
- Soap
- Cell phone
- Flashlight
- Gauze pads
- Instant ice pack
- Disposable gloves (non-latex)
- Oral thermometer (disposable)
- Paper drinking cups
- Splints
- Plastic bags for used materials
- Pocket face mask for CPR
- Scissors
- Roller gauze bandages
- Safety pins
- Triangular bandages
- Tweezers
- White index card, transparent tape, and self-closing bags

EVENT INSURANCE

In order to ensure proper risk management, the event director must make sure that all participants attending Girl Scout events are covered by accident insurance.

Member insurance: Every **registered** Girl Scout and adult member in the Girl Scout movement is automatically covered under Mutual of Omaha Basic Coverage, Plan 1, upon registration with GSUSA. The entire premium cost for this protection is borne by Girl Scouts of the USA. The Basic Coverage is effective during the regular fiscal year (Oct. 1 through Sept. 30). Up to 14 months of insurance coverage is provided for new members who register in the month of August. This insurance provides the first \$135.00, then up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, and is secondary to any individual's primary insurance. This is a terrific, no-cost benefit of membership and a great reason for all adults and girls to register. Non-registered adults and tagalongs (brothers, sisters, friends), are not covered by Basic Coverage.

Non-member insurance: GSGLA requires that Activity Accident Insurance be purchased for every activity in which non-members participate. This might include parents, siblings, friends, volunteers, speakers, etc. Activity Accident Insurance is a simple and inexpensive way to take care of your group.

To purchase non-member insurance:

- Fill out the Mutual of Omaha enrollment form Request for Activity Accident Insurance Form. The form can

- be found on Girl Scouts of Greater Los Angeles' website using the document search for insurance.
- Send the completed form with a Girl Scout (Troop or Service Unit) check or money order payable to Mutual of Omaha to your local Girl Scouts Service Center. This must be received at the Girl Scouts Service Center no later than two weeks prior to the first day of the event. The insurance company will not accept cash, credit cards, or personal checks.
- To calculate the cost for non-member insurance, use this equation: number of non-members x number of calendar days x 11¢ = cost of insurance. The check must be made for \$5 minimum or the exact amount when over \$5
- Include the Service Unit name, event director or activity leader's name, event or activity date, time, location, special event ID#, and number of non-members you wish to insure. You may attach an event or activity flier, if you have one
- The form and check will be returned if:
 - It is not a troop or Service Unit check or money order
 - The information about the event is incomplete
 - The payment is not received at the Service Center at least two weeks prior to the event
- Print out a claim form to take to the event. The claim forms and more information about non-member insurance can be found on the Mutual of Omaha website
<http://www.mutualofomaha.com/gsusu>
- ***If an injury occurs at the event, fill out the top part of page two of the claim form*** (do not sign the claim form), and contact GSGLA
- Follow directions on the Emergency After-Hours Calls pink card for any emergency
 Follow the instructions on the GSGLA Accident/Incident Report and submit the form within 72 hours to your local service center. You will be contacted and given further direction

INVOLVING GIRLS IN EVENT PLANNING AND LEADERSHIP

Girl involvement in planning and leading Girl Scout events is not only possible; it is an essential component of a successful Girl Scout event. The key to successful girl planning is being aware of girls' current abilities and providing constructive mentoring throughout the process.

To bring the Girl Scout Leadership Experience to life, activities are led by girls themselves, feature cooperative learning, and highlight learning by doing. Girls come up with their own ideas, build teams, and experience the joy of making a positive impact.

At Girl Scouts, she will:

Discover

Find out who she is, what she cares about, and what her talents are.

Connect

Collaborate with other people, both locally and globally, to learn from others and expand her horizons.

Take Action

Do something to make the world a better place.

Girl planning and involvement look different at every Girl Scout grade level. Daisies may not host events. Brownies are not ready to host events but can help with decisions. Leaders of Daisy and Brownie troops may choose to host Service Unit events. All funds are run through the Service Unit.

Grade Level	Involvement Examples
Brownie (3 rd -4 th)	<ul style="list-style-type: none"> • Develop rules of conduct for the event • Choose between two or three items, such as food options and/or activity options • Making name tags and invitations
Junior (4 th -5 th)	<ul style="list-style-type: none"> • All of the Above • Developing the theme of an event • Leading activities for Girl Scout Daisies and Girl Scout Brownies • Leading opening and closing ceremonies • Those with Junior Aide training can be given even more responsibility
Cadette (6 th -8 th)	<ul style="list-style-type: none"> • All of the above • Email, telephone, or personal contact with potential sites, vendors, and/or volunteers • Planning songs, activities, skits, and ceremonies • Sharing their skills and experiences in Girl Scouts
Senior (9 th -10 th) Ambassador (11 th -12 th)	<ul style="list-style-type: none"> • All of the above • Total planning of events with adult support and advice • Girls can earn Counselor in Training (CIT) I and II and Volunteer in Training (VIT)



MENTORING GIRLS DURING EVENT PLANNING

Ways to get started:

- Use the Girl Scout Leadership Experience as your guide. What elements of planning and leading the event will help girls meet these outcomes?
- Ask girls for two or three ideas for a theme, activity, menu, etc. and ask them to present their ideas to the planning committee
- Ask girls to pick their favorite (theme, activity, menu, etc.) from a list of choices
- Ask open-ended questions to help girls review and evaluate their choices: “Have you considered how you will handle...” “What is your plan if...”
- A good idea is to visit the location and walk through every aspect of the event. This will help them create task and supply lists.
- Create a budget for the event.
- See Tips and Tools for a sample planning committee meeting agenda

Throughout the process:

- Once the girls decide, and the decision has been approved by the committee, you need to let girls own that entire aspect of the event
- Ask girls to provide regular updates to the committee regarding progress
- If problems arise, ask girls to brainstorm possible solutions
- Depending on the level of the girls, they may be put in charge of buying necessary materials, managing funds for their aspect of the event (with adult supervision), as well as showing other volunteers what to do
- Work with the girls to create a timeline and deadlines for when things need to be completed
- Help, if necessary, but avoid doing things for the girls; they will learn a great deal from mistakes
- Be patient
- Be aware of girls’ other commitments
- Be a positive role model
- At the event, make sure girls lead their aspect. Do not have girls plan an activity and then have adults lead it or vice versa
- Make sure the girls know that not everything will go exactly as planned and that is okay. Most problems and issues that come up will be internal and their attendees will never know.

After the event:

- Ask girls to evaluate how things went
- Thank girls for all their help. If you provide tokens of appreciation for event volunteers, be sure to include the girls as well
- Let girls know about upcoming Girl Scout events and how they can be involved
- In future events, let girls take on more challenging tasks
- Ask girls to serve as mentors for other girls during planning for the next Girl Scout event

GIRL SCOUT EVENT VOLUNTEER POSITIONS

Depending on the size and length of the event, the following are some volunteer positions that will be helpful to ensure a successful event.

POSITION	DUTIES	ADDITIONAL REQUIREMENTS
Event Director (REQUIRED)	Makes schedules, assigns program areas, makes all-group kaper charts, plans all-group events (campfires, grace before meals, etc.) and coordinates the work of program consultants	Registered member and background clearance on file Special Events/Money-Earning Activity-trained
Event Treasurer/Business Manager (REQUIRED)	Manages the finances for the event. Collects deposits the event fees from troops/groups and/or individuals and deposits revenue in a Council-authorized account. Pays the bills, processes any refunds, oversees budget, submits insurance application, completes and submits final budget	Registered member and background clearance on file.
Offsite Emergency Telephone Contact (REQUIRED)	Relays messages to and from the event location. Serves as the emergency contact for volunteers and participants. Must be off-site	
First Aider (REQUIRED)	Provides First Aid services to participants at the event and assumes authority in case of emergency Refer to Volunteer Essentials Chapter 4: Safety-Wise “The levels of first aid for any activity take into account both how much danger is involved and how remote the area is from emergency medical services” Less than 30 minutes from EMS – First Aid More than 30 minutes from EMS – Wilderness and Remote First Aid For Large events – 200 people or more – there must be one first aider for every	The First Aider must be currently certified in First Aid/CPR/AED
Waterfront Personnel/Lifeguards (REQUIRED-if water activities will be taking place)	Provides necessary supervision for water activities. Arranges for the proper adult coverage according to Safety Activity Checkpoints including certified lifeguards and water watchers. If skills are to be taught, arranges for instructors, ensures that proper safety procedures are known and followed by	Must have current certification in American Red Cross (ARC) with Waterfront Module Water Watchers should have Basic Water Rescue (highly recommended)
Child Care Staff	Supervises younger children who are not participating in program activities	First Aid/CPR/AED (Babysitting, if girl)

Cook and Kitchen Staff	Oversees the purchase of food, preparation of meals and cleanup according to the food service guidelines, supervises kitchen helpers	First Aid/CPR/AED (recommended) Food License Serve Safe Certified (if required, commercial kitchens)
Equipment Coordinator	Reserves, picks up, and returns borrowed equipment and supplies	None
Girl Program Planning Group	Plans and organizes the activities and program for the event	None
Greeter/Hostess	Greets participants upon arrival and directs them to the appropriate location	None
Day Volunteer/Helpers	Help out as needed on the day of the event	None
Maintenance/Clean Up Crew	Performs cleanup tasks throughout the event	None
Food Committee	Determines the menu and purchases the food for the event	Depending on location, a Food Handlers permit may be required
Photographer/Publicity Coordinator	Creates event publicity, contacts local Media, if applicable, and takes pictures on the day of the event. Communications to daily publications or network television should be sent to communications@girlscoutla.org	None
Consultants	Prepare and present special programs as requested by the committee such as horseback riding, astronomy, nature, and archery. Reviews the Safety-Wise chapter in Volunteer Essentials, Safety Activity Checkpoints for any activities planned	None
Arts and Crafts Director	Has materials for arts and craft items available, arranges arts and crafts schedules for troops/groups wishing to participate, teaches the activities, and ensures that the arts and crafts area is clean at the end of the event	None
Girl Aides: Junior Aide, Cadette Program Aide, Senior/Ambassador: Counselor in Training (CIT) I and II or Volunteer in Training (VIT)	A registered Girl Scout working under the guidance of an adult leader. She is given instructions and has a clear understanding of her authority, role, and responsibilities. The Girl Scout is at least two years older than the group she is serving and may not assume full responsibility for a group. Adult leaders should be present	Junior Aide, Program Aide, CIT I and II, or VIT
Registrar	Oversees preparation of fliers, registers troops prior to event, checks them in at time of event and submits money to the event treasurer/program director. See information regarding fliers and registration in the Tips & Tools section	None

Housing Assignment Planner	Assigns troops/groups to units, cabins, tent areas, etc., as appropriate to girls' age, experience, schools, etc.	None
Safety Management Planner/Security	Prepares contingency plans for emergencies and evacuation, shares developed plans with activity consultant, event planning team, and troop adults prior to the event, completes Event Safety Management Checklist (See "Tips and Tools") and has the committee review it prior to the event	None
Program Instructors	Lead/teach program activities and sessions	Varies depending on type of activity or session
Checkout and Evaluation Coordinator	Develops and carries out a plan for troops/individuals to clean up and leave the event site, as needed. Develops evaluation forms with open-ended questions to be completed at the event on line of at a troop/group meeting. See Tips and Tools for more information	None
Supply Shoppers	Purchase all non-food supplies	None
Set-Up Crew	Sets up the site in preparation for the event	None
Transportation Chairperson	Ensures that GSUSA and Council guidelines for transporting girls are followed by troops/groups. Ensures that all troops/groups have transportation to and from the event, sees that parking is available for all vehicles remaining at the event site and directs parking as people arrive (back-in parking unless site owner does not allow it). If chartered buses are used, sees that Council procedures for chartering a bus and transporting girl's section of Volunteer Essentials are followed	None
Souvenir Chairperson	Arranges for the design and printing of patches, t-shirts, buttons, or any other souvenir requested by the event committee, oversees the exchange of swap items, contacts the Service Center or Council Communications Department for guidance and support if considering the use of the official logo	

THE BENEFITS OF WORKING IN A COMMITTEE

- A group can generate more ideas than an individual person
- Teamwork will help create a complete program and prevent details from being forgotten
- The workload is divided among many people meaning less stress for everyone involved

- Provides volunteers with opportunities for growth and leadership
- Encourages collaboration among volunteers

SOME IMPORTANT THINGS TO REMEMBER ABOUT EVENT VOLUNTEERS

- Include girls as much as possible. Looking over the list of positions, can you find any that girls in your troop or Service Unit might be able to fill?
- Be as specific as possible about volunteer roles and responsibilities when recruiting. How much time will they need to commit? What training is necessary? When must they be available?
- If volunteers must be trained and/or certified, be sure to verify that the training/certification is completed before the event.
- Remember: these positions do not have to be solely held by committee members. There may be some volunteers who are interested in assisting with these duties but are not interested in serving on the planning committee.
- For larger events, consider recruiting special interest volunteers to assist with the Girl Scout event. Special interest volunteers are individuals who want to share their talents, interest, and time with Girl Scouts on a flexible, as needed schedule. Use the [Pixie List LA](#) to place an ad.
- Remember: You will need a minimum number of adult volunteers present at the event to meet the Safety Activity Checkpoints required adult-to-girl ratio. These volunteers must be present at the event and may or may not hold some of the positions listed above. For more information on these required ratios, check Volunteer Essentials on the GSGLA website.

GUIDELINES FOR MALES WITH GIRL SCOUT OVERNIGHT EVENTS

- On trips where male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Men may participate only if separate sleeping quarters and bathrooms are available for their use or specific arrangements have been made. In some circumstances, such as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men do not supervise girls in the sleeping area of the event, and the adult-volunteer-to-girl ratio is adjusted accordingly. Always avoid having men sleep in the same space as girls and women, but during family or parent-daughter overnights, one family unit may sleep in the same quarters in program areas. On camping trips where tents will be used, ensure male volunteers have their own tent situated in a logical area separate from the girls so that this adult can still count as part of the ratios. If setting up camp in a horseshoe method, designate an end for male/s, and inform girls so girls do not mistakenly enter that tent. There is no specific distance requirement for male tents.
- Be prepared for creative accommodations. Some sites have "Men" designated restroom facilities; other sites are readily adapted by use of a temporary sign. Other sites will require "guarding" by a female adult when the male(s) are using the restroom facilities.
- A question on the registration form will let you know if a troop/group will have a male(s) accompanying their group.
- Dads or other male relatives are often involved in the leadership of a Girl Scout troop. It is not uncommon for a man to be a leader, a troop committee member, a certified first aid adult, or the trained troop camper. There are no rules that preclude a male adult, who is invited by the troop, from troop camping with Girl Scouts. Common sense and prior planning will make camping with a male troop adult a positive experience. Follow these simple guidelines and enjoy your camping trip.

TIPS FOR WORKING EFFECTIVELY WITH VOLUNTEERS

All volunteers:

- Clearly explain the work that needs to be accomplished and specify what results are expected

- Establish a timeline for the completion of tasks
- Provide goals and deadlines
- Follow-up with volunteers frequently throughout the process; offer assistance/guidance if necessary
- Reinforce that all final decisions need to be approved by the event coordinator
- Show your gratitude for their hard work and dedication. Provide frequent verbal thank yous throughout the planning process and event. At the end of the event, provide a small token of appreciation such as a card, candy, or small item from the Girl Scout Shop
- If you need to mediate a disagreement with another volunteer, do so privately
- Be as inclusive as possible. There are many differences among the members of Girl Scouts including differences in geographic location, age, religion, race, ethnicity, sexual orientation, education level, physical abilities, socio-economic status, and experience with Girl Scouting. When recruiting volunteers for your event try to recruit adults and girls who reflect the diversity of your Service Unit/area
- Hold a pre-event meeting for volunteers about a week before the event. This will give you a chance to discuss the details of the event and in turn will make volunteers feel more confident about their roles. Some things to include in a pre-event meeting:
 - Create a sense of a common purpose
 - Review expectations of the event- yours and theirs
 - Review general program content
 - Review site boundaries, schedule, and procedures
 - Review procedures regarding behavior and their consequences
 - Outline emergency procedures for the day of the event
 - If appropriate, discuss budget issues
- Consider nominating outstanding volunteers for a GSUSA or GSGLA award. More information about these awards can be found in the Volunteer Recognition section of the GSGLA website at GirlScoutsLA.org.



Planning Committee:

- Include representatives from each Girl Scout grade level that will be invited to the event. For example, if you are planning an event for Girl Scout Daisies and Brownies; your committee might include Girl Scout Daisy and Girl Scout Brownie leaders
- Define the structure of the committee
 - Round-table committee: Everyone contributes to everything
 - Positioned committee: Different people oversee different planning areas such as site, food, program activities
- Establish a meeting schedule and be sure to consider all committee members' calendars
- Value all committee members' viewpoints

RECOMMENDED GIRL SCOUT EVENTS

Service Units are encouraged to host the following four Service Unit events each year; however, each event is not limited to a single Service Unit-wide event. They can be planned in conjunction with another Service Unit(s), and can take many forms including small events for each Girl Scout grade level, or informal events at the troop level. Many of these events involve collaboration with other key Service Unit team members. In this case, the service team member is listed in parenthesis after the event type.

- Cookie Kick-Off-Rally Event: (Service Unit Product Program Manager)
- World Thinking Day Event (February 22)
- Ceremony Events (Court of Awards, Investiture, Rededication, Bridging Ceremony)
- Recruitment Event: (Service Unit Organizer/Recruiter)

- Family Fundraising Campaign/Event (Service Unit annual giving coordinator)
- Juliette Gordon Low Birthday Event (October 31)
- Girl Scout Week/Birthday Event (March 12)
- Girl Scout Leader's Day (April 22)

DAY CAMPS

Service Units that hold Day Camps have more considerations than the average event. Planning and organization are the key to successful Day Camps. Items to consider when planning a day camp.

1. Organization team: you will need many people to run a day camp and it will take 6 to 12 months to plan.
2. Have a website and Facebook page that you can use to put up information and forms about the camp.
3. In addition to location contracts, are there any permits that are required by the city? Can the costs of the permits get waived by local city council officials?
4. Use Program Aides and s, CITs to LIT, and CIT girls to volunteer as counselors to help with the activities for the camp.
 - a. Have proper training for the counselors prior to camp: include ways that the counselors can keep the girls entertained during down time (songs, skits, games).
 - b. For older girls that have not gone through Program Aide and CIT training, consider offering it them before the camp. Program Aide in a Box can be reserved through your local council office.
 - c. Create scenarios to help the counselors working with little girls and their parents.
5. Ask parents of campers to volunteer to meet adult-girl ratios.
6. Forms:
 - a. Have camper, counselor, and adult volunteer applications in Adobe Acrobat fillable forms. See Sample Day Camp Emergency Health Record Form in Tips and Tools.
 - b. Create Camper Sign-in / Sign-out Sheets. See sheets in Tips and Tools.
 - c. [Create Parent and Camper Agreements](#). See GSGLA forms for sample.

JOURNEY IN A DAY (JIAD) WORKSHOPS

The Journeys were designed to be completed in six or seven sessions of troop meetings. Journeys can be completed in a day or weekend depending on the journey. Journey in a Day (JIAD) should be planned by girls hosting and normally takes four-eight hours, with some breaks.

With the popularity of Journey in a Day workshops, we have established the following guidelines

- Troops/Groups would be allowed to only do one (1) Journey Summit Award a year (3 or 4 sessions depending on which Journey's they were doing). Promoted it as one (1) event. Girls signing up would have to pay in advance to attend all 3 or 4 sessions.
- Multi-level JIAD Workshops will not be allowed. Each day/event would focus on just one program level. This is to ensure that the highest quality events are being put on.
- JIAD must be held a minimum of 4 hours in length.
- The Take Action Project portion cannot be completed as a part of the workshop. However, the workshop can/should give them time to brainstorm or begin prepping for the project. But the project needs to be completed outside of the workshop. That portion is supposed to be girl lead and girl planned. If the host troop does all that work, the girls attending are missing out on that piece. The take-action project planning for the JIAD is an important learning for the girls to earn their bronze, silver, and gold awards which are large take action projects.

COMMUNITY EVENTS AND BUSINESS TYPE VENTURES

Community events are just that, events that are open to the community. They could be car washes, yard sales, bake sales, etc. While these types of events may not warrant a flier that other events require, they do require signage. Signs should include the GSGLA Logo, troop/group identification, what the event is, and if desired, why you are having it. People are more apt to participate and donate if they know what they are giving to.

Troops may participate in community events without being the host. For example, hosting a table at a school carnival. If funds will be collected, then a MEA must be filled. Again, no flier is required, but the signage for the table should be attached. If no money is being collected by the troop, then no MEA application is required.

Restaurant Night outs are an easy way to make a little extra funds, but there are specific procedures that must be completed. See Girl Scout Event Ideas for the guidelines.

VIRTUAL EVENTS

If you are unfamiliar with hosting virtual events, look for special Zoom workshops (for leaders/parents) offered through the events calendar. <https://www.girlscoutsla.org/en/events/event-calendar.html>.

To get a Zoom account for your troop or Service Unit, please visit the GSGLA gsZoom License Resource at <https://www.girlscoutsla.org/en/about-girl-scouts/our-council/forms.html>

There are two ways to set up setting preferences on Zoom, some on the app and some on the website. To access the settings on the website, select general and then view more settings at the bottom.

When hosting events, especially with girls leading activities, make a schedule, who is leading what parts, have a script if needed and do a full run through (include any videos that are being played) before the actual event takes place. Once you have created your event and are ready to begin advertising, do not publicize the meeting ID and passwords. Provide that to the attendees once they have registered.

Registration: You can use GSGLA's partner Cheddar Up for registration, even if the event is at no cost to the girls. You can put the meeting link and password in the receipt section. It is also an easy place to send messages and reminders to the attendees.

Creating a safe space: Unless it is pre-announced and pre-authorized by the parents, Zoom events should not be recorded nor take screen shots of the attendees.

Setting Up Virtual Events on Zoom:

In the App

Zoom defaults to show 24 attendees. Under preferences, select Video and make sure the Display up to 49 participants per screen in Gallery View is selected.

On the Website

1. Turn off annotations in the Meeting (Basic). This will prevent attendees, especially little ones from drawing on shared screens. Note: if you have co-hosts sharing their screen, they will have to turn that feature off at the options bar on the top.
2. We recommend that you select the button, prevent participants from saving chat and not select the

Private chat button. This will not allow participants from holding a private chat or saving the chats. The host will still be able to save the chat.

3. Screen sharing. Zoom is defaulted to only allow hosts and co-hosts to screen share. If you are going to need everyone to be able to share their screen, you can adjust that setting in Meeting (Basic) so that all participants can share.
4. After the event if you find that you need the participant list, go to Preferences, Profile, View Advanced Features. It may ask you to login again. Go to reports and then usage. There, you can download the participants of the meeting. Keep in mind, they are only available for one month.

During the Event

1. Have multiple co-hosts (not an option on the free accounts). Co-hosts can help manage people entering the meeting, monitoring the chat box, and making sure all of the attendees are who they are supposed to be (I.E. children).
2. Having a partner whom you can text with is helpful if there are tech or sound issues. They can see if things are going well or if someone is not being heard at all. It is difficult to run a meeting and look at the chat box. However, you can glance down and look at your phone. Don't forget to turn your ringer off. This works well if you are having girls lead the event as well.
3. Make sure that participants are showing themselves with their real or camp name in the participant list. The host has the option of changing participants names as well in the participant list. Note: girls love it when they get a shout out or to speak directly to them. Plus, if it is a new scout or leader, it can help you learn their name(s).
4. At the start of your event, especially if you have younger attendees, you should mute everyone to discuss the event rules (group agreement). Then allow the girls to unmute as needed. If you find that you need to grab control, use that mute all button. You can explain to the attendees that they should remain muted unless they are speaking. Here is a trick, if a participant is muted, they can hold down the space bar to unmute temporarily.
5. When sharing a screen, especially if showing a video, make sure that you select *share computer sound* and *optimize screen share of video clip* buttons. Usually at the bottom before you select the screen you want to share.
6. Girls love to take polls. You will have to start your event early to create the poll before the actual event begins. If you are going to launch several questions consecutively, you can add multiple questions to a single poll. However, if you are going to jump back and forth, we recommend that each question be its own poll.
7. Girls also like to play games like sending them on a scavenger hunt or playing Kahoot. Note: the attendees will need to either open a second screen or have a second device to play.

EVENT SITES AND VENUES

All meeting places, camps, and other sites used for Girl Scout program activities must provide a safe, clean, and secure environment and allow for participation of all girls.

Make sure that all places selected for activities are easily accessible to all members, including girls with disabilities. The location for the event is inspected in advance, with consideration for the following, as they apply:

- It is safe, secure, clean, properly ventilated, heated, lit, free from hazards, and has at least two exits
- Suitability to event size, age groups, and kinds of activities
- Availability of parking (accessible by car or bus)
- Is the site a "busy location?" Will there be other groups doing activities at the same time? How will that affect your plans?
- Close proximity to medical facilities

- Sufficient potable water and restrooms are available to participants and designed to accommodate those with disabilities. One restroom (toilet) per 50 participants for daytime events and one restroom (toilet) per 20 participants for overnight events
- Accessible by telephone or other communication equipment
- Emergency exits are functioning, easily accessible, adequate, and well-marked
- Fire safety and security arrangements
- Lighting for evening and indoor activities (if necessary)
- Vulnerability to inclement weather
- All pets are restrained away from the meeting area where girls are present

OTHER IMPORTANT ITEMS TO CONSIDER WHEN CHOOSING AN EVENT SITE

- Availability for your desired date
- Cost
- Sufficient sleeping arrangements (if necessary). Review sleeping arrangement guidelines in Safety Activity Checkpoints. Is there adequate space for each troop/group to sleep, cook, and do program without doubling up on space? Do indoor sleeping spaces have smoke detectors and emergency exits?
- Availability of special facilities if necessary (i.e. basketball court, fire ring, ice skating rink, etc.)
- Shelter available in case of inclement weather
- Occupancy limits are not exceeded for indoor gatherings and events
- An emergency evacuation plan is in place
- A food-preparation area used for large groups of people that meets state and local standards. If cooking, will each troop have its own area? What facilities will be in each cooking area (i.e., tables, cook stoves, storage, etc.)?
- Are there electrical outlets and water spigots where you want them? Is there a flagpole, campfire ring, check-in area, playfield, etc.?
- Provisions are made for garbage removal and site cleanup
- Can you get references from other youth groups using the site?

CONTRACT INFORMATION

There are a wide variety of contracts and agreements associated with volunteer-led events and services. Some locations will require a contract while others will not. If the location does require a contract. Please carefully review all sections to ensure speedy turnaround with minimal error. Consider every section and complete those pertaining to the nature of your event. Please allow 2-5 regular business days to successfully complete your request.

- Contracts or Agreements for events or services obligating any GSGLA entity will be signed by the organizer, and must represent rules, terms and conditions established by the council.
- Contracts or Agreements signed on behalf of GSGLA will uphold council values and be protective of the council, its resources, and its membership.
- Contracts or Agreements for events or services obligating any GSGLA entity will be considered supported by the council only when entered with vetted parties or approved vendors.
- Requests for GSGLA documents should be in writing. Written requirements for council documents will be found in the event's contract or Rules and Regulations from the venue. If the only written version of the request for council documents is on the venue's website, please provide the link or print out of that specific webpage.

- Certificate of Insurance requests must be indicated on application. Facility Use Agreements/Reservation Contracts for sites must be completed and signed by requestor and uploaded with e-form application.
- If a Certificate of Insurance (COI) or other document* is required by the vendor or venue, it will be issued by GSGLA staff once the agreement/contract has been reviewed and event approval has been granted. The event organizer may be required to obtain proof of insurance from the vendor/venue as well. Contracts may not be submitted to the venue before approvals. The COI E-Form is located under the [Forms/E-forms](#) section of the GSGLA website. You will need the following information to complete the online request:
 - Purpose of event
 - Date(s) of events or meetings
 - Approximate number of people expected to participate
 - Will non-Girl Scout members be participating?
 - If so, has Activity Accident Insurance been purchased?
 - Name of Organization/Location (This is who should be named on the certificate)
 - Address
 - Contact Name
 - Contact Phone, Fax, & Email
 - How should the COI be sent to the certificate holder? Email, Fax, Mail, or to the requester by email.
 - Which of the following is required?
 - General liability (most common)
 - Auto
 - Excess
 - Workers comp or Sexual Abuse/Misconduct
 - Does the certificate holder require an “additional insured” to be named?
 - Was the request written or verbal?
 - Did you request a reciprocal certification of insurance from the certificate holder? If so, you will need to attach it.
 - Facility use agreement or contract attachment.
 - Attach any additional documents and provide any comments or additional information.
 - Include SEME application number if you have it.

If there are any questions with how to navigate or complete the form, contact coi@girlscoutsla.org.

USING GSGLA SITES

- Reserve a council site by completing the site reservation form available in the Girl Scouts of Greater Los Angeles website under <https://www.girlscoutsla.org/en/camp/properties.html>
- Tour the property to ensure that it has the correct amenities for the event.
- All fees are due at the time of reservation. Check the cancellation policy prior to making the reservation.

USE OF WATERFRONT FOR EVENT RECREATION

Regardless of whether your event is on Girl Scout property or a public beach, lake, or pool, there are certain requirements you must meet, in accordance with Safety Activity Checkpoints. If you intend to use the waterfront for swimming, boating, wading, or other water activities, you must have present a

currently certified lifeguard and additional water watchers in accordance with the number of participants.

Ensure the presence of lifeguards. For swimming activities in public pools, hotel and cruise-ship pools, and backyard pools, ensure the lifeguards are at least 16 years old and have American Red Cross Lifeguard Training certification or the equivalent. For swimming activities in lakes, slow-moving streams, and rivers, ensure one adult lifeguard (certified in American Red Cross Lifeguard Training plus Waterfront Lifeguard course or the equivalent) is present for every 10 swimmers, plus one watcher. When girls are wading in water more than knee-deep, an adult with American Red Cross Basic Water Rescue certification or with documented experience is required. For swimming and wading activities, consult the “Swimming Lifeguards and Watchers Ratios” chart for standards.

Ensure the presence of watchers. A watcher is a person trained in the use of basic water-rescue equipment and procedures who works under the direction of the lifeguard. American Red Cross Basic Water Rescue certification or equivalent is appropriate. Lifeguards and watchers are stationed at separate posts and stay out of the water, except in emergencies. An American Red Cross Lifeguarding Instructor or American Red Cross Water Safety Instructor (WSI) can provide training in Basic Water Rescue.

Swimming Lifeguards and Watchers Ratios

Number of Swimmers	Lifeguards	Watchers
1-10	1	1*
11-25	1	2*
26-35	2 persons, at least 1 is an adult; others may be 16 years of age or older.	3*
36-50	2 persons, at least 1 is an adult; others may be 16 years of age or older.	4*

* Some states allow watchers to be under the age of 18, but in all states, they must be at least 16 years of age.

EVENT DATES

When choosing potential dates for a Girl Scout event, it is important that you are as inclusive as possible.

- Consider the following:
- Product Sales
- National & School Holidays
- Religious holidays (be sure to include the diverse faiths religious holidays)
- School breaks
- Major school events such as graduations, sports events, concerts, plays, final exams, etc.
- Other Girl Scout events (particularly if they are being held by a neighboring Service Unit)
- Community events
- Personal calendars of the committee members

Before confirming an event date, check for any potential conflicts. NOTE: It is nearly impossible to find a date that will work for every single person. Pick a date that allows the largest number of attendees to be able to attend.

EVENT BUDGETING

Fees should be based on estimated budget costs of the event. Event directors should know what the break-even point is (for number of participants) and may choose to publish minimum and maximum numbers on flier.

Knowing how much to charge at your event means developing a budget.

- It is important to develop the budget first, and then set the price
- Every item in the budget can be divided into two categories: an individual cost or a group cost
 - Individual costs include food, attractions, crafts, and patches. These are considered variable costs and are dependent on the number of people attending
 - Group costs include buses, site, materials, supplies, and speakers. These are considered fixed costs. (Whether or not the bus is filled, the cost does not vary)

How to figure costs: Make copies of the sample Girl Scout Event Budget Worksheet to use (in Tips and Tools). One side of the worksheet is individual costs and one side is group costs. Work through all the categories entering any fees you may incur in the correct column. You can also use the GS Event Budget Tool excel spreadsheet which can be downloaded from the GSGLA website at <https://www.girlscoutsla.org/en/site-search.html?q=budget+tool>

Food – A good guideline is \$5.00 per person for lunch, \$8.00 per person for dinner - depending on the size of group. The smaller the group the more cost per person; \$1.50 per girl for snack or \$2.50 per girl if the snack includes a beverage. Remember this is a guideline. Other things to consider:

- Food events or specialized cooking. If your event is international cooking and each girl (troop) is making something different you might want to increase your food budget
- If you have adults and girls who are leading the event who are not paying for meals, add these together and put them in the group column
- Have your troop donate/bake items to help save on costs.

Admission fees – Things like admissions to events, water parks, bowling, will go in the individual column for paying participants.

- If you have adults and girls who are leading the event who are not paying admission, add these together and put them in the group column
- If the admission fee is more than you feel girls can afford, or you have many extra adults who want to go, you can charge the extra adults
- If possible, consider offering financial assistance for girls in need

Program supplies – These are consumables such as art supplies or science experiment supplies. This can be as little as \$1.00 per girl or much higher depending on the number of activities per girl. Remember to use your resources wisely and try to get a portion of the supplies donated.

Insurance – If the event is going to include non-scouts, you must obtain additional insurance from Mutual of Omaha.

Girl Scout Recognitions– Include the cost of any petals, leaves, badges, journey awards, patches, and t-shirts items that you are going to give to the girls.

Site – Most sites charge per building, or per use; these go in the group column. If they charge per person put it in the individual column.

Bus – Call or send your dates, places, and routes to the bus company. Ask them for an estimate of cost. This is a group cost.

Equipment supplies – These are non-consumables that can be used over and over again, like projectors or sound equipment. Consider renting or borrowing whenever possible to decrease storage needs. This is a group cost.

Speakers/Resource people – If you are paying a naturalist, a lifeguard, or a speaker, they usually have one set price that would be a group cost. An honorarium is a payment to a professional person for service on which no fee is set and it also goes in this category.

Printing and Postage – This may be the flier, promotion, confirmation letters, or thank-you notes to volunteers. Figure five cents per side for printing and add postage. Generally, \$1 per girl will cover a school/town with fliers and allow a one-page confirmation mailing. Remember to use your resources wisely and try to get some of the supplies donated.

CALCULATING THE AMOUNT TO CHARGE

- Add up the group side of the worksheet. Estimate expected number of paying participants. This is a guess. Guess high and/or use figures from similar events. Remember not every girl in the Service Unit is going to attend
- Divide the total group expenses by the minimum number of paying participants you expect
- Add this into the individual side and total the column. This is the fee per girl. Round amount up to even dollar amount

Note: Don't forget about the badges your girls can earn while planning events.



EVENT BUDGETING TIPS AND GUIDELINES

Guidelines to remember:

- Remember that all Girl Scout events must be self-sustaining
- Remember that your budget is based on having a set number of participants attend the event. In order for the Girl Scout event to be self-sustaining, this is the minimum number of paying participants you need to break even. As registrations begin to come in for an event, the event committee will want to closely monitor the number of participants. If they have far fewer than this minimum number, they may need to consider cancelling the event

Budgeting Tips:

- Communicate the budget in writing to the event planning committee. Creating a spreadsheet to track the budget along with all of the actual expenses will help the event stay on track. Using the [GS Event Budget Tool](#) can assist you with this task
- Review income and expenses on a regular basis with the event planning committee. This helps to avoid any surprises
- If registrations are lower than budgeted for, determine what expenses can be reduced in order for expenses to not exceed revenue

- If registrations are higher than budgeted and there is a surplus, determine what can be added to the program that brings value
- Those individuals making purchases need to have approval from the event coordinator. This approval must be obtained before the purchase takes place
- Receipts for all transactions need to be kept ensuring good management practices and to keep an accurate account of funds

Payment for the event:

- Participant fees can be paid by various ways: checks made payable to the host troop or Service Unit (not to an individual), Eventbrite, PayPal, SignUp, Cheddar Up, credit card readers (Square, Sage, PayPal), or cash (receipts should be given for cash payments)
- If participants will be registering as troops, request one check or debit card per troop
- The event registrar should give participant payments to the event treasurer in a timely manner.

After the event:

- Collect evaluations from attendees (girls and adults). Sample evaluations are listed in Tips and Tools. Once the event is complete, a [Final Report](#) submittal is required within 30 days. The Event Director will receive an email with a link to fill out the report.
- The final report requires the following information:
 - Total number of Troops attended
 - Total number of girls attended by level
 - Total number of registered adults and non-registered children and adults.
 - Total income of the event
 - Total expenses for the event
 - What will be done with the balance of funds if the net income is positive
 - What did your group learn from running the event?
 - Summarize the Girl/Adult feedback
 - Do you have any photos from the event you would like to share?

MONEY-EARNING ACTIVITY (MEA) GUIDELINES

A Money-Earning Activity (MEA) refers to activities that follow a planned budget and are carried out by the girls and adults, in partnership, to earn money for the troop/group. MEAs should be consistent with the Program Standards and Council policies on money-earning. *All Safety Activity Checkpoints and Council policies and guidelines must be followed.*

Money-Earning Basics

Girls planning a trip or other special program activity (Silver/Gold Awards) may require funds in addition to those earned through the council product sales. As girls decide on activities that they want to accomplish during the year, they should create a troop budget. Using the budget, the girls should then set goals for their participation in the fall product sale, cookie sale, and other money-earning activities. Troop money-earning provides girls with a valuable opportunity to learn about all aspects of goal setting, money management, and entrepreneurship.

Quick Summary

- Service Unit Manager, Girl Scout Special Events/Money-Earning Go Team, and/or Council staff approval are required before you begin advertising a Girl Scout event.
- Applications must be submitted online at the [GSGLA website](#) no less than four weeks before the event
- The Service Unit Manager or Event Coordinator will approve or deny the request.
- Troops must be in good financial standing with the Council to be eligible to do a money-earning activity.

- Girl Scout insurance only covers approved events and activities. Additional insurance may be required for certain events.
- All Troop members must be registered GSUSA members and have the Parent Permission Form signed by a parent/guardian.
- All questions must be answered thoroughly. Incomplete applications will be returned without approval.

MEA activity must meet the following criteria:

- Be a valuable program activity for girls that will generate additional funds for a planned activity or event.
- Be suited to ages/abilities of the girls and consistent with the goals/principles of the Girl Scout Program.
- Be a girl activity – planned, generated, produced, and performed by girls, with supervision from leaders or other adults.

Eligibility

- Girl Scout Daisies cannot participate in Money-Earning Activities (MEA).
- All troop/group members must be current registered GSUSA members.
- All troop/group members must have a permission form signed by a parent/guardian to participate.
- The troop/group must have prior year’s Year-End Financial Report on file with Council and must submit a current snapshot of the troop finances with the Girl Scout Event application. Consult your troop/Service Unit treasurer for assistance. Snapshot can be current financial report or bank statement (please blackout the account numbers on report/statement).
- Troops and girls must participate in both council-sponsored product programs in order to be eligible to do additional money earning projects. Participation is defined by 50% of the registered girls in the troop both earning the Participation Patch and meeting or exceeding the emails-sent reward requirement for each council-sponsored product program (emails must be sent through the applicable vendor software to qualify). (Fall Product Program = 10 units per girl (nuts/candy product = 1 unit each; magazine order = 2 units each) and 15 emails sent through M2OS. Cookie Program = 24 packages of cookies per girl and 15 emails sent through Digital Cookie.)
- Troops must have a purpose and financial need for the MEA. The income from the MEA **does not** become the property of individual girls but is part of the troop or Service Unit treasury.

Helping Girls Reach Their Financial Goals

For a troop/group to participate in additional MEA, there must be a need. One of your opportunities as a volunteer is to facilitate girl-led financial planning, which may include the following steps for the girls:

1. **Set goals for the MEA** – What do the girls hope to accomplish through this activity? In addition to earning money, what skills do they hope to build? What leadership opportunities present themselves?
2. **Create a budget** – Use a budget worksheet that includes both expenses (the cost of supplies, admission to events, travel, and so on) and available income (the group’s account balance and projected Cookie & Fall Product Sales proceeds).
3. **Determine how much the group needs to earn** – Subtract expenses from available income to determine how much money your group needs to earn.
4. **Make a plan** – The group can brainstorm and make decisions about its financial plans. Will cookie and fall product sales—*if approached proactively and energetically*—earn enough money to meet the group’s goals? If not, which group MEA might offset the difference in anticipated expense and anticipated income? Will more than one group MEA be necessary to achieve the group’s financial goals? In this planning stage, engage the girls through the Girl Scout processes (girl-led, learning by

doing, and cooperative learning) and consider the value of any potential activity. Have them weigh feasibility, implementation, and safety factors.

5. **Write it out** – Once the group has decided on its financial plan, describe it in writing. If the plan involves a group MEA, the troop must submit a current snapshot of the troop finances with the Special Events application for approval from Council.

Remember: It's great for girls to have opportunities, like the Girl Scout Cookie Program, to earn funds that help them fulfill their goals as part of the Girl Scout Leadership Essentials (GSLE). As a volunteer, try to help girls balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money. Take Action projects; for example, may not always require girls to spend a lot of money!

Restrictions

- Large Multi-level troops (specifically with a mix of younger and older girls), Senior and Ambassador troops, and Specialty Groups (travel groups, etc.) may run up to six (6) MEAs in addition to Council's product sales for a total of eight (8) money-earning opportunities per Girl Scout Year (October 1st through September 30th).
- Other troops not falling under one of the above categories may run up to four (4) MEAs plus the council's product sales (cookies and fall product sales) for a total of six (6) money-earning opportunities per Girl Scout Year (October 1st through September 30th). Troops in this category wanting to run more than the maximum of four (4) MEAs, will have the opportunity to submit a request to seme@girlscoutsla.org for approval of up to two (2) additional MEAs. Troops would have to submit their reasons for needing more than the four (4), what their additional events would be, and then it would be up to the discretion the Go Team to approve or decline. Troops will have to show that the already allowed four (4), plus the two (2) Product Sales wasn't enough to effectively fund their plans.
- Go Team and/or Council approval is required before you begin advertising an event
- The Council is not responsible for any loss incurred from a MEA
- Additional money-earning activities must not coincide with the Cookie Program. Break-even events are allowed during this time
- Scouts discourages the use of games of chance*. Any activity which could be considered a game of chance (raffles, contests, bingo) must be approved by GSGLA and be conducted in compliance with all local and state laws.
 - In California, charities and certain other private nonprofit organizations may conduct raffles to raise funds for beneficial or charitable purposes. The nonprofit must register with the Attorney General's Registry of Charitable Trusts prior to conducting a raffle and file an aggregate financial disclosure report for all raffles held during the reporting year. As it relates to Girl Scouts, only the council may hold games of chance, not its subordinate groups.
 - Which means, only Council can hold such type events and not troops or Service Units.
- MEAs cannot solicit or raise money for any other organization or solicit over the Internet
- Girl Scouts forbids product demonstration parties where the use of the Girl Scout trademark increases revenue for another business (For example: In home product parties like Mary Kay, Tupperware, Candle Lite, Culvers, and coupon programs). Any business using the Girl Scout trademark must seek authorization from GSUSA. Troops cannot take orders for, sell, or endorse a commercial product or business. However, they can sell wholesale, non-branded or homemade items
- Girls and adults should be dressed appropriately and should wear the Girl Scout pin, sash/vest, or troop uniform (if the activity permits) during the MEA

Crowd Funding

- Troops, Service Units, and individual girls pursuing awards or program activity opportunities are **prohibited** from using crowd funding websites such as gofundme.com, kickstarter.com, indigogo.com, upstart.com, and others that encourage income or contributions.

EVENT PUBLICITY

General guidelines

- Consult with your Service Unit communications representative or your Service Unit manager to find out how events have been promoted in the past and what works best for the area
- The event should be promoted to ALL of the girls in your Service Unit at the appropriate Girl Scout grade level. For example, if the event is designed for Girl Scout Daisies, you should promote the event not only to Girl Scout Daisy troops, but also to Girl Scout Daisies who are Independent Registered Girls, in special interest groups, and staff-led community partnership troops
- Begin advertising as soon as you have all of the necessary information, and the flier has been approved. This may be four to six months before the event
- Use a variety of communication methods. Attend service unit leader meetings and announce your event.
- Distribute fliers via e-mail or post information on your Service Unit's website. If the event is open council-wide, you can request to have it posted on the Council website.
- Notify the local community newspapers and online neighborhood news like [The Patch](#) about the event. This is especially useful if the event will involve recruiting girls. You might also inquire as to whether the paper is interested in covering the event. Check with your Service Unit manager to see if there is a communications representative in the Service Unit who might be able to assist with this. If you want to publicize your event in a daily publication or on network television, e-mail communications@girlscoutsla.org before you send your announcement
- When you create publicity for your Girl Scout event, you not only influence people's perception of your Service Unit, but also of the Girl Scout organization. You want to create a positive impression, so you will want to ensure that your publicity is well designed, free from errors, and reflective of Girl Scouts' commitment to inclusivity
- Changes to your event should be made publicly as soon as possible. There is an online change form if the event is on the Council website

ITEMS TO CONSIDER BEFORE CREATING YOUR EVENT FLIER

1. Identify the audience of your flier: Who will read this flier? Girls? Adults? Both?
2. Determine the most appropriate writing style for the flier. For example, you would not use the same language in a flier designed for an eight-year-old girl as you would in a flier designed for an adult.
3. Determine the purpose of the flier. What do you want the flier to accomplish? Is the flier designed to give information? Recruit volunteers? Persuade people to attend?
4. Determine how the flier will be distributed. If you are mailing the flier, you will need to consider the placement of address labels and postage, and how the flier will be folded when you are deciding on a design.
5. Gather all the essential event information and follow the Event Flier Checklist (in Tips and Tools):
 - Girl Scouts of Great Los Angeles logo or watermark*
 - Host: Troop, Service Unit, Specialty Group*
 - What: Event title*
 - Purpose of the event (description of activities, if necessary)
 - Who: Target participants (who is invited to attend?)

- When: Date and time (include year) *
 - Where: Location and complete address*
 - MEA? Break Even? What will the funds be used for?
 - Cost and what is included*
 - Payment/Registration details, include registration deadline*
 - Items to bring (be sure to include any necessary forms)
 - Contact person for additional information*
 - Event cancellation, refund, and Tagalong policy*
 - Safety-Wise, ratios, or required trainings*
 - Offsite Emergency Contact (either list the name and phone or that it will be provided upon registration)
6. If your event is open to the community (yard sale, restaurant night outs), your flier only requires:
- Event title, description, and purpose
 - Participants (who is invited to attend)
 - Date, time, location, and address
 - Cost (if applicable)
 - Host Troop, Service Unit, or other and Contact person for additional information
 - Registration deadline (if applicable)
 - Event cancellation and refund policy (if applicable)
 - Girl Scouts of Greater Los Angeles name or service mark (no logo or service mark for Restaurant Night Outs)

TIPS FOR WELL DESIGNED FLIERS

- Margins of full-page fliers (8.5 X 11) should be at least .5 inches wide. Do not fill up every bit of space on your flier. Some white space will make your flier easier to read
- When choosing images for a flier, select clip art that will reproduce well (no heavy shading) and ensure that clip art is inclusive and not demeaning to any particular group
- Organize your flier around one large visual element rather than several small visual elements scattered throughout the page
- Do not use copyrighted material (cartoon characters, song lyrics, etc.) without seeking permission from the copyright owner. If permission is granted, you must credit the source in your flier
- If text is handwritten, it should be created in solid black ink for best reproduction
- Avoid writing in all capitals or in italics. Both will make your text more difficult to read
- Use no more than one to two different fonts throughout the flier. Arial or Times New Roman are standard fonts that most computers can read
- Use decorative lettering sparingly; in large amounts, it can be difficult to read
- Select a paper color that is appropriate for the intent and audience of your flier
- Proofread, proofread, and proofread. Have multiple people check the flier for typos and other errors
- When uploading your flier to the application site, attach a PDF file. This ensures that the flier looks as the designer has intended.

GIRL SCOUTS SERVICE MARK

The Girl Scout service mark should be used on all event fliers.



APPLICATION REQUIREMENTS AND PROCESS

- Girl Scout Events are first approved by the Service Unit Manager* or Event Coordinator and then the Girl Scouts of Greater Los Angeles Special Event/Money-Earning Go Team
- Girl Scouts of Greater Los Angeles reserves the right to deny MEA if it is deemed not in compliance with GSUSA *Safety Guidelines* and Council policies and guidelines
- A completed Special Event online application must be submitted for approval at least six (6) weeks prior to the activity

Contact your Service Unit Manager, Event Coordinator, and/or Service Unit Support Specialist if you have questions regarding Money-Earning Activities.



GIRL SCOUT EVENT SUBMISSION AND APPROVAL PROCESS

1. Submit the [online event application](#) that includes:
 - Names, emails and phone numbers of Event Director(s), Financial Manager, Event Emergency Contact and First Aider.
 - First Aid information (expiration date of training if applicable) - 1 Trained First Aider is required for each 200 participants
 - Event Flier PDF recommended and required if event is offered council-wide
 - Event Contract, if applicable. We can no longer accept pictures from your phones. Please provide a scanned copy. If there are areas of the contract that are required to be signed or initialed by you, please do that before scanning.
 - If you are using Internet Explorer, you might want to switch to Chrome. We have experience problem with Internet Explorer and the size of the form.

A suggested time of year to submit your event plan is when the Service Unit team/leaders are working on their annual Service Unit calendar (usually in spring for the upcoming fall program year). Much of the Service Unit budgeting, evaluation, and planning is completed at that time. Of course, Service Units may have opportunities to incorporate events at other times of the year as appropriate, if the event enhances the Service Unit's spring plan.

2. The Service Unit event coordinator or manager will review and discuss all event applications to ensure quality Girl Scout programming. Having service team support is very important when planning Girl Scout events – the team has a lot of experience and can provide a great deal of support. Once the Service Unit team has approved the application, a Special Events and Money-Earning Activity Go Team representative will review the application. Once the application is approved, the event planner(s) may move forward with preparations.
3. Event Directors should work closely with Service Unit Managers/Event Coordinators to discuss expectations or any problems that arise. Service Unit Managers, Event Coordinators, Go Team Members and Council Staff are here to offer support and assist the event director in making the event successful.

All events must follow the established council event guidelines found in the Volunteer Essentials and Safety Activity Checkpoints.

EVENT REGISTRATION

To minimize errors and streamline the registration process, the committee will want to choose an event registrar.

- Depending on the type of event, you may choose to have girls register individually or as a troop. Regardless of the type of registration, create a registration form that includes all of the following:
 - Name of participant(s) and/or the name of the troop leader(s)
 - Contact information: address, telephone number, and e-mail address
 - Troop number and Girl Scout grade level
 - Registration deadline
 - Cancellation/Refund policy.
 - Information about payment and the amount required
 - Parent and guardian permission for participation and the use of any photos
 - Identification of any food allergies, dietary restrictions, or health concerns
 - Choice of food, activity, or session (if applicable)
- Determine the event's cancellation/refund policy well in advance of registration. Often if an individual or troop cancels, the registration fee is not refunded unless someone from the waiting list fills the spot. Whatever policy the committee creates, it should be clearly stated on the registration form and flier. If the event is canceled by the host troop, regardless of the reason, full refunds must be issued to the participants. If the event is rescheduled and the troop can't make the new dates, full refunds must be made.
- In case of a national, state, or local emergency that forces a participant to cancel the registration, a full refund must be made.
- As registrations come in, create a list of the troops or individuals participating. Include the name, address, phone number, and e-mail address of the person making the reservation, the troop number, and the number of girls and adults participating. Consider including important dietary information on this list.
- The event registrar should regularly update the committee on the number of people registered for the event. The committee can use this information to make decisions about increasing publicity, closing registration, or cancelling the event if necessary.
- If the event fills up, a wait list can be developed and used to fill spaces created by cancellations. Troops/individuals should be notified if they are on the wait list.
- The committee should decide about whether or not they will accept late registrations. The committee should review and possibly revise this decision based on registration numbers.
- The event registrar should only accept registrations that are accompanied by the full registration fee. She/he should submit these funds to the event treasurer in a timely manner.
- The event registrar should be able to answer general questions about the event and forward more specific questions to the appropriate committee member.
- All registered participants should receive a confirmation package, which includes:
 - Welcome note
 - Map with directions to the event location
 - Check-in and check-out times and locations
 - Emergency number at site and/or number of off-site emergency contact person
 - List of equipment or supplies to bring
 - Information about food (if applicable)
 - Schedule of activities
 - Contact information of person to call in case of questions
 - Girl Scout and Adult Volunteer Agreements (especially important if non-members are attending) see samples of agreements in Tips and Tools.

POST EVENT

Congratulations, your event is over, and you are almost done. Complete the following steps to finalize your event.

- Collect evaluations from participants (girls and adults)
- Hold a post event debriefing with your girls/team to evaluate event and make recommendations for future events
- Thank volunteers and give them a token of appreciation
- Return all borrowed items
- Pay all remaining expenditures
- Replenish consumed resources (first aid supplies, etc.)
- Complete the online [final report](https://www.gsglavolunteerapps.org/special-eventtroop-money-earning-application-2-0/special-eventmoney-earning-final-report/). The link is included in your event approval email.
<https://www.gsglavolunteerapps.org/special-eventtroop-money-earning-application-2-0/special-eventmoney-earning-final-report/>

SHOWING/USING COPYRIGHTED ENTERTAINMENT MOVIES AND IMAGES

The Federal Copyright Act states that all exhibitions of videocassettes/DVDs outside one's personal residence are "public performances" and must be licensed. Showing copyrighted entertainment movies without a public performance license is copyright infringement and is illegal.

Therefore, Girl Scout members showing copyrighted entertainment movies at any event must purchase a Public Performance License, unless the facility at which the showing will take place is licensed and that license covers outside groups.

The [Motion Picture Licensing Corporation](#) and [Swank Motion Pictures, Inc.](#), grant public performance rights.

The Motion Picture Licensing Corporation is an independent copyright licensing service exclusively authorized by major Hollywood motion picture studios and independent producers to grant Umbrella Licenses to nonprofit groups, businesses, and government organizations to ensure that the public performances of home videodiscs and videocassettes comply with the Federal Copyright Act.

Swank Motion Pictures, Inc., is a major movie distributor and a public performance-licensing agent in non-theatrical markets where feature entertainment movies are shown. Swank Motion Pictures, Inc., has exclusive distribution arrangements in many markets with most American movie producers for the motion pictures seen in theaters. Creating an account requires basic information (shipping and billing addresses, contact person, telephone number, fax number, and an e-mail address), and pricing varies by format, title, and venue.

Licenses do not permit outdoor showings; admission or other fees charged, and advertising/publicizing to the general public.

Images on fliers download from the web must be checked for usage rights. Anyone can browse the Web, but usage rights come into play if you're looking for content that you can take and use above and beyond [fair use](#). Site owners can use licenses to indicate if and how content on their sites can be reused.

The usage rights filter on Google [Advanced Search](#) page shows you pages that are either labeled with a [Creative Commons](#) license or labeled as being in the public domain. Here are the different usage rights options available:

- **Free to use or share** ^[CC]_[BY] Your results will only include pages that are either labeled as public domain

or carry a license that allows you to copy or redistribute its content, if the content remains unchanged.

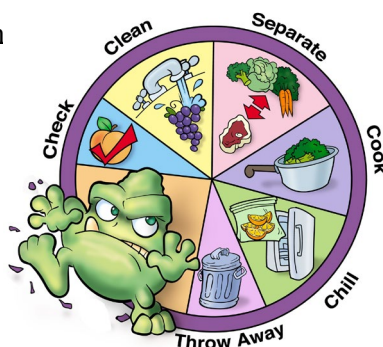
- **Free to use, share, or modify** Your results will only include pages that are labeled with a license that allows you to copy, modify, or redistribute in ways specified in the license.

FOOD SAFETY

The information below should be read and understood by any event volunteers involved in the preparation and service of event food. For additional food safety information, visit the Los Angeles County Department of Public Health website, <http://www.publichealth.lacounty.gov/> or call your local Department of Health office.

Factors that Contribute to Foodborne Illness:

- Improper cooling
- Employees who are infected or practice poor personal hygiene
- Inadequate cooking
- Improper hot storage
- Inadequate reheating; use of leftovers
- Contaminated raw foods
- Cross-contamination
- Improper cleaning and sanitizing of equipment
- Toxic substances
- Unsafe food sources
- Poor food storage practices



Cooling Potentially Hazardous Food

Disease growing bacteria grows best in temperatures ranging from 41 °F to 140° F (this range is known as the danger zone). You want to take foods through this range as quickly as possible.

All potentially hazardous food must be cooled:

- From 140° F to 70° F within two hours. If this is not reached, the food must be reheated to 165°F and the cooling process restarted
- From 70° F to 41°F or lower within four hours-If this is not reached, the food must be discarded

Guidelines

- Never allow food to sit at room temperature to cool
- Refrigerate or cool food on ice immediately after cooking
- Use small metal containers (when possible) to cool foods quickly
- Uncovered foods chill more quickly. Rapidly chill food and then cover
- Use blast chillers when possible

Required Internal Temperature Chart

Food	Required Internal Temperature
Raw animal foods and foods containing raw animal foods (unless listed below):	Must be cooked to 145° F for at least 15 seconds

Pork, ostrich, emu, injected meats, ground meats, and eggs	Must be cooked to 155° F for at least 15 seconds or 150° F for above one minute or 145° F for above three minutes
Poultry, stuffed food products, stuffing containing fish, meat, poultry, and wild game	Must be cooked to 165° F or above for 15 seconds
Beef and corned beef roasts	Roasts have specific temperature requirements based on oven type and weight of roast. Contact MDH for more specific information
Foods cooked in the microwave	Must be cooked to 165°. The product must be covered, rotated, or stirred throughout the cooking process. After the cooking, allow the product to stand for two minutes prior to
Cooked foods being kept warm for service	If hot holding of a cooked product is necessary, the food must be maintained at 140° F
Foods to be reheated	Food that is reheated for service must be reheated to 165°F. Reheating must be done rapidly and this temperature must be reached within two hours. Steam tables, warmers, and slow cookers are not suitable means of

Preventing Cross Contamination

- Do not allow raw food to come into contact with cooked food
- Have separate cutting boards designated for the following: raw vegetables and fruit, raw chicken, raw beef and game, raw fish, and cooked foods
- Clean and sanitize equipment after each use
- Wash and sanitize all utensils after each use
- Wash and sanitize all cutting boards after each use
- Wash hands frequently and thoroughly using proper hand washing procedures
- Air dry all dishes and equipment. Do not use dish towels

Proper Hand Washing Procedure

1. Wet: Wet hands using warm running water (water should be as hot as possible without being uncomfortable)
2. Soap: Use soap, preferably antibacterial
3. Lather: Lather the entire hand well beyond the wrists
4. Wash: Work all surfaces thoroughly including wrists, palms, backs of hands, fingers, and under fingernails. Scrub for 15-20 seconds. Sing the alphabet
5. Rinse: Thoroughly rinse with clean running water. Be careful not to touch the sides of the sink
6. Dry: Dry hands completely using a paper towel. Use another paper towel to turn off the faucet and avoid re-soiling your hands

“Hand washing is the single most important means of not spreading infection in the U.S.” U.S. Center for Disease Control

Proper Hand Washing Must Be Used...

- Before beginning to prepare food
- After using the restroom
- After break time, smoking, eating, or drinking
- After any absence from a workstation
- After chewing gum or using toothpicks
- After coughing, sneezing, blowing, or touching your nose

After touching raw poultry, eggs, meat, or fish
After touching dirty dishes, equipment, and
utensils
After touching trash, floors, soiled linens, etc.
After using cleaners or chemicals
During food preparation as necessary

Individuals with the following symptoms/illnesses should NOT be permitted to prepare or serve food:

- Symptoms caused by illness, infection, or other source that is associated with diarrhea, infection, vomiting, or other acute gastrointestinal illness
- Jaundice
- A boil, infected wound or other lesion containing pus that is open or draining unless it is covered by a dry, durable, tight fitting bandage or other impermeable cover such as a plastic glove or finger cot
- Is infected with Salmonella, Shigella, Escherichia coli (E coli), other enteric bacterial pathogen or the hepatitis A virus



Inclusiveness in food:

	Kosher foods are foods made in accordance to the Kashrut, the body of Jewish dietary laws. There are many different elements of keeping kosher including: abstaining from all pork products, certain animal parts, and non-kosher grape beverages, as well as never eating meat and dairy together.
	Halal foods are foods made in accordance to Islamic Law. There are many different elements of keeping halal including: abstaining from all pork products and alcohol and only eating animals that have been slaughtered in the name of Allah.
	Food allergies must be taken very seriously as allergic reactions range from rash and itchy eyes to anaphylaxis (shock). The most common food allergens are milk, eggs, peanuts, wheat, soy, tree nuts, and shellfish.
	Vegetarians are individuals who abstain from eating all meat (beef, pork, poultry, game, and fish) or any other product that involves animal flesh (gelatin, lard, etc.).
	A gluten-free diet is a diet that excludes gluten, a protein composite found in wheat, barley, rye, and all their species and hybrids (such as spelt , kamut , and triticale).
	Vegans abstain from eating all animal products including meat, dairy, eggs, and honey.

Tips for event food and inclusiveness:

- Provide an area on the registration form for participants to note any food allergies and food restrictions that individuals involved in planning and preparing the event’s food are made aware of any food allergies and restrictions. For more information about food allergies, visit <http://www.foodallergy.org/>
- If you are unsure as to the extent of someone’s food allergies or food restrictions, contact the individual before the event to gather more information. They may also be able to help you to find foods that will meet their needs (for example, gluten-free bread, tofu, or Halal beef)
- Due to the potential severity of an allergic reaction, the committee may wish to avoid high allergy items, such as peanuts, when planning a menu
- If the menu item includes meat, consider also offering a vegetarian or vegan offering. You will be surprised how many non-vegetarians enjoy it as well

OTHER USEFUL EVENT FOOD INFORMATION

General Tips:

- Serve kid-friendly food. Adults will often eat food that kids like, but the reverse is not always true
- Make sure that the menu is based on a healthy balanced diet including a variety of fruits and vegetables
- Always have plenty of beverages available. It is important for both adults and girls to stay hydrated during all seasons
- Have coffee and tea available for the adults
- If buying only one type of milk, one percent is a good option that will suit most participants
- Review menus and make sure that you purchase all the necessary ingredients including basics such as salt, pepper, and oil
- Prepare a chart that lists out the basic menu for each meal of the day. These lists can be displayed in the kitchen, so volunteers have a visual record to work from for each meal. Be sure to note the time that each meal needs to be served. If the meal is being served in shifts, be sure to include the number of people in each shift

Serving sizes:

- Before ordering or purchasing food, determine the number of servings required (make sure you include volunteers and committee members). Assume one serving per person unless you are only offering one dish in which case you might need to adjust higher
- If purchasing food, round up quantities to the nearest package or case; it is better to have a little bit extra than not enough
- When working with recipes, make sure that you are aware of the number of servings the recipe makes. You will then have to multiply the amount of ingredients accordingly. For example, if your recipe for Blondie's serves 10, and you need 80 servings for the event, you will need to multiply the quantities of all ingredients by eight
- If no recipe is being used (for example, bread for sandwiches or cereal) use the nutritional information to determine the number of servings per package
- When determining serving sizes for event beverages, consider the size of the glasses you will be using at the event. Calculate this based on no more than a sixteen-ounce size

REQUENTLY ASKED QUESTIONS (FAQs)

Q: My event has pre-meetings; do I have to fill out an application for each event?

A: No, events that have pre-meetings are considered one event. Only one application is required.

Q: We are having a community event; do I have to list the off-site emergency contact on my flier?

A: No, we realize that community events are different from a standard Girl Scout Event and the off-site emergency contact is not required on the flier.

Q: Each time I attempt to submit my computer hangs up, what should I do?

A: If you are using Internet Explorer please resubmit using Chrome, Firefox or Safari. If this does not work take a look at your attachments. If their combined size is greater than 800 MB, then you need to compress them. This happens with PDF files and if you have background graphics. If you have multiple files to upload, then just upload your flier and send your contract in a Change Request. We'll work with it to get it all loaded.

Q: I didn't get an acknowledgement email what should I do?

A: There could be a couple of reasons for this:

- The acknowledgement email went into your Spam filter. Check for an email from seme@girlscoutsla.org.
- Your email provider is Yahoo. We are experiencing a problem with this. We suggest you contact seme@girlscoutsla.org and provide us with an alternate email address.
- The combined size of your attachments is greater than 800 MB. This happens with PDF files and if you have background graphics. If you have multiple files to upload, then just upload your flier and send your contract in a Change Request. We'll work with it to get it all loaded. If you have Acrobat, you can save your PDF file as Reduced File Size.

Q: I don't know my Service Unit name. Do I use my closest Service Center instead?

A: No, call or email your SUM and ask what the name is of your Service Unit. Service Units are grouped by their region (North, Southeast and Southwest). If you don't see your Service Unit, choose another region and see if it appears in one of the other choices. If it does not show up in any of them, please contact us at seme@girlscoutsla.org.

Q: What is a SE Number?

A: This is the number your event was assigned when you successfully submitted it. It will appear in the acknowledgement email you receive and any correspondence with the Special Events/Money-Earning Go Team. We always include it in any email to help us make sure we are referencing the correct event.

Q: What if I misplaced my email with the SE Number?

A: Send an email to seme@girlscoutsla.org with the name of your event, date, troop number or Service Unit name.

Q: We're doing an event that will not have a flier. What do we submit for a flier?

A: A flier is just a form of advertisement therefore we want an example of what your signs will say to make sure they have the following information:

- 1) Girl Scouts of Greater Los Angeles or the GSGLA Logo
- 2) Who is hosting the sale or booth
- 3) Location
- 4) Time
- 5) Optional: A statement of why you are hosting this event.

Q: I'm hosting an event for my troop, should I use the Individual to categorize who is hosting this event?

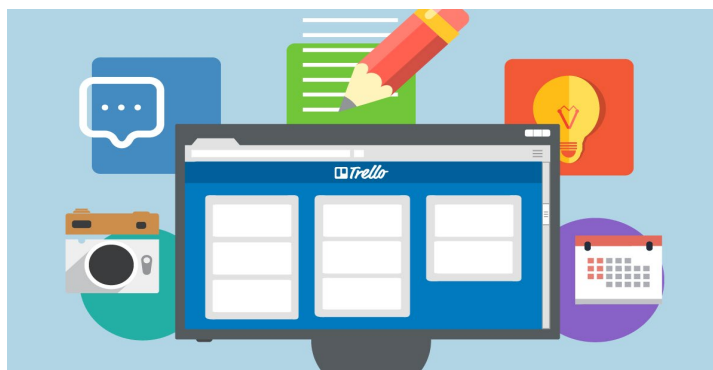
A: No, Individual is the category for Gold and Silver award girls or groups that have come together for a single purpose. If your troop is going to travel, please use the Troop category since the funds raised are Troop funds.

Q: I'm a Daisy or Brownie leader and I'm putting on an event for my Service Unit. I know that as a Daisy or Brownie leader I can't host events for my troop what do I do?

A: Since, your event is for the Service Unit, use the Service Unit category. This also means that you will be using the Service Unit bank account.

Add your own frequently asked questions.

TIPS AND TOOLS



EVENT COMMITTEE MEETING

Sample Agenda

- Opening Welcome and Meeting Group Agreement (turn cell phones off or to vibrate, only speak one a time, etc.)
- Introductions (if necessary)
- Discuss: Outline Theme and Focus of the Event
- Brainstorm girl involvement (if possible, have girls at meeting)
- Committee Member(s) Responsibilities?
- Adult Girl Agreements (samples below)
- Date(s) of Event: Consider Product Program Dates

ADULT GIRL SCOUT VOLUNTEER AGREEMENT

Sample Form

Note: This form may be used as an example. Have girls create their own form for the adult volunteers, as this will help them to “own” the agreement.

I understand that as a leader/assistant leader/volunteer assistant of a Girl Scout troop, I play an essential role in the success of this troop and that my attitudes, behavior, and responsibilities as a role model are critical to the success of the troop and the well-being of the girls.

I, therefore, agree to do the following:

- Treat every girl and adult with respect.
- Be sensitive to the needs of each girl participant.
- Respect the places and the people with whom I come in contact in my role as a Girl Scout adult.
- Use and follow agreed-upon safety policies and procedures.
- Understand that the misuse of drugs and alcohol will not be tolerated and the use of any during Girl Scout activities will result in expulsion from the troop.
- I will not smoke around the girls.
- I understand that if I am dismissed due to a serious misconduct, it will be immediate. I will have the option of filing a grievance complaint with the council.

Signature

Date

GIRL SCOUT AGREEMENT

Sample Form

Note: This form may be used as an example. Have girls create their own, as this will help them to “own” the agreement.

The Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do
and
to respect myself and others,
respect authority,
use resources wisely,
make the world a better place
and be a sister to every Girl Scout.

As a Girl Scout, I promise to follow the Girl Scout Law during our trip. This includes these listed rules:

1. I will try to be considerate and caring to all of my sister Girl Scouts.
2. I will not damage or harm the places, animals, or the environment that I am visiting.
3. I will show respect to the people I meet on our trip.
4. I will keep track of my personal belongings and respect those of others.
5. I will treat all equipment provided for my use with care. I understand that my family will be required to pay for anything I break.
6. I will follow safety rules and will honor all additional rules set by the adults in charge.
7. I agree to be helpful and understand it is part of being a Girl Scout to help clean up.

Girl Scout Signature

Date

I understand and agree with the above responsibilities expected of my Girl Scout.

Parent or Guardian Signature

Date

EVENT PURPOSE AND GOALS WORKSHEET

Directions: Use this worksheet with your event planning committee to determine the purpose goals of the event.

<p>What Girl Scout Leadership Experience Outcomes does this the event support?</p> <p>Discover:</p> <p>Connect:</p> <p>Take Action:</p>	<p>What elements of the Girl Scout Leadership Experience: Leadership Essentials does this event support?</p>
<p>Is this event designed to serve current membership, recruit new members, or both? What grade levels?</p>	<p>How can girl-planning/leadership be incorporated?</p>
<p>Is this event inclusive in terms of being welcoming, accessible, food being served, etc.?</p>	<p>Are there specific journeys or badges, related to the event? What program materials/activities do we emphasize?</p>
<p>Are there organizations in the community with whom could collaborate to do the event?</p>	<p>What impact will this event have on Girl Scouts?</p>



EVENT BUDGET WORKSHEET

You can use this form to create your budget or you can download the Microsoft Excel [GS Event Budget Tool](#) to create your budget.

To use the worksheet:

1. Enter all of the information after receiving estimates.
2. Determine the number of paying participants. You need to have an idea of how many participants are coming, so if you have an event that normally attracts 50 participants, plan for 50. But if you're holding a new event, plan for about 1/2 to 3/4 of the members in each troop invited.
3. Add up all of the costs in the Individual Costs and put the total in Box A. Then add up all of the group costs and put the total in Box B.
4. Take the total group cost in Box B and divide it by the number of paying participants that you plan on attending, write that total in Box C.
5. Add Box C and Box A together. Place your total in Box D.
6. The total in Box D will then be your final total cost per paying participant.

Type of Individual Cost:	Notes	Cost per person:	Type of Group Cost:	Notes:	Group Costs:
Food			Site Rental		
Attraction Fees			Bus Rental/ Transportation		
Program Supplies			Equipment Rental		
Badges/Patches/etc.			Event Insurance	Minimum is	
Publicity			Other		
Other			Other		
Other			Other		
Other			Other		
# of paying participants					
		Box A			Box B
	Total Individual Cost (add up the above)			Total Group Cost: (total of the above costs)	
		Box D			Box C
	Total Cost per paying participant: add the number			Total Group Cost per paying participant (divide total in Box B by # of paying	

SAMPLE EMERGENCY PLAN

Every event should have a plan for emergencies. Large events have additional needs to develop an Emergency Plan and should take additional time in the planning process to develop a more comprehensive emergency system. Be able to fill in the blanks to make the plans for your event safe. [GSGLA First-Aider & Emergency Plan](#)

1. The fire department serving the location of our event is _____. We have sent them a letter requesting assistance in case of fire and notifying them of the dates, number of people on site and name of the person in charge.
2. The emergency signal will be _____. This signal will be heard at no other time. The person(s) to sound the alarm is _____. The alarm is located _____. The drill will be held _____. Note: Tell the site manager your signal and when you plan the drill, so they are prepared.
3. When the alarm is sounded:
 - a. Troop leaders are responsible to assemble the girls quickly and quietly into a buddy line and take a count of girls and adults present. All troop adults assemble with the troop. Others on site, (program, administrative and kitchen staff) assemble _____.
 - b. Walk quickly and quietly to the assembly area and report the count to _____, the person in charge or send a pre-designated runner to report and receive instructions. Note: The layout and distances on your site will help you determine which plan to use. The important thing is to be able to quickly account for each person at the event including those on out on hikes, etc. Have a procedure for individuals and groups to check out if they are leaving the main area.
 - c. The person responsible for determining that everyone is present and accounted for is _____. This person is in charge of the group. Note: This should not be the Event Director. The Director will be needed elsewhere in case of a real emergency.
4. In the event of a temporary or permanent evacuation:
 - a. The Director is the on-site contact for the Girl Scouts in dealing with fire and emergency personnel. She/he coordinates the efforts of others on the Girl Scout team.
 - b. _____ is responsible to assure that there is a first aid kit(s) and roster available to take with the evacuating group. The roster should include the name and number of the event in-town contact, the names and numbers of the troop/group in-town contacts and basic information on participants. If time permits, she/he takes health histories and emergency medical treatment forms on everyone, and any prescription medications used by participants.
 - c. The communications coordinator will be _____. This person is responsible to notify the Council according to the Council Emergency Procedures.
 - i. Report your location, status, name and phone number of the in- town contact for the event, evacuation center if known and telephone number where you can be reached. If cell phone service is not available, stay by the telephone to receive communication and relay information to the Event Director. Have coins or credit card available if using a pay phone.
 - d. The site security person will be _____. This person is responsible for coordination with the event personnel and dealing with any media contact until a Council spokesperson

arrives, as specified in the Council Emergency Procedures. If possible, arrange for drinking water and snacks to be taken to the evacuation site.

- e. Remind leaders: panic is your own worst enemy. Keep the children and you thinking about things other than what might happen "if". Sing, talk quietly, and keep yourselves organized and ready to immediately follow instructions. You will receive instructions about what to do about the "things". Do not risk injury to yourself or others by returning to the site to gather up possessions.
- f. If fire is in our site, we will walk to _____.

Wildfire

Because you sent them a letter, the fire officials will know you are in the area and will come to you if an evacuation is necessary.

Fire at the site

- a. The planning team must gather information from non-Council owned sites as to their preparation for emergencies. Girl Scout adults should be aware of the location of fire extinguishers and other firefighting tools provided by the site. Girl Scout adults' first responsibility is the safety of the girls.
- b. Know the location of the telephone and if cell service is available. Post the name, address and nearest cross streets or directions to the site. When dialing 911, don't panic; stay on the phone to give the dispatcher location, circumstances, number of persons involved, and other information requested.
- c. Become familiar with the area surrounding the site. Select a location you could reach by walking if it became necessary to evacuate because of a fire in the site. The location should be large enough to accommodate the entire group and be clear of flammable materials.

Missing Person

The use of the buddy system, a check in/out system, and adequate adult supervision must be thoroughly covered in the pre-event information. Encourage the leaders to review with the girls what to do if they become separated from the group (stay put, hug a tree) and to orient them to the site when they arrive so the girls will know where their area is in relation to other facilities.

In the event a person is reported missing:

- a. Obtain a description of the missing person - hair, eyes, clothing, weight and height.
- b. Determine when and where the person was last seen. Stay calm so you don't frighten other children.
- c. Discover, if possible, the state of mind of the missing person. Was she depressed, angry or threatening to run away? Did she fall behind on a hike or leave to visit a friend in another area?
- d. Conduct a thorough search of the missing person's area, toilet facility, sleeping area, etc. Missing children have been found napping in their sleeping bags inside messy tents!
- e. If the person cannot be found, conduct an all-site fire drill. Use extra adults to conduct a wider search of the property and return to search the missing person's area. If appropriate, use lines of rescuers working side by side to sweep the area.

- f. If the person cannot be found, the emergency communications coordinator contacts the Council according to Council Emergency Procedures. The Director should make contact requesting assistance from the site ranger/manager.
- g. Do not ignore the remaining participants. Be calm and positive. Acknowledge their fears and move on to another activity.

Earthquake

Should a major earthquake occur during your event, your knowledge of earthquake preparedness and follow up will be tested. The situation will require you to use judgment, stay calm, and assure others. Some general tips:

1. See that first aid is given to anyone who is injured according to the instructions of the health care supervisor/event first aider.
2. Instruct people to stay away from buildings until they have been checked for safe occupancy.
3. Provide supervision, reassure them and have program activities for the girls.
4. Put out any fires if possible. If you still have water pressure, start water running into sinks, containers, etc. If there are water leaks, try to shut off the valve to the leak. Sniff for gas leaks. Turn off electrical power at the circuit breakers if there is damage to the system.
5. Communication may be difficult. If possible, contact the local authorities and the Council. Be prepared to deal with girls and adults wanting to contact families. A portable radio with batteries should be part of your emergency equipment.

Unfamiliar person/intruder on the site

1. All visitors should check in with the site headquarters. When the visitor is a person not familiar to most of the adult participants, the visitor should be accompanied by a staff member or have some identification that they "belong" on site.
2. Obtain information for the site manager/ranger so you will know if any deliveries, repairmen, or others are expected on the site during your stay.
3. During the pre-event information session, remind the adults that their sleeping area assignment will be made so they can readily detect intruders and offer immediate help to the girls if need be.
4. Intruders should be questioned to ascertain who they are and why they are on the site. Be polite, but firm. Maintain some distance from the person or vehicle. Give assistance if reasonable, i.e., directions, but do not reveal anything but general information about the Girl Scout group event. Do not allow the person to use the telephone within a cabin or area where girls are present. Use of a pay phone may be appropriate or offer to make the call. Escort the person from the site or observe to be sure they have departed. Record the make, model and license number of the vehicle.
5. Event staff should not endanger themselves or the girls by attempting to pursue or apprehend an apparent prowler. Contact the site manager/ranger and/or seek help from law enforcement officials by dialing 911.

GENERAL EVENT SAFETY MANAGEMENT PLAN & CHECKLIST

Event _____ Date(s) _____

Time _____ - _____ Location _____

Age level of participants D B J C S A

Phone # at site _____ - _____ - _____ Contact person _____

Purpose of the event: _____

Eligibility requirements: _____

Type of Activities Planned: _____

girls attending _____ # female adults attending _____

male adults attending _____ # non-GS adults attending _____

Other groups/organizations involved _____

Contact person & phone _____

OR

Are Troops responsible for their own first aider? Yes No

Event First Aider: _____ Certification expires _____

Lifeguard: _____ Certification expires _____

Troops will be informed well in advance of any preparation girls might need: skills to be learned; equipment or clothing required; arrival/departure times; cost per participant; safety rules, etc.

Plans for informing troops are _____

- Safety Activity Checkpoints reviewed and Volunteer Essentials – Safety Wise chapter reviewed.
- Expectations for girl readiness and skill level determined and communicated
- Arrangements for any specialized equipment made
- Program leaders have necessary training/documentated experience/certification
- Troop leaders/other adults notified as to their role in planned activities
- Site visited; hazards noted
- Parking is adequate; allows safe arrival & departure of vehicles & pedestrians
- Adequate restrooms & drinking water are available
- Emergency personnel/facility identified and located
- Missing person, unfamiliar person, another potential crisis situation plan developed
- Evacuation plan developed
- At-home emergency contact arranged
- Insurance obtained, as needed
- Pertinent information shared with participants in advance
- Fire/evacuation drill conducted, as appropriate



MEDICAL LOG

Directions: Record all injuries and treatments provided during the course of the event. In cases of emergency medical care, record the hospital and the doctor used. If First Aid is given, submit this document along with the Mutual of Omaha claim form (if applicable) to the local service center within 72 hours after the event. This form is used to help with patients' insurance needs and as a written reference in a dispute. You can download the [Medical Log](#) form in Excel from the GSGLA website in the forms section.

ACCIDENT/INCIDENT REPORT

The [Accident/Incident Report](#) can be downloaded from the forms section of the GSGLA website. Complete the form and submit to Risk Management within 72 hours.

EVENT REVENUE RECORD

(For your records only)

Date Received	Name of Girl/Volunteer or Troop Leader if paying by troop.	Troop #	Total Amount Due	Amount Received Cash/Check	Total Amounts Received	Balance Due

SAMPLE EVENT OUTLINE

Fantastic Flags • November 11 • 1:00 p.m. to 4:00 p.m.

Purpose: to teach girls basic flag ceremonies and etiquette so that they can perform for the community

Pre-Activity: song circle—sing patriotic songs, teach “It’s a Grand Old Flag”

Opening: house rules, etc., divide into groups

(30 min.) Station A: learn basic flag ceremony

(30 min.) Station B: make beaded flag pin

(30 min.) Station C: learn flag etiquette for outdoors, parades, hanging flags

(30 min.) Station D: play flag history game

Snack: (30 min.) red apples, white popcorn, blue juice (snack after two rotations, then do other two rotations)

Closing: (30 min.) clean up stations, do evaluations, close with the poker chip, build a flag ceremony

Supplies needed:

- Registration table: name tags, sign-in sheets, and pens
- Pre-activity: poster with lyrics
- Station A: US flag, OR flag and GS flags on poles, stands
- Station B: red, white, blue beads, gold safety pins
- Station C: list of history questions and answers
- Station D: flag etiquette books or member of American Legion
- Snack: apples, popcorn, juice, napkins, and cups (for popcorn and juice)
- Closing: evaluations, pencils, red, white, blue poker chips, stars, big pot, spoon, flag folded in bottom of pot



EVENT BUDGET SAMPLE

Event name **Fantastic Flags** Date of event **Jan. 5, 2005**

SU/Troop **Marina /8000** Event Coordinator **Suzy Safety**

Telephone **503-555-1212** E-mail **yahoo@aol.com**

Address **100 Main St.** City **Anytown** ZIP **00001**

*Participants - adult participants who are doing activities and using supplies just like the girls should bear part of the expense of the event, just like the girls.

Event fee – determine the total estimated number of participants (**80** girls and **20** paying adults). Things happen, and participants will cancel out of the event, so base your budget on only 75% of the estimated number of participants (total participants x .75 = **75** payees) Use this number to help set your event fee. Next, take your total expenses and divide by the number of payees determined in the previous step. This will give you a dollar amount. Round it up to the next full whole or half dollar, which will give you a small cushion to cover a few participants who may be unable to pay. If you want to cover more than two or three scholarships, add that as a line item in your estimated expenses.

Estimated Expenses:

Site	<u>\$50.00</u>	Printing	<u>\$ 5.00</u>
Food/Beverage	<u>\$35.00</u>	Office Supplies	<u>\$ 5.00</u>
First Aid Supplies	<u>\$ 5.00</u>	Program Supplies	<u>\$25.00</u>
Non-member Insurance	<u>\$ 0.00</u>	Postage	<u>\$ 0.00</u>
Cleaning Supplies	<u>\$ 5.00</u>	Thank you gifts	<u>\$25.00</u>
Patch or Badge	<u>\$75.00</u>	Other	<u> </u>
		Total Expenses	<u>\$230.00</u>

Expected Income:

Donations (remember to follow council policies and procedures regarding soliciting donations)	<u>\$ 0.00</u>
Service unit funds allocated for this event	<u>\$100.00</u>
Registration Fees (75 participants* x \$2.00 per person)	<u>\$150.00</u>
Other	<u>\$ 0.00</u>
	<u>\$250.00</u>
Total Income	<u>\$250.00</u>
Mine expected income	<u>\$230.00</u>
Equals excess/(deficit) income	<u>\$ 20.00</u>

POST EVENT EVALUATIONS

All events should include post event evaluations. The questions should be related to the purpose of the event. Evaluations can be filled out at the event itself in troop meetings (good for the girls) or online (adults and older girls). The adults' evaluation will be more comprehensive and include questions on the planning process, communications, scheduling, site, fees, quality of the experience, and food service as well as program activities. The girls' evaluation could be done as individuals, buddies or whole troop. Questions should be few, simple and related to things girls are directly involved in.

GIRL EVALUATION

Sample

Event Name: _____ Date: _____

Troop/Individual (optional): _____ Level: _____

Things I Liked:

Things I Did Not Like or To Change:

Other Suggestions:

LEADER/ADULT POST EVENT EVALUATION

Sample

Thank you for agreeing to take part in this important survey measuring your satisfaction with {Event Name}. Today we will be gaining your thoughts and opinions in order to continue to improve our events in the future. Be assured that all answers you provide will be kept in the strictest confidentiality.

Troop/Individual (optional): _____ Level: _____

How did you learn about our event? Troop Leader/Email Service Unit Website

Service Unit Meeting/Email Council Website/Email Other (please specify) _____

How satisfied were you with the amount of information available for {Event Name} before the event took place?

Excellent Good Fair Poor Terrible

We would now like to know how you enjoyed our event. Please select your level of happiness with the following aspects of {Event Name}:

	Very Unhappy	Unhappy	Indifferent	Happy	Very Happy	N/A
Cleanliness						
Originality						
Event Length						
Price						
Safety						
Venue/Location						
Value						

Based on your experience, how would you rate your overall satisfaction level with the {Event Name}?

Very Satisfied Satisfied Neutral Dissatisfied Very Dissatisfied

What did you like most about the event? _____

What did you like least about the event? _____

Finally, do you have any comments about the event that you think {Event Name} should be aware of? If so, please explain. _____

EVENT FLIER CHECKLIST (for In-Person Events)

Items in **Boldface** are required, other items are recommended only.

1. For all events**, use: **Girl Scouts of Greater Los Angeles** (upper case, lower case - not all capitals) at the top of the flier or **Girl Scouts of Greater Los Angeles** logo.
2. Underneath **Girl Scouts of Greater Los Angeles**, put the group sponsoring the event; i.e., Service Unit name, Troop/group name or number. **ABC Service Unit (or Troop or Group)**
3. **What** - Name of the Event
4. Purpose of the event, description of activities if necessary.
5. **Who** - Target participants (the level of Girl Scouts served by the event) Example: Girl Scout Brownies or Brownie Girl Scouts (either is accepted); Tagalongs, or no Tagalongs, Parents and Family
6. **When** - Date & Time of event, including the year
7. **Where** - Location of the event (complete address with zip code & current phone number)
8. Troop/Group (includes Service Unit) money-earning project noted (if applicable)
9. **Cost** - amount and what it includes; i.e., patch, snack, etc... and the **event refund policy**.
10. **Payment details** (how to pay / Troop Check Payable to)
11. **For Registration or Questions:** List complete name, address, phone number, or email address
12. Registration start & ending dates (Deadline: Yes or No)
13. Safety-Wise and Adult/Girl Ratios: Minimum adults? Extra adults needed? Tagalongs need an accompanying adult, not included in ratios for girls.
14. Level of **required training** for participation; i.e., must have **Indoor Overnight Education**. (if applicable)
15. If the event involves High Risk Activities (see Safety Activity Checkpoints) include a statement that the event includes a high-risk activity, and that it has been approved by council.
16. What participants are expected to bring / supply
17. **Event Off-Site Emergency Contact** - Include Name / Phone number / Cell number
18. Optional: Tear-off, includes Troop Emergency contact.
19. ****NEW**** Due to the ongoing COVID-19 pandemic, we are requiring a statement about COVID protocols to be included on all **in person** event fliers. Statements can be specific to what protocols will be followed or can be more general (ie. "All local, state, CDC, and GSGLA COVID protocols will be followed at this event.") especially if the event is farther in the future. The health and safety of our members is always our top priority. For any questions about this requirement, or what you would like to require for your event please email seme@girlscoutsla.org.

If the leader can look at your flier and be able to fill out a "Parent Permission Form" or Event Registration form completely, then it's a good flier!!!

Clear, easy to read no background graphics not too crowded No more than two fonts.

**For Yard Sales, Bake Sales, Restaurant Nights, and similar events/activities, all of the items on the flier checklist are NOT required. It should at a minimum include the GSGLA name/logo, who, what, where, when, how much, etc. as applicable for the type of event.

EVENT FLIER CHECKLIST (for Virtual Events)

Items in **Boldface** are required, other items are recommended only.

- 1 For all events**, use: **Girl Scouts of Greater Los Angeles** (upper case, lower case - not all capitals) at the top of the flier or **You may use the standardized Girl Scout logo (see above) or Girl Scouts of Greater Los Angeles**
- 2 Underneath **Girl Scouts of Greater Los Angeles**, put the group sponsoring the event; i.e., Service Unit name, Troop/group name or number.
- 3 **ABC Service Unit (or Troop or Group)**
- 4 **What** - Name of the Event
- 5 Purpose of the event, description of activities if necessary.
- 6 **Who** - Target participants (the level of Girl Scouts served by the event)
Example: Girl Scout Brownies or Brownie Girl Scouts (either is accepted)
- 7 **When** - Date & Time of event, including the year
- 8 **Where** - Zoom, Google Meet, Skype, Hangouts, etc. (do not put the link and password on flier).
- 9 Troop/Group (includes Service Unit) money-earning project noted (if applicable)
- 10 **Cost** - amount and what it includes; i.e., patch, supplies, etc. and the **event refund policy**. If there are no deliverables, the event should be free.
- 11 **Payment details** (how to pay: CheddarUp, Troop Check made payable to, etc.)
- 12 **For Registration or Questions:** List complete name, address, phone number, or email address
- 13 Registration start & ending dates (Deadline: Yes or No)
Example: Registration accepted after May 1, Limited space - register ASAP
- 14 If the leader can look at your flier and be able to fill out a "Parent Permission Form" or Event Registration form completely, then it's a good flier!!!

Clear, easy to read, not too crowded, no more than two fonts.





Join Troops 925 & 5265 in Marina Service Unit's First

Virtual (Free) Camp Out

Saturday, April 18th 7:00-8:00 pm

Join us in Real Time & Face to Face with Zoom for Songs, Cooking Demos, Outdoor Skills, and a Comedy Showcase with jokes told by YOU*!!!
(Tech permitting of course!)

Then, spend the night "Camping Out" in your backyard or living room, and practice those "outdoor" skills!

Participate (and spend the night!) at our "Camp Out" anyway you see fit - in a tent in your backyard, in a tent in your living room, in a pillow fort, under a table with a sheet draped over it, whatever works- this is YOUR campout! Just be sure to join us for our group portion on Zoom from 7-8:00pm.



*During registration, submit a joke, and you might be chosen to tell your joke live to everyone during the campout! Register at <https://www.virtual-campout.cheddarup.com>

Make a sign with your troop number so we can give your troop a shout out! You'll be onscreen, so you can make more signs for communicating - you can put emojis, thumbs up, encouraging words, anything positive that you want to share with everyone to represent your troop!



To enhance your experience, you will need your "camp" set up (where you're going to sleep!), 2 pieces of paracord (or some sort of cord you can tie and untie easily) at least 30' long, a bandana and 5 more supplies. Add some hot chocolate and marshmallows and you'll be ready to go!



Remember to stock up on pillows and blankets, and wear an animal onesie if you have one, or just pajamas!

Virtual Camp Out How-To's!

All levels of girls are welcome to attend this Virtual Camp Out, but it has been designed for Pinkies, Brownies, and Juniors.

All members of the Marina Service Unit have been invited to join our Facebook of 65 Marina Service Unit private Facebook Group <https://www.facebook.com/groups/65marinaserviceunit>. You can see this to post pictures of your girl's finished activities and creative campouts (check your spam if you can't find it.)

You can spend some time getting creative with your campsite & feel free to get all out! Whether it is in your backyard, living room or other location in your house - get out your sleeping bags, blankets, and flashlights and any other decorations to make your camp out more fun! You can find some fun ideas here: <https://theadventurejunkies.com/indoor-camping-ideas/>.

Maybe even plan a special "campout" meal for dinner on Saturday night! Burgers, hotdogs, chili in the dutch oven, or a pizza? You decide!

Camp Check

6:00 pm - Remember to post your campsite picture in the Facebook group!

6:50 -7:00 pm - Girls (along with parent/guardian help) will log in and we will welcome each other to the campsite. Don't forget your Troop Signs!

7:00 - 8:00 pm - Activities, demos and songs led by our dier girls from Troops 925 and 5265. Some things we will do together, some activities you will be shown, & you can do at a later time. Demo videos should be posted on our SU website & address will be shared after the meeting.

You will need:

4 bandana	Marshmallows
2 pieces of rope 30' each	Hershey bars
Graham crackers	

If you don't have the supplies, that's okay. Come join the fun anyway!

8:00 pm - Storytime by the fire! We will watch a video of a book read by a celebrity.

For breakfast option, items needed are: Spam, Eggs, Salt and pepper, pan, spatula. (Remember, no actual cooking allowed without an adult present to help you!)

Don't forget to upload pictures to the Facebook Group in the morning.

Zoom Etiquette Tips

1. Stay muted unless you are asked to unmute.
2. Keep your camera on when possible.
3. Make sure that you do not have other programs or apps running.
4. Have fun! :)

SAMPLE DONATION REQUEST LETTER



**Girl Scouts of the Greater Los Angeles
Canyon Star Girl Scout Service Unit
Studio City & Sherman Oaks, CA**

January 22, 2006

Costco
Van Nuys, CA

Re: In-Kind Donation

Dear Manager,

I'm representing Girl Scouts of the USA, Canyon Star Service Unit. We will be having a Girl Scout Event for 110 Girl Scouts on February 18th.

I am hoping that **Costco** will extend its generosity to the Girl Scouts and will help make this experience a special one. We are asking for a donation of the following:

Paper goods
Plastic Ware
Cups

Girl Scouts is a not for profit organization. Anything you are able to donate will be greatly appreciated.

To verify Girl Scout Canyon Star Service Unit:
www.girlscoutsla.org – Girl Scouts of Greater Lost Angeles

Tax Information: Girl Scout of Greater Los Angeles – Tax id # 95-XXXXXX33

Thank You,

Leader
Canyon Star Girl Scout Service Unit Manager
Phone
e-mail:

SAMPLE THANK YOU LETTER
PLEASE INDIVIDUALIZE AS NEEDED



Girl Scouts of the Greater Los Angeles
Canyon Star Girl Scout Service Unit
Studio City & Sherman Oaks, CA

Date

Name

Title

Address

City, State, Zip

Dear XXXX:

On behalf of **Troop** # _____, thank you very much for your recent \$____ (**donation or troop sponsorship**) received on _____ (**use the date the Troop/Group received the donation**). Thanks to your generosity, our troop is fully enjoying the enrichment and skill-building activities that make Girl Scouting both empowering and fun!

The Girl Scout Leadership Experience program provides our girls with opportunities in the sciences, financial literacy, athletics, the arts, healthy living activities, and the great outdoors. The girls also learn the importance of academics and community service through Girl Scouts, adding tremendous support to our local community.

Your donation is specifically for Troop # _____ for _____ (**activity**) _____.
Thank you once again for helping us live the **Girl Scout** mission by *building girls of courage, confidence, and character, who make the world a better place.*

With kind regards,

Name

Troop # _____

Girl Scouts of Greater Los Angeles

SAMPLE FLIERS

Girl Scouts of Greater Los Angeles - North Region

MINI-GAM

**Cadette Girl Scouts are invited to spend a fun filled day with
Troop 1234**

Cadettes and adults will be learning mariner skills!

10:00 am - 3:30 pm April 6, 2013



Castaic Lake
State Recreation Area
31320 Castaic Road
Castaic, CA 91384

(Troop money-earning project)

\$25 per girl and \$15 per adult

No refunds this is a rain or shine event

Make checks payable to Girl Scout Troop 1234

Fee includes: Patch, Program Materials, and Lunch

Registration Due by: March 30, 2013

Mail to:

Sue Reg:

Street Address, City, CA Zip

Be prepared to get wet while boating, bring a change of clothes, towel, sunscreen, and water shoes. Current Federal, State, and Local COVID-19 Guidelines will be followed.

Questions?

Adult Event Director: Eve Direct xxx-xxx-xxxx

Day of the Event emergency contact: Ivy Help at xxx-xxx-xxxx

Mini-GAM

Service Unit: _____ Leader's Name: _____

Address: _____ Zip: _____ Phone: _____

Troop #: _____ Number of Girls: _____ + Adults _____ = Total Attendees _____

Total Number of Girls: _____ X \$25.00 = _____

Total Number of Adults: _____ X \$15.00 = _____

Total Payment: _____ Check #: _____

Troop Emergency Contact: _____ Phone #: _____

Email: _____

Girl Scouts of Greater Los Angeles - North Region



Girl Scouts of Greater Los Angeles - North Region
 Canyon Star Service Unit
 Senior Troop 1234 Presents



Sweetheart Dance

Fathers and Daughters, it is time for the annual Sweetheart dance being put on by Senior Girl Scout Troop 1234.

So, get your favorite adult over 25 and you're your dancing feet ready for some fun Square Dancing.

Who: All Girl Scout Levels Daisy to Ambassador

When: February 9, 2013

Where: Church of the Chimes

14115 Magnolia Blvd.

Sherman Oaks

(818) 789-7124

Time: Start: 5:30 p.m.

End: 8:00 p.m.



Help our troop earn money for Girl Scout adventures while you have fun dancing the night away

Cost: \$15 per person covers light dinner, refreshments, photo and patch

Refunds: Will only be possible if a replacement can be found off of the Waiting List

Payment details - Checks Payable to: Girl Scout Troop 1234

This is not a troop event, individual couple registration only

Registrations: Accepted with a postmark of January 4th or Later.



Mail registrations to: [Event Coordinator Name]

[Street address]

[City, State Zip Code]



Participants are expected to wear clothing appropriate for square dancing and close toed and close back shoes. Masks are required for all regardless of vaccination status, unless eating or drinking.

If you have any questions, please contact [Event Coordinator xxx-xxx-xxxx]

Event Emergency Contact: [Event Emergency Contract Name (xxx-xxx-xxxx)]

-----Tear Off-----

Attending Adult's Name: _____ Troop Number(s) _____

Phone number: _____

Address: _____

E-Mail: _____

Adult(s) attending _____ @ \$15 _____

Girl(s) attending _____ @ \$15 _____

Total Amount Due: _____

Girl's Name(s) _____

Emergency Contact Information:

Name: _____ Phone Number: _____

Address: _____



Girl Scouts of Greater Los Angeles - North Region

WHAT I NEED FOR MY GIRLS TO ATTEND A...



WHAT I NEED FOR MY GIRLS TO ATTEND A...

Before participating in any activity with girls:

Verify Adults Participating in Troop Activities:

1. Are registered GSUSA members
2. Are background screened and cleared

Check Adult-to-Girl Ratio in:

Volunteer Essentials (VE)

Review activity guidelines in:

Safety Activity Checkpoints (SAC)

D+ - Daisies and above

D1+ - Daisies 1st grade and above

B+ - Brownies and above

J+ - Juniors and above

C+ - Cadettes and above

* - Turn in paperwork for approval no later than timeline indicated


	Yearly Paperwork				Activity Approval				Training							
	Annual Permission Form	Health History and First Aid Kit	Over the Counter & Provided Prescription and OTC Medication Form	Product Program Agreement Form	Written Notification to Parent /Caregiver & Copy to SUM or Designee	Parent Permission Form SUM or Designee Approval	Extended Travel and/or High Risk App SUM, Go-Team, & GSGLA Approval	SEME Application SUM, Go Team, & GSGLA Approval	Additional Insurance may be needed, check training requirements	Complete Prerequisite Online Modules or class Specific for Activity	First Aid/CPR/AED	Special Event & Money Earning – (SEME)	Indoor Overnight (Sleeping Indoors) Taken 6 - 8 weeks before activity	Camping Skills (Sleeping Outdoors) Taken 4 months before activity	Domestic Troop Travel (Hotels/Hostels) Taken 6 months before activity	International Travel Taken 12+ months before activity
Regular Troop Mtg.	D+	D+	D+	D+	D+					D+						
Short day trips & outings (8 hours or less)	D+	D+	D+	D+	D+					D+	D+					
Extended-Day Trips & outings (8+ hours) - 4 wks*		D1+	D1+			D1+			D1+	D1+	D1+					
High Risk – Tier 1 – 4 wks*		D+	D+			D+			D+	D+	D+					
High Risk – Tier 2 – 4 wks*		B+	B+			B+	B+		B+	B+	B+					
Money Earning Activity/Run an Event – 6 wks*	B+	B+	B+		B+			B+	B+	B+	B+					
± 1-2 Nights ►Local (no high risk) – 4 wks*		D+	D+			D+			D+	D+	D+		D+	D1+	B+	
± 1-2 Nights ►Regional (no high risk) – 3 mo*		J+	J+			J+			J+	J+	J+		J+	J+	J+	
§ 3+ Nights (apply) ►Local-4 wks*; Regional-3 mo*; National-6 mo*		J+	J+			J+	J+		J+	J+	J+		J+	J+	J+	
►Int'l Travel (apply) 18 mo* (Mexico/Canada/cruise -12 mo)*		C+	C+			C+	C+		C+	C+	C+		C+	C+	C+	C+
►Local = From San Luis Obispo to San Diego				►Regional = California, Arizona, Nevada												
►National = Inside USA borders & US Territories				►International = Any trip requiring a passport												
± Including Federal Holidays				§ Excluding Federal Holidays				+ First Aider Level depends on remoteness of activity and danger involved								
Federal Holidays: New Year's Day; Martin Luther King Day; President's Day; Memorial Day; Independence Day; Labor Day; Columbus Day; Veterans' Day; Thanksgiving Day; Christmas Day.				Access to EMS				Minimum Level of First Aid Required								
				30 min. or less				First Aid/CPR/AED Adult & Child as defined in VE								
				30 min. or more				Wilderness Remote First-Aider or Higher								

Rev. February, 2019

Download the latest version at:

https://www.girlscoutsla.org/content/dam/girlscouts-girlscoutsla/documents/events/What_I_Need_For.pdf

ACTIVITY ACCIDENT INSURANCE REQUEST FORM

	<h2 style="margin: 0;">ADDITIONAL ACTIVITY INSURANCE REQUEST FORM</h2>	<p style="margin: 0;">As of May 2018</p>
DO YOU NEED ADDITIONAL ACTIVITY INSURANCE?		
<p>1) Will any non-Girl Scouts be participating in your event/trip?</p> <p style="margin-left: 40px;">YES -- Please fill out enrollment for Plan 2 below & submit at least 2 weeks prior to event/trip</p> <p style="margin-left: 40px;">NO -- Continue with question 2</p>		
<p>2) Is your trip/event more than 2 nights (3 if it includes a Federal Holiday)?</p> <p style="margin-left: 40px;">YES -- Please fill out enrollment for Plan 3E or 3P below, for ALL participants, & submit at least 4 weeks prior to trip</p> <p style="margin-left: 40px;">NO -- Continue with question 3</p>		
<p>3) Is your trip to an international location?</p> <p style="margin-left: 40px;">YES -- Please fill out enrollment for Plan 3PI below, for ALL participants, & submit at least 4 weeks prior to trip</p> <p style="margin-left: 40px;">NO</p>		
<p>NOTE: IF YOU ANSWERED YES TO QUESTION 1, 2, OR 3, PLEASE COMPLETE AN ENROLLMENT FORM BELOW AND SEND TO YOUR GIRL SCOUTS SERVICE CENTER (BUT MAKE THE CHECK PAYABLE TO MUTUAL OF OMAHA LIFE INSURANCE COMPANY).</p>		

THINGS TO REMEMBER
<ul style="list-style-type: none"> ➤ When counting the number of days, count each day, not 24 hour period. For example, a campout from Friday 3:00 p.m. - Sunday 10:00 a.m. would be 3 days. ➤ There is a five-dollar (\$5.00) minimum purchase. You may purchase additional insurance for more than one event with one check to meet the minimum of \$5.00. Cash and credit cards not accepted. ➤ Make checks payable to: Mutual of Omaha Life Insurance Company. Enrollment request and check must be received at the Girl Scouts Service Center no later than 2 weeks prior to the event/departure date, or 4 weeks for extended/international trips. ➤ Forms may be mailed to or dropped off at your local GSGLA Service Center. ➤ You only need to purchase one type of additional insurance per event. Use these guidelines or call Customer Care at 213 213-0123 for assistance.

For your convenience, below are addresses for each GSGLA Service Center.		
GSGLA Headquarters 801 S. Grand Ave., Ste 300 Los Angeles, CA 90017	Arcadia Service Center 101 E. Wheeler Ave. Arcadia, CA 91006	Upland Service Center 313 E. Foothill Blvd. Upland, CA 91786
Marina del Rey Service Center 4551 Glencoe Ave, Ste 140 Marina del Rey, CA 90292	Long Beach Service Center 4040 N. Bellflower Blvd. Long Beach, CA 90808	
Woodland Hills Service Center 20931 Burbank Blvd, Suite A Woodland Hills, CA 91367	Palmdale Service Center 41307 12 th Street West, #105 Palmdale, CA 93551	Santa Clarita Service Center 18316 Soledad Canyon Rd. Santa Clarita, CA 91387

Phone (213) 213-0123 • www.girlscoutsla.org



ADDITIONAL ACTIVITY INSURANCE REQUEST FORM

As of May 2018

EVENT INFORMATION	
Event/Trip Name/Description:	
Special Event ID #(if applicable):	
If this is an event, will 4 or more troops be participating in it? <input type="checkbox"/> YES <input type="checkbox"/> NO If YES, how many?	
Event/Trip Location:	
Event/Trip Date(s):	
Adult in Charge:	Email:
Day Phone:	Evening Phone:
Troop/Service Unit Requesting Insurance:	

(1) (2) (3) (4) (5) (6)

Plan Type	# Girl Scouts	# Non-Girl Scouts	Total # Participants <small>= Col 1+Col 2</small>	Total # of Days	Participant Days <small>= Col 3 x Col 4</small>	Premium each Day	Total <small>=Col 5 x Col 6</small>
2 (covers accidents only)	N/A					11¢	
3E (covers accidents & illness; coordinates with any family health plan)						29¢	
3P (covers accidents & illness; is primary coverage)						70¢	
3PI (covers accidents, illness, and travel assistance services)						\$1.17	

SAMPLE DAY CAMP EMERGENCY HEALTH FORM



DAY CAMP HEALTH HISTORY

(ALL sections of this form MUST BE filled out)

STAFF USE

Form Complete / Signed

Medical Needs

Unit #/Color: _____

Camper's Name _____ Birth date _____ Age _____

Adult to Contact DURING CAMP _____ Relation to Camper: _____

Best # (_____) _____ Other # (_____) _____

Full Address _____

Email Address: _____

Emergency contact _____ Best # (_____) _____ Other # (_____) _____

Contact Relation to Girl _____

MEDICAL HISTORY (check those that apply)

<input type="checkbox"/> Asthma Provoked by: _____	<input type="checkbox"/> Diabetes <input type="checkbox"/> Epilepsy	<input type="checkbox"/> Fainting <input type="checkbox"/> Lactose Intolerant <input type="checkbox"/> Medical Tags/Devices	<input type="checkbox"/> Nosebleeds <input type="checkbox"/> Seizures <input type="checkbox"/> Skin Condition	<input type="checkbox"/> Hearing Impairment <input type="checkbox"/> Vision Impairment <input type="checkbox"/> Wears Contact Lenses
<input type="checkbox"/> Has Prescribed Inhaler				

Additional health information including **disabilities and/or special needs** (medical, physical, emotional, etc.)
Please Specify: _____

IMMUNIZATION HISTORY (check those that apply)

<input type="checkbox"/> Tetanus (within past 10 years) Date: _____	<input type="checkbox"/> Immunization Records Are Up-To-Date <input type="checkbox"/> N/A
--	--

ALLERGY HISTORY (check those that apply)

<input type="checkbox"/> Animals	<input type="checkbox"/> Hay Fever	<input type="checkbox"/> Insect Stings	<input type="checkbox"/> Plants/Pollen	<input type="checkbox"/> Medicine/Drugs
<input type="checkbox"/> Chlorine (pool)	<input type="checkbox"/> Other _____	_____	_____	_____

FOOD: (Please list all that we should be aware of we will be providing snacks.
Indicate if **Intolerant (I)** or **Allergic (A)**. Ex. Strawberries A, Milk I)

<input type="checkbox"/> Corn _____	<input type="checkbox"/> Gluten/Wheat _____	Other Food Allergies Aware Of:
<input type="checkbox"/> Dairy _____	<input type="checkbox"/> Peanuts _____	<input type="checkbox"/> Fruits/Veggies _____
<input type="checkbox"/> Eggs _____	<input type="checkbox"/> Shellfish _____	<input type="checkbox"/> _____
<input type="checkbox"/> Fish _____	<input type="checkbox"/> Soy _____	_____
<input type="checkbox"/> Food Coloring _____	<input type="checkbox"/> Tree nuts _____	_____

Inhaler or Epinephrine Used (will add to Medicine form) **Dietary special needs** _____

If any allergy box was checked, please indicate what the reaction is. Such as: strawberries/rash, milk/cramps, etc.

.....

.....

Other PLEASE BE SPECIFIC (We will be Outdoors): _____

GSGLA PARENT CONSENT FOR EMERGENCY MEDICAL TREATMENT

The undersigned do hereby authorize the officers, leaders or agents of Girl Scouts of Greater Los Angeles, adult persons into whose care our child has been entrusted, to consent to any x-ray examination, anesthetic, medical or surgical treatment and hospital care to be rendered to said minor under the general or special supervision and upon the advice of a physician or surgeon licensed under the provisions of the Medical Practice Act, or to consent to any x-ray examination, anesthetic, dental or surgical diagnosis or treatment and hospital care rendered to said minor by a dentist licensed under the provisions of the Dental Practice Act. It is further understood that permission is hereby granted to the officers, leaders or agents of Girl Scouts of Greater Los Angeles to obtain and administer such medical aid or assistance as might, in their judgment, be required for the immediate care of said minor. In the event of such help, the Girl Scouts of Greater Los Angeles, its officers, leaders and agents will not be held liable for any first aid treatment or hospital care rendered drugs, medicine or surgical procedures performed pursuant to this consent. This consent supersedes all prior authorization.

PARENT/CAREGIVER SIGNATURE _____ DATE _____

If you do not consent to the care or treatment set forth herein, describe in detail what is or is not allowed/permitted.

SAMPLE DAY CAMP CHECK IN/OUT FORM

CAMP CHECK IN AND CHECK OUT FORM

LAST	FIRST	CAMP NAME		DATE	CHECK IN	CHECK OUT		DATE	CHECK IN	CHECK OUT

SPECIAL EVENT & MONEY-EARNING APPROVAL PROCESS MAP



COVID 19- Guidelines and Additional Resources

Due to the ongoing COVID 19 pandemic there will need to be some additional adjustments and considerations made for in person events. Below are some useful links to resources that you can refer to on a regular basis for the most up to date guidance in regard to restrictions and requirements. As the state of the pandemic shifts, so too will the guidance and when certain things are going to be required. We ask that you follow the most current, and most strict guidelines from either the Federal Government, CDC, State, Local, or GSGLA. If a location or venue where you're having an event has stricter protocol and guidelines than GSGLA does, we ask that you follow and implement them for attendees. We thank you for your understanding and flexibility during this time.

- **Outdoor Events:** Masks are still recommended when space is limited (regardless of if it is GSGLA sponsored or not).
- **Indoor Events:** Masks are required for all regardless of vaccination status.
- **Overnight Events:** Masks are required while indoors, unless eating or drinking. Reduced sleeping capacity, and head to toe sleeping is also highly recommended. GSGLA strongly suggests before these events that participants obtain a negative COVID-19 test 1-3 days prior to the event. Proof of vaccination or negative test cannot be required, but can be requested.

For In Person Event Fliers

We are requiring a statement about COVID protocols to be included on all **in person** event fliers. Statements can be specific to what protocols will be followed or can be more general (ie. "All local, state, CDC, and GSGLA COVID protocols will be followed at this event.") especially if the event is farther in the future. The health and safety of our members is always our top priority. For any questions about this requirement, or what you would like to require for your event please email seme@girlscoutsla.org.

Useful Links

- **GSGLA COVID 19 page**
<https://www.girlscoutsla.org/en/about-girl-scouts/our-council/covid-19-information.html>
- **Most current updates on Quarantine Instructions (after exposure):**
[LAC | DPH | COVID-19 Quarantine \(lacounty.gov\)](#)
- **The latest Health Officer Order:**
[LA County Health Orders](#)
- **In addition, the link to [Los Angeles County Department of Public Health](#) which provides various protocols for our varied events.**