

Project G.I.R.L.

Objective: To give every girl in the GSGLA area the opportunity to experience the Girl Scout Leadership Experience (GSLE).

Initial Planning, preparing for leading your G.I.R.L. program

Begin planning by selecting a dates, identifying and requesting a meeting location, creating a timeline, and starting necessary paperwork.

1. Identify a school that does not have a Girl Scout presences or a troop at a specific grade level.
2. Identify possible dates for your four to six session program.
 - o Take into account time needed to organize and publicize (it is suggested that you plan at least 8 weeks in advance). Keep in mind possible conflicts, such as community events, holidays, weather, other programs, etc. Having Trouble identifying a community? Contact your local council recruiter.
3. If you are delivering this program at a school, request to speak to the principal about your objectives and how they can help.
4. Determine the anticipated attendance – this will allow you to secure the most appropriate location and can help you estimate costs more effectively.
5. Identifying the best location for your program:
 - o When choosing the best location, consider who will be involved in the planning, implementing, and evaluation of the event, is the location easy to access for all involved?
 - o Identify special needs of the event (e.g., equipment parking, stage, insurance, safety, sound, etc.)
 - o Consider all your options and be sure to check the availability early because your top choice may already be reserved.
 - o Once you have identified an available location, reserve the space. If a Certificate of Insurance (COI) is required to reserve the location, please contact:
coi@girlscoutsla.org
6. Establish a working calendar or timeline for deadlines.

Once you have secured the location and dates, you will need to get permission to promote your event. If the school district allows fliers to be distributed to students, you will need to submit your flier to them for approval for distribution, (you can contact your staff recruiter for help) Fliers should go out 2 weeks before your event with an RSVP email/phone number to track your anticipated attendance. If fliers are not allowed ask the principal if they will allow you to send home fliers and/or put up posters at the school.