

Service Unit
Event Guide



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Using This Guide

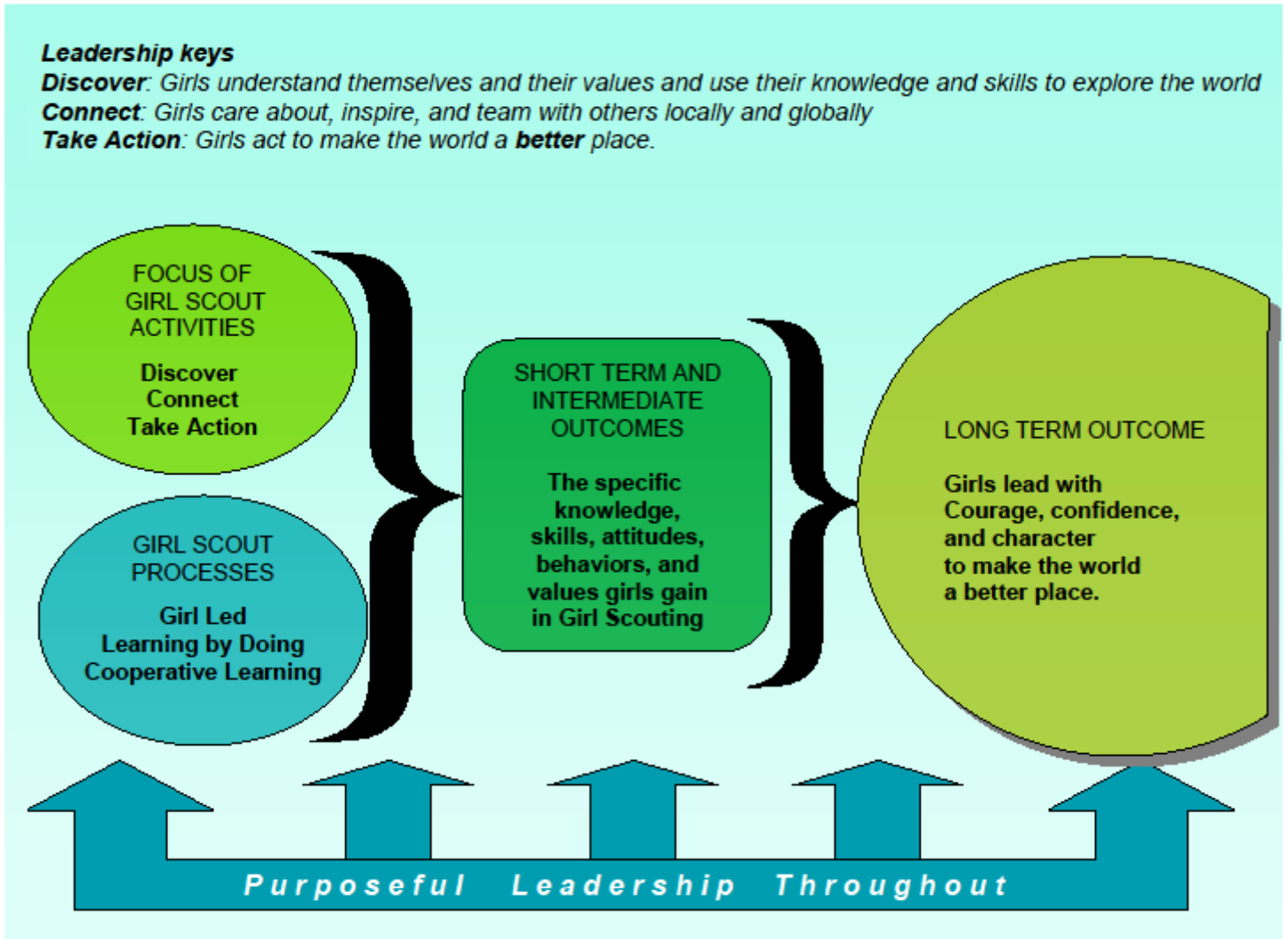
This document is a guide for individuals, service units, troop leaders, and other volunteers who plan Girl Scout events. The event guide contains information and tools to assist you in all stages of the event planning process. This guide also reviews useful Girl Scout information regarding Girl Scout programming, standards, and procedures.

Use this guide in conjunction with Volunteer Essentials' Safety-Wise section as well as the applicable Safety Activity Checkpoints.

This guide can be used in each aspect of event planning. The documents in the appendix are required for event planning in Girl Scouts. Although this guide 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 that volunteer would be a helpful resource.

The Girl Scout Leadership Experience

The Girl Scout Leadership Experience model engages girls by using the three keys to leadership: **discovering** themselves, **connecting** with others, and **taking action** to make the world a better place. This model begins



with a definition of leadership that girls understand and believe in: a leader, girls say, is defined not only by the qualities and skills one has, but also by how those qualities and skills are used to make a difference in the world.

The Girl Scout Leadership Experience

To develop and evaluate the program model objectively, 15 anticipated benefits or measurable outcomes were identified within the three keys to leadership. Tying the Girl Scout Leadership Experience to measurable outcomes serves three vital functions: measure the impact of the Girl Scout experience, determine what future modifications are needed, and communicate with others about how girls benefit from the Girl Scout Leadership Experience.



The Girl Scout Leadership Experience: Program Essentials

Program Essentials is the core plan that girls and leaders use to implement the Girl Scout Leadership Experience in River Valleys. The national Girl Scout *Leadership Journeys* curriculum is the foundation of Program Essentials, which is complemented by additional skill-building activities. Program Essentials ties directly to the 15 outcomes of the Girl Scout Leadership Experience.

Program Essentials contains grade-appropriate activity sessions (with options at the troop, service unit, and council levels) across specific focus areas, designed to be completed in one membership year. As the committee plans service unit events, activities should support the focus areas featured in Program Essentials.

Program Essentials Plan Overview:

Area of Focus	Activity
Leadership Progression	Complete a GSUSA Girl Scout journey
Take Action (Community Service Learning Projects)	Council project and/or local project
Practical Life Skills (Career, Cultural Literacy, Healthy Living and STEM: Science, Technology, Engineering, Math)	Event or badge
Outdoor Awareness	Camp or event or badge
Financial Literacy/Cookie Business	Event or petal/badge Cookie Program Activity curricula and Cookie Rally event (then sell cookies outside of troop meetings)
Building Girl Scout Connections	A service unit event or sister troop activity
Celebrating Girls' Accomplishments, Reflection, & Recommitment	Court of Awards ceremony
Troop's Choice	Choose from national and local Girl Scout resources

**** "Activity Session" has a broad definition. It can happen in the form of a troop meeting, an event, a retreat or lock-in, a field trip, a ceremony, a camp, an overnight, an outing, etc.**

You can find the current Program Essentials charts at Volunteers.GirlScoutsRV.org.

Developing Quality Girl Scout Programs and Activities

When working with the event committee and girls to plan activities for the service unit, 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 Girl Scout Leadership Experience outcomes?
- Support Girl Scout Leadership Experience: Program Essentials?
- Support completion of a Girl Scout journey or badge?
- Reflect the values of the Girl Scout Mission, Promise, and Law?
- Address the current needs of girls and the community?
- Provide an opportunity for personal growth, exploration, and discovery?
- Involve girl-planning and input?
- Provide a positive learning experience?
- Develop and reinforce skills and knowledge?
- Support the event's purpose and goals?
- Offer participants the chance to provide feedback?
- Provide girls with leadership opportunities?

Is the activity:

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

For program ideas, visit the River Valleys website, Volunteers.GirlScoutsRV.org

Service Unit Event Volunteer Positions

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

Position	Duties	Additional Training Required?
First Aider (REQUIRED)	Provides First Aid services to participants at the event	Yes. The First Aider must complete the necessary courses to be certified as either a Level 1 or Level 2 First Aider depending on activity. Refer to Safety-Wise and the Safety Activity Checkpoints for more information.
Waterfront Personnel (REQUIRED-if water activities will be taking place)	Provides necessary supervision for water activities. Must be certified lifeguards.	Yes. Must have current lifeguard certification.
Child Care Staff	Supervises younger children who are not participating in program activities.	None
Cook and Kitchen Staff	Prepares group meals and snacks for the event	If using a River Valleys site kitchen, an orientation with the site staff is required
Emergency Telephone Contact	Relays messages to and from the event location. Serves as the emergency contact for volunteers and participants	None
Equipment Coordinator	Reserves, picks up, and returns borrowed equipment and supplies	None
Event Treasurer	Manages the finances for the event	Recommended: <i>Allowance</i> and <i>Show me the Money</i> (River Valleys SUMore Training)
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
Freelancers	Help out as needed on the day of the event	None
Maintenance/Clean Up Crew	Performs clean-up tasks throughout the day of the event and leads final clean-up tasks at the end of the event	None
Food Committee	Determines the menu and purchases the food for the event	None
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@girlscoutsrv.org .	Recommended: Communications Representative Training

Program Instructors	Lead/teach program activities and sessions	Varies depending on type of activity or session
Registrar	Collects and maintains registration data. Checks in with participants the day of the event	None
Set-Up Crew	Sets up the site in preparation for the event	None
Supply Shoppers	Purchase all non-food supplies	None
Transportation Coordinator	Coordinates parking and arranges for buses if necessary	None

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 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.
- Consider recruiting special interest volunteers to assist with the service unit event. Special interest volunteers are individuals who want to share their talents, interest, and time with Girl Scouts on a flexible, as needed schedule. You can access a list of special interest volunteers in the volunteer section of the website.
- Remember: You will need a minimum number of adult volunteers present at the event to meet Safety-Wise’s 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, see page 17 of this guide or visit the River Valleys website for Safety-Wise and Activity Checkpoints.

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 your service unit 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
- 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 policies 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 River Valleys award. More information about these awards can be found in the Volunteer—Recognition section of the River Valleys website at GirlScoutsRV.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, be sure that your committee includes 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 are in charge of different planning areas such as site, food, program activities, etc.
- Establish a meeting schedule and be sure to consider all committee members' calendars
- Value all committee members' viewpoints

Types of Service Unit Events

A service unit event is an event for girls and/or adults in a specific Girl Scout service unit. Service unit events are planned and implemented by a committee within the service unit.

Type of Service Unit Event	Description	Location/Duration	Training Required
Basic Service Unit Event	Day event that includes girls and/or adults from a specific service unit. Girls often register as a troop.	This event can last anywhere from two hours to all day in length. These events are typically held indoors.	To plan: One trained event coordinator To attend: None
Service Unit Overnight	Overnight that includes girls and/or adults from a specific service unit. Girls often register as a troop.	This event lasts one or two nights and usually occurs in a neighborhood building such as a school or community center or at a troop house in a local Girl Scout camp. This type of overnight is always held indoors.	To plan: One trained event coordinator To attend: These events have higher First Aid and safety measures. See Volunteer Essentials, Section 4: Safety-Wise for first aider requirements. For each troop, there needs to be one adult who has completed the required Beyond the Troop training for their activities.*
Service Unit Encampment	During this type of event, girls from a specific service unit learn outdoor skills. Girls often register as a troop.	This type of event often, but not always, includes an overnight. These events occur in a camp, park, or other outdoor setting.	To plan: One trained event coordinator To attend: These events have higher First Aid and safety measures. See Safety-Wise for first aider requirements. For each troop, there needs to be one adult who has completed the required Beyond the Troop training for their activities.*
Day Camp	Event that lasts for more than two days. It does not usually include an overnight, but it may have a one night overnight option for older girls. Girls sign up individually.	This event is three to five consecutive days and includes at least three hours of programming and an outdoor component each day	To plan: Requires specialized day camp training as well as council approval and involves information and procedures not covered in this guide.
Regional Events	This event includes girls from multiple service units. Girls can sign up individually or as a troop	This event can be a day or overnight event and can last anywhere from one to several days.	To plan: Requires specialized training and a council staff liaison for guidance. It involves guidelines not covered in this guide.

*To determine the Beyond the Troop training required for specific activities, visit the Training page of the River Valleys website, Volunteers.GirlScoutsRV.org

Essential and Recommended Service Unit Events

Program Essentials service unit events

As part of the Girl Scout Leadership Experience: Program Essentials, service units are expected to host the following four service unit events each year; however, each event does not need to be a large service unit-wide event. They can be planned in conjunction with another service unit, 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.

- Service Unit Family Event*
- Cookie Rally Event: (service unit product program manager)*
- World Thinking Day Event*
- Court of Awards Event (Bridging Ceremony, Recommitment, Early Bird Registration)*

Service units are also encouraged to host additional optional events.

- Recruitment Event: (service unit organizer/recruiter, service unit registrar)*
- Family Fundraising Campaign/Event (service unit annual giving coordinator) [This event can be combined with another service unit event-see the Family Event guide for details]
- Juliette Gordon Low Birthday Event
- Girl Scout Week Event

*check Volunteers.GirlScoutsRV.org for planning resources for these events.

The Benefits of Service Unit Events

Service unit events offer a number of benefits to both girls and adults. Service unit events provide:

- The opportunity for girls to meet with other Girl Scouts outside of their troop
- The opportunity to meet Girl Scout Leadership Experience: Program Essentials outcomes
- Leadership opportunities for girls and adults
- A chance to have fun
- 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
- A chance to recruit new members
- A chance to strengthen Girl Scouts' visibility in the community

Service Unit Event Approval Process

1. Submit a basic event proposal to the service team that includes: (*worksheet available in Appendix pg. 39-40*)
 - Purpose and goals
 - Tentative dates
 - Possible locations
 - Source of funds
 - General planning timeline

If the service unit event is a recurring event, a quick review of these areas can be completed annually. If it is a new event, the review process may take longer, so plan accordingly.

- A suggested time of year to submit your event plan is when the service unit team/leaders are working on their annual Service Unit Essentials chart (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 team will review and discuss all event proposals to ensure quality Girl Scout programming. Having service team support is very important when planning service unit events – the team has a lot of experience and can provide a great deal of support. ***Once the service unit team has accepted the proposal the event planner(s) may go forward with preparations.***
 3. Event coordinators should work closely with service unit managers and council membership staff to discuss expectations or any problems that arise. Service unit managers and council staff are here to offer support and assist the event coordinator in making the event successful.

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

Questions to consider when planning:

- What is my event timeline?
- How will I involve girls in planning and carrying out this event?
- How will I incorporate the Girl Scout Leadership Experience: Program Essentials?
- How will I incorporate Journeys and *The Girls Guide to Girl Scouting*?
- How many volunteers do I need? How will I recruit them?
- Is this event sustainable? Don't just repeat an event because it has always been done.
- How will I let girls know about the event?
- How will I know if this event was successful?

Event Planning Timeline and Checklist

Most service unit events can be planned and carried out in four to six months. But just as the size and scope of the service units vary greatly across River Valleys, so do service unit events. Some can be planned in four months, some may take a year. We have given you a six 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.

Six Months Prior to the Event

Task	Completed?
Decide on the type of service unit event to be planned	
Recruit and form the event planning committee	
Develop ways to include girls in the planning and leading of the event	
Set committee meeting schedule and location	
Develop the purpose and goals of the event	
Brainstorm a list of potential dates for the event	
Brainstorm a list of possible locations that meet the requirements found on page 23.	
Brainstorm a list of possible activities, facilitators, speakers, etc.	

Five Months Prior to the Event

Task	Completed?
Finalize date and location of service unit event (Note: River Valleys properties can be booked 18 months in advance)	
Submit service unit event approval form to the service unit manager	
Create a budget for the event	
Submit the event budget to the service unit manager and service unit treasurer for approval	
Plan specific activities for the event	
Block out a rough schedule of the event	
Read through Safety-Wise to determine what safety standards and checkpoints must be followed	
Determine the minimum and maximum number of participants who can attend the event	

Four Months Prior to the Event

Task	Completed?
Develop registration form and review registration process with committee	
Line up facilitators, presenters, lifeguards, first aiders, and instructors. Check certifications and training if required	
Create event flyer	
Submit flyer to the service unit manager for approval	
Plan for other forms of event publicity	
Begin recruiting volunteers to work at the event. Check training and certifications if necessary	
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	
Monitor your budget	

Three Months Prior to the Event

Task	Completed?
Distribute event flyer and registration form to all pertinent Girl Scout Grade Levels	
Attend the service unit leader meeting and announce you event. Hand out flyers and registration forms	
Keep working on specific activity details (finding volunteers and gathering supplies) as needed	
Establish emergency procedures for the event	
Order badges and awards, if necessary	
Reserve any necessary program materials and equipment	

Two Months Prior to the Event

Task	Completed?
Make any arrangements for girls and/or adults with special needs	
Keep working on specific activity details (finding volunteers and gathering supplies) as needed	
Finalize all volunteer positions for the event	
Ensure that volunteers have required training if necessary	
Create evaluation forms for both girl and adult participants	
Create evaluation form for committee members	
Finalize menu and food vendor (if applicable)	
If using a River Valleys site, <u>final payment is due two months</u> before the event. Take this into consideration when setting the registration deadline for service unit events. Determine at this time if you will need to use all of the site that you have reserved. If building use is cancelled after this point, it will still need to be paid for.	

One Month Prior to the Event

Task	Completed?
Develop a check-in procedure	
Reconfirm that site, first aider, and volunteers are lined up	
Send confirmation packages to all participants	
Purchase required non-member insurance	
Plan thank you notes and/or tokens of appreciation for committee members	

Two to One Week Prior to the Event

Task	Completed?
Hold pre-event meeting with volunteers	
Confirm number of participants, food amounts, supplies etc.	
Purchase any non-perishable supplies and materials	
Obtain stocked first aid kits	
Create checklist for the set-up crew	
Create checklist for the clean up crew	
Prepare an event survival kit (tape, scissors, pens, colored paper, extra registration forms, etc.)	
Organize materials and supplies into folders for easy distribution	

The Day Before the Event

Task	Completed?
Buy perishable food items	
Review emergency procedures with all volunteers	
Set up the site if possible/necessary. Be sure to include signs and clear instructions	

The Day of the Event

Task	Completed?
Arrive early	
Dress so key team members can be easily identified and located	
Review emergency procedures with all volunteers (keep a copy of Safety-Wise at the first aid station, have first aider review Girl Scout specific safety information)	
Thank volunteers for their help	
Welcome participants and help them get started	
Check-in participants warmly and efficiently	
Review emergency procedures with all participants	
Maintain a positive attitude throughout the day; you will inspire others to do the same	
Correct privately and praise publicly	
Have fun!	
Distribute evaluations to both adults and girls	
Answer participant questions and concerns as needed	
Leave site in excellent condition	
Remind committee of evaluation meeting	

One to Two Weeks After the Event

Task	Completed?
Return all borrowed equipment	
Replenish consumed resources (first aid supplies, etc.)	
Meet with committee to evaluate events and make recommendations for future events	
Pay any outstanding bills	
Complete Event Summary form, Event Coordinator's Report, Event Finance Report, and First Aid reports and submit them to the service unit manager	
File evaluation forms with the service unit to form the basis for planning future events	
Thank volunteers and give them a token of appreciation	
Consider nominating outstanding volunteers for a council-level or service unit level award	
Write thank you notes to all appropriate people	

Event Planning Timeline/Checklist – another view:

Pre-event preparation

- Create a check list for planning committee
- Create a check list for the set-up crew
- Create another check list for the clean-up crew
- Determine who is collecting which supplies
- Assemble handout materials
- Do not forget to prepare an evaluation form
- Prepare an event survival kit with such things as:
 - Bright color paper (for making last minute signs)
 - Sharpies
 - Scissors
 - Tape (Masking tape, painters tape, duct tape, etc.)
- Prepare evaluation form(s) – may need a different form for participants and volunteers
- Check and double check the lists!!

Host the event

- Arrive early
- Dress so you (the Event Director) and key team members can be easily identified and located.
- Circulate, inspire, and communicate.
- Be enthusiastic!
- Trouble shoot - don't make hasty decisions. Think through the consequences of a decision.
- Delegate tasks that suddenly occur - don't fall into the mind trap "Only I can do this."
- Correct privately and PRAISE publicly.
- Give volunteers liberal doses of comfort and caring, T.L.C., etc.
- Keep a positive attitude and do your best to avoid venting any frustrations you may have (your positive attitude transfers to the volunteers and the girls).
- Relax - the event will take care of itself if preliminary work was done thoroughly.
- Enjoy the event – SMILE and have fun! Keep your sense of humor handy.
- Solicit volunteers for next event if the event is held regularly.
- Ensure all participants (girls, adults and staff) fill out evaluation forms (before leaving the event if possible)

Post event tasks and event evaluations

- Return all borrowed items
- Replenish consumed resources (i.e. first aid kits)
- Meet as a committee to review the evaluations and to celebrate a job well done
- Send thank you notes to outside resources, as well as volunteers
- River Valleys Awards - Refer to the River Valleys website for a list of potential awards and criteria
- Complete finances
- File the financial report
- Complete Event Director's Report and submit to the service unit manager
- Smile – relax – YOU DID IT!!!!

Adult-to-Girl Ratios for Safety-Wise

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.

National Standard Adult-to-Girl Ratios – Girl Scout Grade Levels						
Girl Scout Grade Level	Grade	Troop/Group Size: Number Of Girls	General Meetings Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) Of Girls	Plus One Adult For Each Additional Number (Below) Of Girls	Events, Trips, And Group Camping: Two Non-Related Adults (At Least One Of Whom Is Female) For Each Number (Below) Of Girls	Plus One Adult For Each Additional Number (Below) Of Girls
Girl Scout Daisy	K–grade 1	5–15	12	6	6	4
Girl Scout Brownie	Grades 2–3	5–25	20	8	12	6
Girl Scout Junior	Grades 4–5	5–30	25	10	16	8
Girl Scout Cadette	Grades 6–8	5–30	25	12	20	10
Girl Scout Senior	Grades 9–10	5–30	30	15	24	12
Girl Scout Ambassador	Grades 11–12	5–30	30	15	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 are 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 (at least one of whom is female) for the first 16 girls. You will also need another adult for each additional eight girls.

80-16 (covered by the two non related adults) = 64

64 girls/8 girls covered per additional adult= 8

In this example, you will need a minimum of 10 adults to meet the required Safety-Wise ratio. If you do not have 10 adults present at this event, it will need to be cancelled.

Involving Girls in Service Unit Event Planning and Leadership

Girl involvement in planning and leading service unit 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.

Girl planning and involvement look different at every Girl Scout grade level.

Girl Scout Grade Level	Involvement Examples	Other Ways to Involve Girls
Girl Scout Daisy (Kindergarten-Grade 1)	<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 	
Girl Scout Brownie (Grades 2-3)	<ul style="list-style-type: none"> • All of the above • Choosing the event's theme from three or four options • Making name tags and invitations • Leading a flag ceremony at the event 	
Girl Scout Junior (Grades 4-5)	<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 	
Girl Scout Cadette (Grades 6-8)	<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 • Those with Program Aide or Caddie training can be given even more responsibility 	
Girl Scout Senior (Grades 9-10) and Girl Scout Ambassador (Grades 11-12)	<ul style="list-style-type: none"> • All of the above • Total planning of events with adult support and advice 	

Mentoring Girls during Event Planning

Ways to get started:

- Use the Girl Scout Leadership Experience Outcomes (page 5 of this guide) as your guide. What elements of planning and leading the event will help girls meet these outcomes?
- Provide the event theme and budget and ask the girls to develop a ceremony and/or activity
- Ask girls to create two or three possible 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...”

Throughout the process:

- Once the girls have made a decision and this 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.
- Give girls a timeline and deadlines for when things need to be completed
- Provide assistance 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.

After the event:

- Ask girls to evaluate how things went
- Thank girls for all of their help. If you provide tokens of appreciation for event volunteers, be sure to include the girls as well
- Let girls know about upcoming service unit 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 service unit event

Event Budgeting Management

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 flyer.

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, 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 Service Unit Event Budget Worksheet to use (in Appendix). One side of the worksheet is individual costs and one side is group costs. Work through all the categories below putting any fees you may incur in the correct column.

Food – A good guideline is \$1.75 – 2.50 per person per meal - depending on the size of group. The smaller the group the more cost per person; \$.50 per girl for snack or \$1.00 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.

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.

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.

Girl Scout recognitions– Include the cost of any petals, leaves, badges, journey awards, patches, t-shirts you are going to give 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. 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 life guard, 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 flyer, promotion, confirmation letters, or thank-yous to volunteers. Figure five cents per side for printing and add postage. Generally \$1 per girl will cover a school/town with flyers and allow a one page confirmation mailing.

Calculate the amount to charge:

- Add up the group side of the worksheet. Estimate expected number of paying participants. This is a guess. Guess low, 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

Look for the “Event Budget Sheet” in the Forms Section of the website. This template is in Excel, the format and formulas can be adjusted to fit any event, and it is helpful in determining the amount to charge.

Event Budgeting Tips and Guidelines

- Guidelines to remember:
 - Remember that all service unit events must be self-sustaining.
 - Revenue should be used for the event it came in for and not to be used for other events or projects.
 - Service unit events may not be used to fundraise for the service unit.
 - Remember that your budget is based on having a set number of participants attend the event. In order for the service unit 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.
 - Review income and expenses on a regular basis with the event planning committee. This helps to avoid any surprises.
 - Any variances in the budget need to be reviewed with the committee and approved by the event coordinator. The event coordinator should review these variances with the service unit manager and service unit treasurer.
 - 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 to ensure good management practices and to keep an accurate account of funds.

- Payment for the event:
 - Participant fees should be paid by check. This check should be made out to the service unit.
 - If participants will be registering as troops, request one check per troop.
 - The event registrar should give participant fee checks to the service unit treasurer in a timely manner.

- After the event:
 - Once the event is complete, a financial report is due to the service unit manager. This form is available in the appendix section of this packet.
 - The financial report requires the following information:
 - The total revenue for the event which includes:
 - The participant fee for girls and the number of girls who attended the event
 - The participant fee for adults and the number of adults who attended the event
 - Any of other fees that were charged
 - A list of all expenses incurred during both the planning and leading of the event
 - An explanation of any shortfalls or profits that resulted from the event



Event Sites

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
- Parking availability
- First-aid equipment is on hand and proximity to medical facilities
- Sufficient portable water and restrooms are available to participants and designed to accommodate those with disabilities
- 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
- Vulnerability to inclement weather
- All pets are restrained away from the meeting area where girls are present

Other important things to be considered when choosing an event site:

- Availability for your desired date
- Cost
- Sufficient sleeping arrangements if necessary (review sleeping arrangement guidelines in Safety-Wise)
- 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
- Emergency exits are sufficient, well marked, and operational
- An emergency evacuation plan is in place
- A food-preparation area used for large groups of people meets state and local standards
- Provisions are made for garbage removal and site cleanup

Using council sites:

- Reserve a council site by completing the site reservation form available in the River Valleys website, Camp.GirlScoutsRV.org/Rentals. NOTE: Reserving council sites may require specific training. You can now reserve council sites up to 18 months in advance.
- Tour the property to ensure that it has the correct amenities for the event.
- Final payment for council sites is due two months prior to your event. Determine at this time if you will need to use the entire site that you have reserved. If building use is cancelled after this point, it will still need to be paid for.
- A “Kitchen Manual and Group Cooking Guidelines” is available when using the kitchens at a council site. This manual contains important information for cooking at Girl Scout facilities as well as guidelines for safe cooking practices at any site.

Using non-council sites

- Written permission to use the property must be obtained from the property owner.
- If a contract or permit is required, you may not sign it. It must be brought to the service unit manager, who will obtain the correct council staff signature.
- An adult from the committee should tour the property to ensure that it has the correct amenities and meets Girl Scout criteria stated above.

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-Wise. 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 spotters in accordance with the number of participants. (Check the appropriate Safety-Wise Safety Activity Checkpoint for the appropriate number and levels of lifeguards required.)

Procedures for using the aquatics area on Girl Scout property are available in a document entitled “Aquatics Area Safety and Emergency Procedures.” This document is a useful tool when using aquatics areas of non-Girl Scout property. This document can be found on Volunteers.GirlScoutsRV.org/Safety-Wise.

Event Dates

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

Consider the following:

- Holidays
- Religious holidays (be sure to include the religious holidays of the diverse faiths of your service unit)
- School breaks
- Major school events such as graduations, sports events, concerts, plays, final exams, etc.
- Other service unit 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 service unit members to be able to attend.

Once the date and location of the event has been confirmed and approved, begin publicizing. Ask the service unit manager to include the event on the service unit calendar. Make sure to include the Juliettes, special interest, and staff-led troops in your service unit. Attend service unit leader meetings and announce the date and place or distribute save-the-date flyers. Many leaders plan their troop activities far in advance, so the more notice you can give them, the better.

Showing Copyrighted Entertainment Movies

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. (River Valleys' properties are licensed with an "annual umbrella" license.)

Licenses do **not** permit: outdoor showings; an admission or other fee to be charged, nor advertising/publicizing to the general public.

Volunteer Tip: Instead of showing an entertainment movie, plan with girls to do activities that increase team-building (i.e., group games) or involve exercise!

Event Food Safety

The Minnesota Department of Health (MDH) requires that event food be prepared in a commercial kitchen. This statute mandates that food for events must be either prepared in a commercial kitchen onsite (for example in a kitchen at one of River Valleys' properties), provided by a licensed caterer, or purchased from a store. It is not permissible for a volunteer to prepare food in her/his home and bring it to the event to serve. If food will be prepared in a River Valleys site kitchen, the volunteers who will be preparing the food must attend a briefing/orientation on the kitchen equipment and appliances. This is arranged through the outdoor program department.

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 Minnesota Department of Health website, www.health.state.mn.us, 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

MDH District Offices

Bemidji: 218-308-2100
Duluth: 218-723-4642
Fergus Falls: 218-332-5150
Mankato: 507-389-2501
Marshall: 507-537-7151
Metro: 651-201-4500
Rochester: 507-285-7289
St. Cloud: 320-223-7300

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

- 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, and rotated or stirred throughout the cooking process. After the cooking, allow the product to stand for two minutes prior to serving.
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 reheating

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
- 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 resoiling 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 head, hair, mouth, sore, or wounds
- 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

The Minnesota Food Code mandates that individuals with the following symptoms/illnesses 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

Event Food and Inclusiveness

Some food restrictions:

 <p>Kosher</p>	<p>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.</p>
 <p>Halal</p>	<p>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.</p>
 <p>Food Allergies</p>	<p>Food allergies must be taken very seriously as allergic reactions range from a rash and itchy eyes to anaphylaxis (shock). The most common food allergens are: milk, eggs, peanuts, wheat, soy, tree nuts, and shellfish.</p>
 <p>Vegetarian/Vegan</p>	<p>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). Vegans abstain from eating all animal products including meat, dairy, eggs, and honey.</p>

Tips for event food and inclusiveness:

- Provide an area on the registration form for participants to note any food allergies and food restrictions. Ensure 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.
- Have plenty of beverages available at all times. 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
- When planning menus consider the season. Soups are a great option for cooler weather, but may not be appropriate for the summer (unless it's gazpacho!).
- To ensure that girls don't get hungry during the event, have fresh fruit set out and available at all times.
- Review menus and make sure that you purchase all of 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 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 blondies 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.

Basic measurements and equivalents

1 tablespoon	3 teaspoons
1/16 cup	1 tablespoon
1/8 cup	2 tablespoons
1/4 cup	4 tablespoons
1/2 cup	8 tablespoons
1 cup	8 fluid ounces
1 pint	2 cups or 16 fluid ounces
1 quart	2 pint, 4 cups, or 32 fluid ounces
1 gallon	4 quarts, 8 pints, 16 cups, or 128 fluid ounces
1 pound	16 ounces

Event Insurance

In order to ensure proper risk management, the event coordinator needs to make sure that all participants attending service unit events are covered by accident insurance.

Two types of insurance:

Member insurance: Every **registered** girl and adult member of Girl Scouts of the USA is covered by supplemental accident insurance for any authorized and supervised Girl Scout activity lasting two nights or less including travel to and from the activity. If the event is more than two nights in duration, additional insurance may need to be purchased.

Non-member insurance: Non-member insurance must be purchased for people attending the event who are not registered Girl Scouts. This might include parents, siblings, friends, volunteers, speakers, etc. It is not intended to cover girls in lieu of Girl Scout membership registration. Non-member insurance is purchased through Mutual of Omaha, which pays the first \$100.00 of medical expenses for accidents and then is supplemental to other insurance. The fee is 11 cents per person per day with a \$5.00 minimum. The \$5.00 minimum will cover up to 45 non-members per day.

How to purchase non-member insurance:

- Fill out the appropriate Mutual of Omaha enrollment form. The forms can be found at Volunteers.GirlScoutsRV.org/Safety-Wise.
- Send the form with a Girl Scout (troop or service unit) check or money order payable to Mutual of Omaha to the St. Paul Service Center, Attn: Business Services, 400 Robert Street South, St. Paul, MN 55107. **This must be sent at least one week 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 \$0.11 = cost of insurance. The check must be made for \$5 minimum or the exact amount when over \$5.
- Include the service unit name, event coordinator's or activity leader's name, event or activity date, time, location, and number of non-members you wish to insure. You may attach an event or activity flyer, if you have one.
- The form and check will be return 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 St. Paul Service Center at least one week prior to the event
- If needed the River Valleys council registration specialist can complete the Mutual of Omaha enrollment form for you upon request with the information provided.
- Print out a claim form to take to the event. The claim form and more information about non-member insurance can be found on the Mutual of Omaha website, www.mutualofomaha.com/gsus. If 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 the Mutual of Omaha for further instructions.

Refer to Mutual of Omaha's website for information on how to submit a claim:

<http://www.mutualofomaha.com/gsus>. The claim form can also be found on the River Valley's website under 'Health and Safety' in the Forms and Resources section.

General Event Safety Information

Remember: The following safety information consists of general guidelines only. They are not a substitute for reading and adhering to Safety-Wise. Failure to adhere to Safety-Wise's guidelines and activity checkpoints may make you liable should an accident or injury occur.

Safety-Wise and Safety Activity Checkpoints can be found at Volunteers.GirlScoutsRV.org/Safety-Wise.

Site Security/Site Hazards

- Security at any site (even River Valleys' 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 must 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-off's, 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 spotters in accordance with the number of participants must be in attendance. This information can be found in the applicable Safety-Wise Activity Checkpoints.

Emergency Procedures

- All events should have well publicized emergency procedures (in case of tornado, 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.
- In case of a critical accident, serious injury, harm, or fatality, ensure that River Valleys' "Emergency Procedures" are followed. These procedures can be found in *Volunteer Essentials*, Section 4: Safety-Wise. You will also need to complete a Crisis and Safety Management Report Form and submit it to the Chief Advancement Officer at the St. Paul Service Center, 400 Robert St. South, St. Paul, MN 55107. This form is available at GirlScoutsRV.org

First Aid

- There must be a designated first aider on site at all times during a service unit event.
- The first aider must be currently certified as a Level 1 or Level 2 first aider depending on the activity. See specific Safety-Wise Activity Checkpoints to determine what level 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 and health history form to the event (this form is completed when they register as Girl Scouts).
 - 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 leaders then their health forms should be given to the first aider.
- Any girls who are taking medications should inform their adult leaders. Any 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 medications brought to the event 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.
 - A medical information form that you can adapt and use for your event is available on the website.

The designated first aid area should include:

- Quiet area for potential patients
- A least one cot with blankets
- List of all emergency phone numbers
- Driving directions to the nearest medical facility
- Accident and insurance claim forms
- Copy of River Valleys' emergency procedures
- Copy of Crisis and Safety Management Report Form
- Locked box for medication brought to the event
- Participant health forms/registration forms
- A bound and numbered journal to enter all treatments given to participants and staff. Each entry should include the participant's name, type of injury, treatment given, time in and out, and the first aider's initials. Date each entry and remove no pages
- A well-stocked first aid kit.

A first aid kit should include the following:

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

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 service unit.
- The event must 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 must promote the event not only to Girl Scout Daisy troops, but also to Girl Scout Daisies who are Juliettes, in special interest groups, and staff-led community partnership troops.
- Begin advertising as soon as you have all of the necessary information. This may be four to six months before the event.
- Use a variety of communication methods. Attend service team leader meetings and announce your event. Distribute flyers via e-mail or post information on your service unit's website.
- Notify the local community newspaper 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@girlscoutsrv.org before you send your announcement.
- When you create publicity for your service unit 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.

Things to consider before creating the event flyer

- 1) Identify the audience of your flyer: Who will read this flyer? Girls? Adults? Both?
- 2) Determine the most appropriate writing style for the flyer. For example, you would not use the same language in flyer designed for an eight year old girl as you would in a flyer designed for an adult.
- 3) Determine the purpose of the flyer. What do you want the flyer to accomplish? Is the flyer designed to give information? Recruit volunteers? Persuade people to attend?
- 4) Determine how the flyer will be distributed. If you are mailing the flyer, you will need to take into account the placement of address labels and postage, and how the flyer will be folded when you are deciding on a design.
- 5) Gather all of the essential information about the event:
 - Event title, description, and purpose
 - Something about why they should want to attend the event
 - Participants (who is invited to attend)
 - Date, time, location, and address
 - Cost
 - Items to bring (be sure to include any necessary forms)
 - Contact person for additional information
 - Registration deadline
 - Event cancellation and refund policy
 - Girl Scouts service mark
 - If an overnight event, information about accommodations

Tips for well-designed flyers

- Margins of full page flyers (8.5 X 11) should be at least .75 inches wide. Do not fill up every bit of space on your flyer. Some white space will make your flyer easier to read
- When choosing images for a flyer, 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 flyer 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 flyer
- 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 flyer
- 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 flyer
- Proofread, proofread, proofread. Have multiple people check the flyer for typos and other errors

Girl Scouts Service Mark

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

- You can download Girl Scouts service marks from the River Valleys website, GirlScoutsRV.org



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 (if individual) or the name of the troop leader(s) and the names of the girl participants
 - Contact information: address, telephone number, and e-mail address
 - Troop number and Girl Scout grade level
 - Registration deadline
 - Cancellation/Refund policy
 - Information about checks payable 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 the spot is filled by someone from the waiting list. Whatever policy the committee creates, it should be clearly stated on the registration form.
- 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 make a decision 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 service unit 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 or number of 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 sample Girl Scout and Adult Volunteer Agreements, Appendix pg. 51).

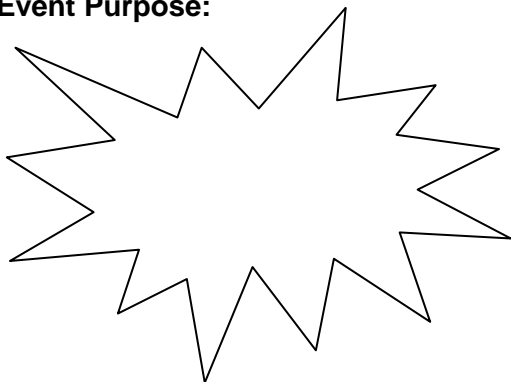
Appendix

Event Purpose and Goals Worksheet

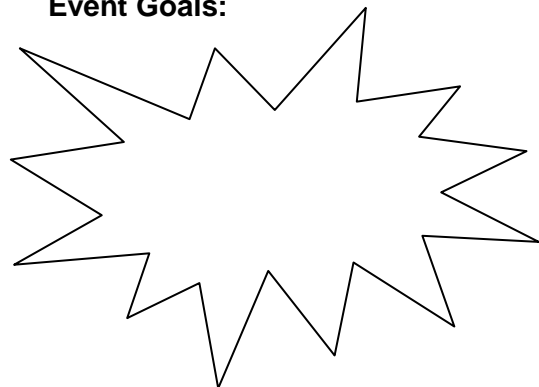
Directions: Use this worksheet with your event planning committee to determine the purpose and goals of the service unit event.

<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: Program 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 Purpose:



Event Goals:





Service Unit Event Proposal

Event Title: _____

Purpose and goals:

Proposed activities:

Potential dates for this event:

Potential sites for this event:

Length of event:

What Safety-Wise standards and activity checkpoints are applicable to the event's activities?

Do any of the activities require an adult with special certification or expertise? Which?

Are any activities listed by Safety-Wise as high risk, require special equipment, and/or are not listed at all? Which?

How are girls involved in the planning and carrying out of this event?

Please list the names of the members of the event planning committee as well as their positions.

Please complete the next section after you have determined the event budget.

What is the minimum number of girls you can serve and stay within the budget? _____

What is the maximum number of girls you can serve? (Keep in mind site capacity and fire safety codes as well as Safety-Wise adult to girl ratios) _____

*** Submit this form to your service unit manager for event approval.**

Service Unit Event Budget Worksheet

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 (required)	Minimum is \$5.00	
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 from box A and C			Total Group Cost per paying participant (divide total in Box B by # of paying participants)	

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.

Submit a copy of this form to your service unit manager and service unit treasurer for approval.



Injury/Illness Report Form

Please mail or fax to the River Valleys Registration Specialist, 400 Robert Street South, Saint Paul, MN 55107; Fax 651-227-7533.

Name of Person Injured _____ Date _____

Address _____

Phone (____) _____ Girl Scout girl ____ Girl Scout adult ____ Visitor (non-member) ____

What kind of injury? Accident ____ Illness ____ Other ____ (Please describe) _____

Location: _____

Describe the activity in detail at the time of the injury/illness. Please include what the injured/ person was doing.

Where did the injury/illness occur? Use a diagram to show where the injured person and any objects were if necessary.

If the injured/ill person was using any equipment at the time, please describe what kind. _____

What emergency procedures were followed at the time of the accident/illness? _____

By whom? _____

Name and phone number of any witnesses, if applicable _____

Were parents/guardians notified of injury? ____ Yes ____ No

Where was treatment given? ____ Accident/Illness Site ____ Doctor's Office ____ Hospital

Were any Girl Scouts Minnesota and Wisconsin River Valleys employees or representatives notified? _____

If so, whom? _____

Describe any media contact concerning this injury/illness _____

Comments: _____

Name of person completing this form _____ Phone (____) _____

Signed _____ Position _____ Date _____



Event Summary Report

Event Coordinator: _____

Event: _____

Service Unit: _____

Event date: _____

Location of event: _____

Registration: _____ girls _____ adults

Actual attendance: _____ Girl Scout Daisies _____ Girl Scout Brownies

_____ Adults _____ Girl Scout Juniors _____ Girl Scout Cadettes

_____ Girl Scout Seniors _____ Girl Scout Ambassadors

Description of event activities:

Cost per girl: _____ Includes: _____

Cost per adult: _____ Includes: _____

Explain how this event fulfilled one or more of the three Keys to Leadership.

Was the cost too low, too high, or just right?

Discover:

Did the event accomplish its goals?

Connect:

What was especially successful about this event?

Take Action:

What were some challenges or problems that required special attention?

How was girl planning and girl involvement implemented?

Advice for future event committees of similar events

How was inclusion accomplished?

Please submit this form to the service unit manager no later than two weeks after the event.



Event Coordinator's Evaluation Form

Event Title: _____

Event Date: _____

Event Coordinator: _____

Directions: Please comment on how well you addressed each of the following areas in planning this event. Please also include any recommendations you have for future events.

1) Planning and Timeline:

2) Managing Finances-Budget Process

3) Publicity

4) Registration and Record Keeping

5) Volunteer Recruitment

6) Service Unit and River Valleys' Support

7) Delivery of Program



8) Participants' Evaluations

9) Site Facilities

10) Health and Safety

11) Use of Girl-Planning

12) Inclusivity

13) Additional Comments/Recommendations

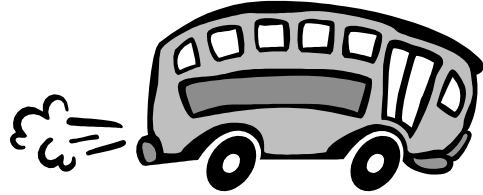
Please submit this form to the service unit manager no later than two weeks after the event.

Sample Form: Girl Scout Agreement

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.
8. I understand that if I do not act appropriately nor respect adults in charge, my family will be contacted and they will be responsible for transporting me home.

Girl Scout Signature

Date

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

Parent or Guardian Signature

Date

Sample Form: Adult Girl Scout Volunteer Agreement

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