

# SPECIAL EVENTS & MONEY EARNING MANUAL



Date of Special Events & Money Earning Training \_\_\_\_\_

Adult Educator(s) Name(s) \_\_\_\_\_

Contact Information: \_\_\_\_\_

## **My Notes**

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## 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.

1. Volunteer Essentials  
[http://www.girlscoutsla.org/pages/for\\_volunteers/resources.html](http://www.girlscoutsla.org/pages/for_volunteers/resources.html)
  - Chapter 4 – Safety-Wise
  - Chapter 5 – Managing Group Finances
2. Safety Activity Checkpoints for specific activities for the event
3. Additional Information found in **Resources & Tools** visit the GSGLA website.



## 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!

On page 64, you will find “What I Need for My Girls to Attend A...” Please review this chart on our Council website. This chart will be updated periodically, so confirm all requirements in the online version.



## GIRL SCOUT FUNDAMENTALS

This document is a manual for individuals, Service Units, troop leaders, and other volunteers who plan Girl Scout events and money earning activities. The event 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 each aspect of event planning. The documents in the Tips and Tools will assist your team for event planning in 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 that 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 Vice President of Member Services is ultimately responsible for event approval.

All events should:

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

## WHAT IS A SPECIAL EVENT?

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

1. Any event that includes girls/troops outside of your own troop beyond the scope of regular meetings with four or more troops.
2. Any event that is a community service project for Take Action Projects, Bronze, Silver, and Gold Awards (including money earning).
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 \$200 will not be counted against the four Money Earning Activities.
4. If the event is organized by another organization, e.g., parade or community clean up, it is NOT a Girl Scout event. However, the Girl Scout 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.

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 an 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?
- ☐ Flexible?
- ☐ Affordable?
- ☐ Challenging?
- ☐ Consistent with girl progression guidelines?
- ☐ Led by well-trained and enthusiastic staff or volunteers?

For program ideas, visit the Girl Scouts of Greater Los Angeles website:

<http://www.girlscoutsla.org/activitiesandevents>

## 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 whole 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). Take into account time needed to organize and publicize. Determine possible conflicts, such as product sales, 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 (excel), or create your own.

### **Step 8 Approvals**

- Fill out event application online at <https://www.gsglavolunteerapps.org/special-eventtroop-money-earning-application-2-0/>
- Attach flier and financial statement (if Money Earning Activity).
- Note: No Girl Scouts Volunteer shall enter into any agreement or contract that is binding on the council or includes a hold harmless clause. Please refer to the Volunteer Essentials.

### **Step 9 Advertise**

- Develop a girl friendly flier that will get their attention. (See Tips and Tools for samples and requirements.)
- 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. (Note: 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/>.)
- You can also post on [thePixieListLA.com](http://thePixieListLA.com) website.

### **Step 10 Confirm Plans**

- Finalize room/equipment reservation and setup needs.
- Arrange for needed/additional help (volunteers, teen girls) and supplies.
- Write confirming letters/emails to 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 considerably 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.
- Meet performer(s) or speaker(s).
- Take care of 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 Events – Final Steps

- Send out and collect event evaluations
- Pay any outstanding invoices
- Deposit remaining registration fees
- Send thank you letters
- Update event budget with actual amounts
- Submit the online [Special Event/Money Earning Final Report](#) within 30 days of event. A link provided with the event approval notification.
- Hold a post event meeting with team to discuss evaluations and make notes for future events.



## EVENT PLANNING TIMELINE/CHECKLIST\_

### 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). Contracts must be signed by area Vice President.
- Secure all necessary permits
- Initial planning:
  - Purpose and theme
  - Participants/audience
  - Dates and times
  - Program outline
  - Registration details
  - Create a checklist
  - Work on/complete budget



### 7-5 months before:

- Rough draft of 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 port-a-potties, tents etc.)
- Line up facilitators, presenters, lifeguards, first aiders, and instructors. (verify certifications)
- 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.
- Purchase non-member insurance
- Ensure all volunteers that need to be, have been screened and cleared and are registered members

#### Month of the event:

- Reconfirm site, transportation, volunteers, caterer, etc.
- Arrange transport of all equipment and supplies
- All to-do items are in progress and/or done
- 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
- 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.)
- Prep crafts supplies and assemble handout materials
- Reconfirm everything
- Pick up reserved equipment

#### Day Before the event:

- Buy perishable food items
- 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.

#### 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, link provided in approval confirmation.

Most Girl Scout events can be planned and carried out in four to six months. 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 four 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.

## **GIRL SCOUT EVENT IDEAS**

Things to consider when thinking about hosting a Girl Scout Event:

- What are you teaching? Sharing? Experiencing? There are many factors to consider when refining your idea. Does your event provide positive learning experiences? Does it meet the goals of the Girl Scout Leadership Experience?
- What group are you trying to reach? Multi levels? Daisy troops? Is your event age appropriate?
- What adults do you need?
- What training do the adults need?
- Event start & end location – do you need special transportation?
- Are you reaching out to everyone? Be inclusive! Independents, girls with special needs, maybe girls outside your Service Unit or general geographical area may benefit from your event and whenever possible should be included.
- Fun!

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

- Calendar sale
- Carnivals
- 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, art work, scarves, cards, bookmarks, candles or other homemade goods)
- Dog walking service
- Earn a Badge Day
- Earth Day/Hour
- Face painting at community or school events
- Facilitate badge/patch workshops for younger troops
- Father daughter dinner and dance
- Garage sale
- Girl Scout Birthday/Week
- Glitter Tattoo Booth
- Haunted House
- Holiday photos
- Holiday Service Project
- Journey Days
- Juliette Low Birthday Celebration
- Make handmade cards for occasions
- Mother-Daughter Tea
- National S'mores Day
- Organize a fall or international festival
- Pancake Breakfast
- Picnic
- Pick up litter after sports events
- Powder Puff Derby
- Raking lawns
- Recyclable drive (i.e., cans, ink cartridges, e-waste)
- Refereeing sporting events
- Restaurants who offer a portion of the sales on a particular day (flier should not have GSGLA Logo on it)
- Rose Parade float decorating (Cadettes+)
- Sell handmade bird feeder or bird house
- Skate or game activity at public venue, possibly host a concessions stand.
- Skills Day
- Sock hop or dance in the community (i.e., for the general public)
- Talent/Variety show
- Tasting Bee
- Themed car wash
- Troop cookbook
- Tutoring
- TV tapings
- Wash neighborhood windows
- World Thinking Day
- Wreath, flower, plant 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.

## 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.

| Girl Scout Grade Level | Events<br><br>Two unrelated female adults for this number (Below) of Girls | Plus One Adult For Each Additional Number (Below) Of 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 (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 two non related adults) = 64.  $64 \text{ girls} / 8 / \text{girls covered per 64 per additional adult} = 8$ . 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.

**Volunteer Essentials, Section 4: Safety-Wise and Safety Activity Checkpoints can be found at [GirlScoutsLA.org](http://GirlScoutsLA.org).**

### **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 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 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
- 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 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 leaders then their health forms should be given to the first aider
- During Encampments (Enc), 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

- 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.

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
- Cell phone
- Gauze pads
- Disposable gloves (non-latex)
- Oral thermometer (disposable)
- Paper drinking cups
- Plastic bags for used materials
- Pocket face mask for CPR
- Roller gauze bandages
- Triangular bandages
- White index card, transparent tape, and self-closing bags
- personal care items
- Soap
- Flashlight
- Instant ice pack
- Splints
- Scissors
- Safety pins
- Tweezers

## EVENT INSURANCE

In order to ensure proper risk management, the event director needs to make sure that all participants attending Girl Scout 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¢ 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 form can be found on Girl Scouts of Greater Los Angeles' website using the document search
- Send the form with a Girl Scout (Troop or Service Unit) check or money order payable to Mutual of Omaha to any 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'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 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
- If needed the GSGLA council staff 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 <http://www.mutualofomaha.com/gsusa>  
***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.

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.



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

| <b>Grade Level</b>  | <b>Involvement Examples</b>   |
|---|---|
| Daisy<br>(K-1 <sup>st</sup> )   | <ul style="list-style-type: none"> <li>• Develop rules of conduct for the event</li> <li>• Choose between two or three items, such as food options and/or activity options</li> </ul>   |
| Brownie<br>(2 <sup>nd</sup> - 3 <sup>rd</sup> )   | <ul style="list-style-type: none"> <li>• All of the above</li> <li>• Choosing the event's theme from three or four options</li> <li>• Making name tags and invitations</li> <li>• Leading a flag ceremony at the event</li> </ul>   |
| Junior<br>(4 <sup>th</sup> -5 <sup>th</sup> )   | <ul style="list-style-type: none"> <li>• All of the above</li> <li>• Developing the theme of an event</li> <li>• Leading activities for Girl Scout Daisies and Girl Scout Brownies</li> <li>• Leading opening and closing ceremonies</li> <li>• Those with Junior Aide training can be given even more responsibility</li> </ul>  |
| Cadette<br>(6 <sup>th</sup> -8 <sup>th</sup> )  | <ul style="list-style-type: none"> <li>• All of the above</li> <li>• Email, telephone, or personal contact with potential sites, vendors, and/or volunteers</li> <li>• Planning songs, activities, skits, and ceremonies</li> <li>• Sharing their skills and experiences in Girl Scouts</li> <li>• Those with Program Aide (PA) training can be given even more responsibility</li> </ul> |
| Senior<br>(9 <sup>th</sup> -10 <sup>th</sup> )<br><br>Ambassador<br>(11 <sup>th</sup> -12 <sup>th</sup> ) | <ul style="list-style-type: none"> <li>• All of the above</li> <li>• Total planning of events with adult support and advice</li> <li>• Girls can earn Leader In Training (LIT) and Volunteer in Training (VIT)</li> </ul>   |

## **MENTORING GIRLS DURING EVENT PLANNING**

Ways to get started:

- Use the Girl Scout Leadership Experience Outcomes (page 16-18 of this manual) 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..."
- See Tips and Tools for a sample planning committee meeting agenda

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 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 possible 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   | Application and background clearance on file<br><br>Special Events/Money Earning Activity |
| 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 refunds, oversees budget, submits insurance application, completes and submits final budget | Application and background clearance on file.   |

|   |  |   |
|---|--|---|
| First Aider (REQUIRED)  | <p>Provides First Aid services to participants at the event and assumes authority in case of emergency</p> <p>Refer to Volunteer Essentials Chapter 4: Safety-Wise</p> <p>“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”</p> <p>Less than 30 minutes from EMS – First Aid</p> <p>More than 30 minutes from EMS – Wilderness and Remote First Aid</p> <p>For Large events – 200 people or more – there must be one first aider for every 200 participants</p> | The First Aider must be currently certified in First Aid/CPR/AED  |
| 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  |   |
| 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 watchers. If skills are to be taught, arranges for instructors, ensures that proper safety procedures are known and followed by participants   | Must have current Life Guard certification.   |
| 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)<br>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   | 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 <a href="mailto:communications@girlscoutla.org">communications@girlscoutla.org</a>  | 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 Guidelines and all 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:<br><br>Junior Aide,<br>Cadette Program Aide,<br>Senior/Ambassador: Counselor In Training (CIT) 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 <b>not</b> assume full responsibility for a group. Adult leaders should be present | Junior Aide, Program Aide, CIT, 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  |
| 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  |
| 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, online, or at a troop/group meeting. See Tips and Tools for more information  | None  |
| Program Instructors                 | Lead/teach program activities and sessions  | Varies depending on type of activity or session |
| Set-Up Crew                         | Sets up the site in preparation for the event   | None  |
| Supply Shoppers                     | Purchase all non-food supplies  | 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, see page 14 of this manual or visit the [Volunteer Essentials page](#) on the GSGLA website for Safety Activity Checkpoints.

## GUIDELINES FOR MALES WITH GIRL SCOUT OVERNIGHT EVENTS

- Males either leading or attending Girl Scout activities are most appropriately housed in non-coed settings. Arrangements should be requested/arranged prior to the event. Please do not assume that because you are using a Girl Scout site there will be separate housing available.
- Where separate housing is not available, it is vital to inform the parents and the girls of the housing arrangements in advance. It should be recognized that housing arrangements might cause discomfort or concern to some girls or their parents.
- 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. To avoid an unpleasant situation, please discuss this with the girls and parents in advance.
- Men are welcome and encouraged to participate in adult roles in Girl Scouting. Men must never be left alone with girls and must be accompanied by two adult females (one must be unrelated).
- 

## 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](http://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 are in charge of 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



## GIRL SCOUT EVENT TYPES

| Service Unit                               | Description   | Location/Duration   | Requirements  |
|--|---|---|---|
| Basic Girl Scout Event                     | Day event that includes girls and/or adults from one or more Service Units or area. Girls often register as a troop   | This event can last anywhere from two hours to all day in length.   | <b>To plan:</b> One required trained Event Director, two trained Event Directors are recommended. First Aider<br><b>Day of:</b> None  |
| Girl Scout Indoor Overnight                | Overnight that includes girls and/or adults from a one or more Service Units or area. 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 | <b>To plan:</b> One required trained Event Director, Two trained Program Directors are recommended.<br><b>To Attend:</b> First Aider. See Volunteer Essentials, Section 4: Safety- Wise for requirements. For each troop, there must be one adult who has completed the required Indoor Overnight class |
| 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   | <b>To plan:</b> One trained Event Director.<br><b>To attend:</b> First Aider. See Volunteer Essentials, Section 4: Safety-Wise for requirements. For each troop, there must be one adult who has completed the required Camping Skills class  |
| 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   | <b>To plan:</b> One trained Event Director. One trained in Camping Skills, if overnight is included.<br><b>To attend:</b> First Aider. See Volunteer Essentials, Section 4: Safety-Wise for requirements  |
| Community and Business Type Venture Events | Event is open to the public (yard sales, car washes, restaurant night outs, gift wrapping)  | There are no specific locations.  | <b>To plan:</b> One required trained Event Director, two trained Event Directors are recommended. First Aider<br><b>To attend:</b> None   |

## 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 Units, 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 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, Service Unit Registrar)\*
- 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 hold Day Camps have more considerations than the average event. Planning and organization is the key to successful Day Camps. Items to consider when planning a day camp.

1. Organization team (it will take 6 to 12 months to plan).
2. Have a website 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?
4. Use Program Aids, LIT, 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. Create scenarios to help the counselors working with little girls and their parents.
5. Forms:
  - a. Have camper, counselor, and adult volunteer applications in Adobe Acrobat fillable forms.
  - b. Use GSLGA Health and History forms for Day Camps.
  - c.

## **COMMUNITY EVENTS AND BUSINESS TYPE VENTURES**

Community events are just that, events that are open to the community.

## **THE BENEFITS OF GIRL SCOUT EVENTS**

Girl Scout events offer a number of 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 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

## **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?
- First-aid equipment is on hand and 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**

If the event location requires a contract, the event director and/or leader complete and sign the contract. The signed contract **MUST** be uploaded with the SEME application for review and further approval. Please use the contact information of the submitter.

Certificate of Insurance (COI) requests must be indicated in the application. See volunteer essentials

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## **USING GSGLA SITES**

- Reserve a council site by completing the site reservation form available in the Girl Scouts of Greater Los Angeles website under [Camp & Property](#). You can reserve council sites up to six (6) months in advance

and no later than two (2) weeks prior to date.

- 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.

### **USING NON GSGLA 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. Attach the contract to the online event application for approval and proper signatures.
- 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 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 spotters in accordance with the number of participants. (Check the appropriate Safety Activity Checkpoints for the appropriate number and levels of lifeguard certification required.)

### **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
- 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 Girl Scout 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 individually registered girls and special interest troops in your Service Unit. Many leaders plan their troop activities far in advance, so the more notice you can give them, the better.

### **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
- o 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 in the Events section of [http://www.girlscoutsla.org/Cool\\_Tools](http://www.girlscoutsla.org/Cool_Tools)

**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. For insurance guidelines see page 16.

**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. Contact the GSGLA office for the current list of the approved bus companies.

**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 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

Look for the “Event Budget Tracking Tool” in the [Resources and Tools](#) section of the GSGLA 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.

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 to ensure good management practices and to keep an accurate account of funds

Payment for the event:

- Participant fees can be paid by various ways: checks payable to the host troop or Service Unit (not to an individual), Eventbrite, PayPal, VolunteerSpot, 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 fee checks to the event treasurer in a timely manner.
- Service fees for accepting credit cards may **not** be passed on to the attendees.

After the event:

- Collect evaluations from attendees (girls and adults). Sample evaluations are listed in Tips and Tools, pages 57-58. 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 financial report requires the following information:
  - The total revenue for the event
  - Total expenses for the event
  - Updated participant numbers
  - Comments

## **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 have program value for girls and are 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 and the Girl Scout Special Events/Money Earning Go Team 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).
- Gold Award Candidate MEA applications must be approved by the Program Department.
- 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. Snap shot can be current financial report or bank statement (please blackout the account numbers on report/statement).
- Troops must actively participate in both cookies and fall product sales in order to get permission for money-earning activities. "Active participation" means that at least 50% of the girls in a troop participate in product sales and earn the participation patch during cookies..
- 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

In order 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

- Troops can 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)
- Council approval is required before you begin planning or advertising an event
- The Council is not responsible for any loss incurred from a MEA
- Money-earning activities cannot take place during the Cookie program from the time that cookies are delivered until the end of the sale without the approval of a council Vice President
- Activities must comply with local ordinances (including, but not limited to, local health department rules). They must be free from any association with gambling, raffles, silent auctions, games of chance, and direct solicitation of cash, all of which are not approved activities. We must protect the name and goodwill of Girl Scouts of the USA and Girl Scouts of Greater Los Angeles

- 1) For events like Bingo, if all participants receive a prize, the event may be allowed. The event flier must state that everyone receives a prize.
- MEAs cannot solicit or raise money for any other organization or solicit over the Internet
  - Troops cannot take orders for, sell, or endorse a commercial product or business (this includes Mary Kay, Tupperware, Candle Lite, Culvers and coupon programs). 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](http://gofundme.com), [kickstarter.com](http://kickstarter.com), [indigogo.com](http://indigogo.com), [upstart.com](http://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](mailto: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 publically 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 take into account the

placement of address labels and postage, and how the flier will be folded when you are deciding on a design.

5. Gather all of the essential information about the event:

- Girl Scouts of Greater Los Angeles name or service mark
- Host Troop, Service Unit, or other
- Event title and description
- 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 (if necessary)
- Event cancellation and refund policy
- If an overnight event, information about accommodations
- Offsite Emergency Contact (either list the name and phone or that it will be provided upon registration)

If your event is open to the community (yard sale, restaurant night outs), your flier only requires:

- Girl Scouts of Greater Los Angeles name or service mark (do not include GSGLA on restaurant night outs)
- Host Troop or Service Unit
- Event title and description
- Participants (who is invited to attend)
- Date, time, location, and address
- Cost (if applicable)
- Contact person for additional information
- Registration deadline (if applicable)
- Event cancellation and refund policy (if applicable)

## **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
- Guidelines can also be found online in [Resources and Tools](#)

## GIRL SCOUTS SERVICE MARK

The Girl Scout service mark should be used on all event fliers (except restaurant night outs).



### APPLICATION REQUIREMENTS AND PROCESS

- Girl Scout Events are approved by the Service Unit Manager, Event Coordinator, or designee and the Girl Scouts Greater Los Angeles Special Event/Money Earning Go Team
- Girl Scouts 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 Customer Care, if you have questions regarding Money-Earning Activities.

### GIRL SCOUT EVENT SUBMISSION AND APPROVAL PROCESS

1. Submit the [online event application](#) that includes:
  - Information about your event
  - Event flier
  - Location contract for approval/signature, if applicable (must be a pdf file)
  - Current Troop Financial Report or Bank Statement (if MEA). Don't forget to blackout the account numbers.
    - **If MEA is for travel, include approved application if necessary:**  
<https://www.gsqlavolunteerapps.org/extended-travelhigh-risk-application/> .

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 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 (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 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.
- 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 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 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 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)
- ***Collect financial information from troops for collaborative events.***
- 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](#).

## 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](#), [Movie Licensing USA](#), 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.

Movie Licensing USA, a corporate division of Swank Motion Pictures, Inc., addresses the specific Movie Public Performance Site Licensing needs of schools and public libraries. Movie Licensing USA provides an exclusive license that satisfies the copyright protection needs of the movie producers, while offering a worry-free, liability-free movie license.

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 in 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.

Find all types of reusable content using the Advanced Search page on Google.

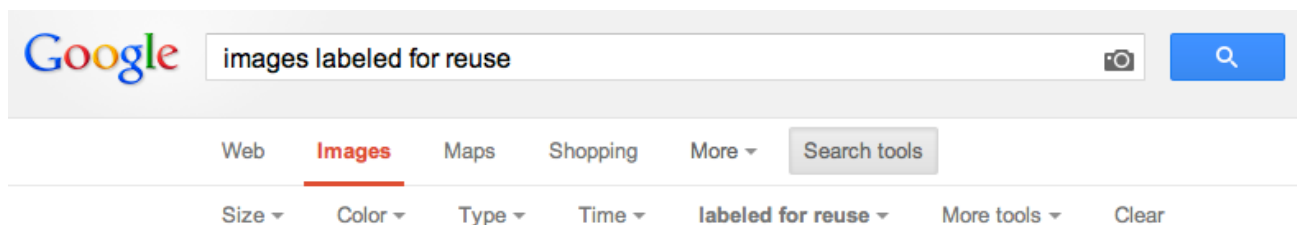
The usage rights filter on the [Advanced Search](#) page shows you pages that are either labeled with a [Creative Commons](#) license or labeled as being in the public domain. Here are the different usage rights options available:

- **Free to use or share** 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, as long as 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.
- If you want content for commercial use, be sure to select the appropriate option containing the term **commercially**.

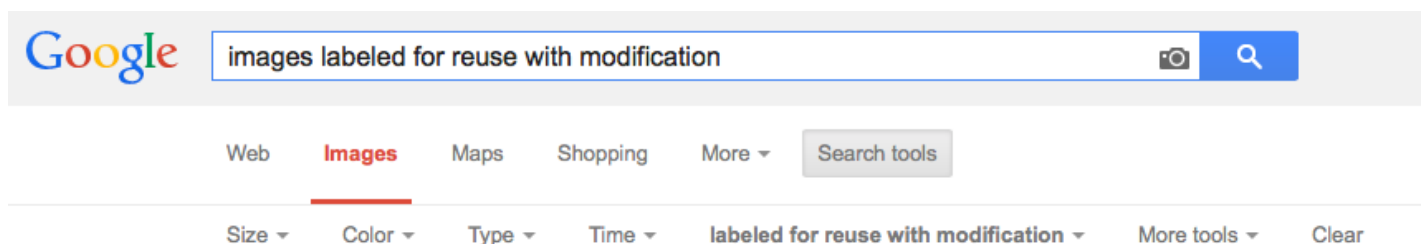
If you're looking for reusable images, use the [Advanced Image Search](#) page. In addition to images labeled as being under the Creative Commons license or in the public domain, the usage rights filter in the image below also shows you images labeled with the [GNU Free Documentation](#) license.

In the Usage Rights drop-down, select one of the following options:

- **Labeled for reuse** Your results will only include images labeled with a license that allows you to copy and/or modify the image in ways specified in the license



- **Labeled for commercial reuse** Your results will only include images labeled with a license that allows you to copy the image for commercial purposes, in ways specified in the license
- **Labeled for reuse with modification** Your results will only include images labeled with a license that allows you to copy and modify the image in ways specified in the license



- **Labeled for commercial reuse with modification** Your results will only include images labeled with a license that allows you to copy the image for commercial purposes *and* modify it 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<br>or 150° F for above one minute<br>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. 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 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





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



## EVENT FOOD AND INCLUSIVENESS

Some food restrictions:

|   |   |
|---|---|
|   | 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.). 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
- 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
- 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 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

### 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                                       |

## Frequently Asked Questions (FAQs)

- a. Q: My event has pre-meetings, do I have to fill out an application for each event?
- b. A: No, events that have pre-meetings are considered one event. Only one application is required.
- c. Q: We are having a community event, do I have to list the off-site emergency contact on my flier?
- d. 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.
- e. Q: We are having a community event, do I have to list the off-site emergency contact on my flier?
- f. 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.
- g. Q: Each time I attempt to submit my computer hangs up, what should I do?
- h. 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.
- i. Q: I didn't get an acknowledgement email what should I do?

Answer: 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](mailto:seme@girlscoutsla.org).
- Your email provider is Yahoo. We are experiencing a problem with this. We suggest you contact [seme@girlscoutsla.org](mailto: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.

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

Answer: 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](mailto:seme@girlscoutsla.org).

4) Question: What is a SE Number?

Answer: 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.

5) Question: What if I misplaced my email with the SE Number?

Answer: Email us a [seme@girlscoutsla.org](mailto:seme@girlscoutsla.org) with the name of your event, date, troop number or Service Unit name.

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

Answer: 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. booth or restaurant night
- 3) Location
- 4) Time
- 5) Optional: A statement of why you are hosting this event.

7) Question: I'm hosting an event for my Troop should I use the Individual or Specialty Group to categorize who is hosting this event?

Answer: No, Individual and Specificity Group is the category for Gold, Silver and Bronze awards 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.

8) Question: 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?

***Answer: Since, your event event is for the Service Unit use the Service Unit category. Also, this means you will be using the Service Unit bank account. We encourage Service Units to host events for their troops in their Service Units.***

## **TIPS AND TOOLS**

### ***EVENT COMMITTEE MEETING***

#### Sample Agenda

- Opening Welcome and Meeting Group Agreement (turn cell phones off or to vibrate, only speak one at 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

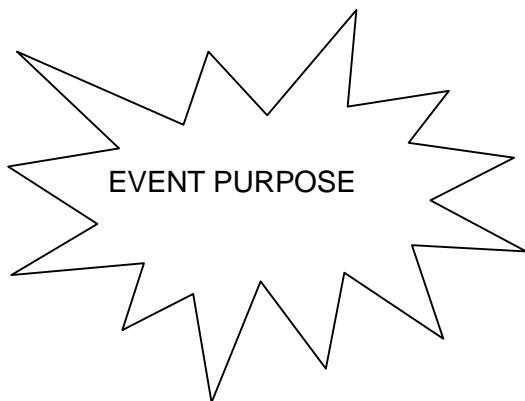
---

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>  |





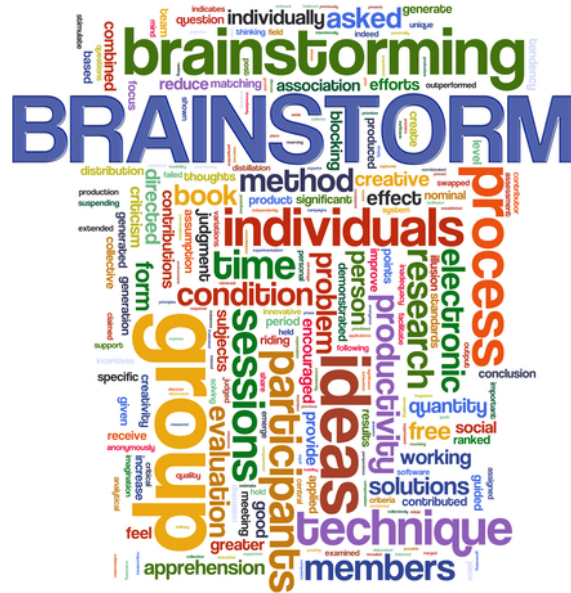
## EVENT BRAINSTORMING SESSION

## Sample

Use this sample worksheet to answer questions about your event. Do not limit your team to these questions, come with questions of your own that complement your event. Then use this form along with your event budget to fill out the online application.

Remember: you should be planning with girls.

1. Planning Committee Team (see page 18)
  - a. Director
  - b. Co Director
  - c. First Aider
  - d. Treasurer
2. Event Title
3. Purpose and goals
4. Potential dates for the event
5. How long is your event?
  - a. Registration time
  - b. Start time
  - c. End time
6. Potential location for the event. Does the event require a signed contract?
7. Proposed activities
8. Are any activities listed by Safety Activity Checkpoints as high risk?
9. Does your event require special equipment? If yes, where are you getting them? Purchasing, renting, borrowing?
10. Do any of the activities require an adult with special certification or expertise? Which?
11. What is the maximum number of girls you can serve? (Keep in mind site capacity, fire safety codes as well as adult to girl ratios.
12. What is the minimum number of girls you can serve and stay within the budget? Don't lose money!
13. What supplies are needed for the event? Create a checklist and assign who is taking care of items.
14. Donations: is the team/troop donating items, are you soliciting donations (in kind or cash) from outside the troop? See sample letters.



## **EVENT BUDGET WORKSHEET**

You can use this form to create your budget or you can download the Microsoft Excel GS Event Budget Tool from [Resources and Tools / Events](#) 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 \$5.00 |              |
| Publicity                |       |                  | Other                      |                   |              |
| Other                    |       |                  | Other                      |                   |              |
| Other                    |       |                  | Other                      |                   |              |
| Other                    |       |                  | Other                      |                   |              |

|                                 |   |       |  |  |       |
|---------------------------------|---|-------|--|--|-------|
| <b># of paying participants</b> |   |       |  |  |       |
|                                 |   | Box A |  | Box B  |       |
|                                 | <b>Total Individual Cost (add up the above)</b>                           |       |  | <b>Total Group Cost: (total of the above costs)</b>  |       |
|                                 |   | Box D |  |  | Box C |
|                                 | <b>Total Cost per paying participant: add the number from box A and C</b> |       |  | <b>Total Group Cost per paying participant (divide total in Box B by # of paying participants)</b> |       |

## **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.

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 yourself thinking about things other than what might happen "if". Sing, talk quietly, 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 fire fighting 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/documented 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, other 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.



## Medical Log

### Event Details

Date \_\_\_\_\_ Location \_\_\_\_\_

Event Name \_\_\_\_\_

First Aiders \_\_\_\_\_

\*\*If an incident requires additional details, please note them on reverse.

### Patient/Incident Details

|    |             |                 |                              |         |                           |
|----|-------------|-----------------|------------------------------|---------|---------------------------|
| 1  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |
| 2  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes              |         |                           |
|    |             |                 |                              |         |                           |
| 3  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |
| 4  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |
| 5  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |
| 6  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |
| 7  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |
| 8  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |
| 9  | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |
| 10 | Date/Time   | Name of Patient | Age                          | Troop # | Describe Incident/Ailment |
|    | Who Treated | Disposition     | Treatment/Notes/Phone Number |         |                           |
|    |             |                 |                              |         |                           |

## ACCIDENT/INCIDENT REPORT

  
**girl scouts**  
greater los angeles  
[www.girlscoutsLA.org](http://www.girlscoutsLA.org)  
1-877- 423-4752 - Emergency

### Accident / Incident Report

Keep this form with your troop/group first aid kit or Health History forms.  
Make sure you know where it is and can access it quickly.  
Complete ONE report per injured person.

1. Follow directions given in Volunteer Essentials and on the Emergency After-hours Calls Card.
2. Within 72 hours, send or fax a copy of this report to your local service center.

|                                       |                     |                |
|---------------------------------------|---------------------|----------------|
| Name of Adult directing activity      | Phone #             | E-mail Address |
| Address                               | Troop/Group #       |                |
| City/State/Zip                        | Service Unit        |                |
| Signature of adult directing activity | Date of this report |                |

|                                   |               |                |
|-----------------------------------|---------------|----------------|
| Name of Leader or Adult in charge | Phone #       | E-mail Address |
| Address                           | Troop/Group # |                |
| City/State/Zip                    | Service Unit  |                |

|                        |               |                |
|------------------------|---------------|----------------|
| Name of Person Injured | Phone #       | E-mail Address |
| Address                | Troop/Group # |                |
| City/State/Zip         | Service Unit  |                |

#### Injury/Incident Information:

|                              |  |                               |  |
|------------------------------|--|-------------------------------|--|
| Date of Emergency            | Time   | AM/PM                         | Location   |
| Were the police contacted?   | <input type="checkbox"/> Yes <input type="checkbox"/> No | Was a police report filed?    | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| Nature and extent of injury  |  |                               |  |
| Name of nurse in attendance  | Phone  | Treatment given (use reverse) |  |
| Name of doctor in attendance | Phone  | Treatment given (use reverse) |  |
| Name of hospital             | Phone  | X-Ray/staken (use reverse)    |  |

**Incident Description:** Describe *in detail* events leading to injury/incident and what you did. Were medical advice and/or emergency transport required? (Continue on reverse if necessary.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



## EVENT REVENUE RECORD

(For your records only)

[illegible]

## ***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</u>     | Postage               | \$ <u>0</u>      |
| Cleaning Supplies    | \$ <u>5.00</u>  | Thank you gifts       | \$ <u>25.00</u>  |
| Patch or Badge       | \$ <u>75.00</u> | Other _____           | \$ _____         |
|                      |                 | <b>TOTAL EXPENSES</b> | \$ <u>230.00</u> |

### Expected Income:

|   |                  |
|---|------------------|
| Donations (remember to follow council policies and procedures regarding soliciting donations) | \$ <u>0</u>      |
| Service unit funds allocated for this event   | \$ <u>100.00</u> |
| Event fees ( <u>75</u> participants* x \$ <u>2.00</u> per person)                             | \$ <u>150.00</u> |
| Other _____   | \$ _____         |

|                       |          |                         |
|-----------------------|----------|-------------------------|
| Estimated expenses    | \$ _____ | Equals excess/(deficit) |
| Minus expected income | \$ _____ | income                  |

\$ 230.00  
250.00  
20.00

### ***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:

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Things I Did Not Like or To Change:

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Other Suggestions:

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## 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

1. Use: **Girl Scouts of Greater Los Angeles** (upper case, lower case - not all capitals) and/or the Girl Scout Service Mark at the top of the flier.
2. Underneath **Girl Scouts of Greater Los Angeles or Service Mark**, put the group sponsoring the event; i.e., Service Unit name, Troop/group name or number.  
**Girl Scouts of Greater Los Angeles**  
**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)
  - a. 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)
  - a. Example: Registration accepted after May 1, Limited space - register ASAP
13. Safety-Wise and Adult/Girl Ratios: Minimum adults? Extra adults needed? Tagalongs need an accompanying adult, not included in ratios for girls.
  - a. Example: Troop responsibility to maintain proper Adult/Girl Ratios.
14. Level of **required training** for participation; i.e., must have **Indoor Overnight Education**. (if applicable)
15. What participants are expected to bring / supply
16. **Event Emergency Contact** - Include Name / Phone number / Cell number
17. Optional: Tear-off, includes Troop Emergency contact.
18. 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 and easy to read!**

## 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 18<sup>th</sup>.

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](http://www.girlscoutsla.org) – Girl Scouts of Greater Los Angeles

Tax Information: Girl Scout of Greater Los Angeles – Tax id # 95-1644033

Thank You,

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

**SAMPLE THANK YOU LETTER**  
**PLEASE INDIVIDUALIZE AS NEEDED**



801 S. Grand Avenue, Suite 300  
Los Angeles, CA 90017

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

*Girl Scouts of Greater Los Angeles' Federal Nonprofit Tax ID is #95-1644033.*  
No goods or services were received in exchange for this donation



**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.**

**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 4<sup>th</sup> 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.

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...

Before participating in any activity with girls, verify latest VE & SAC for all requirements.

- D+** - Daisies and above
- D1+** - Daisies 1st grade and above
- B+** - Brownies and above
- J+** - Juniors and above
- C+** - Cadettes and above
- @** - Written notification to parents

Adults Participating in Troop Activities

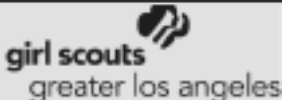
1. Registered
2. Online Volunteer Application
3. Background screening (print copy for 01)

Review/Check Adult-to-Girl Ratio:

- ✓ Volunteer Essentials (VE)
- ✓ Safety Activity Checkpoints (SAC)

| Yearly  | Approval  | Online Modules                                   | Training  |
|---|---|--|---|
| Health History and First Aid Kit  | Parent/Guardian Permission Form - SUM or Designee Notification            | About Girl Scouts & Troop Management             | First Aid/CPR/AED                                       |
| Over the Counter & Medication Form  | Parent/Guardian Permission Form - SUM or Designee Approval                | Girl Scout Safety & Troop Driver Safety          | Indoor Overnight - Taken 6 - 8 weeks before activity    |
| Product Program Agreement Form  | Extended Travel and/or High Risk App - SUM, Go-Team, & GSGLA Approval     | Troop Finances                                   | Camping Skills - Taken 4 months before activity         |
|   | SEME Application - SUM, Go Team, & GSGLA Approval                         |  | Domestic Troop Travel - Taken 6 months before activity  |
|   | Additional Insurance may be needed, check training requirements           |  | International Travel - Taken 12+ months before activity |
| Troop Mtg. - Permission Form (done yearly)  |   |  |   |
| Troop Mtg. Location Change  |   |  |   |
| Troop Mtg. Day/Time Change - 2 wks  |   |  |   |
| Day trip - 2 wks  |   |  |   |
| High Risk - Day or with Overnight - 4 wks   |   |  |   |
| Product Sales & Boothing  |   |  |   |
| Group Money Earning - 6 wks   |   |  |   |
| Run an Event - 6 wks  |   |  |   |
| ± 1-2 Nights ▶ Local - 4 wks  |   |  |   |
| ± 1-2 Nights ▶ Regional - 3 mo  |   |  |   |
| \$ 3+ Nights ▶ Local - 4 wks; Regional - 3 mo; National - 6 mo  |   |  |   |
| ▶ Int'l Travel - 18 mo (exc. Mexico/Canada - 12 mo)   |   |  |   |
| ▶ Indoor = Homes/Buildings  | ▶ Travel = Hotels/Hostels   | ▶ 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  | ± 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. |   | Minimum Level of First Aid Required              |   |
|   |   | First Aid/CPR/AED Adult & Child as defined in VE |   |
|   |   | Wilderness First Aider or Higher                 |   |

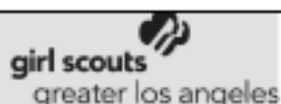
## ADDITIONAL INSURANCE REQUEST FORM

|   |   |
|---|---|
|    | <h1 style="margin: 0;">ADDITIONAL INSURANCE REQUEST FORM</h1> <p style="margin: 0; font-size: small;">As of August 2011</p> |
| <b>DO YOU NEED ADDITIONAL INSURANCE?</b>  |   |
| <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 &amp; 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, &amp; 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, &amp; submit at least 4 weeks prior to trip</p> <p style="margin-left: 40px;">NO</p>  |   |
| <p><b>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).</b></p>  |   |

| THINGS TO REMEMBER   |
|--|
| <p>➤ 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.</p>   |
| <p>➤ 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.</p>   |
| <p>➤ 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.</p> |
| <p>➤ Forms may be mailed to or dropped off at your local GSGLA Service Center.</p>   |
| <p>➤ You only need to purchase one type of additional insurance per event. Use these guidelines or call your regional Program Department for assistance.</p>   |

| For your convenience, below are addresses and fax numbers for each GSGLA Service Center.  |  |   |
|---|--|---|
| <p><b>GSGLA Headquarters</b><br/>801 S. Grand Ave., Ste 300<br/>Los Angeles, CA 90017<br/>Fax # (213) 213-0123</p>                                  | <p><b>Southeast Region – Arcadia Service Center</b><br/>101 E. Wheeler Ave.<br/>Arcadia, CA 91006<br/>Fax # (626) 677-2425</p>                 | <p><b>Southeast Region – Montclair Service Center</b><br/>9525 Monte Vista Ave.<br/>Montclair, CA 91763<br/>Fax # (909) 267-3274</p>              |
| <p><b>Southwest Region – Marina Del Rey Service Center</b><br/>4551 Glencoe Ave Suite 140<br/>Marina Del Rey, CA 90292<br/>Fax # (626) 677-2457</p> | <p><b>Southwest Region – Long Beach Service Center</b><br/>4040 N. Bellflower Blvd.<br/>Long Beach, CA 90808<br/>Fax # (626) 677-2470</p>      |   |
| <p><b>North Region – Woodland Hills Service Center</b><br/>20931 Burbank Blvd, Suite A<br/>Woodland Hills, CA 91367<br/>Fax # (626) 677-2504</p>    | <p><b>North Region – Palmdale Service Center</b><br/>41307 12<sup>th</sup> St. W Suite 105<br/>Palmdale, Ca 93551<br/>Fax # (661) 208-4822</p> | <p><b>North Region – Santa Clarita Service Center</b><br/>21515 Soledad Canyon Rd., #118<br/>Santa Clarita, CA 91350<br/>Fax # (626) 677-2567</p> |

Girl Scouts of Greater Los Angeles • 801 S. Grand Ave., Ste 300 • Los Angeles, CA 90017 • Phone (213) 213-0150 • Fax (213) 213-0123 • [www.girlscoutsla.org](http://www.girlscoutsla.org)



# ADDITIONAL INSURANCE REQUEST FORM

As of August 2011

## EVENT INFORMATION

Event/Trip Name/Description:

Event/Trip Date(s):

Adult in Charge:

Email:

Day Phone:

Evening Phone:

Troop/Service Unit:

(1)

(2)

(3)

(4)

(5)

(6)

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

**SPECIAL EVENT & MONEY EARNING APPROVAL PROCESS MAP**

