

Checklist for Program Staff or designee to review Special Events Applications

- ☐ If submitting a Flier for Approval, follow Flier Checklist to review.
- ☐ Event date at least two months from now? If not, you decide if there is enough time to review and get it back to the submitter.
- ☐ General theme and purpose of event is within keeping of Girl Scout principles.
- ☐ Location is appropriate for event. Event planners are supposed to check for safety and feasibility.
- ☐ All sections are completed as necessary for that event.
- ☐ Number of adults should meet girl/adult ratios.
- ☐ If non-GS are attending, they will need to obtain additional insurance. Events that include trips of 3 or more days require additional insurance. (See insurance request form for details.) Insurance has a two-week deadline, so this may not be done yet. You can approve contingent upon purchase of additional insurance.
- ☐ If a contract or agreement is required, the Event Director or SUM can sign on behalf of their group, not on behalf of the whole council. If contract or agreement has a “hold harmless” clause, it must be signed by a VP of GSGLA. “Hold harmless” releases the property owner/manager of liability, so we have to be careful of this.
- ☐ If this is a Money-earning event a Money-Earning application must be submitted at the time they submit the Special Event Request.
- ☐ First Aider is required to be on site. Check that certification is not expired at time of event. (See Volunteer Essentials for more details.) Level one or Level 2 can be provided by a medical professional who is currently licensed. Events with 200 or more people must have a Level 2.
- ☐ If event includes camping, at least one person trained in Outdoor Education must accompany the troop/group.
- ☐ Check for signatures.
- ☐ Sign, date, and check yes or no for event and flier (if using a flier). Keep copy for file. Return signed copy to Event Director (mail, fax, scan/email).
- ☐ When in doubt about the information on the form, contact the Event Director and ask. They must provide sufficient information for you to make a decision.
- ☐ You can also contact the Mission Delivery Manager –Volunteer Development in your Service Center for additional support.