

Special Events Frequently Asked Questions

What is a Special Event?

A **Special Event** is any event that is open to all girls or all girls of a specific grade level and involves girls from four or more troops/groups. The activities are beyond the scope of regular troop/group meetings. These events can be used for the purpose of Money-Earning, which will require additional approvals.

Who must attend the class?

The event director must attend at least once. It is recommended that others attend, such as - assistant event directors, other event staff, and **older girls** (Cadettes, Seniors, Ambassadors) who are assisting. This is an excellent opportunity for them to learn skills necessary in planning and conducting an event. Girls who are planning an event as part of their awards can especially benefit from this class.

Where will the trainings take place?

There will be workshops available in the Service Centers and other locations throughout the council, delivered by Facilitators familiar with the Special Event process. There will also be a self-study. Volunteers may download the materials and the assessment and complete the learning on their own, or a staff member can email it. The assessment will include the self-study instructions.

What does the Special Event workshop cover?

The Special Event workshop or home study will cover the following information:

- Approvals
- Forms (request, final report, money-earning, if needed)
- Marketing Flier
- Girl planning
- Safety Management Plan
- Insurance
- Program Plan
- Budget
- Timeline
- Evaluation

How long will the workshop last?

The Special Event workshop should last about one to one & a half hours depending on the audience and the questions asked. The self-study should take about the same amount of time, including reading the materials and completing the assessment.

If you have additional questions, contact the Volunteer Development Department at any Service Center.

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