



### SERVICE UNIT REQUEST TO POST

**Please include all information that you wish to have distributed/posted via service unit-hosted communication tools (e.g., service unit website, newsletter, social media, etc.) and return this to: \_\_\_\_\_.**

**A digital fillable version of this form can be accessed via: [girlscoutsla.org/pages/for\\_volunteers/Cool\\_Tools.html](https://girlscoutsla.org/pages/for_volunteers/Cool_Tools.html)**

Name (include troop # and level): \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Date submitted: \_\_\_\_\_ Preferred date to distribute/post: \_\_\_\_\_

Write-up/Details – This event was approved on: \_\_\_\_\_ by \_\_\_\_\_

Event name: \_\_\_\_\_

Event date(s): \_\_\_\_\_ Event time: \_\_\_\_\_

Event location: \_\_\_\_\_

Adult to contact: \_\_\_\_\_ Email/phone: \_\_\_\_\_

Other details (If submission is NOT an event, put full write-up here):

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Distribute or post using (SU website, Facebook, newsletter, etc.): \_\_\_\_\_

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Who is to receive this information (community, age level, all leaders, etc.)? \_\_\_\_\_

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**Flier? Attach to this form or email. An electronic copy is needed if this is to be posted on the internet or distributed by email.**