



Special Event Manual & Resource Booklet

**Girl Scouting builds girls of courage, confidence, and character,
who make the world a better place.**



**Girl Scouts of Greater Los Angeles
Position Description**

Title: **Special Event Director**

Accountable to: Service Unit Manager or designee

Function: Plan and implement a Service Unit Special Event.

Definition: **Special Event:** Any event consisting of four or more troops gathered for the purpose of Girl Scout activities beyond the scope of regular troop meetings.

Principal
Accountabilities:

- Recruit an event committee. Inform girls and adults of event staff job position descriptions including responsibilities and qualifications.
- Plan, direct and deliver assigned Special Event, in accordance with Girl Scout program practices and procedures.
- Develop a plan for the event, including securing an appropriate site, incorporating girl planning and meeting health and safety standards.
- Complete and obtain appropriate approval on all applications and forms in a timely fashion. Submit Final Report prior to one month deadline.
- Provide appropriate pre-event information to participants, implement activities consistent with quality Girl Scout program and enable both participants and committee to evaluate the event.

Training:

- Review job position description and participate in Special Event Directors training.
- Continue self-development by participating in seminars / workshops and available training opportunities.
- Update training as needed to become aware of Safety Guidelines, Safety Activity Checkpoints and GSGLA Practices and Procedures.

Commitment: For the duration of the planning, implementation and completion of the Final Report.

Qualifications:

- Registered adult member of Girl Scouts of the U.S.A.
- Commitment to the beliefs and principles of the Girl Scout movement.
- Knowledge of or willingness to learn Girl Scout philosophy, GSUSA and GSGLA program, organization, practices and procedures and council policies.
- Prior experience planning program activities and working with adults and girls.
- A demonstrated enthusiasm and reliability in program delivery.

Introduction

This course has been developed to guide the Event Director in planning and implementing **Service Unit and other large group events**. It is important to follow Girl Scouts of the USA (GSUSA) and Girl Scouts of Greater Los Angeles (GSGLA) policies, practices and procedures.

How can you, as a Girl Scout volunteer, determine whether an activity is safe and appropriate? Good judgment and common sense often dictate the answer. What is safe in one circumstance may not be safe in another. An incoming storm, for example, might force you to assess or discontinue an activity. If you are uncertain about the safety of an activity, call your council staff with full details and don't proceed without approval. Err on the side of caution and make the safety of girls your most important consideration. Prior to any activity, read the specific Safety Activity Checkpoints related to any activity you plan to do with girls.

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, Service Unit Managers, Event Directors, etc., as appropriate. The Service Center Program Delivery Specialist along with the Vice President of Program is ultimately responsible for event approval.

All events should:

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

Service Unit and Large Group Event Requirements

These are the things that need to be done for all Service Unit and group events. Some of this is common sense, and most of them are being done according to council policies, practices and procedures, the Safety-Wise chapter in *Volunteer Essentials*, and *Safety Activity Checkpoints*. Details regarding each of the requirements can be found on the following pages.

These are absolutely needed:

1. Determine if the Event Director has completed the appropriate training.
2. Determine insurance requirements.
3. Develop and follow a Safety Management Plan, as needed to meet the safety requirements of the event.
4. Obtain approval from Service Unit Manager or designee and the Program Department in your Service Center.

These will help to make larger events easier to manage:

1. Determine if the event meets **current** needs and interest.
2. Determine the Program Plan.
3. Develop and follow a budget.
4. Develop and follow a timeline.
5. Keep everyone informed. If you are sending out fliers on paper or electronically have them approved. See the current Flier Checklist.
6. Keep good records. Save your receipts, for your final report and to help determine planning if the event is to be repeated in your Service Unit or elsewhere.
7. Evaluate, the participants should evaluate and the planning committee should evaluate.

SPECIFICS

1. Determine if the event is a **“Special Event”**.

- a. A **Special Event** is one 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.
- b. If the event is some other organization’s event, e.g., parade or community clean up, it is NOT a Girl Scout event, and therefore does not fall under these Special Event requirements. However, all Girl Scout policies, practices and procedures, must always be followed when troops/groups participate in any activity.

2. Determine if the Event Director has attended appropriate training.

- a. **All special events must have a trained Event Director coordinating & supervising the event.** This class (either in person, self-study or online) should be taken at least four months prior to the event. The class may be offered several times throughout the year at the various Service Centers. The classes will be on the Adult Learning calendar or you can contact your Volunteer Development Department for more information. The class can be delivered in the Service Units by a trained facilitator.
- b. The person directing an event should have some experience in planning events as a committee member or assisting. Large, more complicated events require a high level of experience in planning, just as progression is practiced in our troops/groups. If necessary, members of the Event Committee advising and assisting the Director could provide additional experience.

3. Determine if the event meets **current** needs and interest.

- a. Girls should be actively involved in decision-making, as appropriate. Before you begin, ask these questions: What is the purpose of the event? Why are we having it? Is it simply a tradition? Is there interest among potential participants?
- b. Develop program goals and objectives based on the Girl Scout Leadership Experience.(GSLE) Keep in mind the three keys to leadership, discover, connect, take action and the three processes used to develop leadership skills girl led, learn by doing, and cooperative learning. Consider the abilities, training and experience of the troops and groups who are to be included in the event. A clearly defined purpose will guide the detailed event planning.
- c. Troops, including adults, participating in events must be in compliance with all GSUSA and GSGLA registration, financial and training requirements.

4. **Determine the Program Plan** with a committee or team of helpers.

- a. The Event Director works with a team of adult and girl volunteers, if appropriate, when planning the event.
- b. Progression, girl and adult readiness, and opportunities for learning should be considered. This is especially true when planning encampments or other overnight events. Some method of determining readiness of girls (and adults) for the event should be used.
- c. When planning the program and activities for the event, consult *Volunteer Essentials* particularly the Safety-Wise chapter and the appropriate Safety Checkpoints. See “**Tips & Tools**” for planning forms and suggestions. Consult with the program department in your Service Center to determine any other safety issues involved due to the nature of your event.
- d. For overnight events, reinforce the progression philosophy. Is it appropriate to include Daisy Girl Scouts in the overnight activities? Is the site appropriate for all grade levels? Daisy Girl Scouts may not be ready to participate in the overnight activities. What are the activities during the day? Will they be able to participate in those activities? Determine if the event should include these grade levels or is there a different purpose for the event. This can be determined by the committee.
- e. **Site Selection:** The purpose/goals of the event will be a determining factor in selecting a site. The age and experience of the participants are other considerations. The site should be accessible to all girls and adults. Each time you do an event you should make a site visitation even if you have used the site before. Depending on the program to be delivered, the same site will take on a whole new viewpoint. Each time a site is visited, it needs to be evaluated according to the Safety-Wise Chapter in *Volunteer Essentials* and *Safety Activity Checkpoints* to be sure that it meets the health and safety requirements.
- f. See “Tips on Site Selection” in the **Tips & Tools** section for some useful information on site selection.
- g. **Delegation of Responsibilities:** Depending on the size of the event, there may be many people or just a few to assist the Event Director. Delegation to sub-committee chairs, other positions, and communication to all is the Event Directors responsibility. When delegating authority make sure responsible people are selected and they know the expectations of that position.

The **Event Director** has overall responsibility for the group encampment, day event or mini-camp, provides leadership to the planning group in developing and carrying out the goals and objectives according to health and safety standards, and is responsible for seeing that Council guidelines and procedures are followed and reports are filed. Event Directors function best when supported by willing helpers.

POSSIBLE EVENT POSITIONS:

The following jobs are suggested 'depending on the event you are planning' and almost always need to be done. If at all possible, delegate these positions.

- **Program director:** 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.
- **Consultants:** prepare and present special programs as requested by the committee such as horse-back riding, astronomy, nature, archery. Reviews the Safety-Wise chapter in *Volunteer Essentials*, Safety Guidelines and all *Safety Activity Checkpoints* for any activities planned.
- **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, ensures that the arts and crafts area is clean at the end of the event.
- **Program aide:** is a registered Girl Scout working under the guidance of an adult leader. She is given specific 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 **not** assume full responsibility for a group. Adult leaders should be present.
- **Waterfront director/ Lifeguards:** (if swimming or boating activities will take place) 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 the participants, ensures that the waterfront area is clean and secure at the end of the event.
- **Cook:** oversees the purchase of food, preparation of meals and clean-up according to the food service guidelines, supervises kitchen helpers.
- **Kitchen Staff:** Assists the Cook in food preparation, helps with serving and clean-up, sees to the complete cleanliness of the kitchen and other assigned areas. Meets all health and food service guidelines.
- **First Aider/Health Care Supervisor:** Sees that health service requirements as listed in Safety-Wise chapter of *Volunteer Essentials*, Safety Guidelines and *Safety Activity Checkpoints* are met. This person oversees health care for the event and assumes authority in case of emergency. **Level 2 First Aider is required for events with more than 200 participants or if Safety Activity Checkpoints so indicate.**
- **Business Manager:** collects deposits and event fees from troops/groups and/or individuals and deposits revenue in a Council-authorized account, pays all bills, processes refunds, oversees budget, submits insurance application, completes and submits final budget. Highly advised this position is not held by the Event Director. This position will need to have a criminal background check on file.
- **Registrar:** oversees preparation of fliers, registers troops prior to event, checks them in at time of event, and submits money to the business manager. See information regarding fliers and registration in the **Tips & Tools** section.

- **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 “**See Tips and Tools**”) and has the committee review it prior to the event.
- **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 transportation sections of *Volunteer Essentials* are followed.
- **Housing assignment planner:** assigns troops/groups to units, cabins, tent areas, etc., as appropriate to girls’ age, experience, schools, etc.
- **Checkout and evaluation coordinator:** Develops and carries out a plan for troops/individuals leaving the event site, as needed. Develops and carries out a plan for troops/groups cleanup prior to departure. Develops evaluation forms with open-ended questions to be completed at the event or at a troop/group meeting. The questions should be related to the purpose of the event. 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.
- **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.

Time Line & Process for Event Paperwork:

All Special Event Applications & fliers are due for approval by the Program Specialist in your Service Center no later than 3 months in advance. **Fliers may not be distributed until they are approved.** Do not duplicate fliers in advance of getting approval, as there may be some required changes.

Submit your fliers a minimum of two (2) weeks prior to the date you wish to distribute them. Allow time for revisions or delays. Please do not wait until the week you plan to distribute and expect immediate approval. These go to the Program Specialist designated in your Service Center. Once approved, fliers can be distributed electronically through the Service Unit managers across the council.

Follow the Chain of Command

Service Unit Special Event Director (if there is one)

Service Unit Manager or designee

Program Specialist in your Service Center

Special Events Suggested Timeline Check List

12 to 6 months before event

- _____ Secure site
- _____ Secure necessary permits
- _____ Choose type of event
- _____ Begin search for Event Director
- _____ Event Director(s) take Special Event Training
- _____ Determine Product Program dates to allow troops to participate in program

9 to 4 months before event

- _____ Appoint Event Director
- _____ Form event committee
- _____ Hold initial committee planning meeting
- _____ Establish financial procedures
- _____ Site visit
- _____ Review Safety Activity Checkpoints and Special event information in *Volunteer Essentials* for your program activities

3 months before event

- _____ Complete budget and event flyer
- _____ Receipt System started
- _____ File necessary paperwork with the Girl Scout Service Center
 - 1 copy (electronically or on paper) of Special Event application with the Service Unit Manager's signature with the Program Specialist in your Service Unit.
 - 1 copy (electronically or on paper) of event flyer with Program Specialist
 - For troop money-earning project: File the Troop Money-Earning Application with your Service Unit Manager's signature for approval by the Program Specialist.
- _____ Obtain council approval
- _____ Order event patches (if desired)
- _____ Make transportation arrangements as necessary.

2 months before event

- _____ Make copies of flier for distribution
- _____ Distribute fliers electronically to other Service Unit Managers and areas.
- _____ Verify program plans and create supply lists
- _____ Create menu and shopping lists as needed

1 month before event

- _____ Collect registrations
- _____ Create and distribute any necessary pre-event paperwork
 - Registration verification
 - Camp clock
 - Menu
 - Packing list
 - Maps (to event, of event site, to hospitals)
- _____ Reserve equipment
- _____ Order portable toilets (if necessary)
- _____ Purchase program and other supplies
- _____ Verify availability of Special Resource Consultants
- _____ Set date for Event Final Wrap-up meeting or debriefing

2 weeks before event

- _____ Purchase Non-Member Insurance at Girl Scout Service Center (if needed)
- _____ Notify the Girl Scout Service Center of any changes in event information
- _____ Obtain and stock First Aid Kit
- _____ Create Event Signage
- _____ Determine Sleeping Arrangements (if necessary)
- _____ Prep Craft Supplies
- _____ Determine Program Groupings
- _____ Collect receipts for Final Paperwork

1 week before event

- _____ Reconfirm Site
- _____ Reconfirm Transportation Arrangements
- _____ Reconfirm Volunteer Staff and Resource Consultants
- _____ Pick up Reserved Equipment
- _____ Encampments and High Risk Events: Notify Emergency Hospital of Dates and Time of event
- _____ Prepare Check-In Forms and Materials
- _____ Prepare Event Evaluation Forms

Day before Event

- _____ Purchase Food

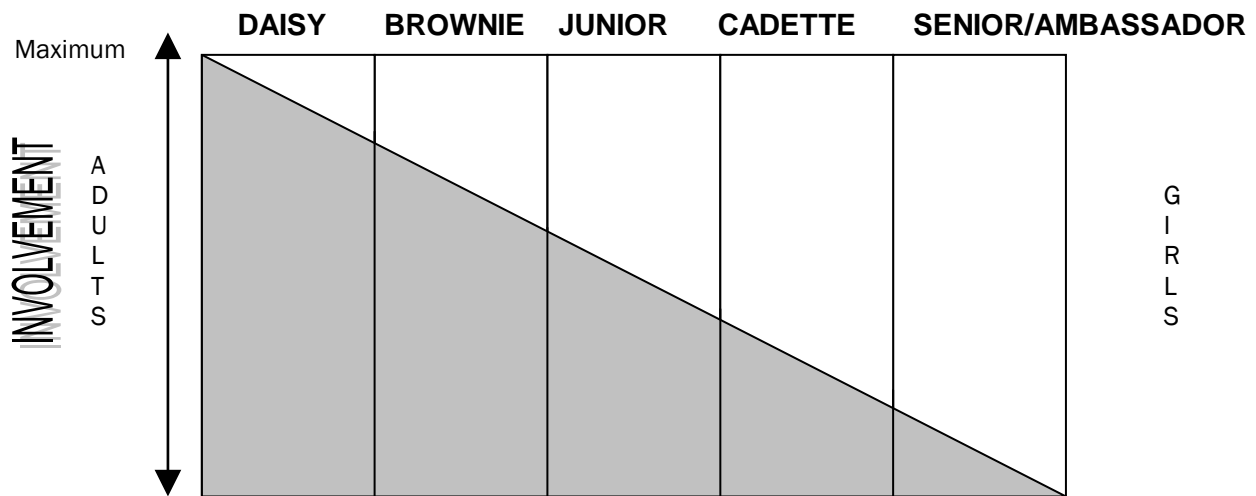
Day of Event

- _____ Director and First Aider Arrive First
- _____ Director and/or Committee Walks Site
- _____ Set up check-in and other Activity Sites
- _____ Refer to Camp Clock, Program Plans and Plan of work to complete Day's activities
- _____ Review Emergency Procedures with Participants
- _____ Emergency Drill (encampments only)
- _____ Collect Evaluations
- _____ Site Clean -Up and Inspection
- _____ Director and First Aider Leave Last
- _____ Collect receipts

Within 30 days of the event complete the following:

- _____ File Accident/Incident Reports within 24 hours
- _____ Committee evaluation meeting
- _____ Settle all outstanding debts and accounts
- _____ Send out necessary Thank You's, etc.
- _____ Complete all Final Report Paperwork.
- _____ Make sure Service Unit Manager signs Final Paperwork.
- _____ Turn in Final Report Paperwork to the Service Center within **30 days.**

GIRL PLANNING



Ideas to Incorporate Girl Planning in Special Events

There are many ways to incorporate girl involvement in Special Event including:

- **Troop** – sponsored event entirely planned by older girls with adult advisors
- **Girl Committee** - event entirely planned by girls of varying levels with adult advisors.
- **Girls as part of the committee** – Girls participate in the planning along with adults.
- **Camper Council** – Girl Committee made of representatives from each troop attending an event, which plans a small portion of the event or a specific ceremony. (E.g. closing, scout's own, campfire theme) Camper Council does not necessarily meet in advance, but could meet at the event itself. Summer and day camp could also include a camper council.
- **Written Girl Input** – evaluations from previous special events could include planning information for future events. Survey forms can be sent out to troops planning to attend an event to get their program ideas.

SPECIAL EVENT COMMITTEE MEETING

SAMPLE AGENDA

- **Opening**
- **Introductions**
- **Discuss:**
Outline Theme & Focus of Event
- **Brainstorm girl involvement** (If possible, have girls at meeting)
- **Committee Member's Responsibilities & Position Vacancies**
- **Date(s) of Event: Consider Product Program Dates (kick-off, delivery, boothing)**
- **Review Time Line for planning**
- **Program Ideas**
- **Event Clock or Camp Clock**
- **Budget**
Receipt and refund system/ receipts need to be turned in on the day of the event
- **Site Site Visitation – Set Date**
- **Next Meeting – Set Date**
- **Adjourn**

Budget Guidelines

Special Events must be self-supporting. To achieve this end, careful preliminary planning is essential. The budget is simply a statement of estimated income and expense. Income will generally come from one source...fees. Fees are determined by the cost of the event divided by the estimated number of participants. Every effort should be made to keep fees at a minimum so that every Girl Scout who wishes may attend. If the fee appears to be too high, it may be necessary to change some of the plans in order to reduce expenses.

When a fee is established, the committee should also decide on the refund procedures in case of cancellations, and note this on the flier. It is normal for a portion of the fee to be specified as the NON-REFUNDABLE registration fee. This amount is determined by costs that must be met regardless of changes.

Develop and follow a budget.

a. In preparing for any Girl Scout event, one must project a break-even budget. For this reason, the fee is never set before expenses are determined. If the following guidelines are followed, the activities will not suffer from lack of funds, nor will the event end up with a deficit! Please keep in mind people's ability to pay. Do not price some girls and leaders out of the event. Be inclusive of everyone no matter their financial status.

b. Determine the total number of persons to be accommodated - participants plus all volunteer staff involved. This is very important! One may tend to think in terms of participants only, forgetting that there is a cost attached to the volunteer staff, which may be absorbed by the participants. Your site capacity will influence this number.

c. Estimate all possible expenditures. Allow a 10% allowance for rising costs. If not needed, this "cushion" can be used to augment the program. There is an Event Budget Worksheet in the **Tips and Tools** Section.

d. Lodging/site: Where will participants be housed--college, campsite, church? Total site costs divided by number anticipated will give you the site cost per person. Decide if the paying participants will absorb volunteer staff cost.

e. Meals: Calculate food costs. Costs per meal will vary if you plan extra guests for some meals. Include in food costs any fees for cook and kitchen help. If the cook is a volunteer, still include the fees in case something happens and you must, unexpectedly, hire someone to prepare the meals.

f. Printed materials: Determine the number of pieces of information (fliers, confirmations, schedules, instructions, handouts for program, etc.) going to each person. Multiply the number of pieces per person by the cost per piece, which will give you the printing cost per person. Include the cost of envelopes for mailings.

g. Postage: Include cost of mailing materials at current rate. If at all possible use email or online information for the participants. This saves time and money for the committee and the participants. Remember to include postage for letters and thank you notes.

- h. Land Line Telephone and Cell Phones: Cost of phone calls are legitimate expenses. Keep copies of phone bills, costs for individual calls can be paid by the event.
- i. Craft/program materials: Include expendable items which will be used by the participants in carrying out the program -- paints, poster board, yarn, masking tape, etc. Make a detailed list of items needed for each planned event; then prepare a composite list. Some items you will need one per person, some will be general supplies, i.e., glue, crayons, etc.
- j. Equipment/supplies: Include items that can be saved and used again -- scissors, jump ropes, pencils, camping equipment, etc. Review the inventory if the event occurred last year to see what is available. Look into borrowing from your Service Center, troops, schools, churches or other Service Units.
- k. Refund Policy: Clearly define and make known the refund arrangements for cancellation by troops/groups/individuals.
- l. Outside staff: Check in advance to see if consultants, lifeguards, etc., will request reimbursement for expenses for helping with the program. Some gesture of "thank you" should be given. A small gift or certificate may be given depending on the size and type of event. Out-of-pocket expenses for gas, supplies, etc., may be reimbursed.
- m. Transportation: When chartering transportation, review the Council requirements for buses. Also note vehicle rental requirements. If using public transportation, contact them ahead of time. Ask if they have group rates. Tell them when, where and the number of participants. Have a plan in case everyone can't get on.
- n. Set the event fee: After you have calculated your total expenses, you set the fee by dividing the total expense by the number of paying participants. For this calculation, the number of participants should be 85% or less of the maximum number, since you are not certain at this time whether you will or will not get the full registration. If the fee seems unrealistically high, you must then decide (a) how to reduce expenses, or (b) how to change the program to fit into the budget.
- o. Determine the minimum number of participants and, if not met, a deadline date at which you will cancel the event. Make plans for budget cuts if the number registered is between your minimum and the break-even budget.
- p. For events requiring Council approval, at least **3 months** in advance of the event, submit your Special Event Application with your Service Unit Manager's signature, your flier which meets the current Flier Checklist and Troop/Group Money-Earning Application if applicable.
- q. Then comes the big day - participants arrive and the event is on!! And you can be secure in knowing you will be operating in the black!

- r. For service units accumulating funds by adding a small donation to the fees collected for a special event, the membership and parents must be so informed. It must be stated on the flier distributed to the leader and the leader is responsible for informing the parents. It must also be noted that the added charge is optional and no one must be kept from participating if they cannot or will not support the extra donation.
- s. All monies will be deposited into Troop or Service Unit checking account.
- t. Unused funds will be returned to the Troop or Service Unit checking account.

Determine insurance requirements.

Accident Insurance: If non-Girl Scouts are participating in the event (for example, a recruiting event in the park), additional insurance must be purchased. All registered members are already covered under Plan 1. Plan 2 covers all participants. The cost is \$.11 per non-member participant per calendar day or portion thereof. Obtain enrollment from the Office Manager or the delegated representative in your Service Center.

Certificate of Insurance: If a campground is used that is not owned by Girl Scouts or a government entity (federal, state, county, city), a Certificate of Insurance must be obtained listing Girl Scouts of Greater Los Angeles as additionally insured. The Certificate of Insurance must state the effective dates of the policy and that they are covered up to \$2 million for each incident. For sites that are often used by Girl Scouts, a Certificate of Insurance may already be on file in the service center.

Develop and follow a Safety Management Plan.

- a. There are two Safety Management Plans in the **Tips and Tools**, one for overnight events, and one for smaller events, which is also a checklist. These may be used as your Plan or as guidelines in developing your own.
- b. **Level 2 First Aider is required for events with more than 200 participants, or if the Activity Checkpoint(s) so indicate.**
- c. Sanitation requirements include one toilet for every 50 people for day events, and one toilet for every 20 people staying overnight.

Site Selection

How does one go about choosing the right site for an event? Each time you do an event you should make a site visitation even though you have used the site before. Depending on the program to be delivered, the same site will take on a whole new viewpoint.

Each time a site is visited, it needs to be evaluated according to Safety Activity Checkpoints to be sure that it meets the health and safety requirements.

The purpose/goals of the group event will be a determining factor in selecting a site. The age and experience of the participants are other considerations. The site should be accessible to all girls and adults.

Here are some questions to ask--



1. Is the site easily accessible by car or bus?
2. Is there adequate parking for those who must keep cars on the site or parking nearby? Is handicapped parking nearby?
3. Is the site a "busy location", will there be other groups doing activities at the same time? How will that affect your plans?
4. Will you be interfacing with the public for activities and/or sleeping and eating accommodations? If so, what expectations for behavior will you set for the girls? What safety precautions must they be taught?
5. What is the cost of the site? Are there extra charges for use of equipment, pool, program resources, etc.?
6. Is there a maintenance person or a ranger on site or on call? How do you contact someone for help, during the event and after hours?
7. Where is the nearest hospital and fire department?
Is there a telephone on site? If so, is it available for your use? What are the site's procedures for dealing with emergencies? Is there cellular service?
8. Is the site accommodating for girls and adults with special needs?
9. If you are sleeping, 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?
10. If cooking, will each troop have its own area? What facilities will be in each cooking area (i.e., tables, cookstoves, storage, etc.)?



11. Do the site program areas adapt to your needs? Are there electrical outlets and water spigots where you want them? Is there a flagpole, campfire ring, check-in area, playfield, etc.?



12. What are the toilets like? Is there a ratio of 1 toilet for every 20 persons staying overnight? (The ratio for day events is 1 toilet for every 50 people.) Do you need to provide toilet paper? Do you need porta-potties? If so, will the site management approve your rental of them? What about hand-washing stations?

13. What is the clean up policy of the site? Checkout procedures? Are dumpsters available? Who empties the dumpsters? Or does each troop carry out its own trash?



14. Is the site close to your neighborhood? Would more troops participate in the event if it were "close to home"?

15. Can you get references from other youth groups using the site?

16. Is this considered a "safe" site? The site may meet all the safety requirements found in Safety Activity Checkpoints, but is it located in an area that has security problems? Is there security available? What plan of action do you need to have to be able to use this site?



Event Staff & Program Aides

The event staff for any large group event may be a mixture of members from the planning team, other Girl Scout adult volunteers, maybe some community volunteers, Program Specialists and some Cadette/Senior or Ambassador Girl Scouts.

- When recruiting adult event staff members, make a special effort to draw in new people. This will help spread the workload and bring in some new ideas and energy.
- Plan to have a back up event staff person available in case there is an unexpected illness or emergency.
- All event staff members, whether girls or adults, should be made clearly aware of their **total** responsibilities toward the participants and each other.
- All event staff members are expected to remain on the site, unless special arrangements have been made with the Director or they are "workshop" presenters only.
- All event staff should have a list of personal equipment to bring, directions to the site, daily program schedule, map of the event area, and a list of any special restrictions or activities to expect (like evacuation procedures, smoking areas, sleeping arrangements).
- All event staff should be encouraged to make constructive suggestions during the planning process.
- All event staff should participate in evaluating the event.
- All event staff (including the program aides) should be recognized for their work (thank-you note, event patch, or a small token of appreciation.) Program aides can receive service hours for leadership.
- All event staff should have a green "Permit to Treat" card with them throughout the event.

Program Aides

A program aide is a Cadette or Senior or Ambassador Girl Scout that is at least two years older than the group she is working with. Working with an adult leader, the program aide is responsible for teaching specific skills determined by the needs of the group and her own personal strengths. The program aide is **never** to be left solely in charge of the group of younger girls, nor is she expected to be responsible for any disciplining.

Program aides should serve as role models demonstrating appropriate Girl Scout behavior. They should exhibit the ability to work with all girls of various races, religions, ethnic backgrounds, and abilities. Program aides should be flexible and be able to place the needs of the girls before their own.

Program aides are girls, not adults. They need to know exactly what is expected of them and who they are accountable to, and they need someone they can confide in, in case there is a problem. The adults working with the program aides need to treat them with respect and as an equal. They should work as team teachers. These girls are not to be used as "go-for's". They are highly-skilled in some areas; in fact, sometimes, they know more than the adults they are working with.

The Cadette/Senior/Ambassador Girl Scouts who volunteer to help at the event will come with a variety of skills and amounts of self-confidence. Some girls may have formal training in leadership, others are learning by experience. In any case, the program aides should be trained for the specific event, either with the adults during their pre-event training and/or in a separate workshop for them.

Because program aides are girls, they will need to bring with them a current Health History form and signed Parent Permission Form.

Service given by these girls should be planned considering the Cadette/Senior/Ambassador program. By planning ahead, you can help a program aide earn recognition and awards.

Guidelines for Males with Girl Scout Groups

Housing for Males

- 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.

Males as Leaders

- Men are welcome and encouraged to participate in adult roles in Girl Scouting. Men must never be left alone with girls, but must be accompanied by an unrelated adult female.
- In general, displays of affection between couples are not appropriate in the presence of girls. Please remember that this experience is for the girls and their personal development.

Guidelines for Working with Juliettes (Independently Registered Girls)

In order for independently registered girls, Juliettes, to have a broader Girl Scout experience, groups planning a larger-than-troop event are encouraged to involve these girls.

1. To obtain a list of independently registered girls by program levels, contact your registrar or your Membership Specialist in your service area.
2. Juliettes may be placed in a special group for the program event with a designated group leader responsible for them. This responsibility would include information, permission slip, health history, in-town-contact, supervision at the event, etc.

or

Juliettes may be placed in troops for the program event and the troop leader would be responsible for information, permission slip, health history, in-town-contact, supervision at the event, etc.

3. When inviting Juliettes to a wider-than-troop program these things need to be considered:
 - Permission slips
 - Health history
 - Release Authorization
 - Pre-registration -- any fee collected
 - Transportation to and from event
 - Designated supervisory adult
 - Check in and check out procedures
 - Financial aid availability
 - Confirmation of attendance, detailed information
 - Equipment needed and schedule
4. A permission slip and health history can be attached to the informational flier given to Juliettes. The independently registered girl will need to complete the *Health History* and obtain parent signature.
5. It is important for the Juliettes to have an opportunity to get acquainted with the group prior to attendance if possible or helping all girls get to know each other at the event.

Safety Management for Service Unit/Group Overnight Events

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 a 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.

The essential elements of the emergency plan are:

- an emergency signal, clearly understood by all
- a safe designated location where everyone assembles when the alarm is sounded **or** a system where each group assembles in a specified location and sends a runner to report and receive instructions
- a method for determining if all girls and adults are present and accounted for.
- a delegation of authority and responsibility for communication with fire officials, people on site, Council staff and parents
- a clear understanding, developed with the site owner, of the procedure to follow if a fire starts in the area

Develop the Emergency Plan prior to the event. The Plan should be included in the pre-event information packet given to troop leaders and other adult supervisors. Conduct an emergency drill at the event for all participants or make it known where exits are located and procedure to follow if there is an emergency.

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. 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 in 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.

Tips and Tools

EVENT TIME LINE WORKSHEET

| Job To Be Done | Who Will Do It | Date Completed |
|--|----------------|----------------|
| Recruit task group | | |
| Define program/consider relevant historical factors | | |
| Identify/visit potential sites | | |
| Make site reservations | | |
| Recruit First Aider | | |
| Design flier | | |
| Notify Service Unit Treasurer If necessary | | |
| Develop a schedule for the event | | |
| Develop timeline for accomplishing tasks | | |
| Calendar task group meeting dates | | |
| Develop event budget | | |
| Submit completed Special Event Application and draft flier to Service Center MDS - Program | | |
| Obtain all necessary permits and purchase additional insurance | | |
| Recruit resource people | | |
| Determine event staff needed | | |
| Design and order patch (optional) | | |
| Email and print flier with registration form | | |
| Develop evaluation forms | | |
| Reserve, pick up, and return equipment | | |
| Print any necessary written materials and evaluation forms | | |
| Order portable restrooms | | |
| Confirm all reservations and resource people | | |
| Notify appropriate emergency and law enforcement personnel | | |
| | | |

EVENT TIME LINE WORKSHEET – POST EVENT

| Job To Be Done | Who Will Do It | Date Completed |
|---|----------------|----------------|
| Post Event | | |
| Send thank-you letters | | |
| Ensure remaining expenses are paid | | |
| Recognition for task group | | |
| Review and compile evaluations | | |
| Service hours acknowledgement | | |
| Submit post event publicity and photos to council communications department | | |
| Submit Special Event Final Report | | |

EVENT BUDGET WORKSHEET

| Anticipated Expenses | Budgeted Expenses | Actual Expenses |
|-------------------------|-------------------|-----------------|
| Site rental fee | | |
| Printing – fliers, etc. | | |
| Office supplies | | |
| Postage | | |
| Equipment rental | | |
| Sanitation | | |
| Patches | | |
| Photos | | |
| Program supplies | | |
| Housekeeping supplies | | |
| First aid supplies | | |
| Food, drinks, ice, etc. | | |
| Recognition items | | |
| Other – specify | | |
| Other – specify | | |
| Total Expenses: | | |
| | | |
| Anticipated Income | Budgeted Income | Actual Income |
| GS Fee (total)) | | |
| Adults Fee (total) | | |
| Tag-Along Fee (total) | | |
| Troop Fee | | |
| Total Income: | | |

PLAN OF WORK SPECIAL EVENT COMMITTEE

| | | | |
|--|----------------------------|------------------------------------|----------------------------------|
| TYPE OF EVENT | DATES | APPROVED BY | |
| DATE | PURPOSE OF EVENT | | |
| FOCUS | | | |
| COMMITTEE | | | |
| NAME | | POSITION | CHAIR |
| ADDRESS | PHONE(S) | EMAIL | |
| NAME | | POSITION | |
| ADDRESS | PHONE(S) | EMAIL | |
| NAME | | POSITION | |
| ADDRESS | PHONE(S) | EMAIL | |
| NAME | | POSITION | |
| ADDRESS | PHONE(S) | EMAIL | |
| NAME | | POSITION | |
| ADDRESS | PHONE(S) | EMAIL | |
| NAME | | POSITION | |
| ADDRESS | PHONE(S) | EMAIL | |
| DUTIES AND TASKS | PLANS AND DECISIONS | DATE STARTED/ COMPLETED | PERSON(S) RESPONSIBLE |
| PRE-PLANNING AND ORGANIZATION MEETINGS OF COMMITTEE: | | | |
| Place | | | |
| Dates | | | |
| Minutes/Reports | | | |
| Evaluation Meeting | | | |
| Schedule of meeting during event | | | |
| Financing of committee expenses | | | |
| Re-confirmation of staff assignments | | | |
| Re-confirmation of consultants, site, etc. | | | |

| DUTIES AND TASKS | PLANS AND DECISIONS | DATE STARTED/ COMPLETED | PERSON(S) RESPONSIBLE |
|---|---------------------|----------------------------|--------------------------|
| 1. MECHANICS: Event application filed | | | |
| Establish event timeline | | | |
| Reservations/permits (IN WRITING) | | | |
| Site contact persons/phone #'s | | | |
| Bills-How/by whom paid | | | |
| Map to site and of site | | | |
| Alternate site/rain date if applicable | | | |
| 2. PHYSICAL ARRANGEMENTS: Rooms: Meetings, registration, headquarters | | | |
| Hostess, displays, announcements | | | |
| Religious services if applicable | | | |
| Information pertinent to site | | | |
| Latrines/showers | | | |
| Current site regulations/boundaries | | | |
| Maintenance/clean-up | | | |
| Smoking regulations and site | | | |
| Special arrangements for men attending | | | |
| 3. HEALTH AND SAFETY: Nearest doctor, name and phone | | | |
| Hospital address, phone and map | | | |
| Notify hospital of presence on site, dates, clear emergency procedures | | | |
| First Aid Station on site (staffed at all times) | | | |
| Master list of all personnel | | | |
| Water - drinking, not available, disposal | | | |
| Evacuation procedures | | | |
| Emergency alarm/announced-posted | | | |
| Transportation | | | |
| Permission slips/health forms, cards | | | |
| Ratio of adults to girls – see Volunteer Essentials | | | |

| DUTIES AND TASKS | PLANS AND DECISIONS | DATE STARTED/ COMPLETED | PERSON(S) RESPONSIBLE |
|---|---------------------|----------------------------|--------------------------|
| 4. BUDGET: | | | |
| Financing of event | | | |
| Establish a Receipt System | | | |
| Fees - Cover what? | | | |
| How collected/by whom, when, banking | | | |
| Building the budget | | | |
| Final financial report | | | |
| Insurance - non-scout/adult-child | | | |
| 5. EQUIPMENT: | | | |
| Equipment available on site | | | |
| Equipment for which committee will make arrangements | | | |
| Electric outlets needed/where | | | |
| Storage (handling during event) | | | |
| Transportation to and from site | | | |
| 6. FOOD: | | | |
| Menus | | | |
| Scheduling | | | |
| Purchasing/storing/contracts | | | |
| Food handling | | | |
| Dish washing | | | |
| Adequate crew | | | |
| 7. TRANSPORTATION: | | | |
| Arrival and departure procedures | | | |
| Bus contracts/schedules | | | |
| Chaperones | | | |
| Adult drivers with appropriate license | | | |
| 8. PRINTED MATERIAL: | | | |
| Announcement/flier | | | |
| Registration procedures and forms | | | |
| Confirmation of registration | | | |
| Information needed for participation | | | |
| Schedule of event - CLOCK | | | |
| Distribution before/at/during | | | |
| Evaluation forms | | | |

| DUTIES AND TASKS | PLANS AND DECISIONS | DATE STARTED/ COMPLETED | PERSON(S) RESPONSIBLE |
|---|---------------------|----------------------------|--------------------------|
| 9. PROGRAM | | | |
| Opening/closing Ceremonies | | | |
| Scouts' Own | | | |
| Schedule of Events - Clock | | | |
| Consultants/Training | | | |
| 10. RECOGNITION | | | |
| Design patches | | | |
| Order patches | | | |
| Committee recognitions | | | |
| Other | | | |
| Pre-event planning with participants/girls/adults | | | |
| Pre-event training of staff - girls/adults | | | |
| 11. HOSTESSING (SPECIAL GUESTS): | | | |
| Invitations | | | |
| Arrivals/Departures during event | | | |
| Plans for participation | | | |
| 12. PUBLIC RELATIONS: | | | |
| Promotion | | | |
| Media Coverage | | | |
| Photographer | | | |
| Feature stories | | | |
| 13. EVALUATION AND FOLLOW UP: | | | |
| Schedule for distribution of evaluations | | | |
| Collection of evaluations | | | |
| Summarize evaluations, make recommendations/ suggestions for future events | | | |
| Volunteer Staff Evaluations | | | |
| Write appropriate thank you's | | | |
| Special Event Director's Evaluation | | | |
| Pictures to Council for Public Relations | | | |
| Financial Reports | | | |



PARENTAL CONSENT FOR FIRST AID TREATMENT

greater los angeles (This is a supplement to *Consent for Emergency Medical Treatment*. Medications, including over-the-counter products, must not be given without prior written permission)

I, _____, hereby consent to any Girl Scout First Aider to administer at her or his discretion the following items for first aid treatment to my child,

_____.

(Initial yes or no)

| ITEM OR ITS GENERIC EQUIVALENT | YES | NO | NOTES |
|-----------------------------------|-----|----|-------|
| Neosporin | | | |
| Caladryl Lotion | | | |
| Tylenol | | | |
| Advil | | | |
| Dramamine | | | |
| Cough Drops | | | |
| Aloe | | | |
| Pepto Bismol | | | |
| Rubbing Alcohol | | | |
| Baking Soda | | | |
| | | | |
| | | | |
| | | | |

I further consent to any Girl Scout First Aider to remove foreign objects from my child's body, including but not limited to, splinters, glass, gravel, bee stingers, and thorns.

I understand that I am responsible for providing the above-mentioned items for my daughter.

I understand that I am responsible for providing my child with her own sunscreen and/or insect repellent and that the Girl Scout Leader or First Aider will not provide these.

I will discuss any known allergies with the Girl Scout Leader and/or First Aider.

I have read and understand the above for allowing first aid treatment for my daughter and agree to all of the conditions and terms in this consent.

This supplemental Consent for First Aid Treatment is effective through September 30, 2_____, unless written revocation is given to my daughter's Girl Scout Leaders.

[The definition of "First Aider" is found in Volunteer Essentials 2012 p. 57.]

Parent/Guardian Signature: _____ Date: _____

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

Troops responsible for first aid? _____

Event First Aider: _____ Level 1 or 2 _____ (Level 2 for groups of >200)

Certified by _____ Certification expires _____

Lifeguard/CPR Pro _____

Certified by _____ 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

Safety Management Plan for Service Unit/Group Overnight Events

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 _____

Troops responsible for first aid? _____

OR

Event First Aider: _____ Level 1 or 2 _____ (Level 2 for groups of >200)

Certified by _____ Certification expires _____

Lifeguard/CPR Pro _____

Certified by _____ 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
- ☐ Expectations for girl readiness and skill level determined and communicated
- ☐ Arrangements for any specialized equipment made
- ☐ Program leaders have necessary training/documented experience/certification
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- ☐ 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



Girl Scouts of Greater Los Angeles

Special Event - Flier Checklist

1. For events with Council-wide participation, use: **Girl Scouts of Greater Los Angeles** (upper case, lower case - not all capitals) at the top of the flier.
2. Underneath **Girl Scouts of Greater Los Angeles**, put the group sponsoring the event; i.e., Service Unit name, Troop/group name or number.
**You may use the standardized Girl Scout logo (see above) or
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
 - b. 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
12. Registration start & ending dates (Deadline: Yes or No)
 - a. Example: Registration accepted after May 1, Limited space - register ASAP
13. Adult/Girl Ratios: Minimum adults? Extra adults needed? Tagalongs need an accompanying adult, not included in ratios for girls. First Aider necessary?
14. Level of **required training** for participation; i.e., must have **Outdoor Education Level 1**. (if applicable)
15. What participants are expected to bring / supply
16. **Event Emergency Contact** - Include Name / Phone number / Cell number
17. 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, easy to read No Background graphics Not too crowded No more than two fonts

APPLICATION FOR ALL SPECIAL EVENTS

Special Event: Any event consisting of four or more troops gathered for the purpose of Girl Scout activities beyond the scope of regular troop meetings.

| | | | |
|---|--|---------------------------------|--|
| INSTRUCTIONS: Complete this form and submit to the Service Unit Manager for approval. Send this form with the flier copy attached to the Service Delivery Specialist in Program for final approval. The following application should be submitted to SDS in Program for approval at least 2 months prior to the event. | | | |
| Name of Event: | | Date/Time: | Type of Event: (example: Encampment or workshop) Hosting Service Unit or Troop: |
| Location of Event: | | Site Phone #: | This event is open to: |
| Address: | | | |
| City: | | Zip: | Troop Money Earning Project: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Money Earning Application Filed: |
| Emergency Hospital: | | | |
| Number of Volunteer Adults: | | Number of Program Aides: | |
| Anticipated Number of Participants: | | | |
| Daisy | | Cadette | Total Number of Girls: |
| Brownie | | Senior | Total Number of Non-Scouts: |
| Junior | | Ambassador | Total Number of Adults: |
| Non-Scouts | | Adults | Is this a recruitment event? Yes <input type="checkbox"/> No <input type="checkbox"/> |
| Circle the Focus Area(s) addressed: STEM Environment & Outdoor Business Smarts Arts & Culture Wellness & Healthy Living | | | |
| Brief statement of the focus or purpose of this event: | | | |
| Have you ensured there is girl planning?: Yes <input type="checkbox"/> No <input type="checkbox"/> Briefly describe: | | | |
| Additional insurance is required for this event: Yes <input type="checkbox"/> No <input type="checkbox"/> Date Obtained: | | | |
| Is a location contract required? Yes <input type="checkbox"/> No <input type="checkbox"/> Proper signature obtained. See Volunteer Essentials Yes <input type="checkbox"/> No <input type="checkbox"/> Date: | | | |

| | | | |
|--|--|--|--------------------|
| Volunteer Event Director (adult): | Street Address, City, Zip: | Email: | Phone: |
| Volunteer Co/Asst Director(s) (adult): (if applicable) | Street Address, City, Zip: | Email: | Phone: |
| Volunteer Event Director (girl): | Email: _____ Phone: _____ | | |
| Volunteer Financial Manager (adult or girl): (if applicable) | Email: _____ Phone: _____ | | |
| First Aider: | Email: _____ Phone: _____ | | |
| CPR/FA Course completion date: | Level 2 required? (over 199 participants) Yes <input type="checkbox"/> No <input type="checkbox"/> Date completed: _____ Is the First Aider a Medical Professional? Yes <input type="checkbox"/> No <input type="checkbox"/> | | |
| Volunteer for Outdoor Education: (if applicable) | Email: _____ Phone: _____ | | |
| Emergency Contact for Event: | Email: _____ Phone: _____ | | |
| Approval signatures are required by the following: | | | |
| Volunteer Event Director: Print Name: _____ | | Signature: _____ | Date: _____ |
| Service Unit Manager (or designee): Print Name: _____ | | Signature: _____ | Date: _____ |
| Comments: | | | |
| Service Delivery Specialist – Program (or designee) | | Date: _____ | |
| Date Final Report is due: | | | |
| Approval: | Event : Yes <input type="checkbox"/> No <input type="checkbox"/> | Flier: Yes <input type="checkbox"/> No <input type="checkbox"/> | |

Girl Scouts of Greater Los Angeles

FINAL REPORT FOR ALL SPECIAL EVENTS

| | | | | |
|--|--|--------------|---------------|---------------------------------------|
| INSTRUCTIONS: Complete this form within 30 days after your event. Submit one copy to the Service Unit Manager and one copy to the Regional Service Delivery Specialist-Program. | | | | |
| Name of Event: | | Date: | | Hosting Service Unit or Troop: |
| Location of Event: | | | | |
| Number of Participants: | | | | |
| Daisy | | Cadette | | Total Number of Girls: |
| Brownie | | Senior | | Total Number of Non-Scouts: |
| Junior | | Ambassador | | Total Number of Adults: |
| Non-Scouts | | Adults | | Total number of Troops: |
| Volunteer Financial Manager (adult or girl): | | | Email: | Phone: |

Total Expenses: \$ _____

Total Income: \$ _____

Net Income \$ _____

| | | |
|--|-------------------|--------------|
| What will be done with the balance of the funds? | | |
| Summarize the Girl/Adult feedback: | | |
| Event Director: | | |
| Print Name: | Signature: | Date: |
| Service Unit Manager (or designee): | | |
| Print Name: | Signature: | Date: |
| Comments: | | |
| Service Delivery Specialist – Program (or designee) | | Date: |



Troop/Group Money - Earning Project Application

Please check the box indicating the type of money-earning project you will be doing with your troop/group.

☐ If your project does not include program activities for other troops the Service Unit Manager will be the final approval. (for example: bake sales, car washes, recycling.) Please complete this

form and submit it to your Service Unit Manager, who will verify product sale participation for approval **no less than two weeks** before the project date. **You may not complete the project without proper approval.**

☐ Projects that include program for other troops, groups or individual girls must be submitted **no less than four weeks** before the event to your Service Unit Manager. The Service Unit Manager will approve the request and immediately forward it to the Program Department in the nearest Service Center for approval. **The Program Specialist will notify you of approval via e-mail or telephone. You may not complete or advertise for the project until you have been approved by the Program Specialist.**

Approval will not be given unless the troop/group is in good financial standing with the council. Note: Girl Scout insurance covers only projects that are approved.

Date of Application:

Date of Money Earning Event:

Troop #

☐ Daisy ☐ Brownie ☐ Junior

Service Unit

☐ Cadette ☐ Senior ☐ Ambassador

Leader's Name:

E-Mail:

Leader's Address:

City, State, Zip:

Day Phone:

Evening Phone:

Bank Name:

Account Number:

Number of girls participating in this project, by program grade level:

Daisy

Brownie

Junior

Cadette

Senior

Ambassador

Is the troop leader the adult in charge of the event? ☐ Yes ☐ No **Is there a girl in charge of the event?** ☐ Yes ☐ No

If "No", who is the adult in charge? Include their name, address, day and evening phone numbers.

Type of project (i.e. bake sale, T.V. taping etc.) _____

Location of event; _____

Reason additional funds are needed:

How much do you expect to earn? \$

Did girls help to plan this event? ☐ Yes ☐ No

If "No" please explain:

Our troop/group (please circle) has/will participate in a product program this Girl Scout membership year. ☐ Yes ☐ No

If not, please explain:

Guidelines for Troop money Earning Projects: Please refer to the GSGLA Troop/Group Revenue Earning Policy found on the GSGLA Website in forms and Documents.

I(we) have received the Policies concerning troop/group money earning and agree to adhere to them. I (we) have reviewed this form and understand my (our) responsibilities.

| Estimated Revenue and Expenses for the current Girl Scout Membership Year (Estimated Troop Budget) | | | |
|---|-----------|----------------------------------|-----------|
| Account Balance on Financial Report | \$ | | |
| Revenue | | Expenses | |
| Troop Dues (# girls X # meetings X \$ per meeting) | \$ | Registration/ Family Partnership | \$ |
| Troop Profit from Council Product Sale | \$ | Cost of Special Events/Trips | \$ |
| Family Partnership - Troop Credit | \$ | Other (please list): | |
| Other (includes money earning, sponsorships) | | | \$ |
| _____ | \$ | _____ | \$ |
| _____ | \$ | _____ | \$ |
| TOTAL REVENUE | \$ | TOTAL EXPENSES | \$ |
| <div> <div>Signature of Adult in charge of Project</div> <div>Signature Of Girl in charge of Project</div> <div>Date</div> </div> <div> <div>Signature of Troop Leader (if different from above)</div> <div>Date</div> </div> | | | |

Please complete the following budget estimate for the current Girl Scout Membership Year.

| Approval will not be given unless the troop/group is in good financial standing with the council. | |
|--|---|
| <div> <div>_____</div> <div>Signature of Service Unit Manager (or designee)</div> </div> | <div> <div>_____</div> <div>Date</div> </div> |
| <input type="checkbox"/> Check here if troop/group has participated in GSGLA Product sales program in the last year. | |

Projects that include program for other troops, groups or individuals must have GSGLA approval.

Did the troop participate in a product sale in the past 12 months?

☐ Yes ☐ No

Product Sales Manager or Designated Representative

Date

☐ Approved

GSGLA Program Department Representative

Date

If required, please submit this form to the nearest Service Center for approval. For your convenience, below are addresses and fax numbers for each GSGLA Service Center.

Arcadia Service Center

101 E. Wheeler Ave.
Arcadia, CA 91006
Fax # (626) 447-0683

Montclair Service Center

9525 Monte Vista Ave.
Montclair, CA 91763
Fax # (909) 626-3639

Marina Service Center

4551 Glencoe Ave., Suite 140
Marina del Rey, CA 90292
Fax # (310) 821-0118

Long Beach Service Center

4040 N. Bellflower Blvd.
Long Beach, CA 90808
Fax # (562) 429-2751

Woodland Hills Service Center

20931 Burbank Blvd. Suite A
Woodland Hills, CA 91367
Fax # (818) 444-0314

Lancaster Service Center

2330 Mall Loop Rd. # 119
Lancaster, CA 93536
Phone: (661) 723-1230

Santa Clarita Service Center

21515 Soledad Canyon Rd. # 118
Santa Clarita, CA 91350
Phone: (661) 287-1985