



COUNCIL-SPONSORED EVENT APPLICATION FOR APPROVAL

Complete this form, including signature, and submit electronically (via email) as a Word document to ccahoon@gsutah.org at least **SIX WEEKS** prior to your planned event date (If unable to submit electronically you may fax the form to (801) 261-1213 or mail to Girl Scouts of Utah). All service units planning to host a council-sponsored event must receive permission from the council prior to hosting an event.

Service Unit: _____

Name of Event: _____

Who can participate (mark all that apply): Girl Only Girl/Adult Troop Family Friend

Event Date: _____

Time (beginning & ending): _____

Grade Level (K-12, 4-5, etc): _____

Event Location (including address with zip code): _____

Registration for this program closes: Month _____ Day _____

Fee: Girls: \$ _____ Adults: \$ _____ Non-Girl Scouts \$ _____

Limit: Girls: Minimum _____ Maximum _____ Adults: Minimum _____ Maximum _____

Registration closes on Month _____ Day _____

Briefly describe event for marketing purposes in a fun way that would encourage participation:

Anticipated Income: _____ Anticipated Expenses: _____
Attendance Expectations: Girl members: _____ Non-troop affiliated girls: _____
Female adults: _____ Tag-a-longs: _____ Male adults: _____

We plan to utilize the support of council staff for registration-confirmations. Yes No

If using GSU for this service please consult the current fee schedule included with this form.

I acknowledge that I have read the fee schedule and understand that our service unit will be charged the fee. Yes No

Confirmations: Service Units must have a confirmation ready to send to GSU once the event has been closed. You will need to supply the following information: date, time, location with complete address, driving instructions if difficult to find location, cell phone number of the person managing the event in case of additional questions, and additional information such as what to wear, what to expect and schedule of activities.

I understand the monies collected for registrations will be deposited directly in the service unit bank account on/about the first or fifteenth of the month after I have confirmed the event and sent GSU a confirmation to send to the registrants. Yes No

Marketing an Event

Mark below if you would like to have your Council-Sponsored Event listed in the Girl Scouts of Utah *Pathways to Fun Stuff in Girl Scouting* calendar booklet or marketed by emails or other means. Mark the box below for your selected booklet publication date:

<input type="checkbox"/>	Any event date scheduled for October, November, December, January, February, or March will be announced in the fall <i>Pathways to Fun Stuff</i> issue that is mailed in September. To get your event published in this issue, this form must be submitted to the Program Department no later than April 30.
<input type="checkbox"/>	Any event date scheduled for April, May, June, July, August, or September can be announced in the spring <i>Pathways to Fun Stuff</i> issue that is mailed in March. To get your event published in this issue, this form must be submitted to the Program Department no later than October 31.
<input type="checkbox"/>	We understand that this event will not be marketed in the <i>Pathways to Fun Stuff in Girl Scouting</i> . However, please help in marketing by listing our event in emails or on the GSU web site, or any other means of distribution.

Please attach any flyer you have created to publicize your event. Make sure you have followed all council guidelines when using the Girl Scout logo.

Event Director's Name: _____

Address: _____

City, State, Zip: _____

Phone: (Day) _____ (Cell phone) _____

Email Address: _____

When did the Event Director complete Event Director training? _____

First Aider Name: _____

First Aider Phone Number: _____

I will follow all Girl Scouts of Utah policies, procedures, and use the guidelines in *Volunteer Essentials* to conduct a safe, fun event for Girl Scouts.

Service Unit Event Director

Email forms to:
ccahoon@gsutah.org
(801) 716-5089

or fax to: (801) 261-1213

or mail to: Girl Scouts of Utah
PO Box 57280
Salt Lake City, UT 84157-0280

<i>FOR OFFICE USE ONLY</i>
Received at GSU by _____
Date _____



Fee Structure for Council-Sponsored Events Hosted by a Service Unit

Due to the increased costs associated with banking fees, Girl Scouts of Utah (GSU) has adjusted Service Unit fees based on the number of registrations received for each event. This is applicable only when GSU accepts registrations and sends confirmations. Unfortunately, we are not able to subsidize programs at the level in which we have in the past. Please note: Service Units may do their own registrations and confirmations with no additional fee.

The fees will be charged based on the cost of the event and number of registrations. Please keep this in mind while planning program budgets.

Cost of Event Per Person	1-50 Registrations	51-100 Registrations	101-200 Registrations	201-300 Registrations
Up to \$5.00	\$15	\$30	\$40	\$50
\$5.01-\$15.00	\$20	\$40	\$50	\$60
\$15.01-\$25.00	\$25	\$50	\$60	\$70
\$25.01-\$30.00	\$30	\$60	\$70	\$80
\$30.01-\$40.00	\$40	\$70	\$80	\$90
\$40.01-\$50.00	\$50	\$80	\$90	\$100

For events over \$51 and 301 participants, please contact Carly Cahoon, Pathways Coordinator (801) 716-5089

Additional details:

- GSU will continue to deduct these charges from your incoming registration fees. Once your event has closed and confirmations sent, deposits are made by direct deposit on or around the 15th and 30th of each month
- Cookie kick-offs are not included in this new fee structure and will continue to be free

Please remember that Service Units that host at least one council-sponsored event during the membership year (October-September) will receive an additional two cents for each box of Girl Scout cookies ordered by the troops/groups within the service unit. You usually receive this money via direct deposit in the month of September.

Girl Scouts of Utah provides the following to those who wish to offer a council sponsored event hosted by a Service Unit:

- Event Director training twice a year
- Assistance and advice with program planning
- Marketing through the Fun Stuff Brochures, e-mails, and the GSU web site
- Distribution of flyers to other service units when requested (the service unit must pay for copies)
- Processing of registrations and confirmations
- Collection of participant information from our data base
 - Includes address, phone number, e-mail address, registration status (current membership, grade level, troop number etc.)
- Collection of monies for all registrations
- Checks that are returned for insufficient funds are handled by GSU and a collection service, not the service unit
- Processing of program confirmations

All of this saves you time, decreases liability, and increases safety! In addition, it helps volunteers because personal or service unit addresses and phone numbers are not widely advertised.

Thanks for all you do for Girl Scouts.

The Girl Scout Leadership Experience Model

By using the Girl Scouts Leadership outcomes, your event will assist with each girl's personal growth. We suggest that all Service Unit Event Directors familiarize themselves with our Girl Scout Leadership Experience (GSLE) model. You can find helpful tips and tools at: girlscouts.org. Search Girl Scout Leadership Experience where you will find helpful electronic resources.

Is your event:

- Girl Led**
- An event that promotes **Learning By Doing**
- An event that promotes **Cooperative Learning**

Girl Scouts engage in *Discover, Connect* and *Take Action* activities that lead to leadership skills. Will your program produce any of these 15 outcomes?

Discover

1. Girls Develop a strong sense of self

Girls have confidence in themselves and their abilities; feel they are able to achieve their goals and form positive gender, social and cultural identities.

2. Girls develop positive values

Girls form their beliefs and values based on the Girl Scout Promise and Law, learn to consider ethical aspects of situations, and are committed to social justice and community service and action.

3. Girls gain practical life skills

Girls gain skills that prepare them for a positive, healthy and independent future.

4. Girls seek challenges in the world

Girls develop positive attitudes toward learning, seek opportunities for expanding their knowledge and skills, set challenging goals for themselves, and take appropriate risks.

5. Girls develop critical thinking

Girls learn to examine ideas from a variety of viewpoints and further use critical thinking to explore implications of gender issues for their lives and their leadership development.

Connect

1. Girls develop healthy relationships

Girls learn to form and maintain meaningful and caring relationships, communicate effectively, protect their rights in relationships, and know when to seek help from others.

2. Girls promote cooperation and team building

Girls recognize the value of working together and learn to make decisions that benefit the whole group. They can build effective teams, learn to be accountable for shared goals, and show recognition for others accomplishments and contributions.

3. Girls can resolve conflicts

Girls learn to recognize and analyze different conflict situations and develop skills for constructive conflict resolution and prevention.

4. Girls advance diversity in a multicultural world

Girls learn to think and act in a way that promotes an inclusive environment, respecting and valuing diverse backgrounds, viewpoints, and life experiences.

5. Girls feel connected to their communities, locally and globally

Girls feel that they are part of a larger community and recognize the importance of building diverse, supportive, social networks for their personal and leadership development.

Take Action

1. Girls can identify community needs

Girls learn to identify issues in their local and global communities and come up with realistic possibilities for action.

2. Girls are resourceful problem solvers

Girls can use their knowledge and skills to set up and implement creative and effective “action plans,” locate tools and resources they need, and know when, where, and how to enlist help from others.

3. Girls advocate for themselves and others, locally and globally

Girls develop the ability to speak out on their own behalf and seek opportunities to act and speak on behalf of others.

4. Girls educate and inspire others to act

Girls learn to effectively explain their ideas to others and motivate them to get involved in community service and action.

5. Girls feel empowered to make a difference in the world

Girls feel empowered to use their leadership skills to effect change in their lives and their world and feel their contributions are valued in the larger community.

Please keep in mind the following resources as you plan your event:

- Girls Guide to Girl Scouting
- Journeys

If you are unsure of how to match your event to any of these outcomes or processes please call Carly Cahoon at 801-716-5089 for more information.