

Service Unit Event Director Position Manual

Thank you for your time, dedication, and commitment to Girl Scouting this year. Your efforts within the Service Unit benefit not only the girls in your area, but also your community as a whole. Your service allows girls the opportunity to enjoy a truly wonderful experience. We appreciate you!

Girl Scouts of Utah (GSU) is happy to provide you with the Service Unit Event Director Manual. This manual will enable you to plan and conduct Service Unit events and activities with confidence. When troops/groups contact you regarding trips, this manual will also provide you with guidelines of how to approve their requests. Your Girl Services Director should be able to answer your questions or find out the answers if your questions require something very specific. Please don't hesitate to contact the Membership Services team or any other council staff member who can assist you.

Because the primary concern at Girl Scouts is the health and safety of the girls and adults we serve, the release and distribution of any Girl Scout membership list to a Girl Scout council or non-Girl Scout entity, or release of any data or information on Girl Scout members, is prohibited except upon approval by Girl Scouts of the United States of America. As a volunteer for Girl Scouts of Utah, you will have access to adult and girl member personal information. You are responsible for safeguarding this information. It should not be shared or used for any purpose that is not related to your volunteer duties.

(Insert Girl Scout Leadership Experience "engine" chart)
(Insert Girl Scout Leadership Experience 15 Outcomes chart)

Girl Scout Leadership Experience

Girl Scout leadership elements consist of activities, processes, short-term outcomes, intermediate outcomes, and long-term outcomes. In Girl Scouting, it's not just what girls do but also how adults engage them in a girl-adult partnership that ensures all participants have a high-quality experience.

Activities (What Girls Do):

Program activities are organized around the three leadership keys (Discover, Connect, Take Action) and are based on the values of the Girl Scout Promise and Law.

Discover

Girls understand themselves and their values and use their knowledge and skills to explore the world.

Connect

Girls care about, inspire, and team with others, locally and globally.

Take Action

Girls act to make the world a better place.

Processes (How Girls Do It):

The processes of girl led, learning by doing, and cooperative learning are integrated into Girl Scout activities. These processes create an environment of fun and friendship for girls, determine the quality of an experience, and make Girl Scouting unique, while also allowing for further development of leadership skills.

Girl Led

The girl led process is just what it sounds like: girls play an active role in figuring out the what, where, when, why, and how of their activities. They lead the planning and decision-making as much as possible. This process ensures that girls are engaged in their learning and experience leadership opportunities as they prepare to become active participants in their local and global communities.

In this process, adults provide:

- Age-appropriate facilitation.
- Structure that ensures that planning, organization, set-up, and evaluation of all activities are done in partnership with girls.

Learning by Doing

This hands-on learning process is something Girl Scouts has incorporated for years. It is not new! However, adults need to now ensure that girls are able to engage in the process and are given time to reflect on their experiences. As girls participate in meaningful activities, they will explore their own questions, discover answers, gain new skills, and share ideas and observations with others. Throughout this process, it is important that girls are able to connect their experiences to their lives and apply what they have learned to future experiences.

Examples of learning by doing activities:

- Separating cookies orders
- Designing and planting a neighborhood flowerbed
- Making up a play or TV commercial script

To reflect on an activity, have girls write in their journals or talk about their experiences in a group setting.

Cooperative Learning

Through cooperative learning, girls work together toward shared goals in an atmosphere of respect and collaboration that encourages the sharing of skills, knowledge, and learning. Working together in all-girl environments also encourages girls to feel powerful and emotionally and physically safe. It also allows them to experience a sense of belonging, even in the most diverse groups.

Examples of cooperative learning:

- Brainstorm as a group
- Set a group goal
- Assign team roles and work together to complete a project

After completing a cooperative learning activity, evaluate as a group what worked well and what to do different next time.

Outcomes

Short-Term and Intermediate Outcomes

As girls take part in Girl Scouts, leaders can review the outcomes—and the signs of those outcomes—to gauge the benefits of the experience. The signs of the outcomes are reflected in what girls may think, say, or do during and after a leadership experience. These signs help adults determine the success of a particular experience.

Service Unit Events

The responsibility of the Service Unit Event Director is to determine how many events the Service Unit wants to sponsor and to make sure the Service Unit follows procedures that have been set up to help provide a fun, rewarding, and safe experience for girls and adults.

This manual has been developed to provide support and direction for all adults, experienced and inexperienced, who accept the responsibility of planning, conducting, and evaluating a Girl Scout event in our council. The manual will help you break down a “big event” into manageable pieces.

Why do Girl Scouts have events?

- To recruit girls and adults
- To retain girls and adults
- To teach, gain knowledge, and develop new skills (Discover)
- To team with others, locally and globally (Connect)
- To provide service (Take Action)
- For fellowship and fun
- To supplement troop/group programming

Decisions to make:

- What Girl Scout outcome(s) do you want to achieve?
- What type of event will you have to help achieve these outcomes?
- What is the purpose of the event (recruitment, retention, fundraising)?
- Who is your target audience? (All grade levels? One grade level? Families and friends?)
- What is the anticipated number of participants?
- Will the event support the goals of the Service Unit?

Girls are either directly or indirectly the reason for hosting and sponsoring any Girl Scout event or activity. All events should relate to the Girl Scout Mission: Girl Scouting builds girls of courage, confidence, and character, who make the world a better place.

Tag-alongs

Anyone who is not registered for an event is considered a tag-along.

For insurance purposes and to ensure the safety of all Girl Scout participants, tag-alongs are not allowed at program activities.

Definitions of Types of Events

Council-Sponsored Event Hosted by the Service Unit

This event is planned and conducted by the Service Unit but is open to all girls throughout the council jurisdiction. These events are designed to:

- Provide council-sponsored events in all areas of the council.
- Allow girls to apply for financial aid and use activity credits.
- Provide the Service Unit with additional financial start-up money for other events.

Each Service Unit that hosts 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.

Money will be deposited into the Service Unit checking account by the end of the membership year in which the event is completed.

To host a council-sponsored event, each Service Unit must have an Event Director who has taken GSU Event Director training. At least one member of the event committee must have also taken this training. We encourage Girl Scouts in grades 6–12 to be part of the committee.

Service Units must submit a "Council-Sponsored Event Request for Approval" form (#02-PRO-0058) at least six weeks prior to an event. Please note: If your Service Unit wants to benefit from council marketing in the *Fun Stuff Happening in Girl Scouting* booklet, the date to submit the form may be different.

Service Units that choose to host a council-sponsored event are responsible for the organization of the event. Each Service Unit must submit a financial statement, receipts, and evaluations within two weeks of the event. The financial statement and receipts need two signatures not of the same household (preferably the Service Unit Event Director and Finance Director). All check or debit transactions can be signed by one person on the account.

Day Camp

Day camp consists of 12 hours of programming over a consecutive number of days. Girls sign up as individual campers and are placed in units. Girls and unit staff carry out planned activities. GSU staff provides training for Service Unit day camp directors. **Day camps must be applied for and approved by the council's Director of Outdoor Program.**

Note: Day camps are considered council-sponsored but do NOT count as an event that qualifies for the extra two cents a Service Unit may earn. This money only applies to council-sponsored events hosted by a Service Unit.

Fundraising Events

Fundraising often relates to short-term needs to support Girl Scouting and may be part of a Service Unit's fund development plan. Fundraising is the responsibility of adults. Program events or activities that generate funds from girls (event fees, participation charges, etc.) are not considered fundraising events. **Fundraising events must be approved by the council Development and Alumni Relations department (DARD).**

Never-the-Same Weekends

This event opportunity is designed for Service Units that want to enjoy a weekend at Camp Cloud Rim or Trefoil Ranch. A complete packet will be distributed to the Service Unit Event Director in September. You may request this packet by calling the receptionist at the Salt Lake Council Resource Center (CRC). The packet contains an application, program options, dates, and guidelines.

A \$160 non-refundable reservation fee (to cover facility rental) is due with the application. Housing will be provided in the bunkhouse and/or lodge. Service Unit volunteers have found Never-the-Same Weekends to be a great place to hold mother/daughter events and to discover the value of the Girl Scout camp experience. Service Units may plan their own weekend or choose from GSU-planned activities.

Note: Never-the-Same Weekends do NOT count as events that qualify for the extra two cents a Service Unit may earn. This money only applies to council-sponsored events hosted by a Service Unit.

Service Unit Event

Service Unit events consist of activities planned, hosted, and conducted for girls and adults in a geographical Service Unit. These events are based on members' needs and interests. Service Units should follow event planning guidelines as outlined in this manual for all events. However, approval for Service Unit events does not need to be obtained from a GSU staff member. Activity credits may not be used to pay for Service Unit events. **Service Unit events must be approved by the Service Unit Director (SUD).**

Note: Service Unit events do NOT count as events that qualify for the extra two cents a Service Unit may earn. This money only applies to council-sponsored events hosted by a Service Unit.

Planning Service Unit Events

Girl Scouts love themed events. If you want to have some fun with your event, select a theme. With this in mind, GSU has moved in the direction of adopting a “cookie theme” each year as our recruitment/retention theme. Using the same theme may be a great way for your Service Unit to stay consistent with the council’s overall message.

Event Committee

How large should your event committee be? Two factors determine the answer to this question: size and intensity. The size of the event, number of available volunteers, and extent of the volunteer tasks are elements of the first factor. The second factor deals with the intensity of the program offered and the willingness and skills of volunteers.

Event Directors should work closely with the entire Service Unit team and discuss all expectations. Before any adults in your Service Unit make a decision about a program event/activity, you should get input from the girls. Putting together a committee should include asking, and getting representation from, both girls and adults. If you want help, you have to ask for it. You have been selected to bring together the best and brightest members of your Service Unit (both leaders and other adults) to plan an event that is meaningful and fun for girls and adults. Ask for help from people who have a proven track record, but don’t forget to use the hidden talents of that brand-new volunteer.

Remember to ask parents and other adults for help. Many adults can help with a specific event for an entire day or even during a portion of a day. Don’t be disappointed if someone turns you down. They may be overworked and, in the long run, you’d rather have the rejection than someone who can’t fulfill a commitment.

The Event Director recruits the event committee, as well as:

- Determines the basic committee positions that need to be filled.
- Determines basic accountabilities for each position.
- Determines the skills needed for each position.
- Decides if positions can be combined (this will most likely be determined by two criteria: the size of the event and the number of people available to help).

Possible event committee positions:

- Finance director
- Publicity coordinator
- Program coordinator
- Facilities coordinator
- Program aides

- Registrar
- First-aider (must have current certification; see *Safety-Wise* pages 36-37)
- Food coordinator (must have current food handler's permit)

Talk with committee members to evaluate their skills, interests, experiences, and expectations before making position assignments. Choose a committee structure that matches your style of leadership and the type of event.

Delegating

The chief purpose of delegating is to divide the workload. Delegating is entrusting an activity or responsibility to another person. It provides opportunities for you and your staff to grow. When asking an individual to perform a task, be prepared to give her/him the following information:

- Exactly what the task is
- How much time the task will require
- How the volunteer can get started

Girl Involvement

An important component of Girl Scouts is having girls involved in the planning and decision-making as much as possible (this is known as the girl led process). Girls want opportunities for leadership. Ask them to get involved—they will tell you what they like and what they want to do. As a Girl Scout adult, you can empower girls by giving them a chance to assist with event planning.

Facilitating a planning session with girls

- Decide the grade level(s) of the girls who will help with the planning of the event. Invite all girls within that grade level to attend the first planning session. Note: Girls should be at least two years older than the girls they are leading.
- Inform girls of the goal of the meeting.
- Tell girls they will be able to plan activities that will be offered at the event. Remind them that they will be doing this as a group.
- Establish guidelines that will encourage and empower girls to:
 - Understand themselves and their values, as well as share their knowledge, ideas, and skills (Discover).
 - Care about, inspire, and team with others in the group; encourage girls to be open to new ideas that may be different from their own, as every idea should be considered (Connect).
 - Vote on the theme of the event and the activities that will take place. Remind girls that if their ideas aren't chosen, they are important members of the planning team.
 - Take ownership of the event, become resourceful problem solvers, and inspire others to have fun and make ideas a reality (Take Action).

- Ensure that girls play an active role as the event is planned. There will be plenty of opportunities for girls to be involved. Examples include sub-committees, program activities, theme/patch design, flyer design, facilitating activities (with the help of adults), and registration.

Selecting Activities

The sky is the limit when selecting activities for an event. How do you choose activities? The following questions will help keep the focus on the girls and the theme:

- What are the desired outcomes for hosting this activity?
- What is the benefit to girls who will participate?
- What leadership skills will participants acquire?
- Is the activity what girls and adults want? (Ask the girls on the committee or send out a questionnaire that asks girls what activities they would like to do.)
- Do the activities meet the purpose of the event?
- How do the activities fit into the overall plan?
- Are the activities appropriate for the grade level, experience, and abilities of the participants? (Refer to *Safety-Wise* and girl and facilitator handbooks for guidelines concerning progression in Girl Scouting.)
- Have *Safety-Wise* guidelines and procedures been checked and followed?
- What preparation is necessary for this activity?
- Is a special site, equipment, and/or supplies necessary? If so, what are they?
- Do girls or troops/groups need to learn special skills before the event?
- Will bad weather affect this activity? What adjustments are necessary?
- Are planned activities possible within the budget?
- How and when are necessary expenses paid?

High Adventure Activities

All High Adventure Activities require advanced council staff approval. Refer to the current GSU *Volunteer Resource Guide* for a list of approved/not approved High Adventure Activities. Please use the "High Adventure Activity Application" form (#02-0071), found in the "Forms" section of this manual, or go online to www.gsutah.org. Do not sign any agreement or release form prior to approval of your adventure. Because each outfitter/instructor is different, council staff approval must be obtained from the GSU Education Manager. Allow a minimum of four weeks for the application process.

Event Facility Selection

Site Selection

When selecting a place to hold your event, consider the following items:

- Area: Is the area large enough for the maximum number of participants you wish to serve?
- Accessibility: Can everyone, including those with disabilities, access the facility or area? Can emergency vehicles access the area?
- Good traffic flow that meets the fire safety code. Easy evacuation in case of fire or other emergencies.
- Sufficient parking.
- Cost, including deposit, rental fees, contracts, hold-harmless agreements (will you need to sign one?), and maintenance fees.
- Reservations; how soon do they need to be made? What about insurance or bringing in licensed vendors (for food, selling items, etc.)?
- Any hazards; if so, can they be removed or well-marked?
- Availability of water.
- Toilet facilities.
- Well-lighted and ventilated.
- Proper food storage area.
- Phone accessibility.
- Who is responsible for maintenance? Repairs? Trash removal? Security?
- Will someone from the site be available to help with problems?

Council Facilities

Our council facilities are open and available for use by our members. If you plan to use council facilities, the CRC receptionist is available to answer questions about arrangements and reservations. Remember to submit your reservation in a timely manner in order to secure the use of any council facility. For a complete list of council-owned property, refer to the *Volunteer Resource Guide*.

Community Locations

Consider using a community site or other local facility for your event, when appropriate. Contact your local Chamber of Commerce, community center, religious building, or other organization for possible event facilities.

If the event will be using the services or site of an outside organization or firm, it is important that a written agreement be used. The written contact serves two purposes. First, it provides an opportunity for both parties to clarify needs and expectations. Remember, verbal agreements are not binding; all contracts must be in writing. Second, a written agreement gives a legal basis for not paying if the firm does not deliver what they promised.

Girl Scouts of Utah bylaws specify that **only the Board of Directors or their appointee(s) may enter into contracts**. The CEO and COO have been authorized by the board to sign contracts. **No one else has that authority**. Troop leaders, Service Unit Directors, and Event Directors have NOT been authorized to enter into contracts for Girl Scouts.

Event Costs

To determine actual costs of an event, the committee needs to answer the following questions:

- Will there be a fee for the group and/or individual registrations?
- Will adults pay full or partial fees, or attend free of charge?
- Will staff pay a discounted amount, or attend free of charge?
- What items can be donated or underwritten?
- Do you want GSU staff to take registrations, collect event fees, and send out confirmations? (This service has a minimal charge.)
- What is the deadline and refund policy?
- Will there be any modifications for early and/or late registrations?
- Will the event be sponsored by the council? (Activity credits may be used.)
- What are the minimum and maximum numbers of participants?
- Does the Service Unit have money in the account to cover costs until registration fees are received?

The Service Unit Event Director should know the break-even amount (minimum number of participants required to meet expenses) and publish minimum and maximum numbers on the event flyer and marketing pieces.

Before deciding on the event fee, make a thorough list of all the expected expenses by using a Service Unit event budget worksheet and the event supply list.

Event Supply Costs

Every event requires some type of supplies. The cost of these items needs to be included in the overall cost of the event. Don't forget to decide how to pay for materials and other items. Determine if the Service Unit will be using a central buying process and reimbursing individuals for each purchase/receipt.

Volunteers who will be purchasing event supplies need to know exactly how much has been budgeted for each item. If one item costs more than the budgeted amount, another item will have to cost less. Early in the planning process, a decision must be made concerning what will be done in case of an overage or deficit.

Suggestions of items that may need to be purchased for an event:

Site:

- Camp fees, site rentals, or permit fees
- Equipment rental (portable toilets, tents/tarps, PA system, trailers, Girl Scout equipment, tables/chairs, parking cones)
- Maintenance fees (garbage pick-up, custodial work, site preparation or repair, security personnel)
- Transportation rental (bus, van, etc.)

Printing:

- Program materials
- Flyers (paper and printing)
- Correspondence
- Meeting minutes
- Confirmation materials
- Registration forms
- Event release/health history forms
- Sign in/out logs
- Evaluation forms
- Envelopes

Housekeeping Supplies:

- Tissues
- Toilet paper
- Paper towels
- Soap
- Cleaning supplies
- Ziploc bags
- Tape
- Paper towels, cleaning supplies

Food:

- Purchased food/catered meals
- Snacks and/or supplies for concession
- Drinks and/or water
- Ice
- Paper plates, napkins, cups, utensils, etc.

Health:

- First aid kits
- Ice packs
- Extra insurance

Office Supplies:

- Pens, markers, pencils
- Name tags
- Receipt books/ledgers
- Long-distance phone calls
- Envelopes
- Postage
- Signs/posters
- Photocopying
- Paper
- Post-It notes
- Tickets for meals/activities

Program Supplies:

- Materials for crafts
- Paper
- Scissors
- Hand-outs
- Prizes/awards
- Ceremony supplies
- Decorations
- Flags
- Banners
- Patches, other event memorabilia
- Supplies needed for workshops/games
- Thank-you notes/items for girls and adults
- Professional fees for guest speakers and/or workshop consultants
- Camera and film
- Film developing

Miscellaneous:

- Items that don't fit in other categories

Event Fees

The goal of an event is to break even or make money to supplement other Girl Scout program events held within your Service Unit and for your girls. GSU has set up a financial accountability system so **all** Girl Scout program money stays in a designated program account. Girl program money should not be used for Service Unit administration or adult fundraising campaigns. Program money is for **girl** program. The Service Unit Finance Director can explain how accounts are set up for the Service Unit and how they should be balanced after each and every program offered by the Service Unit.

Most events charge a fee to offset the cost of supplies, equipment, and site rental/deposits. The factors in determining this fee are the actual cost of the event and what amount is affordable for girls.

Cost Per Person

To determine the cost per person, divide total expenses by a number based on 85% of your program capacity or by your minimum program capacity. (This provides a contingency fund.)

Troops/groups and girls have several ways of paying event fees:

- Cash or check
- Activity credits (only applicable for council-sponsored events)
- Financial aid

During the planning stages, the Service Unit needs to determine how payments will be received, recorded, and deposited.

Beginning October 15, 2008, GSU will begin automatically depositing funds into your Service Unit event/program account and will no longer be issuing checks to Service Units. This will include payments for activity credits, sales tax reimbursements, funds for council-sponsored events, Service Unit sponsorships, etc. At the time the direct deposit is made into your Service Unit account, both the SUD and the Service Unit Finance Director will receive an e-mail from GSU advising them of the amount of the funds deposited and the related event. This process will enable the council to work more efficiently and reduce time getting payments to Service Units. We are excited to be able to utilize this technology to use our resources wisely. If you have any questions regarding direct deposit, contact the Director of Finance.

Girl Scout Service Mark and Copyrights

Making t-shirts, hats, or other items for an event may be your largest expense. Be aware of how you use the Girl Scout service mark and logos.

"If a picture is worth a thousand words," then the images contained on every Girl Scout product continue to send messages to the general public long after an event has ended. The appearance of every item should enhance the Girl Scout brand, not distract from it.

We all need to ask what message our products and designs convey to Girl Scouts and non-Girl Scouts. Do the products and designs strengthen the Girl Scout brand voice? Do the graphics reflect Girl Scouting's commitment to diversity? Do the graphics help girls everywhere feel that they have a place in Girl Scouting?

Girl Scout marks and insignia have tremendous value for the Girl Scout Movement. Protecting the words and/or symbols used to identify Girl Scouting is important to the national organization, to Girl Scout councils, and to our membership. Ultimately, protecting all of our Girl Scout marks benefits everyone in Girl Scouting and ensures the strength and distinctiveness of these marks into the future.

The Girl Scout service mark is owned by Girl Scouts of the USA (GSUSA), the national organization, which is responsible for legally protecting these trademarks and ensuring their continued integrity. Failure to protect trademarks can result in their misuse and even their eventual loss. For these reasons, Girl Scouts must take care in how and where our trademarks are used. We do this in order to protect the name, reputation, and rights of the entire organization.

GSUSA Trademark Policy

"Every item bearing any of the registered Girl Scout names, logos, or marks purchased or developed for resale*, including items to be sold in council-sponsored product sales, shall be purchased (1) from a GSUSA-licensed vendor, (2) from the National Equipment Service, or (3) produced with prior approval from GSUSA **when items are not readily available from a licensed supplier**. Every item bearing the Girl Scout name and service mark, including items for resale or non-resale** by councils, shall conform to the *Girl Scout Graphic Guidelines*, published by GSUSA. Items used for both resale and non-resale shall adhere to the stipulations stated above for resale items."(Adopted by GSUSA's National Board of Directors, June 1994 and amended in October 1994. *Blue Book of Basic Documents 2000*)

*Resale is defined as any item resold or given away in connection with an event for which a fee, price, or admission is paid. This includes, but is not limited to, product sales.

**Non-resale is defined as any item provided, consumed, or used for the promotion and delivery of Girl Scout program. This includes items given as donor recognitions.

Council Use of Girl Scout Marks

The Application for a Girl Scout Council Charter gives councils the right to use the Girl Scout name and service mark on products or merchandise obtained and used for the day-to-day operations of the council. Councils are responsible for approving the correct graphic rendering of the service mark on those non-resale items. **Any other use of marks or insignia owned by GSUSA on products or merchandise must be approved by GSUSA.**

As conferred in the Girl Scout Council Charter, every council shall have:

- “the right to use the words ‘Girl Scouts’ as part of the designation of the Council.” As the words “Girl Scout” or “Girl Scouts” are part of every council name, the register mark ® does **not** need to be used in the council name on merchandise for resale or non-resale items. No permission is required from GSUSA to use the name of the council on products or merchandise used for the day-to-day operations of the council, such as stationery, brochures, building signage, etc. If, however, any of those products or merchandise are available for resale, GSUSA approval is needed and the name or initials of the council must appear on those products/merchandise.
- “the right to use the trademark ‘Girl Scouts’ and the service mark, as defined in Girl Scouts of the United States of America’s graphic guidelines, on products or merchandise obtained and used for the day-to-day operations of the Council, including stationery, office supplies, items with council and camp names and symbols, brochures, newsletter and such items as Girl Scouts of the United States of America may hereafter designate. **Any other use of marks or insignia owned by Girl Scouts of the United States of America on products or merchandise must be approved by Girl Scouts of the United States of America.** This includes but is not limited to merchandise to be sold by the Council. This right is nonexclusive and nontransferable.”

Council Responsible for Approvals

In all of the following examples, the council is responsible for approving the design, including the proper use of the Girl Scout marks:

Giveaway items: Non-resale items for volunteers and/or girls, such as recruitment items, promotional flyers, and participation patches are considered to be for day-to-day use (or “internal use”) within the organization; as items given away in connection with an event for which

no fee is paid, they may be purchased from any supplier the council chooses; GSUSA approval for such items is not required.

Licensed Vendor Responsible for Securing GSUSA Approval

In all of the following examples, the licensed vendor is responsible for securing GSUSA's approval of the design, including the proper use of Girl Scout marks. Girl Scout councils are not authorized to grant this approval.

Giveaway items: If giveaway items will also be resold, or if the items are given away at a fee-based event, the designs must follow the *Girl Scout Graphic Guidelines* and the product must be purchased from a licensed vendor or from GSUSA's National Equipment Service.

Pencils/pens with the council name: If the pencils/pens are not for resale, they may be purchased from any supplier the council chooses. The design must, however, follow the *Girl Scout Graphic Guidelines*. If the pens are given away at a luncheon and participants have paid a fee to attend, the product must be purchased from a licensed vendor or from GSUSA's National Equipment Service.

Mugs with the council name: If given to Girl Scout leaders as an end-of-the year thank-you gift, they may be purchased from any supplier the council chooses. The design must follow the *Girl Scout Graphic Guidelines*. If any "extra" mugs are to be sold in a Girl Scout council shop, the product must be purchased from a licensed vendor or from GSUSA's National Equipment Service.

T-shirts for camp: If girls pay a fee to attend day or resident camp, the t-shirts are considered a resale item. The t-shirts must be purchased from a licensed vendor or from GSUSA's National Equipment Service.

Patches for special events: If patches are given away at an event for which participants have paid a fee to attend, they must be purchased from a licensed vendor or from GSUSA's National Equipment Service.

Fundraising/Special events: If a fee is charged or a ticket is purchased by adults to participate in a golf tournament/sports event, women of distinction breakfast, or other special event, any gift given as a "memento" of the event (t-shirt, mug, or other items) must be purchased from a licensed vendor or from GSUSA's National Equipment Service.

Marks confusingly similar to any official Girl Scout insignia may not be used by Girl Scout councils or by licensed vendors; for example, the Brownie Girl Scout

Try-It shape and the Gold Scout Gold Award shape may not be used on any design.

Use of Girl Scout Service Mark with Marks of Other Not-for-Profit Organizations

With the prior written approval of GSUSA, the Girl Scout service mark may be used with the service marks or logos of other youth, religious, or human service agencies on materials developed for special collaborative projects. Any proposed project or activity must be clearly related to the Girl Scout program or to bona fide community service.

Once approval is given for the project, use the Girl Scout service mark which is closest in size and shape to the logo of the approved agency. The logos should appear in the same relative size relationship. One logo should not appear to dominate. All service marks and logos should have enough space surrounding them to show that each is a separate and distinct organization. The Girl Scout service mark may not be overlapped by another service mark or logo, and it must not be part of any graphic design or device. Placement of the Girl Scout service mark will be determined by the shape and use of the product.

When the Girl Scout mark is being used with the logo of an approved agency, *only* the Girl Scout service mark or the solid trefoil may be used. The name or initials of the Girl Scout council must appear on the product but can not be placed near the service mark. A minimum of one-third the width of the service mark must separate the council name or initials from the service mark.

If space does not permit the use of the Girl Scout service mark, the solid trefoil should be used.

Girl Scouts of Utah Logo

To strengthen and benefit from the national Girl Scout brand, GSU will no longer use the Girl Scouts of Utah specialized "mountains" logo. Please refrain from using this logo on any documents or products.

Extra Insurance Costs

Any event that includes non-member girls or adults **MUST** be covered by extra GSU insurance. Use Plan 2 of the "Insurance Enrollment Form for Extra Insurance" form (#02-0030) for this insurance request. The form is located in the "Forms" section of this manual. This form must be submitted three to five weeks prior to the start of the event. Failure to submit this form in advance may affect the coverage of both Girl Scout and non-Girl Scout participants. There is a \$5.00 minimum charge when applying for extra insurance.

Note: More than one event may be submitted on the "Insurance Enrollment Form for Extra Insurance" form (#02-PRO-0030) totaling \$5.00. If the payment due is greater than \$5.00, please submit payment for the greater amount.

Mail the completed "Insurance Enrollment Form for Extra Insurance" form and a check payable to Girl Scouts of Utah for the total premium payment to:

Girl Scouts of Utah
Program Manager
PO Box 57280
Salt Lake City, UT 84157-0280

For trips and events longer than two nights, contact GSU's Education Manager for assistance.

Sales Tax Refund

Since GSU is a non-profit organization, all paid sales tax for items/supplies used at council-sponsored events, Service Unit events, Service Unit day camp, and Never-the-Same Weekends is refunded by the Utah State Tax Commission.

For reimbursement, complete the "Sales Tax Summary" form (#01-0034), found in the "Forms" section of this manual. Only original receipts may be submitted with the form. Without the original receipt, no refund will be granted or processed. The receipt must have the sales tax amount listed. Do not purchase personal items on the same receipt as Girl Scout merchandise. Do not turn in any receipts that do not meet these requirements.

Make a complete set of copies of all information, reports/forms, and receipts for the Service Unit records. Submit originals to the Service Unit Finance Director for verification and approval within 30–60 days of the qualifying event. The Service Unit Finance Director will send the final report to GSU. Once the Service Unit has accrued \$10.00 in sales tax, a direct deposit will be sent to your Service Unit account, and your SUD and Service Unit Finance Director will be notified by e-mail. For more information, please refer to the back of the form.

Activity Credit Redemption Guidelines

Activity credits may be used:

- To pay for council-sponsored program activities, minicamps, resident and troop/group camping, and GSUSA-sponsored *destinations*.
- To purchase shop merchandise at the Girl Scouts of Utah Shops (change will not be given).
- For special order items from the *Girl Scout Catalog* through the Utah Girl Scout Shops.
- At the resident camp trading post (change will not be given).
- For girl membership registration fees and for new girl registration fees (for example, if a girl's friend wants to be a Girl Scout, she may use her activity credits to pay for her friend's registration fee). Adult fees may **not** be paid with activity credits.

- To pay for program camp and/or events prior to financial aid being awarded.

Note: Activity credits **are transferable** between registered Utah Girl Scouts (this does not include adults).

Activity credits are may **NOT** be used:

- At other Girl Scout councils.
- To purchase Girl Scout Cookies.
- To order directly from the *Girl Scout Catalog* or online at GSUSA's *Go Shop*).

Note: Activity credits are not replaceable and may not be exchanged for cash.

To redeem activity credits for council-sponsored activities, fill out the "Activity Credit Redemption" form (#09-0032). Send the form (fill out both sides) and accompanying activity credits to the Council Resource Center at least six weeks before the event date to ensure payment is received prior to the event. Omission of any part of the form will result in the total amount of activity credits being applied toward the event. Redeem activity credits as they are received. Failure to do so could result in forfeiture of money due to the expiration of activity credits.

The "Activity Credit Redemption" form (#09-0032) is found in the "Forms" section of this manual or online at www.gsutah.org/forms.

Event directors should **NOT**:

- Send in activity credits without the proper form.
- Submit incomplete forms.
- Accept/redeem expired activity credits.
- Accept activity credits as payment for adults.

Financial Aid

If an event is a Service Unit event, set aside money in the budget to provide financial aid for girls. Provide a way for girls to apply for assistance (facilitator's recommendation, form, etc.).

If the event is council-sponsored, girls may to be considered for financial aid by filling out the council "Financial Assistance Application" form (#02-0012), located in the "Forms" section of this manual. Establish a deadline to turn in the form to ensure that money will be received in a timely manner. Further information and guidelines for applying for financial aid are located on the back of the application.

Schedules and Timelines

Plan carefully and well in advance. Some events take only a few weeks to plan, while others may take as long as a year. A lot of time and energy goes into planning an event and you should strive for quality. If you cannot give an event the time it needs, don't do it. You can always save it for another time when you can completely work out all the details.

Write everything on paper and review it carefully. Sometimes novices don't realize the work required in planning and executing events and find themselves shorthanded and frazzled when the event date arrives. It is better to face the facts at the beginning. Organizing all details is a must; make sure nothing is left to chance.

Have you checked the calendar? Try to avoid conflicts with other Service Unit or council events or religious and school holidays. GSU's web site, www.gsutah.org, has a master council calendar that list all upcoming council training dates and events.

After you pick a date for your event, start working backwards. Yes, backwards!

Timing and Scheduling

Have you ever plotted a calendar backwards? When it comes to planning a big event, it's the surest way to know you will meet specific deadlines and will help you stay organized. In other words, it helps to show you and your committee members the big picture. Follow these steps to plot your own calendar:

- Purchase a big calendar or make one for yourself.
- Mark your event date. (Remember to take into consideration site availability, weather, other Girl Scout events, and community events.)
- Select the registration deadline. Make sure to allow plenty of time before the event. Allows time to mail confirmation letters, order food from caterers, purchase supplies, etc. GSU uses a two to three-week deadline.
- Choose the month for flyer distribution. Mark the date the flyer needs to go to the printer and the date information must be to the registration committee. (GSU's deadline for flyers for council-sponsored events is the 15th day of the month before they are to be distributed.)
- Mark the date that patches/t-shirts must be ordered so they are back in time for the event.
- Mark the date event materials need to go to the printer (this may include schedules, maps, evaluations, etc.).
- Mark the date that contracts need to be signed and when rental fees/deposits are due.
- Mark committee meetings, trainings, evaluation meetings, and major agenda items that need to be covered at each meeting (such as the theme, special VIP invitations, budget, ceremonies, etc.).

This information provides a structure from which to work. Fill in other important dates on the time line as planning progresses. **Be flexible!** Sometimes you need to move things around. Be sure you try to stick to deadlines.

Sample Time Line (Working backward)

Meeting 15 (after event)	<ul style="list-style-type: none"> • Evaluate event • Submit reports and final paperwork
Meeting 14 (event day)	<ul style="list-style-type: none"> • Purchase food • Evaluations
Meeting 13	<ul style="list-style-type: none"> • Purchase non-perishable food items
Meeting 12	<ul style="list-style-type: none"> • Send out confirmations • Finalize all paperwork
Meeting 11	<ul style="list-style-type: none"> • Problem solving • Notify fire and police departments • Complete purchase of supplies and thank-you notes
Meeting 10	<ul style="list-style-type: none"> • Develop evaluation form(s) • Create confirmation • On-site training and/or final site check
Meeting 9	<ul style="list-style-type: none"> • Registration deadline • Order t-shirts/patches • Purchase other supplies
Meeting 8	<ul style="list-style-type: none"> • Confirm staff • Staff reference checks (if needed) • Re-confirm site
Meeting 7	<ul style="list-style-type: none"> • Individual committee meetings
Meeting 6	<ul style="list-style-type: none"> • Firm up budget • Confirm details of workshops, supplies, etc. • Distribute registration forms
Meeting 5	<ul style="list-style-type: none"> • Develop timeline and budget • Develop flyers and registration forms • Recruit resource people and volunteers
Meeting 4	<ul style="list-style-type: none"> • Get bids on t-shirts/patches • Estimate costs for crafts and supplies
Meeting 3	<ul style="list-style-type: none"> • Individual committee meetings (timeline, budget, supplies)
Meeting 2	<ul style="list-style-type: none"> • Decide on theme and date • Committee chairs recruit members • Develop parent/facilitator "help wanted" flyers • Distribute help wanted flyers, and general event information at the Service Unit meeting
Meeting 1	<ul style="list-style-type: none"> • Recruit event committee, including girls

Developing an Event Schedule

The following list includes items that are needed to build a good schedule. You may want to use one or all of the items. Learning about the event site ahead of time will provide realistic expectations for travel times, length of meals, and start and ending times. If dealing with a large group of people for check-in, consider using different arrival times for each group or unit.

Consider:

- Wake up/check-in time
- Check-out time
- Parking time
- Travel time to each activity
- Meal time
- Kaper time (clean up time)
- Rest time
- Ceremony times (flag, opening, closing, campfire, Scout's Own)
- Bed time
- Bath time

Activities

The number of activities offered must serve the number of scheduled participants. For example, if the event has 100 participants and each activity should serve 25 people, four sessions/activities will be needed. If each activity takes one hour to complete, four hours of program time are required. (Note: This does not include any time for the items mentioned in the previous list.)

Samples of event schedules:

Sample: Two to Four Hour Event

8:00 a.m.	-	8:30 a.m.	Arrival/registration
8:30 a.m.	-	9:25 a.m.	Activity rotation one
9:25 a.m.	-	9:35 a.m.	Break, move to next rotation
9:35 a.m.	-	10:30 a.m.	Activity rotation two
10:30 a.m.			Snack, Check out

Sample: One Day Event

8:00 a.m.	-	8:30 a.m.	Arrival
8:30 a.m.	-	9:00 a.m.	Opening
9:00 a.m.	-	10:00 a.m.	Activity one
10:00 a.m.	-	10:15 a.m.	Break
10:15 a.m.	-	11:15 a.m.	Activity two
11:15 a.m.	-	11:30 a.m.	Break
11:30 a.m.	-	12:30 p.m.	Activity three
12:30 p.m.	-	1:30 p.m.	Lunch/rest time
1:30 p.m.	-	2:45 p.m.	Activity four

2:45 p.m.	-	3:00 p.m.	Kapers (clean up)
3:00 p.m.	-	3:30 p.m.	Closing
3:30 p.m.	-	4:00 p.m.	Departure

Sample: Overnight Event

Day One

6:30 p.m.	-	7:00 p.m.	Arrival
7:00 p.m.	-	7:30 p.m.	Opening
7:30 p.m.	-	8:30 p.m.	Activity
8:45 p.m.	-	9:30 p.m.	Snack
9:30 p.m.	-	10:30 p.m.	Campfire or activity
10:30 p.m.	-	11:30 p.m.	Lights out

Day Two

7:30 a.m.	-	8:30 a.m.	Wake up/pack for home
8:30 a.m.	-	8:45 a.m.	Flag ceremony or Scout's Own
8:45 a.m.	-	9:00 a.m.	Prepare breakfast
9:00 a.m.	-	9:45 a.m.	Breakfast
10:00 a.m.	-	11:00 a.m.	Activity one
11:15 a.m.	-	12:15 p.m.	Activity two
12:15 p.m.	-	12:30 p.m.	Prepare lunch
12:30 p.m.	-	1:30 p.m.	Lunch/rest time
1:30 p.m.	-	2:30 p.m.	Activity three
2:45 p.m.	-	3:45 p.m.	Activity four
4:00 p.m.	-	4:30 p.m.	Closing and flag ceremony
4:30 p.m.	-	5:00 p.m.	Kapers (clean up)
5:00 p.m.	-	5:30 p.m.	time

Promoting Your Event

It's never too early to let people know about your event—get the date set and let everyone know so they can get it on their calendars! Announce the event at all your meetings and tell people about any special preparation they may need to do in order to be ready for the event, especially encouraging leaders to take training courses for first aid, CPR, and camping if they have not done so.

GSU will include your council-sponsored event information in the *Fun Stuff*, other council publications, or the e-newsletter if you submit the information by stated deadlines.

Fun Stuff is printed for each girl and is distributed to members by mail. Service Units that complete the "Marketing an Event" form (#02-0100) may have their event publicized in this booklet as long as they submit by established deadlines. Any information that is not submitted by the deadline will not be included. The printing of *Fun Stuff* will not be delayed to accommodate Service Unit planning schedules.

Any event scheduled for October, November, December, January, February, or March may be announced in the fall issue of *Fun Stuff*. This issue will be mailed by early September. To be published in this issue, the "Marketing an Event" form (#02-0100) **must** be submitted to the Program Manager no later than **June 1**.

Any event scheduled for April, May, June, July, August, or September may be announced in the spring issue of *Fun Stuff*. This issue is mailed in early March. To be published in this issue, the "Marketing an Event" form (#02-0100) **must** be submitted no later than **November 1**.

All information on the form must be complete to be included in the booklet. This includes deadline date, cost, minimum/maximum number of girls, grade levels, place, time, and event details.

Registration Assistance

GSU offers registration assistance for council-sponsored events hosted by Service Units. This assistance is available regardless if these events are publicized in the *Fun Stuff*. Service Units will be able to select the event date, deadline, time, place, cost, and minimum/maximum number of girls. GSU suggests a registration deadline of two to three weeks prior to the event date. Confirmations will be sent and the Service Unit will be issued a check for the amount collected from girls/adults who register through GSU. GSU will deduct a small fee for postage, staff time, and confirmation copies, as these are costs related to the event. Using registration assistance from GSU is a Service Unit choice. If the Service Unit prefers to handle the registrations and collection of fees, please indicate it on the

"Council-Sponsored Event Application for Approval" form (#02-PRO-0058) and on your event flyer.

When deciding on a deadline, please keep in mind that GSU cannot process your check for registration fees until the deadline and the Service Unit authorizes the event as closed. Once the event is closed, money will be processed on the 15th or the 30th of the month and deposited directly into Service Unit accounts.

Service Unit Directors and Registrars have the capability to view event registration data through E-Council.

Designing the Event Flyer

Most events have a written flyer/announcement that provides information about the event, as well as registration information for troops/groups, adults, and/or individuals. This is the best way to create interest in the event's theme and encourage girls and adults to be a part of it. First impressions are lasting ones.

The most effective flyers are simple, clear, concise, and accurate (especially spelling and grammar). Your flyer should answer the following questions:

Girl/parent questions:

- Who is expected to attend the event?
- What is the name and purpose of the event?
- What are the activities or interested groups?
- When is the event (date, arrival and departure times)?
- Where is the event location?
- Why is this a special event?
- What does the cost cover (food, patch, etc.)?
- How do you register?

Be sure your planning committee also answers the following questions:

- Do you need the name, address, phone number, troop/group, and grade level of all participants?
- Are girls/adults able to choose program elements?
- Is there a certain skill level?
- Is medical information needed?
- Should you be aware of any disabilities and dietary restrictions?
- Who is the emergency contact (name and phone)?
- How does the cost break down by individual?

Flyer/Registration Checklist

Here's a checklist of possible things to include on a flyer/registration form:

- Name and description of the event (include why people should attend the event).
- Name of the Service Unit sponsoring the event.
- Ratio of participants to adults (example: 2 adults for every 10 girls).
- Date, time, location (do not be specific on the location; for example, Location: Salt Lake City).
- Cost and what is included in the fee (food, supplies, etc.).
- Whether activity credits may be used.
- Financial aid information (if available).
- For an overnight event, include a description of lodging (tents, cabins etc.).
- The contact person(s) for additional information.
- How to register and the registration deadline.
- Event cancellation and refund policy, including bad weather plans.
- Flyers should include the Girl Scout service mark or the words "Girl Scouts of Utah."

Things to remember when designing a flyer:

- Make it bright and beautiful. Color can be an important eye catcher. Be careful of using dark colored paper with certain ink colors.
- Make it clear and concise! Remember, less is more and the simpler a flyer is to read, the more likely it is your audience will take the time to read it. Only include essential information.
- Keep the design balanced by allowing all sides to have equal visual weight.
- Make sure you have margins and white space. Leaving white space makes your flyer more approachable and easy to read.
- Make sure the fonts you choose are legible and keep the number of fonts minimal (two different fonts is usually a good number).
- The names of membership categories should always be used in full when they appear in writing; for example, "Girl Scout Daisies," not "Daisies."
- Don't forget to proof the phone number or contact information—it is often overlooked or completely left off.
- Avoid Girl Scout jargon. Use full names (for example, write "Juliette Low World Friendship Fund," not "JLWFF").
- Remember, if your flyer is too much work to read, it will not be read.
- Proofread the flyer, then have someone else proofread it. Never put out a flyer that hasn't been reviewed by another person.
- Have a council Girl Services Director look the flyer before taking it to the printer.

Event Registration Forms

The registration form should include:

- Everything from the flyer checklist.
- Instructions on how to register for the event.
- Names of participants or facilitator's name and the number of girl participants.
- Male/female.
- Address.
- Daytime phone/evening phone.
- Troop/group number and Service Unit.
- Grade, program level, and age.
- Choices for the event, such as workshops and meal choices.
- Any optional items, such as patches or t-shirts sizes.
- Where to send money or activity credits, if applicable.
- The registration deadline.
- Where to send the registration and to whom checks should be made out.
- Minimum/maximum number of participants accepted.
- Refund and cancellation policies.
- Emergency name(s) and phone number(s).
- Skills needed for the event.
- If participants must have a physical and provide an exam form (this is necessary for overnight events of three consecutive nights or more).
- Whether to include an event release/health history form with the registration form.
- When confirmations will be sent out.

Helpful Registration Tips:

- One person should handle all registrations.
- If the Service Unit is receiving large amounts of money, make a deposit every day.
- Do not mix personal money with event money.
- Copy checks before depositing them to keep a record of names and addresses.
- Record and date registrations as they come in on a separate paper.
- Keep the registration forms in a safe place.
- Include e-mail addresses or phone numbers for people who have questions. Include the times someone will be available to answer questions.

Developing Confirmation Materials

Depending on the complexity of the event and previously distributed information, confirmation material may be very short or may be made into a booklet. Be sure to include:

- Troop/group number, facilitator name, and the Event Director's name.

- Event name, date, time, and location.
- Map to the event site.
- Schedule of activities.
- List of things to bring, such as a sack lunch, permission slip, and event release/health history forms.
- Preparation girls will need before the event.
- Whom to contact in case of an emergency (facility phone number and contact person).
- Event release/health history form(s).
- Balance of fees due (if any).
- Policies and information regarding visitation, tag-alongs, event rules, and smoking policy.

Include the Girl Scout service mark on confirmation materials.

After creating a rough draft, have someone review it to see if there is any information that needs to be clarified or revised. Send out all confirmation material together. Allow enough time for delivery of confirmation materials before the event. Be flexible, but don't break your own rules.

Health and Safety

Event release forms (#09-0058 for both girls and adults) are to be filled out and kept on file for **all** participants. These forms can be found in this manual or on GSU's web site, www.gsutah.org. To eliminate risks, all people who need first aid treatment should deal directly with the event health supervisor for treatment. All first aid kits should be stocked using *Safety-Wise* recommendations.

Security Procedures

The facilitator, with the assistance of the girls, should develop a security plan for the meeting place or activity area. This plan should include procedures for determining the number of girls and their whereabouts (such as head counts).

Check-In/Out Procedures

The Event Director or her/his representative should be stationed at a designated place during arrival and departure times. Each parent/guardian or driver will need to sign their participant(s) in and out of the event. Participants are not allowed to leave an event unless they are signed out by a parent or a person designated by the parent. A "Sign In and Out Log" (#02-0044) can be found in the "Forms" section of this manual.

At check in, the Event Director needs to collect the "Event Release and Health History" forms (#09-0058 for both girls and adults). These forms should be kept onsite during the entire event. Once the event is over, the forms are stored by the Service Unit for one year or, in the case of a council-sponsored event, are included in the paperwork that is submitted to the council within two weeks of the event.

During the event, the designated first-aider or the Event Director needs to collect all medications and is responsible for maintaining a "Medication Log" (#09-0057), which can be found in the "Forms" section.

Release of Personal Information

No information will be released to outside sources unless written permission is given. Information concerning participants will not be released by any person other than the Service Unit Event Director and will only be released when approval is granted by GSU.

Local Emergency and Disaster Procedures

Girl Scout events are held in many different facilities, climates, and terrains that all have potential emergency conditions. When advanced warning of impending emergencies is issued, planned activities for that area must be cancelled. If an activity is already in progress, appropriate measures must be taken to safeguard girls. Create a plan to find shelter, as well as to evacuate participants from the

meeting place, campground, or other site. This information should be given to all participants, posted at the event, and practiced in advance.

When troops/groups are engaged in activities away from home, it is important to learn about potential emergencies and disasters at the event location. Local police, fire, and health services should be notified about Service Unit day camps and large events where more than 300 girls and adults are expected to attend.

Fire Procedures

There should be a fire evacuation plan for all meeting places. If a school or other public building is being used, follow the plan that has been established for that facility once it has been determined to work during the time the group will be there. Every girl must know where to go and how to act in case of fire.

First Aid

The Service Unit must have a first aid kit available for all events and activities. Prior to all activities, the first aid kit should be checked to make sure that all material previously used have been replaced. A good list of first aid kit supplies can be found in *Safety-Wise*, pages 38–39. Make sure a copy of the “Girl Scouts of Utah Emergency Card” (#01-0025) is in the first aid kit. That card may be copied from the *Volunteer Resource Guide*. New OSHA Blood Borne Pathogens Standard regulations require that each person who may be in direct contact with any body fluids be provided with a bodily fluid clean-up kit. The kit should include goggles, a face mask, a gown, and disposable latex gloves.

When at the event, participants should be told the location of the first aid station(s). An event should always have a designated first-aider, who should be recruited by the event committee. A first-aider is an adult who has taken Girl Scout council-approved first aid training (all of these courses include CPR). The first-aider must be currently certified and take refresher training as needed. For more information, consult the *Volunteer Resource Guide* “Bylaws and Policies” section and *Safety-Wise*.

Accident Report

An “Accident Report” form (#09-0036), located in the “Forms” section of this manual, must be completed to document any and all accidents at an event, from a scratched elbow to a serious mishap. All accidents must be documented in the Health Record Logbook and on the “Accident Report” form (#09-0036).

Documentation

All care given by the first-aider to both adults and children needs to be documented in the provided Service Unit Event Health Record Log booklet. Fill in each section/column. Do not remove pages. Do not skip lines or double space. Administration of a child’s own medication needs to be documented on the

participant's medication log **and** in the Service Unit Event Health Record Log. This booklet and all participant event release forms should be kept for at least one year after the date of the event. (In the case of council-sponsored events, these forms are sent to GSU.)

In the event of an accident or incident, all records ("Incident/Behavior Report" (#09-0054), "Accident Report" form (# 09-0036), Health Record Log, and event release forms) must be kept indefinitely. Please send all information to:

Girl Scouts of Utah
Chief Operations Officer
P.O. Box 57280
Salt Lake City, Utah 84157

These forms may be kept for one year following the event (for Service Unit events).

Medications

All medications and vitamins belonging to girls and adults need to be turned into the designated first-aider. For overnight events, participants must submit the "GSU Medication Log" (#09-0057) at check-in. Medications need to be in their original containers and labeled with the participant's name. Medication should be locked up at all times by the first-aider, not the participant.

Administering Medications

Parental consent must be given for any medication administered to a participant. This includes cough drops, vitamins, and Tylenol. Only the amount to be administered should be given. If a girl is to take a pill every three hours and the event lasts only four hours, only one pill should be in the **original container**. If the event lasts six hours, there should be only two pills. In most cases, medications will not need to be administered for events.

Each parent should be given the "Medication Log" (#09-0057) with confirmation materials or during check-in. This form is located in the "Forms" section of this manual. Medication that is brought to the site should not be administered unless this form is completed.

Evaluating Your Event

It is always GSU's goal to measure the success of each and every Girl Scout activity so we can meet and exceed the needs of our members. Evaluating events helps determine what works best, identify alternative methods of doing things, and improve the services we are providing.

Participants should evaluate an event or activity prior to leaving by using a method appropriate to the event and its participants. Evaluation may be done many different ways, including:

- Individual written or oral evaluations. If an oral evaluation is selected, group leaders may want to poll each girl for her opinion.
- Group evaluations where a facilitator completes the form and includes the girls' comments.
- One evaluation completed by girls and one evaluation completed by adults.
- Using colored slips of paper and designating each color a "vote" (i.e. blue is for "great," pink is for "okay," red is for "bad," etc.).
- Allowing younger girls to react by using one word ("super," "okay," "yuck") that best describes each activity. Girls may also use the reliable "happy face" or "sad face" mark for each activity

Evaluation questions should be designed so that those who attended the event will understand them. Regardless of the method used to obtain feedback, pay special attention to girl suggestions for future events. After the event is over, put up your feet and congratulate yourself on a job well done. Do not read evaluations immediately after an event; take a short rest before doing so. When you look at evaluations, ask yourself:

- What went better than expected?
- What could be done different next time?
- Did the event accomplish the established goals?
- What are the indicators from girls that show we are reaching our short-term outcomes?

Plan a committee evaluation meeting to discuss the pros and cons of the event. Be sure to end on a high note. If you did not do so at an event's closing ceremony, distribute thank-you notes.

Don't forget to have each committee member write a review of their tasks with suggested ideas and changes. Give these ideas to the event secretary, who will add them to the event planning committee records. This makes a great resource for the next event. The event secretary will also compile and complete an evaluation summary and submit it to the Service Unit Event Director. This form

and the financial report should be turned to GSU within two weeks of the event. The event evaluation summary is used to summarize the event experience for girls within Service Unit.

The event report and recommendations should include:

- A diary/record of the event.
- A list of task positions.
- An event flyer, registration, and confirmation materials.
- Recommendations for future events.
- An evaluation summary.
- A list of equipment.
- A list of items that must be submitted for council-sponsored events.
- A medical log, including health forms.
- A copy of the evaluation form, sample of evaluations, and the summary.
- The budget, including activity credit and financial aid records, check book, receipts, sales tax summary with original receipts, and petty cash record.
- Site information, rental contracts, etc.
- Check-in/out log.

It is recommended that the Service Unit retains this information for one year following the event.

Types of Troop/Group Trips

A Girl Scout trip is an opportunity for girls to have fun, experience adventure, and enrich the Girl Scout program experience. A trip may be the culmination of activities the girls are already engaged in. The progression of trips can be found on page 46 of *Safety-Wise*.

Always comply with all policies and procedures listed in *Safety-Wise* and GSU's *Volunteer Resource Guide*.

As you review trip agenda, make sure the trip encompasses the keys (Discover, Connect, Take Action) and processes (girl led, learning by doing, cooperative learning) of the Girl Scout Leadership Experience. Encourage troops/groups to complete the "Troop/Group Trip Evaluation" form (#02-0090). This feedback will provide the Service Unit examples of how the Girl Scout Leadership Experience is being incorporated into all Girl Scout activities.

Meeting-time trips

Trips are areas in the neighborhood where the troop/group meets. Troops/groups must notify the Service Unit Event Director of these planned trips.

Day trips

Trips that are daytime excursions away from the meeting place and outside of regular meeting time. Troops/groups must notify the Service Unit Event Director of these planned trips.

Overnight camping trips

Trips that are camping experiences of **less than 24 hours** (backyard or local overnights). Troops/groups must notify the Service Unit Event Director of these planned trips.

Simple overnight trips

Trips of one or two nights away from home (does not include camping trips). Application packets are located in the "Forms" section of GSU's web site, www.gsutah.org, or can be obtained from GSU council offices. Completed applications must be submitted six weeks prior to the departure date. Troops/groups must receive pre-approval from the Service Unit Event Director.

Troop/group camping trips

Trips that are camping experiences of **24 hours or more**. Application packets are available at any of the three council offices and must be submitted six weeks prior to the departure date. The troop/group must have parent approval. Troops/groups must also receive pre-approval from GSU's Education Manager.

Extended overnight trips

Trips that range from three nights or more away from home (does not include camping). Application packets are located in the "Forms" section of GSU's web site, www.gsutah.org, or can be obtained from GSU council offices. Completed application must be submitted six weeks prior to the departure date.

Troops/groups must receive pre-approval from GSU's Education Manager.

International trips

Trips where girls travel across international borders (including Canada and Mexico) and where passports are required to travel. Application packets can be obtained from GSU council offices. A completed application must be submitted a minimum of 12 months prior to the departure date. Troops/groups must receive pre-approval from GSU's Education Manager.

Parents/guardians must always be made aware of any changes in meeting places and must give the facilitator written permission for their daughters to attend any Girl Scout trip or event.

Required Information

Listed below is information needed from troops/groups taking trips. Obtaining this information early will help expedite the notification and approval process.

- Troop number and grade level
- Facilitator and/or trip organizer
 - Name
 - E-mail address
 - Daytime, evening, and cell phone numbers
- Destination (include the name and address of the location)
- Starting and ending dates and times
- Emergency contact person
 - Name
 - Day, evening, and cell phone numbers
- List of participant names
 - Full name (if men and boys are attending, note it)
 - Adult or girl (grade level)
 - Currently registered Girl Scout or non-member
 - Determine if extra insurance needs to be taken; refer to "Enrollment Form For Extra Insurance" form (#02-PRO-0030) for instructions
- Forms of transportation
 - Car (15-passenger vans are prohibited for any Girl Scout activity)
 - List of drivers (must be adults 18 years or older and currently registered members of Girl Scouts)
 - Facilitator needs to confirm that all drivers have valid driver licenses and that vehicles have current automobile insurance

- For other forms of transportation, contact GSU staff for assistance
- First-aider
 - Must see copies of both first aid and CPR certifications (confirm that certifications have not expired)
 - First-aider must be traveling with the troop/group
- Planned activities
 - Confirm whether activities are considered High Adventure Activities as stated in the current GSU *Volunteer Resource Guide*. If yes, a “High Adventure Activates Application Approval” form (#02-PRO-0071) must be completed and submitted to GSU staff for approval
 - If the troop/group is going anywhere near water, use *Safety-Wise* to confirm what requirements are needed for a safe experience (for example, a lifeguard is required for swimming)
- Event release and permission
 - Confirm that the facilitator has a completed “Event Release” form (#09-0058) for every participant (girls and adults), regardless if they are or are not currently members of Girl Scouts
- Emergency
 - Troops/groups should always carry GSU’s “Emergency Card” (#01-0025). A copy can be found in GSU’s *Volunteer Resource Guide*. Troops/groups should always follow the guidelines stated on the card
 - Troops/groups should always carry GSU’s Mutual of Omaha insurance brochure and claim forms. For more information and assistance, contact GSU staff

GSU provides a packet that contains the forms listed above. Troops/groups are able to obtain the “Application for Troop/group/Group Travel—Simple Overnight” packet by calling or visiting one of the GSU offices or visiting GSU’s web site to download the forms.

Service Unit Event Directors should keep submitted records for one year or unless otherwise instructed by GSU.

Forms

All forms that the Service Unit Event Director needs or reviews are included in this manual. The majority of the forms can be found on the GSU web site, www.gsutah.org. To ensure that the most current form is being used, complete forms on the web site. Listed below is a chart of forms, along with a timeline for when forms are used.

FORM	TIMELINE
Service Unit Event Director position description	For your records
Volunteer position agreement	For your records
Council-Sponsored Event Application for Approval (#02-PRO-0058)	Submit to GSU six weeks prior to event
Marketing an Event (#02-0100)	Submit to GSU on or before November 1 or June 1 (for events only)
Enrollment Form For Extra Insurance (#02-PRO-0030)	Submit to GSU three weeks prior to event/trip
Activity Credit Redemption (#02-PRO-0005)	Submit to GSU six weeks prior to event/trip
Sales Tax Summary (#01-0034) (for reimbursement of state sales tax)	Submit to GSU within two weeks following event date (for events only)
Financial Assistance Application (#02-PRO-0012)	When requested or needed (for events only)
Council-Sponsored Event Financial Report (#02-0099)	Submit to GSU within two weeks following an event
Emergency Information Card (#01-0025)	Keep with you at all times during events and trips
Medication Log (#09-0057) (for overnight events and trips)	Complete during the event or trip; submit to GSU within two weeks following the return date
Accident Report (#09-0036)	Complete during the event or trip; submit to GSU within two weeks following the return date
Incident/Behavior Report (#09-0054)	Complete during the event or trip; submit to GSU within two weeks following the return date
Girl Participant Evaluation (#02-0102)	At event during sign out
Adult Participant Evaluation (#02-0103)	At event during sign out
Program Activity/Training Registration (#02-0043, Rev. 8/07)	Sample for registrations, GSU registration form (for event only)
Event Release Form (for both girls and adults) (#09-0058)	For event: Send with confirmation materials two weeks prior to the event (also have copies at event registration) For trips: Completed forms stay with the troop/group facilitator

Sign In and Out Log (#02-0044)	Use as the event registration
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For assistance regarding council-sponsored events, first contact your GSU Girl Services Director. Other staff members may also be able to assist you. The chart below lists staff members who have specific responsibilities.

Staff Support

Position	Name	Ext.	E-mail
Events and extra insurance Program Manager	Darlyn Robertson	60	drobertson@gsutah.org
Troop/group trips Education Manager	Gloria Bircher	34	gbircher@gsutah.org
Approved vendors Shop Manager		42	
Financial aid Outreach Coordinator	Jean Smith	30	jsmith@gsutah.org
Direct deposit Director of Finance	Linda Neeley	44	lneeley@gsutah.org
Overall assistance Girl Services Director (GSD)	Space provided to place the name of the GSD who handles your area		

Forms