



Service Unit Program Manual

Mastering the Art of Girl-Led Events



Revised April 2021



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Introduction

Girl Scouts are adventure seekers, problem solvers, and optimists about the future. They are go-getters, innovators, risk-takers, and leaders. These traits define girls of courage, confidence and character, who make the world a better place.

Thank you for your time, dedication, and commitment to Girl Scouting. Your efforts within the service unit team benefit not only the girls in our area, but also your community as a whole. Your service allows girls the opportunity to enjoy a truly wonderful experience.

This program manual was 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.

Share this resource with your team and utilize it to plan and execute quality programs.

The resources and procedures in this manual will:

- Break down an event into manageable pieces
- Enable you to plan and conduct events and activities with confidence

Additional information, policies, and procedures can be found in Volunteer Essentials and Safety Activity Checkpoints.

Please don't hesitate to contact the Program Department or any other council staff member to assist you:

Girl Scouts of Utah Program Department
info@gsutah.org
(801) 265-8472

24 Hour Emergency Hotline: 801-483-3413



The Girl Scout Leadership Experience

The Girl Scout Leadership Experience (GSLE) encourages girls to discover themselves, connect with others, and take action to make the world a better place. Guided by supportive adults and peers, Girl Scouts engage in age-appropriate activities that are girl-led, cooperative, and hands-on.

Participating in the GSLE helps girls develop important leadership skills they need to become successful adults. Girls who engage in the GSLE are more likely to enjoy and attribute their leadership skills to Girl Scouts. The GSLE delivers “fun with purpose” by helping girls gain valuable life skills and amazing new friends

The Girl Scout Leadership Experience

Girl Scout leadership elements consist of activities, processes, and 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. Girls should be engaged in discovering themselves and their values, connecting with others in local, state, national, and global communities, and taking action to make the world a better place.

3 Keys of Leadership

Program activities are organized around the three leadership keys (Discover, Connect, and 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.

3 Processes

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

Girl-Led means that girls of every age take an active and grade-appropriate role in figuring out the what, where, when, why, and how of what they do. 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 local and global communities. In this process, adults provide age-appropriate facilitation. Structure that ensures that the planning, organization, setup, and evaluation of all activities is 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! This engages girls in an ongoing cycle of action and reflection. When girls actively participate in meaningful activities and later reflect on them, they get a deeper understanding of concepts and mastery of skills. Adults need to 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, and 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:

- Designing and planting a neighborhood flowerbed
- Developing a play or TV commercial script
- Reflecting on an activity by having girls write in their journals or talk about their experiences in a group setting.

Cooperative Learning

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

Examples of cooperative learning:

- Brainstorming as a group
- Setting a group goal
- Assigning team roles and working 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.

Progression

Progression is also an important part of Girl Scouting. We follow a progression model in all that we do – from Journey programs and badges, to travel and camping. Progression simply means that we help girls build experience upon experience as they get older and learn more about themselves and the world.

When the girls are younger, the adult will play a large role in planning and carrying out activities. However, even a Daisy can still make decisions and lead in her troop. As the girls get older, the adult will take on more of a mentor role so that by the time the girls are Ambassadors, they should be choosing their Journeys, badges, and activities, planning out their own meetings, setting and following budgets, and ultimately running their own troop. In all experiences in Girl Scouting, girls start out small and simple and then progress to more complex ideas and experiences as they gain maturity and ability.

5 Ways Girl Scouts Builds Girl Leaders

As girls take part in Girl Scouts, adult can review the outcomes—and the results 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 results help adults determine the success of a particular experience. Each Girl Scout program should be planned according to outcomes that will be achieved through the program.

Each girl is different, so don't expect them all to exhibit the same signs to indicate what they are learning. What matters is that you are guiding them toward leadership skills and qualities they can use right now - and all their lives. Girls will lead with courage, confidence, and character, to make the world a better place.



5 Ways Girl Scouts Builds Girl Leaders

Girl Scouts' mission is to build girls of courage, confidence, and character, who make the world a better place. Since 1912, girls have explored new fields of knowledge, learned valuable skills, and developed strong core values through Girl Scouts. Today Girl Scouts is, as it always has been, the organization best positioned to help girls develop important leadership skills they need to become successful adults.

At Girl Scouts, guided by supportive adults and peers, girls develop their leadership potential through age-appropriate activities that enable them to *discover* their values, skills, and the world around them; *connect* with others in a multicultural environment; and *take action* to make a difference in their world. These activities are designed to be girl led, cooperative, and hands-on—processes that create high-quality experiences conducive to learning.

When girls participate in Girl Scouts, they benefit in 5 important ways:



STRONG SENSE OF SELF

Girls have confidence in themselves and their abilities, and form positive identities.



POSITIVE VALUES

Girls act ethically, honestly, and responsibly, and show concern for others.



CHALLENGE SEEKING

Girls take appropriate risks, try things even if they might fail, and learn from mistakes.



HEALTHY RELATIONSHIPS

Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.



COMMUNITY PROBLEM SOLVING

Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create “action plans” to solve them.



Why do these five outcomes matter?

When girls exhibit these attitudes and skills, they become responsible, productive, caring, and engaged citizens. But don't take our word for it! Studies show that the development of attitudes, behaviors, and skills like confidence, conflict resolution, and problem solving are critical to well-being and rival academic and technical skills in their capacity to predict long-term positive life outcomes.¹

Youth who develop these five outcomes...



Are happier, healthier, and less likely to engage in problem behaviors or be victimized.

Youth who develop competencies such as perseverance, positive self-esteem, and sociability have lower rates of obesity, depression, and aggression, and show greater life satisfaction and well-being than those who do not develop such attributes/skills.²



Achieve more academically and feel more engaged in school. Youth who participate in programs that promote the attributes and skills linked with our five outcomes show stronger academic performance and school engagement compared to those who do not.³ When students are more self-aware and confident about their learning capabilities, they try harder and persist in the face of challenges.



Become strong job applicants. While employers want new hires to have technical knowledge related to a given job, those skills are not nearly as important as good teamwork, decision-making, and communication skills.⁴ Yet many employers around the world report that job candidates lack these attributes.⁵



Become successful, well-adjusted adults. Kindergarteners who learn how to share, cooperate with others, and be helpful are more likely to have a college degree and a job 20 years later than youth who lack these social skills.⁶ They are also less likely to have substance-abuse problems and run-ins with the law.

Join Girl Scouts today! girlscouts.org

¹ Child Trends. (2015). [Key "Soft Skills" that Foster Youth Workforce Success: Toward a Consensus across Fields.](#)

² OECD. (2015). [Skills for Social Progress: The Power of Social and Emotional Skills.](#) OECD Skills Studies, OECD Publishing, Paris.

³ Durlak, J., Weissberg, R. Dymnicki, A. Taylor, R., & Schellinger, K. (2011). [The impact of enhancing students' social and emotional learning: A meta-analysis of school-based universal interventions.](#) *Child Development*, 82(1), 405-432.

⁴ National Association of Colleges and Employers. (2015). [Job Outlook 2016: Attributes Employers Want to See on New College Graduates' Resumes.](#)

⁵ ManpowerGroup. (2015). [Talent Shortage Survey.](#)

⁶ Jones, Greenberg, & Crowley (2015). [Early Social-Emotional Functioning and Public Health: The Relationship between Kindergarten Social Competence and Future Wellness.](#) *American Journal of Public Health*, 105(11), 2283-2290.

Program Planning with Girls

Girls

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. We encourage Girl Scouts in grades 6–12 to be part of any event committee, but girls at all levels can contribute in order to make your event girl-led. 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.

- Ensure that girls play an active role as the event is planned. There are 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.

You could choose to involve Program Aides, Volunteers-in-Training, and Counselors –in-Training

Note: Program Aides, Volunteers-in-Training, and Counselors-in-Training are not to supervise girls. Girls in these leadership roles can teach and/or facilitate activities while adults supervise girl participants.

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.

- Inform girls of the goals of the meeting.
- Communicate to the girls that they will be planning 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:

Discover: Understand themselves and their values, as well as share their knowledge, ideas, and skills

Connect: 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

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 still important members of the planning team.

Take Action: Take ownership of the event, become resourceful problem solvers, and inspire others to have fun and make ideas a reality.

Opportunities for Girl Planning Prior to Event

For Girl Scout Daisy, Brownie and Junior

- Survey the girls about which themes or topics they would like to do at the event. Keep it simple; give them two or three choices.
- Let them help choose the T-shirt or patch design. For Girl Scout Cadette, Senior, and Ambassador
- Organize a girl committee to help you plan event activities.
- The committee can help brainstorm the theme and program ideas; brainstorm and discuss activities, art & crafts, projects, or topics they would like to learn about.
- Have the girls help plan the snacks and food options.
- Ask the girls to help with simple scheduling, what happens before and after lunch.

Opportunities for Girl-Led at Event

- Make time in your schedule for girls to lead during the event.
- Try to make a special time where girls can help plan a Scout's Own ceremony.
- Have the girls plan a flag ceremony, produce their skits and songs for a campfire or plan and work on a service project.
- You can set a special time where girls can help plan part of their own program. Give girls two or three activity choices and let them choose one. The choices can be from different topics. For example, sports, kickball, science, sugar crystal science, arts and crafts, or bird feeder's construction.
- The activity may be predetermined and you can let the girls plan the time of day they would like to do the activity. Ask: "We are going to play nature games and make jewelry, which would you like to do before lunch? Which would you like to do after lunch?"

Your Support

Adult Leadership

The importance of the event adult leaders cannot be over emphasized. Your personality, concern, and understanding are stamped on the participant's memory. In many instances, you become their role model. You make an impact on their life. Make it a positive impact! Adult Leaders are role models to the participants at ALL times. Please present a model that is worthy of being followed. We ask all adult leaders to conduct themselves in such a manner as to give credit to themselves and to Girl Scouts of Utah. Please follow all guidance in Volunteer Essentials.

Criminal Background Check (CBC)

All staff and adult leaders working with girls or finances at an event must complete and pass GSU's online Criminal Background Check. No staff or adult leaders may work with girls until this investigation is complete. This is completed online. For more information please contact Customer Care at 801-265-8472 or info@gsutah.org.

Note: Outside consultants or guest speakers giving a presentation while event adult leaders continue to supervise the girls need not complete GSU's CBC.

Delegating

The chief purpose of delegation is to divide the workload and to benefit from a variety of skillsets. Delegating is entrusting an activity or responsibility to another person. It provides opportunities for you and your committee members to grow. When asking an individual to perform a task, be prepared to give them the following information:

- Exactly what the task is
- How much time the task will require
- How the adult leaders can get started
- When it needs to be done (a deadline)

Service Unit Team

Your service unit team is there to support you! Events are a perfect opportunity to utilize the roles and talents of each person on your service unit team. You might have already thought about working with your Product Program Representative on a Cookie Rally or enlisting the help of the Finance Representative, but there are even more possibilities! There are countless ways to take advantage of what your service unit team has to offer.

Girl Scouts of Utah Staff

Girl Scouts of Utah provides the following benefits to those who wish to offer a council-sponsored event hosted by a service unit team:

- Council-Sponsored Event training
- Assistance with program planning
- Event marketing, including website and newsletters
- Processing of registrations and confirmations
- Collection of monies for all registrations and checks that are returned for insufficient funds

Event Planning

Council-Sponsored Events

Service unit teams that choose to host a council-sponsored event are responsible for the organization of the event. This event is planned and conducted by a service unit team but is open to all girls throughout the council jurisdiction.

There are many benefits to hosting a Council-Sponsored Program, including:

- Each service unit team that hosts two council-sponsored events during the membership year (October 1 – September 30) 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's checking account by the end of the membership year in which the event is completed.
- You will benefit from GSU marketing your opportunity to our membership statewide.
- Council-Sponsored Programs can accept activity credits, allowing more girls to attend by using the proceeds gained during the membership year.

Please see appendix for chart on council-sponsored event benefits

Service Unit Events

Service unit events consist of activities planned, hosted, and conducted for girls and adults in a geographical area. These events are based on members' needs and interests. Service unit teams should follow event planning guidelines as outlined in this manual for all events. Events that are not council-sponsored do not require council approval, with the exception of fundraising events.

Event Planning (cont.)

Event Types

Recruitment Events

A recruitment event promotes Girl Scouts to non-members in the community, and are generally sponsored by the Service Unit. Some ideas for recruitment events include:

- Virtual Meet and Greet events hosted by current staff and/or volunteers, where families can learn about Girl Scouts through fun activities, presentations, or group discussions.
- Activities for non-member girls to try out alongside registered Girl Scouts with a Bring-a-Friend promotion, such as a movie night, dance party, STEAM activity.
- Tabling at a school open house or community fair to generate interest about Girl Scouts and to connect briefly with potential members and gather their contact information.
- Girl Scout Nights at schools or other community locations - It may be a simple one hour info session, or it could be a themed event for girls and adults.

Renewal Parties

Celebrate renewing for another year of Girl Scouting! Renewal parties should encourage current members to renew their Girl Scout membership for the coming year and can be used as an opportunity to recruit new members. Patch incentives are offered by Girl Scouts of Utah for council-sponsored renewal parties hosted by service unit teams. Renewal party applications are due 4/1.

Cookie Rallies

A Cookie Rally is an event to kick-off the cookie sale, where you can get the girls and families excited to sell and provide training to girls and adults. Hosting a cookie rally is a proven best practice embraced by some of the highest performing councils in the country. These are held each year in January. Product Program staff developed a How-to Guide each year for your use with planning your Cookie Rallies. This guide includes activities and the annual theme for your use. Only council-sponsored cookie rallies receive an awesome patch for all girls who participate!

World Thinking Days

On February 22 of each year, Girl Scouts and Girl Guides from 146 countries celebrate World Thinking Day—that's one BIG celebration! Service units can host World Thinking Day events for girls, adults, and families to participate in activities and earn the new patch released every year. World Thinking Day is not only a great opportunity to rally the global sisterhood around a particular theme—it's also a chance to support girls as they travel internationally, connect with sister Girl Guides, and take action globally.

Day Camps

Day Camps should encourage girls to get outside and aid in Girl Scouts' outdoor and camping progression. Girls can experience camp for a day in their area, hosted by their area service unit team. Day camp consists of a minimum of 12 hours of programming over a minimum of three days. These days need not be consecutive. Hours of operation can vary by location. Girls register as individual participants and are placed in temporary groups (units). The participants and unit staff plan and carry out activities in addition to participating in all-camp activities. All day camps are council-sponsored events. Day camp council-sponsored event applications are due by April 15.

Day Camp Progression

Day Camp is an important first step in the camping progression. At day camp, girls build the foundation of basic skills necessary for programs to follow. Therefore, day camp should be introductory in nature and focused on elements to help girls become comfortable in the outdoors and in camp settings. Sometimes it is difficult to organize a day camp for various age levels, but it is necessary to build in the camp progression so all girls enjoy the experience.

Badge and Journey Workshops

Badges and Journeys are important parts of the Girl Scouts experience. We want girls to have quality experiences where activities are girl-led. They can learn by doing and work in partnership with each other. Events are great ways for girls to earn parts of a badge or Journey award. Below are some best practices for planning events around Journeys and badges.

Badge Workshop

- To complete a badge, girls must complete one option from each of the steps. Steps should not be combined or skipped. Each step can usually be completed in 45 minutes to an hour.
- It is not recommended that all steps are completed in one setting. Work on badges should take several hours, and girls should visit the skill multiple times. If you host an event for two hours, you can accomplish 2 to 3 activities. This allows for sign in, an opening, saying the promise, moving to a new “station”, clean up, and a closing. Activities cannot be rushed, as girls must acquire the relevant skill associated with that badge and understand how the activity relates to that particular badge.
- Working on more than one or two badges in a day is discouraged.

Journey Workshop

- Journeys are leadership experiences and are designed to take time. Girls are applying their skills in various leadership situations and should have time to discover, connect and take action. Each of the components is important to the process and should not be skipped during an event.
- Journeys should not be completed in one day or a few hours.
- If doing a Journey in a condensed amount of time, like a weekend or an event, girls should complete some pre-Journey work and post-Journey work on their own.
- The take action projects should be girl-led. They can plan a take action project during the event and then carry it out at a later time. You could also hold a Journey ceremony! These honor Girl Scouts who have earned the final award along a Journey. The ceremonies are usually held at the troop/group level and invite girls to develop a themed celebration of their Journey, often including friends and family.

Virtual Programs

- There are multiple platforms you can use for Virtual programs. Zoom, Google Meet, and Microsoft Teams are all well-known platforms that have an option for free use. There may be a time limit or participant restrictions that you should check before determining which platform will work best for your needs.
- Use ice breakers and games to get girls involved.
- Break out rooms give girls a chance to discuss in smaller groups. (Be sure to follow ratios even in virtual meetings. Girls shouldn't be in break out rooms unsupervised.)
- Make sure an adult is monitoring the chat.
- Use polls, reactions, and annotations to keep girls involved and engaged.

Ceremonies

Ceremonies play an important part in Girl Scouts and are used not only to celebrate accomplishments, experience time-honored traditions, and reinforce the values of the Girl Scout Promise and Law, but also to encourage girls to take a short pause in their busy lives and connect with their fellow Girl Scouts in fun and meaningful ways.

- Devote sufficient time for planning the ceremony. Good ceremonies have a clear purpose and enrich the meaning and mood of the event
- Use Journey adult guides and The Girl's Guide to Girl Scouting to help girls plan their ceremonies.
- Take safety precautions when using candles or fire, or when the girls construct bridges or platforms. Refer to Volunteer Essentials and the Safety Activity Checkpoints for specific advice.
- Observe flag etiquette during flag ceremonies.

Many examples of ceremonies—for awards, meeting openings and closings, and so on—are sewn right into the Journeys, including ideas for new ceremonies girls can create. Girls use ceremonies for all sorts of reasons.

Bridging

Bridging ceremonies mark a girl's move from one level of Girl Scouting to another. It is an important transition in a Girl Scout's life. It's a defining moment when a girl becomes aware of her achievements and is ready for new adventures and responsibilities. Celebrating this change should be fun, personalized, and memorable for everyone involved. And most of all, it should be designed by the girls in true partnership with adults.

GSUSA lists how Girl Scouts earn their bridging awards at each age level on their website under Traditions and Ceremonies. Be sure to check these out as you're planning your event!

Investiture and Rededication

Investitures welcome new members—girls and adults—into the Girl Scout family for the first time. Girls receive their Girl Scout, Girl Scout Brownie, or Girl Scout Daisy pin at this time. Rededication ceremonies are an opportunity for girls and adults to renew their commitment to the Girl Scout Promise and Law.

Flag Ceremony

A flag ceremony honors the American flag as the symbol of our country and all the hopes, dreams, and people it represents. If your group includes girls from other countries, invite them to honor their flags too, and together conduct an international flag ceremony. Flag ceremonies may be used for:

- Opening or closing meetings
- Opening or closing special events
- Beginning or closing a day
- Honoring a special occasion or special person
- Retiring a worn flag

Flag ceremonies may take place in meeting rooms, outdoor settings, large auditoriums, onstage, or even on horseback. The American flag is carried by a color guard for protection during a flag ceremony. All flag ceremonies share one thing—respect for the flag. See appendix for more info on flag ceremonies.

Other Ceremonies

Ceremonies can commemorate accomplishments or add something special to the beginning or end of a group's meeting. Girls can plan a ceremony around a theme, such as friendship or nature, and express themselves in words or song. Whatever its purpose, every Girl Scout ceremony helps girls share in Girl Scout history and traditions—and create their own special memories. Hosting a ceremony is a great way to honor Girl Scouts and the achievements of girls in your community.

Never the Same Weekends (NTSW)

This event opportunity is designed for service unit teams that want to enjoy an overnight or weekend at Trefoil Ranch. Service units facilitate overnight camping experiences at Trefoil Ranch during the school year. Service units also have the option of providing all their own meals and programming or they can contract with Girl Scouts of Utah's Outdoor Program Team to provide meals and/or programming for their group. Service units determine how much to charge the participants and handle their own registrations. A complete NTSW Guide for service units is posted on the GSU website. Information about how to apply, program options, dates, and guidelines is also located on the GSU website.

A non-refundable reservation fee (to cover facility rental) is due with the reservation. Housing will be provided in the Ranch House, Bunkhouse, and Lodge.

Fundraising Events

Fundraising often relates to short-term needs to support Girl Scouting. Fundraising includes any money earning projects or product sales to raise money for the troop 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. For specific guidelines regarding money earning, please refer to Money Earning in Volunteer Essentials.

Service units must receive approval for a fundraising event. A representative from the team must complete the Service Unit Fundraising form and send the completed form to the Girl Scouts of Utah Development Department. In addition, the service unit must complete a final report after the completion of the event. Attach both a list of donors and documentation regarding what the money will be used for to the final report.

For assistance or questions regarding fundraising events, contact the Customer Care team at 801-265-8472 or info@gsutah.org

Note:

- Service Unit Fundraising form needs to be submitted to GSU
- Girls may NOT donate activity credits to fundraising events.
- Fundraising events do NOT count as council-sponsored events and do NOT qualify to earn the additional two cents for each box of Girl Scout cookies ordered by the troops/groups within their service unit incentive.

Meeting With Your Service Unit Team

Ideally, this should happen at the yearly Leadership Summit, which is held every fall. Leadership Summit is for all members of the service unit and provides an opportunity to network with peers, make new friends, build leadership and personal development skills, share motivational experiences, engage in position training, and celebrate each year's theme. Attend your service unit meetings to discuss and to determine the best time throughout the year to host activities and events.

Required Training

Event Representatives or any adult hosting a council-sponsored event must have completed Council-Sponsored Event/Program Planning training within the past three (3) years. This training is offered by Girl Scouts of Utah twice a year. Please check the Activities Calendar at gsutah.org for upcoming trainings.

Build Your Event Committee

Now it's time to recruit your event committee! If you want help, you have to ask for it. Bring together members of your service unit, including girls, adults, and your service unit team 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 adult leader.

How large should your event committee be? Two factors determine the answer to this question: size and intensity. In relation to these two factors, you should consider the following: the size of the event, the number of available adult leaders, the extent of adult leader tasks, the intensity of the program offered, and the willingness and skills of adult leaders.

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 Representative 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

As you build your event committee, ask yourself the following questions:

- What Girl Scout outcome(s) do you want to achieve? What Journey and badge activities will be incorporated?
- How to make the event girl-led?
- What type of event will you have to help achieve these outcomes?
- What is the purpose of the event (recruitment, retention, and 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?

Possible event committee positions: *Please see appendix for position descriptions*

- Event/Outdoor Representative
- First Aider
- Program Assistant
- Finance Representative
- Registrar
- Culinary Coordinator
- Activity Leaders

Training Your Committee

Pre-event training can be provided for program delivery adult leaders. Program site adult leaders may be encouraged to take part in training events offered by GSU and other organizations that are appropriate (e.g. troop camp training, age- level training).

The minimum suggested time for pre-event training is as follows:

18 Hours- Day Camp with duration of more than two weeks (min. of six hours on site)

Program delivery adult leaders who are not present on the program delivery site for the duration of the event and are unable to attend the pre-event training will have at least 14 hours of pre- event training before starting their position tasks.

4 Hours- Day Camp that operates for less than 12 hours of program time total 4 hours

Day camp adult leaders that have served at least two years at the same day camp on the same site may be exempt from a repetition of previous training. However, a review of child development issues and safety and emergency procedures for the site must be attended.

Everyone needs training on Emergency Procedures and Contingency Plans.

Adult Leader trainings can include those sponsored by GSU:

- Grade Level Overview Training
- Group/Troop Camping 101 Training
- Journey and Girls Guide Training

Training Topics

Pre-event training for all adult leaders includes but is not limited to sessions on the following:

- An understanding of the goals and objectives of Girl Scouting and the Girl Scouts of Utah council
- Expectations of custodial parent(s)/guardian(s) and the girl
- Operational guidelines and procedures
- Maintenance procedures and reporting procedures
- Usage and monitoring of equipment
- Position tasks and how to carry out those tasks
- Team building
- Supervision techniques and responsibilities
- Review of Girl Scout program, with emphasis on progression, need for challenge, health and safety measures, and placing the desires of the participants first
- Conflict Resolution
- Relating to participants
- Orientation to the site and available resources
- Forms of group government and girl/adult partnership as the basis for planning program activities
- Review and practice of emergency and evacuation procedures specific to the site
- Practice and evaluation of job skills
- Child development, including age-group characteristics
- Recognition of and dealing with problems created by racism, classicism, and insensitivity to cultural values
- Conflict management, including appropriate methods for both participants and staff members, acceptable behaviors, and disciplinary techniques
- Personnel policies, practices, and work expectations
- Acceptable interactions for staff and participants, staff, and staff, and consultants and participants
- Ongoing evaluation of activities and group functioning
- Review of first aid and CPR practices

A record of all training offered on the program delivery site, including lesson plans, the trainer's name, and signed attendance sheets.

In addition to the pre-event training listed above, all administrative adult leaders will receive training in the council's crisis team procedures, the on-site crisis team procedures, and procedures for the regional support team plan.

Managing Behavior Training/Topics

Prevention is a major key to managing problem behaviors at an event. Time spent establishing clear expectations and a well thought out structure/schedule will curb many behaviors and frustrations. Most behaviors occur when children are bored. Remember, children respond best to consistent guidelines. It is important to emphasize guidelines frequently and preferably at the beginning of each new activity.

It is important to realize that behaviors and conflicts will arise no matter how perfect the program – because the children are in an unfamiliar environment dealing with people they don't know well. Staff or volunteers should not personalize or feel like a failure because they cannot manage the children perfectly at all times, nor should they be afraid to ask for help.

Guidelines For Girls

Regardless of the activity, girls should have basic understanding of what is expected of them at the event.

She:

- Follows the Girl Scout Promise and the Girl Scout Law.
- Uses the buddy system whenever using the bathroom, walking from one activity to the next, etc.
- Walks (no running) at the event.
- Wears appropriate clothing (at outdoor events, wears socks and close-toed, closed-heeled shoes).
- Stays inside event boundaries.
- Stays with the group unless girl has told an adult where she is going.
- Follows all event health and safety rules.
- Keeps a water bottle with her (if applicable).
- Uses sunscreen and lip balm throughout the day (if applicable).

Please see appendix for tips on working with different grade levels

Conflict Resolution Training Points

- Work out the problem with the person first, whenever possible.
- Set up a time for both of you to meet. Setting up a meeting time, rather than direct confrontation, helps avoid a feeling of being attacked by the other person.
- Use “I feel” statements. “I feel , when .” Example: “I feel frustrated when you arrive late.” Rather than, “You frustrate me.”
- Be open to all points of view. Watch for defensiveness.
- If you cannot work out the problem with the person directly, utilize a mediator.
- The mediator should be someone non-biased. They can be a peer or friend.
- Have the mediator listen to both sides before making any choices and try to come up with a resolution that is acceptable to both parties.
- This system works well for children and adults. If a child comes to you with a complaint about another child, ask her to try to resolve it herself with the other person. If that doesn't work, ask her to find a mediator to help the two of them work it out. If that still doesn't work, tell her to ask an adult who can help them resolve the conflict. Watch how responsive and rewarding it is when children learn how to resolve their own issues and conflicts with one another.

Event Timeline

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. You should strive for quality. If you cannot give an event the planning 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 they are 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. After you pick a date for your event, start working backward. Yes, backward!

Please see appendix for Event Planning Checklist

Plot A Calendar Backwards

Have you ever plotted a calendar backward? When it comes to planning a big event, it's the best 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(s). (Remember to take into consideration site availability, weather, other Girl Scout events, and service unit events.)
- Select the registration deadline. Make sure to allow plenty of time before the event 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.
- 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 timeline as planning progresses. Be flexible! Sometimes you need to move things around. Try to stick to deadlines.

Knowing How Many Volunteers You Need

Adult volunteers must always be present at events to ensure their girls have fun and stay safe, no matter their grade level. Not sure just how many adults you'll need for your activity? The helpful chart below breaks down the minimum number of volunteers needed to supervise a specific number of girls.

	Group Meetings		Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:	Two unrelated volunteers (at least one of whom is female) for up to this number of girls:	One additional volunteer to each additional:
 Girl Scout Daisies (grades K-1)	12	1 – 6	6	1 – 4
Girl Scout Brownies (grades 2-3)	20	1 – 8	12	1 – 6
Girl Scout Juniors (grades 4-5)	25	1 – 10	16	1 – 8
Girl Scout Cadettes (grades 6-8)	25	1 – 12	20	1 – 10
Girl Scout Seniors (grades 9-10)	30	1 – 15	24	1 – 12
Girl Scout Ambassadors (grades 11-12)	30	1 – 15	24	1 – 12

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.)
- Do the activities fulfill 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 Activity Checkpoints, as well as girl and adult leader handbooks for guidelines concerning progression in Girl Scouting.

- Have the Safety Activity Checkpoint 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?

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, then 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 other items mentioned in the previous list.

High Adventure Activities

Many high adventure activities require advanced council staff approval. Refer to the current GSU Safety Activity Checkpoints for a list of approved/not approved High Adventure Activities. Please go online to www.gsutah.org/camp or contact Customer Care for the High Adventure Application at info@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 GSU's Program Department. Allow a minimum of six weeks for the approval process.

Site Selection

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

- Is the area large enough for the maximum number of participants you wish to serve?
- 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 and allows for 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.
- How soon do reservations 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 drinking water.
- Toilet facilities.
- Well-lit and ventilated.
- Proper food storage area.
- Cell phone service
- 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 available for use by our members. If you plan to use council facilities, Customer Care can 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 properties, refer to our website at www.gsutah.org.

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 contract 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.

Developing An Event Schedule

Please see appendix for sample 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, length of meals, and start and end times. If dealing with a large group of people for check-in, consider using different arrival times for each group or unit.

Consider:

- Parking time/Set up
- Check-in time/Wake up
- Ceremony time (flag, opening, closing, campfire)
- Travel time to each activity
- Meal time
- Kaper (clean up) time
- Rest time
- Bed time (if applicable)
- Shower time (if applicable)
- Check-out time

Consider the time of day you plan to conduct your event.

- Will working parents/guardians be able to drop off and pick up their Girl Scouts?
- Is hosting an evening event a better option?
- (Twilight events/camps are held 5:30pm to 8:30pm Monday thru Friday)
- Does the event meet all the time requirements? (Day Camps have a 12 hour and minimum 3-day requirement)

Planning A Budget

Figure the expenses for your program. Please see appendix for sample budget

Your budget now becomes your plan of action and your guideline for planning your event. If your expenses exceed your income, you must adjust accordingly.

Event Costs and Financial Information

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

1. Will the event be sponsored by the council?
2. What are the minimum and maximum numbers of participants?
3. Does the service unit have money in the account to cover costs until registration fees are received?
4. Will there be a fee for the group and/or individual registrations?
5. Will adults pay full or partial fees, or attend free of charge?
6. Will staff pay a discounted fee, or attend free of charge?
7. What items can be donated or underwritten?
8. Do you want GSU staff to take registrations, collect event fees, and send out confirmations?
9. What is the deadline and refund policy?
10. Will there be any modifications for early and/or late registrations?
- 11.

The Event Representatives 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 Fees

The goal of an event is to break-even or make money to supplement other Girl Scout program events. 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 Representative can explain how accounts are set up for the service unit and how they should be balanced after each program offered by the service unit.

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

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

- Cash or check
- Activity credits
- Financial aid

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

GSU automatically deposits funds into service unit event/program accounts and no longer issues checks to service units. This will include payments for activity credits, sales tax reimbursements, funds for council-sponsored events, service unit sponsorships, etc.

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.

Adult leaders 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.

Finalize Program Outline

Participation

Determine the number of girls you plan to serve in each age level.

- Older Girl Scouts (Cadettes, Seniors, Ambassadors):
- Might want their own event.
- May (or may not) want to be PAs, VITs, and CITs.
- How many adult leaders are needed to meet adult/girl ratios?

Take in to account the number of people your site/facility can hold; include adults in this number

Please see appendix for sample program schedule

Submit Program for Approval

Events and activities are submitted online in the Forms and Documents section at www.gsutah.org. Before submitting your event for approval, please make sure that the Event Representative or Lead Adult has completed Council-Sponsored Event/Program Planning Training within the last three (3) years; this training is offered by Girl Scouts of Utah twice a year.

Items Needed for Program Submission

Program name

Program description including how it relates to the GSLE

Time and location

Cost and what is included in cost

Please see appendix for tables of more information

Registration

GSU offers registration assistance for council-sponsored events hosted by service units. 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 a minimum of one week prior to the event date. Confirmations will be sent and the service unit team bank account will have the amount collected from girls and adults who register through GSU deposited into their account. Using registration assistance from GSU is a service unit choice.

When deciding on a deadline, please keep in mind that GSU cannot process monies collected for registration fees until the deadline (when the service unit authorizes the event as closed).

Once the event is closed, money will be processed on the 10 or the 25 of the month and deposited directly into service unit accounts.

If the service unit prefers to handle the registrations and collection of fees, please indicate so on the “Council-Sponsored Event Application for Approval.” Please note: if the service unit opts to manage the registration process, you will need a designated website or landing page for customers to go to. This cannot be a social media site or email address.

Event Registration Information

After your council-sponsored event is approved by the council, it will be available to view on the Activities Calendar at www.gsutah.org. Therefore, when submitting your event, make sure your description includes the following information about registration:

- Instructions on how to register for the event, if your event committee is handling your own registrations
- The registration deadline
- Event location address
- Any grade, program level, and age requirements
- Choices for the event, such as workshops and meals
- Any optional or included items, such as patches or t-shirts sizes
- Where to send money or activity credits, if applicable
- Where to send the registration and to whom checks should be made out, if your event committee is handling your own registrations (if the team is managing the registration process)
- Minimum/maximum number of participants accepted
- Refund and cancellation policies
- Any 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 a Program Release Form/Health History Form with the registration form, if your event committee is handling your own registrations
- If you are opening the event to non-Girl Scouts as a recruitment tool for your Community

Promote Your Event

Be sure your planning committee also answers the following questions:

- Are girls/adults able to choose program elements?
 - Do girls need to attend with an adult?
 - 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)?
 - Do you need the name, address, phone number, troop/group, and grade level of all participants?
- If your event committee is handling your own registrations

Helpful registration tips for handling your own registrations

- The online platform through the GSU website does not allow for social media sites (i.e. Facebook) for event registration. Please use a registration site or platform, or Google Docs.
- 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.

Promoting Your Event

It's never too early to tell people 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 be ready for the event (especially encourage adult 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 council publications, website, and/or the monthly e-newsletter. If GSU handles your registration, your event receives added marketing benefits.

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).

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)
- Name of the service unit sponsoring the event
- Ratio of participants to adults (example: 2 adults for every 10 girls)
- Date, time, and location (For the safety of our girls and families, the location of the event should not be Disclosed to the public.)
- 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
- Girl Scout service mark or the words "Girl Scouts of Utah" (if the event is sponsored by GSU).
(Please note: all use of the Girl Scout service mark or words Girl Scouts of Utah should be emailed for approval to marketing@gsutah.org and programs@gsutah.org)

Confirmation Material

If your event committee chooses to have Girl Scouts of Utah handle registration for your event, GSU will design and distribute confirmation information to registered participants on your behalf. Please review suggested information needed for confirmation materials and send this to programs@gsutah.org no later than two weeks before your event.

If your event committee is handling your own registrations, you will also be responsible for distributing your own confirmation materials to registered participants at least two weeks before your event.

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:

Final Event Logistics

- Troop/group number, adult leader's name, and the Event Representative'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, and permission slip
- Preparation girls will need before the event
- Who to contact in case of an emergency (facility phone number and contact person)
- Program and Event Release Form/Health History form(s)
- Balance of fees due (if any)
- Policies and information regarding visitation, tag-alongs, event rules, etc.
- Include the Girl Scout service mark on confirmation materials, if council-sponsored. (Please note: all use of the Girl Scout service mark or words Girl Scouts of Utah should be emailed for approval to marketing@gsutah.org and programs@gsutah.org)

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.

Review the event timeline and program outline with your event committee before your event is submitted for council approval. Is there anything you still need to do, or anything you missed? Do you have everything you need for planned activities, including breaks and lunch or snack time? Do a final run through of all your plans and things needed and double check that everything is good to go. You should do this at least one week before your event.

T-Shirts, Patches, Girl Scout Trademark

Girl Scouts of the USA has established guidelines for Girl Scouts to follow when using Girl Scout trademarks and must be implemented by GSU. All graphic guidelines must be followed whenever the Girl Scout trademark is used. A guideline book is issued to every council by GSUSA. For approval to use Girl Scout servicemarks, the trefoil, or other Girl Scout graphics, please email marketing@gsutah.org and programs@gsutah.org.

Review Paperwork

Resources

The GSU Program Department will send you all applicable paperwork at least a week in advance for you to review before your event. This will include:

1. Program Release form
2. Incident/Accident form
3. Health Log
4. Tax Reimbursement form
5. Financial Report form

Additional Forms needed for Day Camps

1. Health History and Consent form
2. Medication Log
3. No-Show form
4. Additional Resources and Forms

The most up-to-date resources and forms should be pulled from GSU's web site, www.gsutah.org

Day of Event

Day of Event Outline

During the planning process, you and your event committee should have created an Event Activity Schedule to follow during your actual event, including programs and activities.

Check-In/Out Procedures

The Event Representative or designee should be stationed at a designated place during arrival and departure. Each parent/guardian or driver will need to sign participant(s) in and out of the event on the Sign In and Out Log. Participants are not allowed to leave unless they are signed out by a parent or a person designated by the parent.

At check in, the Event Representative needs to collect the Program and Event Release Form and Health History Form for both girls and adults. These forms should be kept on-site during the entire event. Once the event is over, the forms are stored by the service unit team for one year or, in the case of council-sponsored events, are included in the paperwork that is submitted to the council within four weeks of the event.

During the event, the designated First Aider or the Event Representative needs to collect all medications and is responsible for maintaining a medication log. These medications need to be in a locked container with access limited to the First Aider. Those girls and adults who use inhalers or Epi-pens need to carry them on their person; be sure the event staff are aware of these girls and adults.

Absentees at Day Camps

If a registered participant does not show up for a day camp event, the Day Camp Coordinator will make a call to that household to verify that the participant did not arrive and confirm that they are not coming. The phone call will be documented on the No-Shows at Day Camp Form and placed with the child's registration information.

Follow-Up

Forms

After the event, be sure to send in all Program Release forms, any Incident/Accident forms and Health Log, Financial Report forms, and a Tax Reimbursement form if applicable to GSU within two weeks following the event. Day Camps must also send in Health History and Consent forms, Medication Log, and No-Show forms following the same timeline. Include a copy of the budget, including any Activity Credit Redemption Forms and financial aid records, checkbook, receipts, Sales Tax Summary Report with original receipts, and petty cash record; Site information, rental contracts, etc.; and the Check-in/Out Log. Each service unit team must submit a financial statement and receipts within two weeks after the event. The financial statement and receipts need two signatures not of the same household. All check or debit transactions can be signed by one person on the account. Please scan and email these to programs@gsutah.org, or send physical copies to:

Girl Scouts of Utah Program Department
445 E 4500 South, Suite 125
Salt Lake City, UT 84107-0280

Evaluation

Any event evaluation distributed to participants by the event committee should be retained by the service unit leadership. Please do not send these evaluations to Girl Scouts of Utah at this time.

If you would like, have each committee member write a review of her/his tasks with suggested ideas and changes. Give these ideas to the Event Representative who will add them to the event planning committee records. This makes a great resource for the next event.

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.

Thank You Notes

Finally, be sure to send thank-you notes to all adult leaders, partners, and participants following your event. Let them know you appreciate anything and everything they did to make your event possible, including the help they provided or even just their attendance. Be creative! Look for fun and memorable ideas for your thank-you notes or gifts in order to encourage future assistance and participation.

Risk Management

Extra Insurance

Any event that includes non-member* girls or adults must be covered by extra GSU insurance. (If in doubt, purchase the extra insurance.) Use Plan 2 of the Extra Insurance Enrollment Form for this insurance request.

**Non-members include pixies, siblings, tagalongs, outside consultants, etc.*

This form must be submitted no less than two 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.

Please scan and email the completed form to programs@gsutah.org; or mail the completed form, with either a check payable to Girl Scouts of Utah or include your credit card information on the form for the total premium payment to:

Girl Scouts of Utah Program Department
445 E 4500 South, Suite 125
Salt Lake City, UT 84107-0280

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

Health and Safety Guidelines

To eliminate risks, all person needing first aid treatment should deal directly with the event health supervisor for first aid treatment. The service unit team must have a first aid kit available for all events and activities. Prior to

any activities, the first aid kit should be checked to make sure that all material previously used has been replaced. Make sure a copy of the “Girl Scouts of Utah Emergency Card” is in the first aid kit. 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. All first aid kits need a small notebook and pen. All first aid kits should be stocked using the Safety Activity Checkpoints recommendations.

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 recruited by the event committee. A First Aider is an adult who has taken Girl Scout council-approved first aid training (all courses include CPR). The First Aider must be currently certified and take refresher training as needed. All care given by the First Aider to adults and children needs to be documented. The administration of a child’s medication needs to be documented on the participant’s Medication Log Record, including the date, time, location, medical problem, treatment given, and signature by the person who administered the first aid.

GSUSA requires a Level II First Aider for Day Camp. See Volunteer Essentials and Safety Activity Checkpoints for requirements.

An Accident Report form 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. Please email GSU Programs at programs@gsutah.org for a copy of this log book.

The Incident/Behavior Report is used to document any incident or behavior situation. If a girl is scolded or yells at another girl/adult this should be documented on this form. If a prank is played on someone, this should be documented, etc. These are just two examples of what is considered an incident or behavior situation. All Incident/Behavior Reports should be sent to GSU with your final paperwork.

The Health Record Logbook and all participant Program and Event Release forms should be kept for at least one year after the date of the event. With council-sponsored events, these forms are sent to GSU Program Department. In the event of an accident or incident, all records (Incident/ Behavior Report, Accident Report form, Health Record Logbook, and Program and Event Release forms) must be kept indefinitely.

Please send all information to:

Girl Scouts of Utah Program Department
445 E. 4500 S. Suite 125
Salt Lake City, Utah 8410

Please see the appendix and safety activity check points for more info on hazardous events and conditions

Security

The adult leader, 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).

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 Representative and will only be released when approval is granted by GSU Program Department.

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 present. Every girl must know where to go and how to act in case of fire.

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 events where more than 300 girls and adults are expected to attend.

Please see appendix for sample letter to fire, police, or health department chief informing them of your event and location.

Serious Injury

In the event of serious injury, the parent/guardian should be notified (if possible) first before the child is taken to the clinic or hospital. If time permits, allow the parent/guardian to come get the child to take them to the clinic. If an adult leader or staff member is taking the child, girl/adult ratios must be met for the clinic run.

Contact GSU as soon as possible. GSU will file the claim forms for insurance purposes. Please see the appendix and safety activity check points for more info on hazardous events and conditions.

Communicable Diseases

A communicable disease is a disease that spreads from one person or animal to another. Pathogens such as viruses, bacteria, and fungi cause these diseases. If there are signs or symptoms of a possible contagious disease like lice, pink eye, strep throat, bronchitis, or COVID-19, a Level 2 First Aider must respond and follow treatment guidelines per their certification. In all situations, an individual with any of these diseases should not attend the event or be sent home from an event immediately. Event Representatives must also follow guidance from CDC, the State of Utah Health Department, GSUSA, and GSU.

Financial

Sales Tax Refund

GSU is a non-profit organization. All paid sales tax for items/supplies used at council-sponsored events is refunded by the Utah State Tax Commission. Only council-sponsored events are eligible for a sales tax refund.

For reimbursement, complete the Sales Tax Summary form. 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 service unit records. Submit originals to the Service Unit Finance Representative for verification and approval within 15 days of the qualifying event. The Event Representative will send the final report to GSU within 4 weeks after the event. Once the service unit has accrued \$10.00 in sales tax, a direct deposit will be sent to the service unit account.

Activity Credit Redemption Guidelines

To redeem Activity Credits for council-sponsored activities, fill out the Activity Credit Redemption form. Follow Activity Credit guidelines in volunteer essentials. Send the form and accompanying Activity Credits to the Salt Lake Council Resource Center. Omission of any part of the form will result in the total amount of Activity Credits NOT 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.

Event Representatives 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 (adult leader's recommendation, form, etc.). If the event is council-sponsored, girls may be considered for financial aid by filling out the council Financial Assistance Application form. 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.

Community Bank Accounts

See Volunteer Essentials

Thank you

From Girl Scouts of Utah, we sincerely thank you for everything you do to make Girl Scouting possible. The truly amazing effort you put into service, and the subsequently fantastic programs, events, and activities that you help provide make an unparalleled difference in the life of a girl. When she's a Girl Scout, she's a girl of courage, confidence, and character, who makes the world a better place. This is the Girl Scout DNA. It's your DNA too! We recognize and appreciate the exceptional ways you lead like a Girl Scout!

Thank you so much!



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Appendix

Event Committee Position Descriptions

Event Representative

The Event Representative plays an important role by providing high-quality Girl Scout events designed to meet the needs and interest of girls and further the Girl Scout Mission. The Event Representative enthusiastically creates, promotes, and executes fun and educational service unit programs and events while ensuring all activities comply to safety and risk management requirements, adhere to GSUSA and council policies, and connect to the Girl Scout Leadership Experience (GSLE).

First Aider

Minimum 18 years of age and a current member of GSUSA. The First Aider must have current certificate in first aid, including adult & child CPR and AED and/or wilderness first aid if any part of the activity is located 30 minutes or more from emergency medical services.

Finance Representative

The Finance Representative plays an important role by ensuring Girl Scout funds are maintained and recorded properly, completely, and timely, as well as creating a positive culture of financial literacy and financial health. The Finance Representative is responsible for year-round management of service unit funds and financial records as well as provides financial support, guidance, reassurance, and education for all volunteers within the service unit.

Registrar

Minimum 21 years of age. If registration is not to be handled by Girl Scouts of Utah, create third-party registration site/process for registrants, contact girls, adults, and troops in designated community that need assistance registering for event, as necessary. Work with staff, service unit team, and troop leaders to ensure event rosters are correct. In collaboration with Event Committee, supervise planning, implementation, and creation and delivery of confirmation materials. Perform check-in/check-out at event, including collecting Program Release forms and other applicable forms at check-in, and submit paper work to Event Representative or council.

Culinary Coordinator

The Culinary Coordinator is in charge of planning and implementing event meal plans and any nutrition education, including nutritious snacks and meals that incorporate appealing options for those who have dietary restrictions. Maintain health and food safety practices according to Volunteer Essentials, Safety Activity Checkpoints, and Department of Health guidelines at all times. Where applicable, develop an efficient and effective pack-out system for snacks and cook-out meals. Work with the Finance Coordinator for the ordering and purchasing of food, kitchen supplies, and equipment.

Activity Leaders

In collaboration with Event Committee, supervise the planning, implementation, and evaluation of event programming. Ensure girls' safety by remaining informed and complying with Volunteer Essentials and the Safety Activity Checkpoints. Work within the program and ratio expectations. Expected to assist with the maintenance of equipment, supplies, and inventories, and complete other duties as assigned.

Program Aide (PA), Volunteer-in-Training (VIT), Counselor-in-Training (CIT)

Position Description Qualifications:

- At least 12 years of age
- Current member of GSUSA
- Completion of PA, VIT, or CIT training prior to event
- Food Handler’s permit (if handling food)
- Responsible and mature

Responsibilities:

- Under direction of a leader, assist with responsibilities including:
 - Girl care and attention
 - Program implementation
- Act as a role model for younger girls.
- Following all guidelines for event.
- Assist with program planning and clean up as necessary.

Council-Sponsored Program Benefits

Hosting an event is a great way to engage girls, adult leaders, and families in different parts of Girl Scouts! This provides an opportunity to teach, gain knowledge, and develop new skills; collaborate with others both locally and globally; provide service; recruit and retain girls and adults; promote fellowship and fun; and supplement troop or group programming.

Event Type	Council-Sponsored	Free Patch	+2 Cents	Submit for Approval	Sales Tax Reimbursement
Service Unit-Sponsored Event	★	✗	If Council-Sponsored ✓	If Council-Sponsored ✓	✓
Renewal Party	★	✓	If Council-Sponsored ✓	If Council-Sponsored ✓	✓
Cookie Rally	★	✓	If Council-Sponsored ✓	If Council-Sponsored ✓	✓
World Thinking Day	★	✓	If Council-Sponsored ✓	If Council-Sponsored ✓	✓
Day Camp	✓	✗	✓	Required	✓
Badge/Journey Workshop	★	✗	If Council-Sponsored ✓	If Council-Sponsored ✓	✓
Bridging, Investiture, or other Ceremony	★	✗	If Council-Sponsored ✓	If Council-Sponsored ✓	✓
Never the Same Weekend	✗	✗	✗	✗	✓
Fundraising Event	✗	✗	✗	Required	✗

Key:

✓ Yes, this is provided (if an incentive) or required (if a form).

✗ No, this is not provided (if an incentive) or required (if a form).

★ Optional

Forms Required

Event Type	Program Release Form	Extra Insurance Form	Sales Tax Summary	Financial Report	Health Record Log	Incident/Accident Report
Service Unit-Sponsored Event	✓	★	★	★	★	★
Renewal Party	✓	★	★	★	★	★
Cookie Rally	✓	★	★	★	★	★
World Thinking Day	✓	★	★	★	★	★
Day Camp	✓	★	✓	✓	✓	✓
Badge/Journey Workshop	✓	★	★	★	★	★
Bridging, Investiture, or other Ceremony	✓	★	★	★	★	★
Never the Same Weekend	✓	★	✓	✓	✓	✓
Fundraising Event	✓	★	✗	✗	✗	✗

Key:

✓ Yes, this is provided (if an incentive) or required (if a form).

✗ No, this is not provided (if an incentive) or required (if a form).

★ Optional

Virtual Programs also require a review of the Internet Safety Pledge and possibly Permission to Record or Publish.

Forms Required Cont.

Event Type	Medication Log	Health History/ Consent	No-Show	Submit for Approval
Service Unit-Sponsored Event	✗	✗	✗	✓ If Applicable (See Safety Activity Checkpoints)
Renewal Party	✗	✗	✗	✓ If Applicable (See Safety Activity Checkpoints)
Cookie Rally	✗	✗	✗	✓ If Applicable (See Safety Activity Checkpoints)
World Thinking Day	✗	✗	✗	✓ If Applicable (See Safety Activity Checkpoints)
Day Camp	✓	✓	✓	✓ If Applicable (See Safety Activity Checkpoints)
Badge/Journey Workshop	✗	✗	✗	✓ If Applicable (See Safety Activity Checkpoints)
Bridging, Investiture, or other Ceremony	✗	✗	✗	✓ If Applicable (See Safety Activity Checkpoints)
Never the Same Weekend	✗	✗	✗	✓ If Applicable (See Safety Activity Checkpoints)
Fundraising Event	✗	✗	✗	✓ If Applicable (See Safety Activity Checkpoints)

Key:

✓ Yes, this is required

✗ No, this is not required

★ Only if council-sponsored

Any High Adventure Activity form needs to be submitted to GSU. Advanced approval is required. Submit High Adventure Activity form at least six weeks prior to the event. Any event that includes non-member girls or adults must be covered by extra GSU insurance. (If in doubt, purchase the extra insurance.)

Flag Ceremony Guidelines

Keep it simple. Emphasis needs to be on respect for the flag rather than on the commands or techniques. Adults can ask girls these questions when planning:

- Who will carry the flag?
- Who will the color guards be?
- Who will give the directions for the ceremony?
- What song will you sing? Who will sound the pitch and start the song?
- Will a poem or quotation be included? Who will say or read it?
- After the Pledge of Allegiance, will the Girl Scout Promise and Law be said?
- What order will the ceremony follow?
- When will the group practice?
- Where will the flags be placed at the end of the ceremony?

Terms Used in a Flag Ceremony

The **color bearer** (or flag bearer) is the person who carries the flag.

There is one color bearer for each flag used in the ceremony.

The **color guard** is a team that guards the flags. Any even number of guards may be used, but usually four or six girls are sufficient.

The **Girl Scout in charge** (or caller) is a designated Girl Scout who announces or calls each part of the ceremony.

Possible Commands for a Flag Ceremony

“Girl Scouts, attention.”

Used to announce that the flag ceremony is to begin.

“Color guard, advance.”

Signals the color guard to advance with the flags or advance to pick up the flags.

“Color guard, post the colors.”

Directs the color guard to place the flag in flag standards or to attach the grommets to a flag pole rope.

“Color guard, honor your flag.”

Signals the color guard to salute the American flag.

“Please join us in saying the Pledge of Allegiance.”

Followed by an appropriate song, quotation, or poem, if so desired.

“Color guard, retire the colors.”

Prompts the color guard to remove the flag from standards or to lower the flag, detach it from the rope, and fold it prior to being dismissed.

“Color guard, dismissed.”

Prompts the color guard to leave in formation, with or without the flag.

“Girl Scouts, dismissed.”

Indicates girls may leave in formation or be at ease where they have been standing.

Handling the Flag of the United States of America

Display of the American flag is governed by law to ensure that it will be treated with the respect due to a nation's flag. This is known as the United States Flag Code. Some of the rules most useful for Girl Scouts are:

- The flag of the United States of America should be at the center and at the highest point of the group when a number of flags of states (or localities or pennants of societies) are grouped and displayed from staffs.
- When the flags are posted in stands or raised on a pole, the American flag is always kept higher than other flags, so it is placed in its stand after other flags are lowered into their standards, or it is raised up a pole first. When it's time to retire the colors, the American flag is taken out of its stand first so it remains the highest flag at all times.
- The flag, when carried in a procession with other flags, should be either on the marching right or, if there is a line of other flags, in front of the center of that line.
- When you display the flag on a wall or in a window where people can see it from the street, it should appear flat with the blue part at the top and on the flag's own right (which is the observer's left).
- When displayed after dark, the flag should be illuminated.
- The flag is to be hoisted briskly and lowered slowly, with dignity.
- The flag should never be allowed to touch anything beneath it, nor should it ever be carried flat or horizontally— always aloft and free.
- Never use the flag as a cover or place anything on top of it.
- No disrespect of any kind should be shown to the flag of the United States. It should be kept clean.

Event planning Checklist

Beginning of Year:

- Meet with your service unit team and plan your calendar for the upcoming year
- Attend required training (within last three (3) years)

Minimum 2 months before event:

- Build your Event Committee
- Create event timeline with Event Committee and delegate tasks

Minimum 6 weeks before event:

- Finalize program outline
- Acknowledge and plan for any risk management
- Submit program to be council-sponsored
- Promote your event

Minimum 2 weeks before event:

- Send extra insurance enrollment form to programs@gsutah.org
- Send confirmation materials to programs@gsutah.org or registered participants

Minimum 1 week before event:

- Finalize event logistics with event committee
- Review paperwork
- Follow your day of event outline

Within 2 weeks after event:

- Send any follow-up forms to Girl Scouts of Utah at programs@gsutah.org
- Send Thank You's to all adult leaders, partners, and participants

Planning a Budget

Calculate the expenses for your program. Use the following table as a rule-of-measure for determining item expenses per child:

Item	Cost Per Child	# Offered	# Served	Total

Calculate the following item expenses at a flat rate:

Item	Cost
Food	
Program Supplies	
Postage	
Printing	
Outside Consultants	
Office Supplies	
Health Supplies	
Housekeeping	
Facility Rental	
Tokens of Appreciation	
Equipment	
Other	
Total	

Planning a Budget Cont.

Calculate your income next, ensuring that it covers your expenses. Always figure about an 85% income ratio. While it's exciting to know that you can serve 100%, you shouldn't determine your income based on this figure:

Cost Per Child	Number Served	Total
	85 percent of total income	
Donations		
Financial Associations		

Event Activity Schedule

Time	Activity
	Set-Up
	Arrival/Check-In
	Opening
	Activity One
	Break, Move to Next Activity
	Lunch/Rest Time
	Activity Two
	Kapers (Clean Up)
	Closing and Flag Ceremony
	Check-Out

Sample: Overnight Event

Day One:

Time	Activity
	Set-up
	Arrival/Check-in
	Opening
	Activity
	Snack
	Campfire or Activity
	Lights Out

Day Two:

Time	Activity
	Wake Up/Pack for Home
	Flag Ceremony
	Prepare Breakfast
	Breakfast
	Activity One
	Break, Move to Next Activity
	Activity Two
	Prepare Lunch
	Lunch
	Activity Three
	Break, Move to Next Activity
	Activity Three
	Closing and Flag Ceremony
	Kapers (Clean Up)
	Check-Out

Fire, Police, Health Services Sample Notification Letter

[Date]
[Your Name
Address
City, State Zip]

[The Name of Fire, Police, or Health Services
Their Address
City, State Zip]

Dear [Name of Enforcement Division]:

To ensure the safety of our girls, Girl Scouts of Utah [Name of Service Unit] Service Unit is required to notify you of our operation dates for Girl Scout Day Camp. Please sign and return the enclosed acknowledgment letter for our records.

Our Day Camp will be located at [Name of Park, Facility, and Address of Location] (map enclosed). We will be in operation from [Date] to [Date] from [Time] to [Time]. There will be an average of [Total Number of girls and adults] girls and adults in attendance.

[Name of Day Camp Director] is the Day Camp Director and can be reached at [Phone] during the event. If you have any questions, please call me at [phone].

Thank you for your cooperation.

Sincerely,

[Name]

Day Camp Director

Risk Management of Natural and Man-Made Hazards

Rabid Animals

- To ensure individual and child safety, assume all wild animals, such as squirrels, skunks, rabbits, and chipmunks, etc., are rabid.
- If contact is made, notify the designated First Aider immediately. Do not attempt to capture the animal.

Poisonous Plants

- Poison ivy is the most common poisonous plant.
- Avoid contact with poisonous plants by staying on the paths or trails.
- See the designated First Aider for treatment if someone at day camp has been exposed.
- All hikers should wear long-sleeved shirts and long pants in areas known to have poisonous plants.

Wood Ticks

- Inspect yourself and children thoroughly around hairline and soft parts of the body after walking through brush.
- One specific type of tick can cause Lyme disease. (We have not had any notification of anyone contracting or coming in contact with that species of tick at any of our outdoor events or in the surrounding areas. However, be aware that is possible and you should watch for signs of illness.)
- Tick removal should be done by the designated First Aider.

Poisonous Snake Bites

- If someone is bitten by a poisonous snake, she should be kept as still as possible and transported immediately to the hospital under the direction of the GSU Outdoor Representative and designated First Aider.

Insect Bites and Stings

- If a participant is stung by a bee or another insect, she should report to the designated First Aider. Under certain circumstances, she will be sent to the hospital under the direction of the council, outdoor/event representative, and designated First Aider.
- Staff should have prior notification if specific participant have been known to go into anaphylactic shock when stung.

Grade Change of Paths

- Care should be taken on trails and paths where there are steep inclines, extreme drop offs, or sharp curves.
- When passing individuals going the opposite direction, stay on the right side of the trail.

Lakes and Streams

- Appropriate coverage by lifeguards and a 21-year-old staff member is needed prior to all lake, stream, and waterfront activities.
- All waterfront activities must be cleared thorough the day camp director.

Adverse Weather Conditions

- Listen for severe weather warnings on the radio.
- Outdoor activities may be discontinued and children moved to a safe area with the approach of darkening skies. Gather all girls in a sheltered area. Try to calm participants who may be upset by distracting them with other activities.
- If in a building, keep children away from doors and windows.
- Stay calm. Staff should contain information as much as possible.
- The event representative will monitor the radio for confirmation and updates. Staff will be notified of rapidly changing weather patterns. Outdoor/event representative should notify troops and staff of cancellation of event.

Rainy Weather

- Gather in a sheltered area or building.
- Continue with rainy day activities, songs, etc. to calm girls.

Lightning

- Although lightning tends to strike tall objects on high ground, lightning does not always strike the highest object in the area.
- Protect everyone from the elements if possible. A large building is the best shelter.
- Close all windows on the side of the building from which the storm is approaching. Keep children away from doors, windows, electrical outlets, switches, fireplaces, stoves, and other metal objects.

If outside, lie flat on ground in open area.

- Try to keep the children calm. Continue with rainy day program or continue with scheduled day camp program when possible.
- If one of the buildings is struck by lightning, look for possibility of fire or other hazards to individuals. Everyone will remain in the building unless there is visible fire or smoke after lightning strikes.

Extremely Hot Weather

- Schedule strenuous activities during cooler hours of the day or postpone the activity until the heat wave passes. Outdoor/event representative should notify staff of any changes in schedule.
- Encourage participants to increase fluid and reduce salt intake. Lengthen the rest periods if necessary.
- Rest during the hottest part of the day. Observe the participants for fatigue, muscle cramps, heat exhaustion, or heat stroke. Report these symptoms to the designated First Aider.

Severe Illness

- If an illness lasts longer than four hours and/or symptoms pointing toward respiratory distress, such as fluid in the lungs, high fever, or symptoms worsen, participant should be sent home.

Seizures

- A staff member should stay with the individual. Most seizures last from several seconds to two minutes. Clear the area of dangerous, sharp, harmful items and people. Do not attempt to stop the seizure. Protect the individual's head if they fall. Do not put anything in their mouth.
- Help the person to become reoriented after the seizure. Help them to the first aid station and allow them to rest. Often after a seizure, the individual will sleep for many hours. They should be supervised while sleeping.
- All seizures should be recorded. The parent/guardian should be notified. If a seizure lasts for more than three minutes, get additional assistance from medical personnel in the area.

OSHA Regulations

- OSHA "Blood Borne Pathogens Standard" regulations require that each person who is in direct contact with any body fluids be provided with a bodily fluid clean up kit. The kit should include: goggles, face mask, gown, and disposable latex gloves.

Missing, Lost, or Runaways

- All persons will be accounted for at the beginning of each activity through a verbal count taken by the outdoor/event representative. This procedure should be followed rigidly for all daily activities. Staff will take a verbal count each time the participants are together for rest hour or activities.
- If a person is missing, staff in the group should search the area where the participant was last seen. Also check toilet facilities.
- The event staff should notify the event representative. A member of the staff should return to the participants and continue regularly planned activities.
- The event representative will determine the last known whereabouts of the participant(s) by consulting with the event staff and referring to the activity rosters. The outdoor/event representative will determine the course of action to take, depending on the situation.
- Gather the following information: name, age, description, where last seen, and clothing worn. Select search leader and formulate search plan on the basis of resources and information.
- Contact GSU to begin the crisis management plan. They will determine if a search and rescue team should be called. Brief the entire search party. Remind them: the distress signal is three of anything, pause, or repeat. The answer is two of anything.
- Search parties should carry an emergency pack containing a first aid kit, food, water, and a source of heat. Members should be well fed before starting the search, have warm clothing, and foul weather gear. They should also carry a whistle and flashlight.
- Any new information that staff members may receive should be conveyed to the event representative immediately.
- Once the participant has been found, other staff or personnel should not become involved in the discussion of the incident. The event representative will handle the case from this point on.
- Remember that only the council CEO may act as a spokesperson for the event. Refer all questions to her.

Intruders

- All event visitors must check in with the outdoor/event representative. All visitors will be escorted through event by the outdoor/event representative.
- If an unescorted individual is seen at the event, notify the outdoor/event representative of the exact location, description, and time individual was seen. The informer will then return to their activity and move the group's activities to the main area.
- The outdoor/event representative will explain to the intruder that they are interrupting the event and will escort them away from the area.

Accidents

- Give immediate attention to any life-threatening emergency according to first aid training.
- Do not leave the injured person unattended. Continue first aid until medical help arrives.
- Notify the designated First Aider of the accident. Give exact location, name of injured, nature of injury, and name of the person doing the notifying.
- The designated First Aider will respond to the call, go to the location of the accident, and take charge. They will determine if the victim needs immediate transportation to the hospital.

Highway Emergencies

- Vehicles carrying children must have a minimum of two adults in the vehicle. One must be qualified and certified to care for possible injuries. The other adult will be responsible for caring for the uninjured.
- Adults in this situation will be briefed of all safety measures and vehicle information before leaving.
- All individuals in the vehicle will wear seat belts at all times. Vehicle seatbelt capacities will not be exceeded.
- If more than one vehicle is used, the group will not travel in convoy.
- In case of an accident or vehicle problems, remove participants from the vehicle if there is any danger by remaining in the vehicle. If no damage exists, leave participants in the vehicle. Make sure participants are safe from other traffic.

Fire

- Notify the occupants and outdoor/event representative immediately.
- Small Contained Fires (i.e. waste baskets):
 - Attempt to extinguish the fire using the nearest fire extinguisher.
 - Apply stream to the base of the fire.

Electrical Fires:

- Do not handle the electrical appliance.
- Turn off all electrical power from fuse box.
- Do not use water on electrical fires.

Flammable Liquid Fires:

- Apply baking soda to grease fires.
- Use foam or B-D extinguisher in an attempt to extinguish fire.
- Do not use water on flammable fires, as it may cause the fire to spread.
- Large Advanced Fires (i.e. floors, walls, curtains, ceiling):
 - Evacuate the building immediately
 - Do not attempt with a hand extinguisher.
 - Call fire department.