

Area Event Director Training

2019-2020 Manual for Area Event Directors



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Welcome to Girl Scouts – North Carolina Coastal Pines’ Team

Girl Scout Mission

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

Girl Scout Promise

On my honor, I will try:

To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

Girl Scout Law

I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong,
and responsible for what I say and do,

and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.

Council Service Centers and Shops

Raleigh Service Center

6901 Pinecrest Road
Raleigh, NC 27613
919-782-3021

Fayetteville Service Center

894 Elm Street, Suites B & C
Fayetteville, NC 28303
910-437-9900

Goldsboro Service Center

108 E. Lockhaven Drive
Goldsboro, NC
919-734-6231

Wilmington Service Center

2250 Shipyard Boulevard, Suite 3
Wilmington, NC 28403
910-202-9197

*Girl Scouts of the USA makes no attempt to define or interpret the word “God” in the Girl Scout Promise. It looks to individual members to establish for themselves the nature of their spiritual beliefs. When making the Girl Scout Promise, individuals may substitute wording appropriate to their own spiritual beliefs for the word “God.” Please feel free to share this information with girls’ families.

Staff Contact List

Questions? We've got answers! Council staff are always there to answer your questions.

Area Event Director Program and Support Teresa Nichols, Senior Learning & Development Director tnichols@nccoastalpines.org 919-600-6487	Camp Graham Ranger Josh Galloway jgalloway@nccoastalpines.org 252-492-1478
Camporee, Camp Staff, and Insurance Keli Diewald, Vice President of Program kdiewald@nccoastalpines.org 919-600-6345	Camp Hardee Ranger Lon Everett leverett@nccoastalpines.org 252-946-0492
Retail Services Laura Heaney, Retail Services Director lheaney@nccoastalpines.org 919-600-6220	Camp Mary Atkinson Ranger Don Perry dperry@nccoastalpines.org 919-965-3586
Finance and Accounting Paige Doster-Grimes pgrimes@nccoastalpines.org 919-600-6311	Camp Mu Sha Ni Ranger David Aumen daumen@nccoastalpines.org 910-652-6245
Media and Publicity Ashley Winton, Communications Manager awinton@nccoastalpines.org 919-600-6327	Registration and Council Property Reservations Customer Care Team helpdesk@nccoastalpines.org 919-782-3021

Welcome to the Service Unit Team!

Thank you for agreeing to serve as an area event director for your local area/service unit. As an administrative volunteer, you will help troop leaders bring the Girl Scout Leadership Experience to life through events and activities for troops and girls in your local community!

All area event directors are required to complete area event director training prior to planning area events. The training is purposefully designed to prepare you to organize and execute effective and budget friendly events. For the best impact, area event directors should try to attend training at least three to six months before beginning to plan their first event. The earlier you attend, the more comfortable you'll be with you begin planning first event.

Course Objectives

Volunteers who complete Area Event Director training will be able to:

- describe the role and responsibilities of the area event director;
- define the Girl Scout Leadership Experience (GSLE);
- explain the techniques to incorporate girl-planning and progression into area events;
- develop a written plan and budget for area events;
- identify, use, and submit forms appropriately; *and*
- create a safety management plan for area events.

Using the Manual

The *Area Event Director Training Manual* includes tips and tools to support you and your committee through all phases of the planning process. Inside you'll find a series of detailed checklists and samples of forms you may need, many of which can be downloaded and customized. Use these tools in a way that works for you, your team, and your event.

You'll notice that complete guidelines pertaining to Girl Scout policies and procedures are not included in the manual. This is because policies and procedures are reviewed and updated annually. For that reason, always use this manual in conjunction with the most recent versions of *Volunteer Essentials* and *Safety Activity Checkpoints* (always available in Forms on the council website.) to ensure that you and the members of your committee are following Girl Scouts' most current policies and procedures.

After attending training, you will use this manual to guide your planning process. Prior to beginning to plan an event, review this guide again with your event idea in mind. Some of the topics will apply to the event you are thinking about and others won't. You may even find that you need to add additional tasks to your process that are not contained in the manual or checklists. Continue to use the guide as a resource as the event develops and again when new event opportunities arise.



Check in frequently! We encourage you to share the information in this manual with your committee, service unit team, membership director, and area troop leaders. Touch base with your membership director when you need advice and reach out to the volunteer experience team when you need help. Most of all, enjoy the process of working with your committee and the girls as you go!

Area Event Basics



Section One

What is an Area Event?

Area events provide unique opportunities for girls to participate in Girl Scouts beyond their individual troops, help girls and their families understand the sisterhood of Girl Scouting, and expand how girls view their community. Area events should aim to provide high-quality experiences for girls which are aligned to the Girl Scout Leadership Experience.

An **area event** is any activity that is organized by a local area/service unit which meets **ANY** of the following criteria:

- will serve girls and/or adults from multiple troops from the same local area that are not under the guidance of a troop activity planner;
- will serve greater than 28 participants from the same area;
- will collect funds for registration or money-earning activities; *or*
- requires complex planning and/or budgeting.

Benefits of Area Events

The benefits of an area event include:

- providing fun ways to show girls they belong to a bigger sisterhood;
- inspiring girls to continue to grow through Girl Scouts;
- creating stronger connections with Girl Scouts and their families; *and*
- providing teen Girl Scouts with the opportunity to participate in planning and hosting events.

Requirements for an Area Event

All area events should meet the following requirements:

- The purpose of the event should connect to the Girl Scout Leadership Experience.
 - Does the event provide an opportunity for girls to discover, connect and/or take action?
 - Does the event incorporate Girl Scouts' three processes: girl-led, learn-by doing, and cooperative learning?
 - Does the event achieve one (or more) of Girl Scouts' five (5) leadership outcomes?
- The event must be safe and age-appropriate for the target audience; meeting the health and safety needs of ALL participants must be the number one priority for all events.
 - Have you reviewed *Volunteer Essentials* and *Safety Activity Checkpoints*?
 - Have you determined if an event first aider is needed?
 - Have you received proper approval for the event?

- Is additional insurance required for the members attending the event?
- Is additional insurance required for non-members (family members, siblings) attending the event?
- The event must be affordable, accessible, and inclusive for all girls.
 - Can girls and/or families afford to attend the event?
 - Have you checked the calendar for scheduling conflicts such as religious holidays?
 - Have you come up with ways to include girls with disabilities?

Area Event Director: Responsibilities

The role of the area event director is to lead and oversee the planning, implementation, and delivery of fun, educational, and safe events in their assigned area of service. In detail, area event director responsibilities include:

- Work in partnership with the members of the area service unit team and membership director to develop customized, local events aligned to the GSLE for girls in the local community.
- Recruit additional volunteers to assist in the planning and delivery of events as needed.
- Host event planning meetings to coordinate logistics and event details.
- Complete and submit forms for event approval prior to the promotion of the event; provide copies of all approved paperwork to membership director, as necessary.
- Create and submit flyers, programs, and/or other printed materials to the membership director for approval. Work with the membership director to submit documents to the customer care team for printing and/or mailing.
- Support and encourage event participants to attain desired goals and awards and provide appropriate recognitions of achievement(s).
- Complete and submit final Event Planning Guide including full financial documentation to membership director and/or appropriate volunteer experience staff within 4 weeks of the conclusion of the event.
- Serve as a role model for other volunteers by modeling reliability, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration.
- Be guided in all actions by the Girl Scout Mission, Promise and Law.
- Remain informed about and comply with all current policies, procedures, and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.
- All area event directors should review and sign the **Area Event Director Volunteer Position Description** with their membership director (a copy is included in the Appendix).

Area event directors are appointed by the membership director and approved by the area service unit manager for a term of one year. To serve as an area event director, volunteers must be a registered member of Girl Scouts with a successfully completed background check. Area event directors are required to complete Volunteer Essentials online training and recertification every three years.

How Many Area Events Do Event Directors Plan?

If you're a new area event director, you might plan 2-4 events each year including a summer day camp or camporee program. Common area/service unit events include: camporees, World Thinking Day events, Girl Scout Week events, Juliette Gordon Low Birthday events, service projects, family events, lock-ins, day camps, and more! As your experience and confidence in planning and delivering area events grows, you might consider trying something new like a service unit science fair, career day, or bridging and award ceremonies. The sky's the limit! If the girls can dream it, you can do it!

The Girl Scout Program

Section Two

Girl Scouting is fun with a purpose! The best way to ensure that events have a purpose is to keep the Girl Scout mission and leadership experience in mind as you work with your committee to create fun, friendly, and safe events for girls, troops, and families.

The Girl Scout Leadership Experience (GSLE)

The Girl Scout Leadership Experience is the core of who we are as an organization. In Girl Scouts, girls follow a path to **discover** themselves, **connect** with others, and **take action** to make the world a better place - all within the safety of an all-girl environment.

The GSLE is a collection of engaging, challenging, and fun activities called the National Program Portfolio (NPP). The NPP is a series of resources that brings the GSLE to life. These resources include the *Girl's Guide to Girl Scouting*, Journeys, program awards (badges and pins), Girl Scouts' Highest Awards (Bronze, Silver, and Gold), the Girl Scout Cookie Program, and outdoor programming. Troop activities supplement the GSLE by providing unique, engaging, and age-appropriate opportunities and experiences where girls can encounter the GSLE with their troop in a fun and purposeful way that is girl-led, cooperative, and hands-on.

When planning area events, the goal is to create activities and programs that are grounded in Girl Scouts' **Three Keys to Leadership** and **Three Processes** and that reflect Girl Scouts' **Five Outcomes**. By providing girls with the opportunity to participate in multiple aspects of the GSLE, you are helping them to unleash their inner **G.I.R.L.** (Go-getter, Innovator, Risk-taker, Leader)! Let's review the Girl Scout Program and its concepts.

Girl Scouts' Three Keys to Leadership

The GSLE model engages girls by using Girl Scouts' **Three Keys to Leadership**:

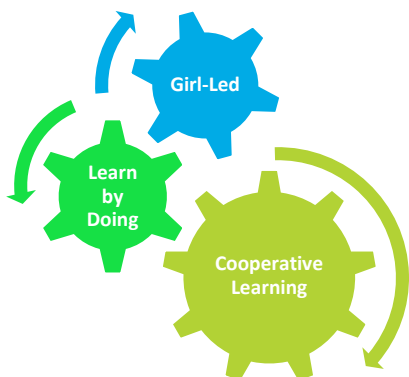
- **Discover:** Girls discover themselves and their values and use their knowledge and skills to explore the world.
- **Connect:** Girls connect with issues, people, and things locally and globally that inspire them.
- **Take Action:** Girls act to make the world a better place.



Be sure to keep Girl Scouts' **Three Keys to Leadership** in focus as you work with your committee to develop the event's goals and activities.

Girl Scouts' Three Processes

Girl Scouts' **Three Processes** ensure quality and promote the fun and friendship so integral to Girl Scouting. Troop Leaders and area event directors help girls engage by incorporating the **Three Processes** into troop activities and events that the girls will attend. Being a Girl Scout isn't just about what you do, it's about how you do it!

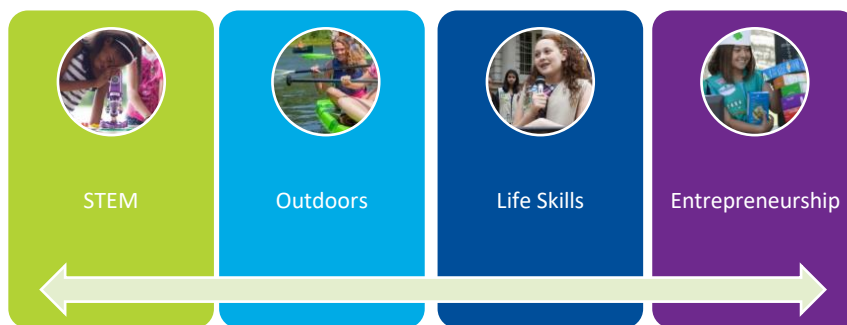


The Girl Scout experience is designed to be **girl-led**. Decision making, compromise, and communication are essential elements to developing strong leaders. Ensure that event planning incorporates **girl-led** by asking the girls in your area for ideas on what they want to do or attend and discuss options.

At Girl Scouts, we encourage girls to **learn by doing**. By asking girls to take age-appropriate risks and try new things, we bring a hands-on element to our program. Remember to encourage girls to reflect on the activity or event to see if they enjoyed it and/or what they learned.

Girl Scouts is a **cooperative learning** experience where girls work together to discover, connect and take action in their community. Incorporate opportunities for the girls to share their knowledge, skills, and learning to promote trust, respect, teamwork, and cooperation for others.

Girl Scouts' Four Pillars



While girls may be exposed to these subjects at school, in other youth programs, or even on their own, girls experience and gain important skills in Girl Scouts' **Four Program Pillars – STEM, Outdoors, Life Skills, and Entrepreneurship** - the skills that put girls on a path to a lifetime of leadership, adventure, and success. And because our program is girl-led, girls decide what they'll do, together.

It's important that the activities and events that you and your committee plan include programming tied to the Girl Scout Leadership Experience and our **Four Pillars**.

Girl Scouts' Five Outcomes

Girl Scouts' **Five Outcomes** describe what girls gain as a result of their Girl Scout experience and are signs that let us see we are delivering on our mission. Checking the five outcomes is like noting road signs on a journey - the signs let you know you're on the right path to your destination.

Activities and events grounded in these five outcomes result in our overall goals of girls leading with **courage, confidence and character**.

Progression

Girl Scout Daisies and Girl Scout Ambassadors have very different skills and interests. They have different life experiences and different needs for opportunities, support, and guidance. That is why, in Girl Scouts, we use the idea of Progression, the idea that we meet girls where they are and help them grow to where they want to be. How we work with the girls to help them discover, connect, and take action varies depending on a girl's age and level in Girl Scouts. Progression shows up in everything we do, from running troop meetings to activities, camp, and travel.

Volunteer Essentials and Safety Activity Checkpoints

Good planning makes for successful and safe activities! As an area event director, your role is to guide the group to ensure plans are safe and appropriate for the girls' experience and skill levels.

You will also take the lead in working with the event committee and leaders to ensure that all guidelines are communicated to girls, their parents, and any other participants in an event. Before planning any event, be sure to review the most current copies of *Volunteer Essentials* and *Safety Activity Checkpoints* (always available in Forms on the council website).

Volunteer Essentials

Volunteer Essentials outlines guidelines for Girl Scout activities, information on the Girl Scout program and experience, and general expectations. This vital resource will support you in providing a fun, safe and impactful Girl Scout experience. Always refer to the section in *Volunteer Essentials* that covers safety before planning any activity. All area event directors are required to take *Volunteer Essentials* online training. The online training module can be found on the council website under Volunteers/Volunteer Learning and Support/Troop Co-Leaders.

Safety Activity Checkpoints

Safety Activity Checkpoints (SAC) is a resource for area event directors and other adult volunteers who lead activities and events for girls. This document provides safety standards and guidelines for Girl Scouts of the United States of America (GSUSA) and Girl Scouts-North Carolina Coastal Pines (GSNCCP) approved activities. *Safety Activity Checkpoints* can be located on the

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

**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.

**HEALTHY RELATIONSHIPS:**
Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.



Canoeing

Council Approval: May be required

Activity Permitted For: "D B J C D A"

Not Recommended For: Daisies, except with an experienced adult in each canoe and on flat water

About Canoeing

Canoeing is a great team-building exercise and a fun way to enjoy the outdoors. Whether you're playing games on a pond or taking a whitewater trip on a river, there's a canoeing option for everyone. Canoes sit on a seat or knee in the canoe, and use a paddle to propel their boat. Most canoes are for two people, but some canoes can hold up to 12.

Currents, waves, rapids, and wind affect conditions. Those conditions and type of canoe will determine what is appropriate for your troop. See the Paddling and Rowing Skills—Water Progression Chart for details. Be sure all participants have the training and experience to participate in the level expected. Class II rapids require prior council approval. Participants may be Daisies and older who have demonstrated and documented prior experience of progression.

Whitewater canoeing can only be done on water that has been run and rated, and only up to Class II difficulty, as defined by the American version of the [International Scale of River Difficulty](#).

Learn More:

- [American Canoe Association](#)
- [Canoe and Kayak Database](#)
- Interactive maps of places to go: [Paddling.com](#) and [American Canoeing](#)
- Instructional videos about canoeing strokes: [Paddling.com](#)

Include Girls with Disabilities

Talk to girls with disabilities and their caregivers, and ask about needs and accommodations. Contact the canoeing instructor or boating facility in advance to ask about accommodating people with disabilities.

Additional Resources:

- See [Canoeing Growth USA](#) to find out about inclusion in canoeing.
- Check out [Paddling.com](#) for inspiring stories of paddlers with disabilities.

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council website under Forms and on the Resource tab of the Volunteer Toolkit.

When to Use Safety Activity Checkpoints

Area event directors and area/service unit teams should refer to *Safety Activity Checkpoints* every time girls want to participate in an activity including council-sponsored events.

Safety Activity Checkpoints Format

Safety Activity Checkpoints are broken down into three main sections:

- General Safety Standards and Guidelines for All Activities
- Activities at a Glance, *and*
- Individual Activities

Section 1: General Safety Standards and Guidelines for All Activities

This section provides general safety standards and guidelines that apply to **all** activities and includes items like activity preparation, required insurance, first aid, health history, transportation, and more. This section also outlines which activities are not permitted by GSUSA or GSNCCP.

Section 2: Activities at a Glance

The Activities at a Glance table serves as a quick and easy reference guide to outline grade-level specifications for activity participation, council approval requirements, and instruction credentialing. Similar activities such as climbing, and adventure activities or inflatable activities, are grouped together in this section.

Activities at a Glance	Daisies	Brownies	Juniors	Cadettes	Seniors	Ambassadors	Council Approval Required	Required Instructor Certifications or Experience and Verification
Amusement Parks	D	B	J	C	S	A	May be required	Follow the adult-to-girl ratios listed in the Introduction.
Animal Interaction and Adventure	D	B	J	C	S	A	May be required	Follow the adult-to-girl ratios listed in the Introduction.
Arts and Crafts (See Miscellaneous SAC)	D	B	J	C	S	A	Not required	Follow the adult-to-girl ratios listed in the Introduction.
Backpacking			J	C	S	A	May be required	Backpacking is not recommended for Daisies and Brownies, due to weight restrictions on their small frames, and the need when backpacking to be able to carry all their supplies needed to camp. (FOR DAISIES AND BROWNIES-REFER TO HIKING)
Bicycling	D	B	J	C	S	A	Not required. Bicycle trip approval may be required.	Follow the adult-to-girl ratios listed in the Introduction.
Camping	D	B	J	C	S	A	May be required	Ensure that at least one adult is trained for camping as required by your council. In addition, follow the adult-to-girl ratios listed in the Introduction.

Section 3: Individual Activities

For each activity listed in the Activities at a Glance section, you will find additional, more detailed, information in the Individual Activity section of *Safety Activity Checkpoints*. Individual activity sheets include specific information needed to participate in the activity such as an “About” section which describes what the activity is along with information on how to include girls with disabilities and specific safety precautions needed for that activity.

Adult Chaperones

Girl Scout groups are large enough to provide a cooperative learning environment and small enough to allow for development of individual girls. The following group sizes are recommended:

Girl Scout Daisies: 5-12 girls

Girl Scout Brownies: 10-20 girls

Girl Scout Juniors: 10-25 girls

Girl Scout Cadettes: 5-25 girls

Girl Scout Seniors: 5-30 girls


Girl Scout Ambassadors: 5-30 girls

Adult-to-Girl Ratios

Girl Scout volunteers, including troop co-leaders and area event directors, are responsible for arranging and maintaining proper adult supervision for meetings, activities, and events. Each troop meeting or Girl Scout activity must have at least two unrelated, background checked volunteers (one being female) present at all times, plus additional adult volunteers to cover the adult-to-girl ratios, as required.

To assist in determining the appropriate number of adults required to supervise a specific number of girls, GSUSA provides adult-to-girl ratios in the form of a chart. This chart shows the minimum number of adults needed to supervise a specific number of girls depending on the activity. The ratios were devised to ensure the safety and health of the girls. For example, if one adult must respond to an emergency, a second adult is always on hand to supervise the rest of the girls.

You will find the adult-to-girl ratios you need to follow in *Volunteer Essentials*. However, to ensure added safety, certain high-risk activities listed in *Safety Activity Checkpoints* will override the adult-to-girl ratios listed in *Volunteer Essentials*. **Always consult both resources when determining the number of adults required to be present for your activities and events.**

	Events, Travel, and Camping	
	Two unrelated adults :(at least one of whom is female) for every:	Plus one additional adult for each additional number of this many girls:
		
GS Daisies (grades K-1)	6	1:4
GS Brownies (grades 2-3)	12	1:6
GS Juniors (grades 4-5)	16	1:8
GS Cadettes (grades 6-8)	20	1:10
GS Seniors (grades 9-10)	24	1:12
GS Ambassadors (grades 11-12)	24	1:12

For multi-level troops, use the adult-to-girl ratio for the lowest grade level in the troop. For an example, if the troop consists of Daisies and Brownies, the Daisy ratio should be followed.

First Aid

Emergencies require prompt action and quick judgment. In partnership with GSUSA and the American Red Cross (ARC), the council offers FA/CPR courses at significantly discounted rates for registered members.



First Aid/CPR training that is available entirely online does not satisfy Girl Scouts' requirements. Such courses do not offer enough opportunities for individuals to practice and receive feedback on skills and technique. In addition, courses that do not include adult **and** child CPR do not satisfy Girl Scouts' requirements.

First Aider

GSNCCP requires a first aider (does not have to be the troop co-leader) to be present at all activities and events outside the traditional troop setting. Troop first aiders are required to

accompany the troop at council and area sponsored events. When council or area sponsored events exceed 200 participants, the council or event committee is responsible for providing additional first aiders as needed.

The troop first aider is a registered volunteer who has successfully completed a Girl Scout background check and a Girl Scout-approved (American Red Cross, American Heart Association, EMP America, and National Safety Council) first aid and adult and child CPR/AED training.

If the area event/activity will take the troop/group 30 minutes or more away from local Emergency Medical System (EMS), then a level two first aider is necessary. Individuals with the following certifications, can serve as a level two first aider for trips and activities: Wilderness and Remote First Aid, First Aid/CPR for Professional Rescuer or Lifeguard.

Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	Adult and Child First Aid/CPR/AED
More than 30 minutes	Wilderness and Remote First Aid

Inclusion: How to Include All Girls

Girl Scouts embraces girls of all abilities, backgrounds, and heritage, with a specific and positive philosophy of inclusion that benefits everyone. Each girl—without regard to socioeconomic status, race, physical or cognitive ability, ethnicity, primary language, or religion—is an equal and valued member of the group, and groups reflect the diversity of the community.

Inclusion is an approach and an attitude, rather than a set of guidelines. Inclusion is about belonging, about all girls being offered the same opportunities, about respect and dignity, and about honoring the uniqueness of and differences among everyone.

More often than not, a simple adaptation or alternate activity gives girls with different abilities the opportunity to explore common interests.

Ask yourself the following questions to see how accessible your activities are:

1. Do we rely on a lot of printed materials for information? Could we also use Braille, large print, or audiotapes?
2. Can we arrange for interpreters to be available for girls who might use sign language? For a girl who is hard of hearing, can we arrange for her to have special seating or receive printed or illustrated materials?
3. Are the activities appropriate for girls who have a communication disorder or a learning disability?
4. Is there a written application involved to participate in the activity? If strong oral or written language skills are not needed to participate in activities, should accommodations be made to allow for an oral application to be made and submitted?
5. For group activities, with appropriate staff available, could a girl who has a learning disability participate? How can we provide alternate activities if some are too difficult? Could a Girl Scout Senior be recruited to serve as “Jr. Staff” to provide one-to-one assistance?
6. Can a girl with a physical disability participate? If activities are outdoors, are sites accessible? Can transportation be provided to and from activity areas so that girls who have trouble with mobility can still participate?



As you can see from these questions, including girls with disabilities is not difficult; it may just involve looking at your activities in a different way. Some points to keep in mind include:

- Use a variety of media to present information. Everyone has a preferred learning style, make sure you strive to reach all.
- Use *Safety Activity Checkpoints* just as you would for any girl activity. Each individual safety activity checkpoint has a section titled, “Including Girls with Disabilities” that provides links to help you plan for girls with disabilities who might be attending your event.
- Consult *Volunteer Essentials: Creating an Atmosphere of Acceptance and Inclusion* for information related to accessibility. For information on specific disabilities and examples of adaptations, *Focus on Ability: Serving Girls with Special Needs* is a helpful resource published by GSUSA. There are several other resources available at libraries as well.
- Give girls the opportunity to participate in alternate activities if they choose. It is important not only to keep from isolating girls with disabilities, but also to recognize that all girls have a variety of interests and abilities.
- Always have alternative activities planned even if you are not expecting girls with differing abilities to attend. Occasionally a girl may get injured early in the event (such as getting a sprained ankle). Having alternative activities that don’t require a lot of walking will enhance everyone’s enjoyment. You may also have girls who have asthma or other conditions that limit their ability to engage in strenuous or extended physical activity. It pays to have a variety of activities available so that everyone can participate.



Additional Resource: Americans with Disabilities Act

This act requires that all the public facilities be accessible. Inquiries regarding the accessibility of these resources are the responsibility of the planning committee. It may be that sufficient adaptations have already been made to accommodate girls with disabilities.

Activities Involving Sensitive Issues

Girl Scouts is an inclusive organization, welcoming girls and families from a wide spectrum of cultures and backgrounds. To be responsive to girls’ needs, some Girl Scout activities focus on subjects that may be considered sensitive in nature. There is no definitive list of sensitive issues but below we have listed some examples. When planning an event, keep in mind that what is considered a sensitive issue in some families, communities, or school districts, may not be in others.

If the girls will be exposed to or discussing sensitive topics use the Sensitive Issues Permission Form (PG500) to make parents/guardians aware of the subject/activity and to receive their approval. If the conversation comes up unexpectedly, notify parents/guardians as soon as possible to help them understand what was discussed, the context, and how the group processed it.

Examples of sensitive issues include:

- **Child Abuse:** information about types of abuse, including sexual abuse or molestation; danger awareness, and personal safety.

- **Puberty/Human Sexuality:** information about the physical and emotional changes that come with puberty; personal hygiene, teen pregnancy, etc.
- **Religion:** discussion of religion and/or religious beliefs among girls.
- **Substance Abuse:** drug awareness activities/education, including tobacco and alcohol.
- **Suicide:** recognizing the warning signs of plans for suicide, how to react, what to do, suicide prevention, etc.
- **Depression**
- **Violence:** rape/date rape, sexual harassment; school violence, family violence, etc.

A copy of the council's Sensitive Issues Form (PG500) can be found on the council website under Forms.

Area Event Pre-Planning and Approval



Section Three

Pre-Planning At-A-Glance

The success of an event, more than anything else, depends on careful planning. Following the steps below will help you plan a successful event for your area/service unit.

1. Brainstorm and test the idea.
2. Determine the purpose and focus of the event.
3. Recruit an event committee.
4. Complete the pre-planning portion of the Event Planning Guide (EPG)
5. Gain service unit and council approval for the event.

Pre-Planning Step 1: Brainstorm and Test the Idea

Imagine this. Someone says, “Wouldn’t it be nice to have a way to get more badges done with our girls?” Someone else says, “Yes!” And another says, “How fun! We could offer several new badge activities for troops in our area!” And, right there is an IDEA for an event! So, what do you need to do to make it happen?

When developing an area event, you want to start by making sure the event can be tied to the Girl Scout program and that it provides a quality experience for all girls. Below is a list of questions to ask when trying to determine if the activity fits the Girl Scout program.

Does the activity:

- Support the Girl Scout Leadership Experience’s Five Outcomes?
- Support completion of a Girl Scout Journey or badge?
- Reflect the values of Girl Scout Mission, Promise, and Law?
- Address the current needs of girls and the community?
- Provide an opportunity for personal growth, exploration, and discovery?
- Involve girl-planning and input?
- Provide a positive learning experience?
- Develop and reinforce skills and knowledge?
- Offer participants the chance to provide feedback?
- Provide girls with leadership opportunities?

Is the activity?

- Safe?
- Appropriate for the applicable Girl Scout grade levels?
- Appropriate for girls' current abilities?
- Fun?
- Flexible?
- Affordable?
- Challenging?
- Inclusive to all members?
- Consistent with girl progression guidelines?
- Led by trained and enthusiastic staff and/or volunteers?

If, after reviewing these questions, you determine that your idea is a “go”, move on to Step 2!

Pre-Planning Step 2: Determine the Purpose and Focus of the Event

Now that you have brainstormed and tested your idea, it's time to determine the overall purpose and focus of the event. Use the five planning question categories below to help narrow the main purpose of the event and who the event will serve. In later sections, we'll go over site selection, backup plans, finances, etc, in detail.

What?

- What do the girls want to do?
- What input did the girls have in selecting the event?
- What is the intention of the event?
- What grade levels will be served by this event?
- What activities will be a part of the event?
- What location should we select for the event?
- What backup plans do we need to have in place?

When?

- When will the event be held?
- When will the event take place?
- When will the event begin and when it will it end?
- When will the event need to be announced and promoted?
- When is the registration deadline?
- When will confirmation details be sent to participants?

Who?

- Who will plan the event?
- Who will help with the event?
- Who will be attending the event? Is this a family event?
- Who will be conducting the activities?
- Who will send confirmation details to participants?

How?

- How will the event be financed?
- How will the event be promoted?
- How will registration be handled?
- How are girls involved in the planning and/or facilitating of event?

Pre-Planning Step 3: Recruit Your Committee

Collaboration is an important aspect to all Girl Scout activities and events. The area event director and the committee should meet and plan the event together. Planning area events together can enrich the experience for girls and volunteers in your area and empower them to become more involved in their Girl Scout experience. As you start the planning process be sure to reach out to other area volunteers and parents to see if they would be interested in serving on the event committee and/or how they might be able to help at the event. Invite people to share their skills, location space, time and ideas with the committee. The key to success is recruiting people who you can count on to do the jobs that need to be done. As the event director, once the plan is in place, it will be your job to let your committee/s do their jobs. Remember, your success depends on how well you lead your committee. A list of suggested committee positions and their required trainings can be found on the following page.

How can you include the girls?

Why do we have area events? For the girls! So naturally a very important part of planning an event is including the girls whenever possible. How can you do this? By seeking girl input and engaging older girls in the planning (and delivery, if applicable) of the event.

Here are a few ways girls can partner with adults while planning events:

- **Girls can help choose events.** Before planning, ask girls what type of events they would like to attend. You could invite girls to a service unit meeting and have them brainstorm or ask each troop to brainstorm ideas at a troop meeting and then submit their top three.
- **Start a girl planning committee.** Encourage each troop to choose at least one representative to be part of the committee and recruit an adult to be the advisor. Having girls help plan your event may seem daunting right now, but don't worry. You are not turning over the coordination of the entire event. You are getting their input and help on various aspects of the event.
- **Girls can help promote the event** to the rest of the service unit by creating and distributing fliers and answering questions regarding the event. They can connect with participating leaders through e-mail and relate event specific information.
- **Girls can shop for event materials** with an adult. They also can help in the actual set-up of the event with tables and decorations. During the event they can run the stations and then help with the cleanup. They can help finalize paperwork from the event and report the evaluations.
- **Older girls can lead younger girls** in some of the activities during the event.



Committee Role	Responsibilities	Required Training(s)
Area Event Director	Coordinates all event tasks by delegating to committee and coaching others from start to finish.	Volunteer Essentials Area Event Director Training
Assistant Area Event Director or Co-Area Event Director	Oversees the recordkeeping and finances for the event, i.e. registration funds, purchases, supplies, etc.	Volunteer Essentials Area Event Director Training

Program Chairperson	Responsible for planning and seeing that event program is carried out. Each chairperson is responsible for recruiting specialists and other volunteers to help as needed.	Grade Level Training if overseeing planning for a particular grade level
Treasurer	In the absence of or in addition to the assistant or co- area event director, manages event finances; helps manage the event budget and monitors income and expenditures.	Volunteer Essentials
Registration Chairperson	Responsible for overseeing registration prior to and on the day of the event. This includes handling nametags and confirmation packets for participants/troops.	None
Facilities Chairperson	Responsible for finding and coordinating the arrangements for the event site. This can include arranging for use of buildings, food service for meals, equipment provided at the site, on-site first aider, security, and decorations. Please note that all contracts must be submitted and signed by the council's Chief Executive Officer, or designee.	Volunteer Essentials
Equipment/Materials Chairperson	Responsible for securing all equipment and materials for the event. Following the event, she/he is responsible for returning any unused equipment or materials (either to the store for a refund/credit or the rightful owner, if borrowed) and for completing an inventory of any left-over, or not returned equipment, and materials.	None
Marketing/Publicity Coordinator	Works with registrar to create flyer and registration materials; promotes the event.	Volunteer Essentials Media Coordinator Training
Photographer	Takes pictures; keeps track of girls whose parents did not give photo permission; shares photos or video with group.	Volunteer Essentials Media Coordinator Training

Pre-Planning Step 4: Complete the Pre-Planning Portion of the Event Planning Guide

The **Event Planning Guide (EPG)** is a tool to help you plan your event and evaluate its effectiveness. The EPG also serves as a resource for area event directors who may want to duplicate the event in the future. As part of the pre-planning process, the area event director, with the assistance of the event committee, should complete the following sections of the EPG. You will submit this information later as part of the event approval process. A copy of the EPG is available in the Event Director Form Packet.

Tentative Date

At a minimum, events should be planned three months in advance. The most successful events are planned 4-6 months prior to the date of the event.

Primary Purpose

What is the reason you are planning this event? Keep this section short, one – two sentences.

Brief Description

Give a brief description (one – two paragraphs) of the proposed event and background information. In the description, include some history about the event if you have it.

Connection to the Girl Scout Program

List how this event relates to the Girl Scout Leadership Experience. This section should answer at least one of the following questions:

- Does the event provide opportunities for girls to discover, connect and/or take action?
- How does the event incorporate Girl Scouts' three processes? How does this event achieve one or more of Girl Scouts' Five Outcomes?

Examples of events and how they connect to the Girl Scout program.		
Girl Scout Program Element	Event/Theme	Ideas
Healthy Relationships	Thinking Day	Use Journeys with multicultural themes like Brownie <i>World of Girls</i> , Senior <i>Girldtopia</i> and Daisy <i>3 Cheers for Animals</i> to help you choose activities. Visit the World Thinking Day page of GSUSA's website for more ideas.
Sense of Self	It's Your Story Day	Choose activities from the <i>It's Your Story</i> Journeys. Have a storyteller attend. Use activities from the Dove Real Beauty campaign.
Community Problem Solving	He and Me Planet Day	Choose activities from the <i>It's Your Planet</i> Journeys. Have the event at a council camp property and let participants explore nature. Involve a nature related service project.
Challenge Seeking	Cookie University	To kick-off the cookie program, plan an event that teaches girls about the different cookies, financial literacy, and basic business skills. Consider incorporating activities from the cookie or financial literacy badges.

Specific and measurable Goals

Determine your overall goals for this event. How many girls do you want to attend? How much money would you like to (or do you) need to raise?

Committee and Critical Contacts

Who are your committee members (their contact information) and what are their specific responsibilities? This list should also include any contacts outside of GSNCCP who are critical to the planning and/or success of the event.

Materials, Supplies and Resources

What materials, supplies, and resources will be needed? List everything you will use for this event. If it's not listed here, could you run the project without it? Picture making a peanut butter and jelly sandwich, what do you need? Could you make one without a plate, a knife, peanut butter, jelly, bread, etc? This includes things a like a site to run the event, flyers to publicize it, film for photographs, etc.

Sample: Materials, Supplies, and Resources Listing				
Material or Supply	Quantity	Assigned To:	Date Needed	Purchase? Donate?
Location to hold event	1	Committee	08/01/18	Donate
Posts on area Facebook page	2	Marketing Chair	09/2/18	Donate

Potential Problems and Solutions

List and describe potential problems you might encounter and solutions. If you think nothing can go wrong, keep thinking – even the most well-planned events can hit a bump. List any problems you think you may encounter and your solution/s. There may be more than one solution for a problem.

Problem:	Rain cancels event.
Solution:	Arrange rain date of mm/dd/yyyy.
Solution:	Cancel the activity/event.
Solution:	Work in the rain; include gear needed for rain in plans/confirmation packets.

Specific Steps

List the specific steps to bring the event to a successful completion showing planned dates for each step. Again, consider the peanut butter and jelly sandwich idea. You need to take bread out of the bag, put it on the plate, open lid of peanut butter, stick knife in peanut butter, etc. Consider everything you'll need to do to get the project done. Remember these are all tentative!

Proposed Budget

Complete a proposed budget indicating all anticipated income and expenses. Be sure to account for all the materials in your materials list. When cost is based on the number of items needed, list the number of participants expected and the cost per unit. Estimate the cost of donated items based on what they would cost if you had to purchase them.

Things to note when preparing your Proposed Budget

- Estimated Total Income must equal Estimated Total Expenses.
- Appropriation of funds from the service unit count as income.
- Donated items should be listed as both income and expenses.
- Expenses must be less than or equal to income. Any money left over should be returned to the service unit

In Section Five, we will go over Budget and Finance in detail. Below is a simple example to help during the pre-planning phase as you work to develop your event.

Proposed/Estimated Income

Item	Proposed
Income	
Funds from service unit	\$15.00
Participant registration fees	\$235.00
Total Income	\$250.00
Donated Items	
Use of Wilmington Service Center	\$100.00
Journey books and Girl Guides	\$65.00
Flyer printing	\$45.00
Total Donated Items	\$210.00
Total Estimated Income	\$460.00

Proposed/Estimated Expenses

Item	Proposed
Expenses	
Snacks	\$250.00
Total Expenses	\$250.00
Donated Items	
Use of Wilmington Service Center	\$100.00
Journey books and Girl Guides	\$65.00
Flyer printing	\$45.00
Total Donated Items	\$210.00
Total Estimated Expenses	\$460.00

Pre-Planning Step 5: Gain Service Unit and Council Approval

Once you and the committee have completed the planning portion of the EPG, it's time to submit the EPG to your service unit manager **and** your membership director for review and approval. If an event occurs each year, the review and approval process may be a quick turnaround. As for new events, the review process may take longer, so plan accordingly.

After your event has been approved, the area event director should complete and submit the **Intent to Plan an Area Event Form**.


Intent to Plan an Area Event Form

<https://gsnccp.wufoo.com/forms/intent-to-plan-an-area-event-form/>



Check In: Remember to work closely with your service unit manager your membership director throughout the event planning process. If something comes up that requires a significant change to the plans you've submitted, or if a problem arises, be sure to let them know. Your service unit manager and membership director are there to support you in making the event successful and enjoyable.

Planning the Event Logistics



Section Four

Now that your plan has been approved and your Intent to Plan an Event has been submitted, the next step is to begin working on the logistics for the event.

Confirm the Date and Time

Event planning must be done months in advance to give you and the committee time to plan and market the event accordingly. You'll find that many area service units begin to set their event schedule in the Spring for the next program year.

When choosing potential dates for an area event, be sure to be inclusive and be mindful of other dates and observances. Consider the following:

- holidays;
- religious holidays (including those of diverse faiths);
- school breaks and major events (graduations, proms, final exams, etc.);
- other area/service unit, council, or community events;
- personal calendars; *and*
 - allowing sufficient notice for troops and individuals to work the event into their Girl Scout year and gather or raise money to attend, if necessary.

Also, be considerate of the time of the event based on the age of the girls who will be participating. For example, you may not want to plan an event that runs from 7-10pm for Daisies.

Select the Event Location

The area event director and committee members should be involved in determining a location for the area event. Committees should look to locations that are already Girl Scout friendly, such as locations that already support Girl Scout troops or council service centers and camp properties.

Location Selection Considerations

Regardless of the location, be sure to keep the following in mind when selecting a location:

1. Is the space large enough for the maximum number of expected participants?
2. Is the space suitable and SAFE for the activities planned?
3. If an outdoor event is planned, is there a shelter?
4. Are there plenty of bathrooms? According to GSUSA's, *Risk Management at Girl Scout Councils*, it is suggested that camps provide the following:
 - a. For stays of three nights or fewer: one toilet and showerhead for every 15 people

- b. For stays of more than three nights: one toilet and showerhead for every 10 people
5. What arrangements need to be made for trash disposal?
6. Is it possible to leave the site and/or buildings easily in case of fire?
7. Is there a written evacuation plan?
 - a. If not, one will need to be created. Give a copy to each troop/group co-leader and post a copy. Make sure all adults and girls are familiar with the plan.
8. Who is the onsite person to contact? Is there a backup person who can be contacted?
9. Do you need a site-use agreement or contract? It is good to confirm a site agreement in writing.
10. Who needs to be paid for the use of the site and when (before, during or after the event)? Is a deposit required? Is it refundable if the event must be rescheduled or canceled?
11. Make sure that all arrangements are clear to all parties: date, times, cost, facilities you can and cannot use, equipment that is available for event use and what services are provided.
12. Are there enough parking spaces for the number of expected vehicles?
 - a. Clearly mark the parking areas so that arriving participants can easily find their way. Having people in the parking area to direct traffic and to answer questions is a good idea; encourage carpooling.
13. Are there enough toilets? Use the table below to determine how many restrooms you should have.

Restroom/Toilet Planning Guidelines										
Number of Event Hours										
	1	2	3	4	5	6	7	8	9	10+
Up to 30 Attendees	1	1	1	1	2	2	2	2	3	3
31 – 60 Attendees	1	1	2	2	3	3	3	4	4	4
61 – 125 Attendees	2	2	2	3	4	4	4	5	5	5
126 – 250 Attendees	3	3	3	4	4	5	6	6	7	8
251+	4	5	6	6	7	7	3	9	10	12

Location Selection: Accessibility

When analyzing any site, it is important that locations are accessible to all participants. Be sure to check all areas of the site, while one area may be accessible, another may not. Use the following questions as a guideline for planning activities that are accessible to everyone. If you think of other situations add them to the ones shown here.

Location

1. Is the site on a route for public transportation?
2. Does one accessible route connect all buildings and facilities on the site?
3. Are there reserved parking spaces for people with disabilities? Are they near the entrance?
4. Are there curb cuts so that people using wheelchairs, carriages, carts, etc. can enter and exit easily?

Entrances

1. Is there a ramp at the entrance to the building? Does it extend out at least one foot for every inch of incline?
2. Are all doorknobs to main doors 3 feet from the ground so those in wheelchairs can reach them?
3. Are handrails present?

Hallways

1. Does the hallway allow at least 32 inches for one wheelchair to pass or 60 inches for two to pass?
2. Are door openings at least 32 inches wide?
3. Is the floor surface smooth enough for wheelchairs to travel comfortably? Is there enough difference in surfaces for people who are blind to get cues?
4. Are door numbers in Braille?
5. If there is an elevator, are floor numbers as well as up/down buttons in Braille? Are all buttons low enough for a person in a wheelchair to reach?
6. Can the water fountains be used by people in wheelchairs or by people with other mobility impairments?
7. Are fire alarms low enough to be reached by people in wheelchairs? Are the directions in Braille?
8. Is the site equipped with flashing lights so people with hearing impairments can be warned?

Location Options: Service Center Meeting Rooms and Camp Properties

Reserving Council Service Center Meeting Rooms

The council has four service centers located in our 41-county footprint and there is no charge to use their meeting rooms, but reservations are required. Reservations are on a first-come, first serve basis. If you are interested in reserving a room at one of the council's service centers, contact the customer care team by phone (800-284-4475) or email (helpdesk@nccoastalpines.org) for assistance. They can help you make your reservation and clarify steps for building access the day of your event.

Service Center Locations	Capacity
Raleigh	
Commons Conference Room	60
Pines Conference Room	30
Fayetteville	
Program Room	45
Goldsboro	
Program Room	25
Wilmington	
Program Room	71

Reserving Council Camp Properties

The council also has four council camp properties in our 41-county footprint and a partnership with a local camp that can be reserved. We have included highlights about each of our council camp properties below. For more detailed information on our council camp properties, refer to the *Council Campsite Manual* on the council website. To reserve one of the council's camp properties, visit our online reservation website at <http://www.nccoastalpines.org/en/camp/rent-our-facilities.html>.

Camp reservations are on a first-come, first-serve basis, including the Cloverfield Treehouse Units. Reservations are accepted on a rolling basis with site reservations opening nine months in advance. The cost for reserving camp facilities varies from property to property. For current facility rental rates, refer to the *Council Campsite Manual*. Keep in mind the following when making your reservations:

- When reserving an entire camp, a nonrefundable 50% deposit is due upon confirming the reservation; the remaining balance is due 30 days prior to your event.
- When reserving the entire camp, you will receive access to the waterfront, archery, etc. and several additional program buildings at no additional cost.
- When reserving a portion of the camp (a specific unit or building), fees are due in total at the time of reservation.
- At some of properties, you may be charged an additional fee to rent specific areas.

Remember

When holding events at our camp properties, camp program buildings and supplies (i.e. arts and crafts, etc.) are not included, they are for council staff use and council sponsored events and activities. Event staff should not use these items without first checking with the appropriate camp director.

Council Camp Property and Camp Kirkwood Highlights

Camp Graham is located on Kerr Lake in Vance County. Here campers can explore 155 acres of forest, lake coves, and fields. **Camp Graham** has a semi-private cove for canoeing, kayaking, and sailing. There are many open spaces at camp that can be used for large group activities. For weekend camping, **Camp Graham** can house 206 participants in two tent units, three cabin units, CIT hut and a staff house. Resident camp and troop/group camp are currently conducted at **Camp Graham** during the summer months (June and July) and cannot be reserved. **Camp Graham** is a great place to explore the lake and surrounding woods.

Facilities Available	Program Equipment Available
Dining Hall	Archery
Commercial Kitchen	Sailing
Staff House with HVAC	Canoeing
Whippoorwill Tent Unit	Kayaking
Kay McGavran Primitive Unit	Waterfront/Swimming
Holly Hill Cabin Unit	Low Ropes
Trailblazer Cabin unit	Gaga Pit
Cardinal Cove Tent Unit (Staff Tents)	Hiking Trials
CIT Cabin	
Encampment Field	
Cloverfield Treehouse Unit	
Brightleaf Program Shelter (Cloverfield Unit)	
Fire circles with benches and cook rings	
Wash House - flush toilets and warm-water showers	
Open Air Amphitheater	

Camp Hardee is located in Beaufort County on the south side of the Pamlico River. The site consists of 96 acres with river frontage for canoeing, kayaking, and sailing, woodlands, swimming pool, and some open areas. The camp has the capacity to accommodate 96 participants. All buildings and activity areas are within an easy walking distance of each other. Resident camp and troop/group camp are currently conducted at **Camp Hardee** during the summer months (June and July) and cannot be reserved.

Facilities Available	Program Equipment Available
Rotary Lodge	Archery
10 Individual Cabins	Swimming Pool
Crisp Cabin	Canoeing
Craft and Davenport Shelter	Kayaking
	Waterfront

Camp Mary Atkinson is located in Johnston County. At **Camp Mary Atkinson**, campers can explore 278 acres of property, which includes a swimming pool, pond for boating, trails, and the Leadership Center. It has the capacity to hold 204 girls in the two cabin units, three tent units, and a staff house. There are many buildings that can be used for programming and gathering of large groups. Resident camp and troop/group camp are currently conducted at **Camp Mary Atkinson** during the summer months (June and July) and cannot be reserved.

Facilities Available	Program Equipment Available
Leadership Center	Archery
Commercial Kitchen	Swimming Pool
Program Building and Craft Shelter	Canoeing
Staff House	Kayaking
Fox Leap Tent Unit	Paddle Boards
Lady Slipper Tent Unit	Waterfront (swimming & fishing)
Owl Hollow Cabin Unit	Alpine Tower/Climbing Grotto
Raccoon Loft Cabin Unit	Gaga Pit
CIT Tents	
Encampment Field	

Camp Mu-Sha-Ni is located in Richmond County and is part of an area in North Carolina known as the Sandhills. Here, campers can explore 843 acres of fields, forest, ponds, and wetlands. **Camp Mu-Sha-Ni** has accommodations for 166 campers. There are six platform tent units and two buildings at Mu-Sha-Ni plus an Encampment Field that has space for 300 more people for tent camping. The Troop House and Chalfant Shelter are equipped with heat and air for year-round camping comfort.

Facilities Available	Program Equipment Available
Chalfant Shelter	Archery
Troop House	Canoeing
Turkey Hollow Tent Unit	Hiking Trails
Spotted Fawn Tent Unit	Beaver and McBride's Ponds
Painted Tree Tent Unit	
Fox Squirrel Den Tent Unit	
Red Bird Tent Unit	
Blue Bird Tent Unit	
Encampment Field	

Camp Kirkwood is owned and operated by the YMCA of Southeastern North Carolina and is located just outside Wilmington NC. **Camp Kirkwood** offers 195 acres of pristine woodlands along with a 10-acre lake for water sports, hiking trails for nature study, a swimming pool for cooling off, and even more activities to meet our campers needs. **Camp Kirkwood** is not a GSNCCP owned property. Fees for Camp Kirkwood are based on an agreement between Camp Kirkwood and GSNCCP. For current fees, contact outdoorprogram@nccoastalpines.org.

Additional questions about council camp property reservations?

Contact customer care for assistance by phone (800-284-4475) or email (helpdesk@nccoastalpines.org).

After-Action Report

Using a campsite for your event? You will be required to complete an *After-Action Report* regarding the facility after your event. Failure to return this form may prevent your group from using the campsite in the future. This information is used to help fund our camp programs, show the usage of our properties, and aids us in making improvements to our properties. <https://www.surveymonkey.com/r/GPHXBJ8>

Planning Event Registration

We suggest that one person is designated to oversee registration for the event to streamline the process. This person should frequently update the committee with registration tracking information, so they can use the information to make decisions about increasing publicity, closing registration early or cancelling the event if necessary. Your registration fee will be determined by your Estimated Budget covered later in the manual.

Registration for your event can be handled in one of three ways:

1. Paper forms can be collected from troops and individually registered girls, with payment expectations made clear (due on day of registration, by a certain date, or at the event).
2. You can use an online system, such as Google Forms or Sign Up Genius, and collect payment in person. Remember, the council prohibits troops and service units from accepting credit cards or utilizing PayPal, Venmo, Zelle, Apple Pay, Google Pay and other similar payment processing platforms. If you use an online system to register, you must plan to accept payment in person.
3. The event can be listed and open for registration in Activities on the council website. When placing your event in Activities, the council will collect any registration fees and return them back to your service unit. Please note that placing your event in Activities requires that the event is open to members from across the council. If you wish to have your event placed in Activities, email program@nccoastalpines.org for assistance.

Whatever platform you choose, be sure to collect and/or provide the following information at registration:

- Name of troop leader or individually registered member's parent. Ask for the names of individual girl participants if needed.
- Contact information: at a minimum collect phone and email information
- Troop number and Girl Scout grade level.
- Any food allergies, dietary restrictions, health concerns or accessibility accommodations needed.
- Choice of food, activity or session (if applicable)
- Registration fee and how to make payment (be sure to state whether adults must pay as well)

Cancellations and Refunds

Determine the event's cancellation/refund policy well in advance of registration.

Waitlists and Registration Cutoff

Decide whether to accept late registrations or keep a waitlist.

Payments

The registrar should submit payments to the service unit treasurer promptly. You may collect deposits with registration and collect final payments later. Make deadlines clear and follow up as needed.

Confirmation Packets

If providing a confirmation packet, be sure to include plans for how and when the confirmation packet will be provided to registered guests. Consider including one, some, or all of the following.

- Welcome – thank you for joining us, we look forward to seeing you – message.
- Map with directions to the event location, plus any parking instructions.
- Check-in and check-out times and location.
- Schedule of activities.
- List of equipment or supplies to bring.
- List of paperwork to bring (permission forms, health histories, etc.).
- Information about food (if applicable).
- Contact information in case of questions.
- Emergency number at site or number of emergency contact person; location of first aid.
- Any other actions required of participants.

Rosters

After registration is closed. Create rosters of participating troops and individuals. Include contact info, troop number, and the number of girls and adults attending. Include important dietary or accommodation information on this list.

Determine Publicity Needs

Pre-publicity for area events is most often handled by the area/service unit. Work with your area's news and/or social media coordinator to get the word out to the appropriate members for the event. For example, promote Daisy-Brownie events to Daisy and Brownie girls, co-leaders, parents and families. Some areas contact and promote their events with neighboring service units, if space allows.

For news, radio or television coverage the day of the event, and post-event publicity (a picture and small article in the local news), contact your area media coordinator and keep them informed from the moment you have confirmed the date and location of the event; continue to communicate updates with them as the day draws near. They will be able to coordinate all publicity both during and after the event, and may be able to help with pre-event publicity, if appropriate.

Check with your membership director if you do not know who the media coordinator is in your area. If there is no media coordinator in your area, work to recruit someone to assist you with this responsibility.

General guidelines for spreading the word about your event:

- Check with your service unit team to learn what works best in your area. Most events are promoted through a combination of:
 - announcements at service unit meetings;

- posts on the service unit website, if available;
- flyers distributed in person and via email; *and/or*
- advertisement at schools, community centers, churches, etc., if the event is intended for recruitment.
- Include all troops at the appropriate grade levels (e.g., if this is a Brownie event, market to all troops and groups that have Brownies).
- Be sure to include individually registered girl members in your marketing.
- Begin advertising as soon as you have all the necessary information. This may be four-to-six months before the event. Consider issuing a “save the date” announcement.
- Your marketing will reflect the on the Girl Scout movement so be sure your flyers and communications are accurate, clear, and inclusive.
- Old-fashioned personal phone calls to troop leaders net good results from busy leaders.

Plan and Create Flyers

An **area event flyer template** is available in the Appendix. You may use the flyer and registration forms included in the Appendix if you’d like or create your own. This is a great opportunity for girls to be involved. Artistic elements can be fun and the content development is a good exercise in thinking the event through and communicating information clearly.

All flyers should include the following information:

- Location, Date and Time
- Name of the event (and theme, if applicable)
- Registration fee (for girls, adults, etc.)
- What the registration fee includes (patch, t-shirt, snacks, etc.)
- Information on how to register: in person, in Activities (My GS), etc.
- Who to contact for questions
- Girl Scouts- North Carolina Coastal Pines logo and address should appear at the bottom of the front page of your flyer.

All flyers and printed materials must be submitted to your membership director for approval. The membership director can also submit approved flyers to the customer care team for printing and/or mailing, if desired. Be sure to submit your flyers and printed materials **at least four weeks** before they will be needed to allow time for approval, submission, creation, and/or printing or mailing. Keep in mind that the customer care team will need **at least 15 working days** to process and mail materials.

Plan and Create Day of Event Signage

You will want to identify and create on-site signage needed the day of your event. If you expect rain, you can place sheets of paper in page protectors, then seal them with clear packing tape. Or use clear packing tape over the ink on your posters. Things to keep in mind for on-site signage include:

- Visit the location with fresh eyes and imagine whether it’ll be easy for drivers to see the location and where to park.
- Plan signs for check-in, first aid, restrooms, rotation stations, and other locations.
- Make signs bigger and bolder than you think you’ll need them; bring extra poster board and markers just in case.
- Know what kind of posting methods are allowed at the site (tape, tacks, etc.). Have a backup plan, sometimes tape won’t stick to the surface.

Plan the Event Program

Programming (activities) for the event should be chosen with the number of participants, their ages and their abilities in mind. Planned activities should be FUN, challenging, and in keeping with the theme or purpose of the event. For activities, participants should be divided into small groups. Colored bracelets, different name tags, etc. are a good means of identifying groups. Be sure girls have a least one or two buddies with them in their group. Be flexible.

When planning event activities, consider:

- Whether troops will need to prepare in advance (like SWAPS or a skit). Be sure to share any information troops at least 3 or 4 meetings before the event so they have time to prepare.
- Are there rules (do's and don'ts) for the event? If so, publicize them clearly and in advance.
- How you will communicate with attendees at your event? Depending upon the space, you may need to use a loud speaker system. If microphones are not available at your site, check with your nearest council service center to see if there is a portable PA system you can use.

Prepare the Event Schedule

- Allow time for setup before registration begins.
- Provide a printed Schedule of Events (or Agenda)
- Events should have a definite opening and closing ceremony. Participants should know for sure when the event is about to begin and when it is coming to an end. Be clear and concise in your instructions to participants. Do not assume people know what you expect of them.
- Allow at least 30 to 45 minutes for registration before the event opening. Publish the beginning and ending registration time. For CAMPING allow several hours for arrival and setup before the first activity is scheduled to begin particularly if troops need to pitch tents and/or cook meals.
- Activities should begin and end on time as much as possible. Keep in mind the distance people need to travel between stations. Allow enough time for individuals and groups to move from activity to activity. The larger the group, the longer this can take.
- All activity leaders should be in place, with all required materials, at least 30 minutes before the activity is scheduled to start.
- Be sure activity leaders know how much time they have and can identify the signal to change groups.
- Plan "flex" time into the schedule just in case things run behind. An easy way to do this is to allow more time than you need for lunch/dinner or the closing ceremony.
- Plan in some quiet time for rest and relaxation. All-day events (include travel time from home) are long days for girls. Weekend events need rest time planned in as well.
- Remember to allow time for clean-up and evaluations.

Create Kapers

Kaper Charts are a great way for girls on the committee to think through event needs and to express their creativity. Engage girls by having them prepare the event Kapers and Kaper Chart. There are several types of Kapers:

- Kapers for the event committee. These are tasks to be done by the committee, whether it's leading check-in, distributing supplies or doing a final cleanup. Be sure to include any checkout procedures from the site management.
- Participant Kapers – by troop, pairs or individuals.

Whenever possible, allow people to sign up for the Kapers they're interested in. Possible participant Kapers might include: program Kapers such as performing the flag ceremony or leading a grace or duty Kapers like packing craft supplies at the last station visited

While there is no set format for a kaper chart, make sure it's easy to read and understand. A very basic sample is provided below. Be sure to communicate any instructions on how or when the kaper should be done. You might consider providing small tokens of recognition or appreciation to individuals, troops, or groups for helping with the event's kapers.

The day of the event, post the kaper chart in a central place.

Sample Kaper Chart for a Simple Event		
Assigned to:	Kaper	Location
Troop 3333	Pack up supplies and bring bins to the parking lot	Craft Station
Troop 5050	Lead Flag Ceremony and Girl Scout Promise	Flagpole
Troop 4657	Clean up snack area and wipe down tables	Kitchen

Budget and Money Management



Section Five

Overview

Money is one the greatest concerns for many area event directors. Common questions are:

- How much money will we need?
- How will we get it?
- What are the money-earning (raising) rules?
- Who pays for what?

Without clear expectations, communication, and compromise, money matters can be a source of frustration for girls, parents, and leaders too. Please allow ample time for the budgeting process and be sure to keep everyone in the loop as plans develop.

The **Area Event Budget Worksheet** (see Event Director Form Packet) is a tool to help you prepare your budget. Keep in mind that your budget will be based on *estimated* income and expenses. Take a look now. The worksheet is designed for two categories of expenses:

- **Cost per Girl** (registration, meals, etc): where the cost of the event is truly based on the number of registrations, meals, etc. to be purchased.
- **Cost per Unit:** when you need to purchase or rent an entire space, etc. regardless of how many people will use the asset/item.

Developing the Expense Budget

It is important to develop the expense budget first, and then set the registration fee. Each item in the expense budget will fall into one of two categories: a fixed (group) cost, or an individual cost.

- **Fixed (group) Costs** include site, equipment rentals and speakers' fees. These are considered fixed costs, because the amount doesn't vary whether you have 10 participants or 200. You may need to consider some bulk purchases as fixed costs. For example, if you need to order a minimum of 100 patches, your cost will remain the same until you reach 100 participants.
- **Individual Costs** include per participant costs for food, attraction/admission fees, crafts, etc. These are considered variable costs because they are dependent on the number of people attending.

Common Expenses to Consider

Admission Fees

Will the event include admission to a performance, water park, bowling alley, etc.? Include per-person admission fees in the individual expense category.

Charter Buses

Let the bus company know dates, places and routes, and ask them for an estimate of cost. This is a group cost.

Equipment

These are non-consumables that can be used over and over again. Consider renting or borrowing whenever possible to decrease storage needs. In addition to program supplies, first aid items and food-related gear, you should consider the need for:

- Tables and chairs
- Clipboards, pens, markers and basic office supplies for check-in
- Canopies for shade or rain
- Sandwich boards for signage
- Portable address system or megaphone
- Walkie talkies
- Technology (card reader, tablets, computers, phones, cameras)
- Extension cords or power strips
- Duct tape--always have duct tape!

Food

As a rough guideline, plan on \$.50 per girl for a simple snack, or \$1 per girl if the snack includes a beverage. Add extra for international or specialty food items. Include the cost of feeding non-paying participants in your fixed (group) costs. Here are other items to consider when planning food:

1. Who will plan the menu, buy the food, cook, provide the meals, and clean up? It should be someone (or a group) who does not have any other responsibilities at the event.
2. Will registration fees cover the cost of food? Can troops or individuals choose whether they wish to participate in meals?
3. How much and what kind of storage space is available for food brought to the site (refrigerators, freezers, or coolers)?
4. Is there an ice machine available? If so, can you have access to the machine?
5. How many days prior to the event is the final serving count required?
6. Is there enough space for everyone to eat and be comfortably seated?
7. Is there enough serving space so that lines do not get too long?
8. Is there enough time allowed for preparation, eating, and clean-up? This is very important for camping events.
9. What provisions have been made for trash disposal? Are there plenty of disposal areas? Are there recycling containers on site?
10. For events/groups where propane may be used – can empty propane containers be left at the site for proper disposal? If so, where should they be left?
11. What will be done with leftover food?
12. If troops are bringing lunches, have a designated place for these items to be stored in an orderly fashion.
13. Have extra markers handy to mark lunches with the troop number and name of the participant.

Commercial Kitchen

If you are using a commercial kitchen, you must have at least one volunteer who is ServSafe approved. To learn more about this inexpensive, online training, visit

<http://www.servsafe.com/home>

Girl Scout Recognitions

Include the cost of any petals, leaves, badges, Journey awards, patches, or T-shirts you will provide for the girls. Remember that pricing, especially for custom patches, may require a high minimum order and setup charges for screen printing and embroidery. Per-item pricing usually comes down as quantities go up, so plan your budget on the smallest reasonable number of attendees. This will avoid an expensive budgeting surprise if event response is lower than expected.

For custom patches, T-shirts and other souvenirs, be sure to use a licensed Girl Scout vendor. The vendors listed below are great Girl Scout partners:

- Parrott Screen Printing and Embroidery, parrottscreen@aol.com. (858) 571-5425
- Advantage Emblem, www.advantageemblem.com. (800) 626-4948
- Colortime Crafts dba Studs Plus, www.colortime.com. (516) 377-8430
- Live Shoot-1 Photography, liveshoot1@yahoo.com. (951) 343-0484
- National Emblem, Inc., www.nationalemblem.com. (310) 515-5055

Printing and Postage

This may include the flyer, promotion, confirmation letters or thank-you notes to volunteers. Plan \$.05 per side for printing, plus any postage.

Program Supplies

These are consumables such as art supplies or science experiment materials. This can be as little as \$1 per girl or much higher depending on the project and number of activities planned.

Resources for bulk craft and program supplies (try asking for a Girl Scout discount) include:

- Acorn Naturalists, www.acornnaturalists.com crafts and ideas for outdoor programs
- Nature Watch, www.naturewatch.com crafts and ideas for outdoor programs
- S&S Worldwide, www.ssw.com sports, art and craft supplies
- Discount School Supplies, www.discountschoolsupply.com arts and learning supplies
- Oriental Trading or Fun Express, www.orientaltrading.com or www.funexpress.com
- Michaels quantity purchases, www.michaels.com/buy-the-bunch general craft items
- Dollar Days, www.dollardays.com a dollar store" in online format, with bulk quantities.

If you'll have a lot of supplies or equipment to transport to your site, you'll benefit from staging in advance. Plan a prep meeting and organize items in clearly marked boxes or bins according to the location or time you'll need them. Arrange for committee members to help load, shuttle, unload and set up the gear.

Site

Most sites charge per building, or per use; these costs go in the group column. If they charge per person, put it in the individual column.

Speakers/Human Resources

If you are paying an environmentalist, a life guard, or a speaker, they usually have one set price that would be a group cost. An honorarium--payment to a professional person for service with no set fee--also goes in this category.

Will you need additional Troop Activity and Trip Insurance?

A portion of the annual Girl Scout membership dues pays for supplementary/basic insurance for Girl Scout members only. This insurance provides up to a specified maximum for medical expenses incurred because of an accident while a member is participating in an approved Girl Scout activity lasting two

nights or less, after the individual's primary insurance pays out. This is one reason that all adults and girls should be registered members. Non-registered parents, family members, friends, and other persons are not covered by Girl Scouts' supplementary/basic insurance.

An optional plan for additional activity insurance is available for Girl Scout members taking extended trips (3 nights or more) and for non-members who participate in approved and supervised Girl Scout activities. These plans are secondary insurance that cover individuals while participating in any approved Girl Scout activity. ***For plan descriptions, see below.***

If additional insurance is required for an activity or an event, submit the appropriate insurance request form (referenced below) and payment at least two weeks in advance to the address below. Make payment payable to: Girls Scouts -- North Carolina Coastal Pines for the total premium calculated on the insurance form; minimum payment is \$5.00. Copies of all the council's insurance request forms are included in the Event Director Form Packet.

Girl Scouts – North Carolina Coastal Pines
Attn: Troop Activity and Trip Insurance
6901 Pinecrest Road
Raleigh, N.C. 27613

Types of Additional Insurance

Insurance Type	Cost	Description
Plan 2 Accident Insurance GSNCCP Form: TP300	\$0.11 per participant per day	Required: For <i>member participants</i> in approved Girl Scout activities lasting 3 days/2 nights or longer. Optional: For non-members <i>participating</i> in an approved and supervised Girl Scout activity such as Thinking Day or Father Daughter Dance.
Plan 3E Accident and Sickness Insurance-(supplemental to individual's insurance) GSNCCP Form: TP301	\$0.29 per participant per day	Optional: For <i>member and non-member participants</i> in approved Girl Scout activities 4 days/3 nights or longer. This acts as a supplement to an individual's personal insurance.
Plan 3P Accident and Sickness Insurance – (primary insurance) GSNCCP Form: TP302	\$0.70 per participant per calendar day	Optional: For <i>member and non-member participants</i> in approved Girl Scout activities – most often purchased for council sponsored activities such as resident camp or for troop travel of 4 days/3 nights or longer. This acts as primary insurance and is recommended for trips outside council boundaries.
Plan 3PI Accident and Sickness Insurance for International Trips GSNCCP Form: TP303	\$1.17 per participant per calendar day	Required: For <i>member and non-member participants</i> on approved international trips. Primary coverage, not subject to coordination of benefits and includes emergency travel assistance service.

When You're Ready: Estimate Expenses

1. In the Expense Section, consider and note fixed (group) costs you expect. Work through all the categories and imagine any and all expenses unique to your event. Call this **"Total Fixed Costs."**
2. Next work through all the individual expense categories to estimate the amount you will spend on each participant. Call this **"Per Participant Costs."**
3. To get an accurate sense of your expenses, you will need to determine your expected number of participants. Begin by asking, what is your participant capacity? If you're renting a room that holds 100 people, your capacity is already somewhat set. Next, deduct the number of non-

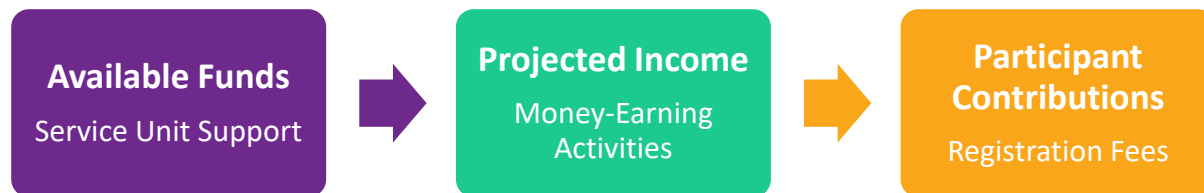
paying participants (i.e. speakers and volunteers), to determine the maximum number of paying attendees you can accommodate. Now, estimate how many participants you can realistically expect to attend – guess low and remember that not all service unit members will attend. Call the estimated number of attendees “**Expected Participants.**”

4. Use the figures from steps 1 - 3 and the formula below to determine your **Total Estimated Expense** using the formula below.

$$\text{Total Fixed Costs} + (\text{Per Participant Costs} \times \text{Expected Participants}) = \text{Total Estimated Expense}$$

Income and Determining Registration Fees

Once you have a rough idea of your expenses, it’s time to think about where the money to fund the event might come from. In general, aim for a break-even budget, where income equals expenses.



Service Unit Support

Service unit support is money provided by the service unit to fund the event. Service units may choose to financially support all or part of an event.

Money Earning Projects

Money-earning Activities refers primarily to services carried out by girls and adults to provide additional funding for specific Girl Scout projects or experiences. Examples of money-earning activities include, but are not limited to, dog walking, pet sitting, leaf raking, babysitting, and bake sales. Be sure to consult the council’s most recent *Money Earning Guidelines* available on the council website under Forms for current policies and procedures. If you’re planning a money-earning event, complete a **Troop Money Earning Project Request** form and submit it to the service unit manager at least four weeks in advance for approval. Plan for a modest profit from your money-earning events, usually 20-25 percent of the proceeds.

When You’re Ready: Calculate the Registration Fee

Remember, at a minimum, you’ll want to aim for a break-even budget. To determine your *break-even* point, divide your Estimated Expense by the Number of Expected Participants this will give you the per-person registration fee.:

$$\text{Total Estimated Expense} / \text{Number of Expected Participants} = \text{Amount to Charge}$$

Let’s look at an Example

Imagine we’ve proposed a Daisy Tea Party with a fixed (group) cost of **\$100** for a school auditorium and **\$50** for decorations. We can borrow teapots, cups and tablecloths. Tea, finger sandwiches and cookies are estimated at **\$1** per person, which includes enough to feed our event volunteers. We want to make fancy paper bag hats as a craft, which will cost about **\$2** per person for supplies. A fun patch is available for **\$1.35** per person. The room will hold **100** people, but there are only 80 Daisies in our service unit. We estimate **50** will attend. Using the formulas above, our example will look like this:

Total Fixed Costs (\$100+\$50)	\$150.00
Per Participant Costs (\$1+\$2+\$1.35) x Expected Participants (50)	\$217.50
Total Estimated Expenses	\$367.50
Estimated Registration Fee (Estimated Expenses/Expected Participants)	\$7.50

A few additional budget reminders:

- Consider how many people will participate as non-paying guests. Include committee members, volunteers, speakers, experts, lifeguards, etc. Also determine how many girls you can include who cannot afford to pay. Figure the cost of their meals, admission fees, etc., into your budget plans, in the group expense category.
- As registrations come in, monitor them closely. Keep an eye on meeting your break-even number of attendees. If response is low, consider marketing to neighboring service units or cancelling the event. Events should be self-sustaining.
- If registration is higher than anticipated, and there will be a surplus of funds, determine what valuable additions you can make to the program.
- Communicate budget developments to the rest of the committee. If one expense goes over budget, you may be able to adjust your plan and spend less elsewhere. Avoid surprises!
- Individuals making purchases or financial commitments need your prior approval.
- Receipts for all transactions must be kept and recorded by the event treasurer.
- Participants often pay by check. The event treasurer must note the payment individually in the event record and communicate closely with the service unit treasurer.

Registration Fee Collection, Purchases, and Payment Processing

Who will be responsible for collecting and processing registration fees? The event registrar or assistant event director? Remember, event fees are collected and maintained locally unless you have chosen to list your event on the council website in Activities.

1. Use area bank account to conduct all transactions for the event.
2. Deposit all registration fees and other income (event t-shirts if participants are being charged for them, etc.) in this account.
3. For each deposit you must have:
 - a. Individual receipts for event registration fees and any donations.
 - b. Duplicate deposit receipt that is completed by the registrar.
 - c. Bank teller's verification of the deposit on both deposit slips.
4. Fees received should be recorded on **Report of Income Received** (see Event Director Form Packet).
5. Include each deposit slip, with backup information with the final report.

Reporting Expenditures

Account balances from events must be reported to the council in the final report. The expenditure worksheet can be very useful. It will let the event director know how much is left in each budget category if it is maintained on a regular basis. The totals on this sheet will provide the information needed for the final report due at the end of each event and to the membership director. Keep the following tips in mind when tracking expenditures:

- When making purchases by check or debit card, purchases should include items for the event only and the amount paid should be for the amount of purchase only (not personal items).

- The assistant event director, or event director, must record all purchases on the **Expenditures Worksheet**. (see Appendix) You are accountable for all expenditures made in the name of Girl Scouts-North Carolina Coastal Pines.
- Keep all receipts and attach them to the Expenditures Worksheet
- Before completion of the final report, complete the Expenditures Worksheet.

Remember

Area event purchases must go through the area treasurer. Expenses should not be paid with troop or personal accounts.

Unexpected Profits

What if your event shows an unexpected profit? How will you use the profit from the event? Discuss this possibility with the event committee and the service unit team and have a plan in mind should this occur. Some choices might be:

- Retaining a maximum of \$100 to be used as start-up funds for a similar event in the future.
- Contribute excess funds to the council campership/opportunity fund.
- Donate to the Family Partnership Campaign.
- Purchase equipment to be loaned to troops in your area/service unit or council.

Health and Safety

Section Six

Safety and Risk Management Basics

Safety addresses harm to people; risk refers to damage or loss of things. Either can spoil an event.

There are three essential elements to safety and risk management:

1. **Identify** risks and dangers.
2. Take reasonable steps to **reduce** the likelihood or severity of those risks and dangers.
3. Have a plan to **respond** if they do happen.

You won't be able to identify every single thing that could possibly happen, but you do need to address what could reasonably happen. By doing so, you'll be able to reduce the likelihood and/or severity if the threat does occur. And, you'll be prepared.

Sample Safety and Risk Identification and Response Table			
Activity	Identified Risks	Risk Reduction	Response
Swimming at the beach	Drowning; injury; sting ray; sunburn	Confirm lifeguard, check conditions before going into the water, reminders and orientation about animals and sunscreen	Lifeguard on duty; parent watchers
Trail ride on horseback	Fall from horse; stepped on or kicked; separation from group	All girls have arena experience, trained guides will provide reminders about behavior around horses, one guide at front of group, one behind	First aider will attend; EMS nearby

Note: these may NOT be the right answers for your situation. It's important to evaluate conditions based on the activities and locations you'll use. Ask for help if you're unsure.

Site Security and Hazards

Safety and security at any location – including Girl Scout properties – should not be taken for granted. Always keep girls and belongings secure and supervised and report any suspicious activity to the police. When evaluating site security and hazards, make sure all emergency exits are clearly marked.

Sites not owned by Girl Scouts require additional safety evaluation and preparation. Know who to contact in case of emergency and be sure to ask about any existing site hazards and off-limit areas. Include this information in your confirmation packets and/or facilitator training, if possible, and consider giving warnings at check-in or orientation.

If the site has a waterfront (pool, lake or ocean), make certain participants are clear on proper use of that area. For example, if you are planning a beach cleanup and swimming is part of the day's activities, arrange for a lifeguard and watchers, according to the *Safety Activity Checkpoint* for swimming. If swimming is **not** a planned activity, inform participants clearly that swimming is not permitted and that lifeguards will not be provided. Otherwise participants (especially inexperienced chaperones) may think it's fine to swim.

Developing a Safety Management Plan

It's a good idea to get in the habit of making Safety Management Plans (SMPs) early in the event planning process. The format of your SMP is not critical, but it needs to contain all the elements found on the **Event Safety Management Plan** form. Although the form requires the total number of participants before you can complete it fully, don't wait until you have final registration information before beginning your safety plan. Develop your plan based on the expected number of attendees in your budget. After registration closes, double check the adult-to-girl ratios, lifeguard, or first aider requirements and make any adjustments if needed.

Food Service Safety

Respectfully include those with dietary considerations, including religious restrictions, allergies and customs such as vegetarianism when planning meals and preparing food. Ask about restrictions on the registration form to help you plan appropriately.

It's important to make safe practices for food handling a part of your planning. Food-borne illness is a potential — but preventable — danger. Below are some considerations and ideas to minimize food-borne illnesses:

- Allow time (and a reminder) for all attendees to wash hands before eating.
- Consider hiring a qualified cook or contracting a caterer for meal preparation.
- For snacks, consider using packaged food that does not require refrigeration.
- Ensure the site has sufficient cooking, warming and cooling facilities for your needs. See if you can borrow or rent supplemental equipment.
- Make specific plans to address the areas of greatest concern in food handling:
 - Improper holding temperatures of potentially hazardous foods (chill below 40° or heat above 140° F). Reheated foods must be brought to 165° F rapidly (within two hours) before serving. Examples of potentially hazardous foods include dairy, meats, eggs, most cooked foods and some cut produce, such as melon. See a complete list at www.fda.gov.
 - Improper cooling of potentially hazardous foods. Never allow food to sit at room temperature to cool. Use refrigeration or ice to cool quickly. Small containers cool faster.
 - Inadequate cooking of potentially hazardous foods. Consult the county health department guidelines if you will cook raw animal products such as meat, poultry, fish or eggs.
 - Poor personal hygiene of food employees.
 - Improperly cleaned and sanitized equipment.
 - Contaminated raw foods or unsafe food sources. Avoid cross-contamination by keeping raw foods separate from foods that will not be cooked. Wash hands, equipment and surfaces properly between each food use.

First Aid

What kind of first aider do we need?

- A first aider must be currently certified as a Level 1 or Level 2 first aider, depending on the activity, size of the group and remoteness from emergency medical services. Refer to *Volunteer Essentials* for current guidelines. Be sure to consult the *Safety Activity Checkpoints* for the activities planned, as some might require additional safety or first aid training.
- For groups over 200 participants, or locations where EMS is more than 30 minutes away, GSNCCP requires a Level 2 or Wilderness and Remote First Aider.

General First Aid Requirements

- A first aider must be on hand at all times during Girl Scout events. For small events, it is acceptable to have each troop provide its own first aider. Be sure to clearly communicate first aider arrangements with troop leaders.
- An event first aider should be in a well-marked, central location and must not have any other key responsibilities during the event.
- A vehicle must be on hand to transport individuals to a medical facility if necessary.
- If someone needs medical care, the first aider should remain at the event while another volunteer accompanies the patient to the hospital.
- All girls must bring a permission slip and health history form, to be collected at check-in and held by the first aider. Placing each troop's forms in a large envelope makes it easy to return the packet to the leader at check-out.
- Parents should inform the adult leaders of any medications their daughter is taking. Any medication (both prescription and over-the-counter) should be in the original container and administered in the prescribed dosage by the first aider per the written instructions of a parent/guardian. All medications brought to the event should be stored in a locked box with the first aider. Clear and concise directions (as well as the owner's name) must be on the container.

Large Events: Designated First Aid Area

For large events where you project more than 200 participants, you should designate an event troop first aider and a designated first aid area. The area should include:

- First aid kit
- Walkie-talkie, if used for event
- Quiet area for patients
- Nearby bathroom and drinking water
- A cot, mattress, or chair with blankets
- List of all emergency phone numbers
- Driving directions to the nearest medical facility
- Blank Accident/Incident Report forms
- Copy of Safety Management Plan
- Locked box for medication brought to the event
- Health History forms/registration forms (a file box or accordion folder is handy)
- A Health Log to enter all treatments given to participants, whether youth or adult. The log should include the participant's name, type of injury/illness, treatment given, time of treatment and the first aider's full name (no camp names). Use ink, and date each entry. If multiple pages are used, number each page.



First Aid Kit

At a minimum, a first aid kit should include the following:

Adhesive bandages in assorted sizes	Small packets of honey (for hypoglycemia)
Adhesive cloth tape	Soap
Gauze pads and absorbent dressings	Splints
Alcohol or antiseptic wipes	Triangular bandages
Hand sanitizer	Tweezers
Bottle of distilled water	White index cards and transparent tape
Instant ice pack	Self-closing bags
Disposable gloves (non-latex)	Sunscreen
Oral thermometer	Flashlight with batteries
Paper drinking cups	First Aid reference book
Plastic bags for used materials	Personal care items
Pocket face mask for CPR	Additional items if appropriate for planned activities or if suggested by first aider
Roller gauze bandages	Pens
Safety pins	
Scissors	

When to do if an Emergency Occurs

- Have emergency procedures (in case of fire, intruder, etc.) in the Safety Management Plan for all events. Communicate pertinent procedures in advance to all key volunteers and participants.
- In case of a critical accident, serious injury, harm or fatality, ensure that council procedures are followed. Carry an emergency reporting wallet card (right), available in the Event Director Form Packet.
- Report accidents and incidents to council promptly.



Accident and Incident Report and Logs

In line with recommendations from GSUSA, our council has developed a plan and a team to help respond to any crisis needing attention beyond local troop or service unit volunteers. Such emergencies are incidents of a serious nature that occur during Girl Scout activities.

For Girl Scouts purposes, an emergency or crisis is defined as any of the following:

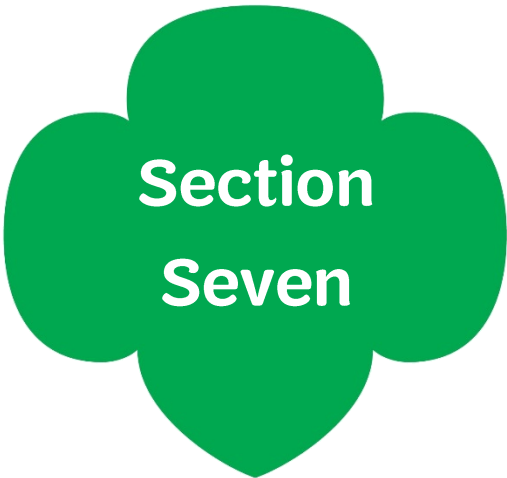
- death or serious injury during a Girl Scout activity;
- allegation of misconduct, abuse or anything that threatens safety of member(s);
- violence/natural disaster threatening Girl Scouts;
- traffic accident involving Girl Scouts to/from or during a Girl Scout activity;
- an illness serious enough to require hospitalization and/or widespread illness;
- any situation which involves law enforcement officers;
- lost group (found), camper, Girl Scout;
- crime either committed by or against a girl, volunteer, or staff member;
- allegation of tampering with or safety of products sold;
- threat of legal action; *and/or*
- other occurrences that may have adverse media or legal implications.

If you have more questions about what to do in case of an emergency, refer to the **Council Crisis Communication Plan (CP111a)**. (see Event Director Form Packet).

Reporting Accidents

Should an accident occur, be sure to take all steps necessary to complete the Accident/Incident Report Form (CP115) and the Accident Report Log (CP116) and submit them to the Crisis Management Team at the Raleigh Service Center along with copies of the health history and parental permission form and any other pertinent forms and resources as soon as possible – not to exceed within 24 hours of the accident/incident to: incidents@nccoastalpines.org. Copies of both forms are included in the Event Director Form Packet.

Event Wrap Up and Evaluation



Section Seven

Event Wrap Up at a Glance

Now that you have finished your awesome event, it is time to take a moment to look back at the event itself. The following steps will help you wrap up your event.

1. Collect Event evaluations and participant feedback.
2. Thank and recognize your committee and other volunteers.
3. Complete evaluation portion of the *Event Planning Guide*.
4. Complete and submit the Final Report for the event.

Event Evaluations and Participant Feedback

Evaluations will help you and your committee plan future events and often include great suggestions and ideas. Be creative when setting up your evaluation and ask questions that will yield the information you want to know. Do you want to know what was liked best (least) by girls and adults? Do you want a troop evaluation or evaluations by individuals? Do you want suggestions for future events? Do you want to know if any of the activities will carry over into the troop's program? Do you want to include questions on cost or facilities? Consider if you want different feedback from the adult participants. From their perspective, was it easy to be sure girls were where they needed to be? Were the adults kept busy? etc.

Event Evaluations

There are various ways of evaluating your success:

- Verbal comments
- Visual observation of participant enthusiasm
- Pictures or drawings (great for very young girls)
- Journal writing or a paper "graffiti" wall with a prompt
- Evaluation games, like moving their position close to the activity they liked best
- Written evaluations – with rating scales, happy faces or open-ended questions
- Electronic surveys – try www.surveymonkey.com

Make your evaluation **short but thoughtful**, using just a few of the ideas and questions listed below. Capture a little bit of demographic information to help you analyze (for example, if Juniors loved something but Brownies did not, perhaps that activity was too advanced).

Questions and prompts for girl participants:

- What (or what two or three things) did you like best?
- What would you change for the next event?

- Would you invite a friend to this event next year?
- Please rate the... (provide a 1-5 scale or sad/neutral/happy faces)
- I feel confident about...
- At the next event, I would like to...
- I'd just like to say...
- Something I learned was...

Questions and prompts for adult participants:

- What did you like best?
- What would you change?
- Did the event meet your expectations? Why or why not?
- Please rate the communication process before the event (or confirmation materials, event training session, etc.)
- What would have made this event easier for you?
- What did your girls learn at this event?
- Please rate the site, food, activities, etc. (give a 1-5 scale)
- Please rate the timing/schedule
- Would you bring your troop again next year?

Questions and prompts for the event committee:

- What went well?
- What was stressful or difficult?
- What would you do differently?
- Did the participants seem to enjoy themselves?
- Were your opportunities to lead and make decisions too few? Just right? Too many?
- What support would have made the event (or planning process) easier?
- What information can you share for the next person who holds your role?
- Rate the supplies, vendors, activities, facility, etc.
- Should we do this event next year?
- Would you want to be on the committee next year? Why or why not?

Thanks and Recognition for Committee Members and Event Volunteers

Each person who helps with the event should be thanked, preferably in writing, after the event is over. You may also want to give certificates or small gifts to the helpers and planners of the event; special name tags or clothing apparel that they wear during the event are also great ways to recognize their contribution to the planning and helps people identify those who can answer questions during the event. Remember to include any tokens of appreciation in the budget.

Keep in mind that formal recognitions as a part of the event should be kept short. The closing ceremony is a great place to include brief remarks thanking those who made the event possible. Or, you may want to have your own recognition ceremony after the event is over for those who made the event possible. This recognition can be combined with the event *debrief* process that takes place after the event.

Complete Evaluation on the Event Planning Guide

Were there changes to your original plan?

Record any revisions made to your original plan. Place a date as to when the decision was made to make any changes. These should be significant changes, such as new steps not planned for or rearranging the order of steps so that they work better.

Date	New Action
02/28/2018	Received a donation of 1,000 widgets from Wally World; assigned committee member to distribute widgets to attendees.
03/01/2018	Original site lined up was not available, moved site to XYZ.

Is there anything you would change if you were to do this event again?

This is the most important part. This is where you let next year's chairperson know about the good, the bad, and the ugly. What changes or recommendations do you have for a future event chairman? What would you do differently if you had it to do over again?

How did the event turn out?

Give specific and measurable results for each goal established. Describe the impact of this project on the area, individual members, and the community.

Reconcile your budget

Compare your proposed budget with the actual budget. This should be done on its own page. The proposed column must be the same as what was included in the proposed budget.

Final Income

Item	Proposed	Actual
Income		
Money from service unit	\$15.00	\$15.00
Registration Fees (30 @ \$10)	\$235.00	\$300.00
Total Income	\$250.00	\$315.00
Donated Items		
Use of church fellowship hall	\$100.00	\$100.00
Copies of event agenda	\$13.50	\$2.50
Copies of event program	\$10.00	\$10.00
Total Donated Items	\$123.50	\$112.50
Total Income	\$373.50	\$427.50

Final Expenses

Item	Proposed	Actual
Expenses		
Snacks	\$250.00	\$315.00
Total Expenses	\$250.00	\$315.00
Donated Items		
Use of church fellowship hall	\$100.00	\$100.00
Copies of event agenda	\$13.50	\$2.50
Copies of event program	\$10.00	\$10.00
Total Donated Items	\$123.50	\$112.50
Return of Service Unit Support	\$0.00	\$0.00
Total Expenses	\$373.50	\$427.50

Complete the Final Report

Within four weeks after the area event, please complete Section 2: Parts 1 and 2 of the Event Planning Guide (see Event Director Form Packet) and submit online using the address below. This form will automatically be sent to the membership director for their records.

Area Event Final Report Form

<https://gsnccp.wufoo.com/forms/area-event-final-report-form/>

Appendix

In the Appendix, you will find several forms and resources to help you and your committee plan and prepare your area events. Use these tools in a way that works for you, your team, and your event. For your convenience, you can find the **Area Event Director Form Packet** (a booklet containing all of the event and activity planning forms referenced in this document) in Forms on the council website.

Common Forms for Area Event Directors

Proper documentation is essential to ensure the safety, care, and well-being of our girl and adult members as well as the overall success of your event. Some of the most frequently used forms you will work with are listed below.

Looking for a form?

Each program year, we review and update (if necessary) all council forms and resources. It is extremely important that you keep in mind that the forms and documents in the Appendix may change from year-to-year. For that reason, we strongly encourage all volunteers to ensure they are working with the most current versions of our forms and resources by accessing them via the council website at: www.nccoastalpines.org.

Form #	Title	Description
CP115	Accident/Incident Report Form	This form should be completed and submitted if an emergency or crisis occurs during a Girl Scout sponsored event.
CP116	Accident/Incident Report Log	This form should be completed in addition to the Accident/Incident Report form.
PG310	Individual Financial Assistance Request	Application for an individual girl or adult volunteer to receive financial assistance to participate in a Girl Scout approved program, event or trip.
PG320	Council Troop Financial Assistance Request	Application for a troop to receive financial assistance to participate in a Girl Scout approved program, event or trip.
PG330	Application for Individual Financial Assistance and Registration Council Sponsored Activities	Application of for an individual girl or adult volunteer to receive financial assistance to participate in a council-sponsored program, event, or trip.
PG500	Sensitive Issues Troop Permission Form	This form is required if girls will discuss topics that are considered highly personal or are rooted in individual, cultural, or religious beliefs and values, such as reproductive health, sexuality, gender identity and sexual orientation.
OPG415	Reservation for the Troop Room	Form required to reserve the Troop Room at the Raleigh Service Center. Contact the helpdesk@nccoastalpines.org for information.
OPG750	Council Certificate of Insurance Request	This form should be completed if you need to provide proof of insurance to a certificate holder. This request should be submitted to jbraun@nccoastalpines.org .
SU104	Troop Money Earning Guidelines and Project Request Form	This form should be completed and submitted for approval to the area service unit manager and membership director at least four weeks prior to troop participating in a non-council sponsored money earning project.

TP103	Troop Permission Request for Camping, Overnights, Watersports and Adventure Activities	This form is required for all troops to participate in camping, overnights, watersports and adventure activities. Should be submitted to area service unit manager at least 4 weeks prior to activity for approval.
TP105	Parent/Guardian Permission for Troop Outings and Health History Form	Parents/Guardians should complete this form annually for their girl to participate in troop meetings, activities and events. Troop co-leaders should keep these forms for their records.
TP106	Health History Form for Adult Members	Highly recommended for adults to complete if they are assisting with troop activities and events. Troop co-leaders should keep these forms for their records.
TP300	Plan 2: Accident Coverage Only	For non-members participating in any Girl Scout sponsored event lasting two consecutive nights or less. Forms should be submitted to program@nccoastalpines.org .
TP301	Plan 3E: Accident and Sickness Coverage	Recommend for members and non-members participating in any Girl Scout sponsored event lasting more than two consecutive nights. Forms should be submitted to program@nccoastalpines.org .
TP302	Plan 3I: Accident and Sickness Coverage (primary international)	Recommended for members and non-members participating in any Girl Scout sponsored international trip lasting more than two consecutive nights. Forms should be submitted to program@nccoastalpines.org .
TP303	Plan 3P-Accident and Sickness Coverage (primary)	For members and non-members participating in any Girl Scout sponsored event lasting more than two consecutive nights. Forms should be submitted to program@nccoastalpines.org .

Event Planning Checklist

Use this checklist as a guide. Depending on your event, you may need to complete certain tasks earlier or later than shown in the list.



4 to 6 Months Before Your Event

- Involve girls in the planning process. Depending on their grade level, decide how to appropriately include them in providing input, planning or leading activities.
- Determine the purpose and focus of your event and who will be eligible to register and participate. Ask:
 - Does the event support the Girl Scout Leadership Experience (GSLE) and its Three Keys to Leadership, Three Processes and 5 Leadership Outcomes?
 - Does the event support the values in the Girl Scout Promise and Law?
 - Will the event provide for cooperative learning and personal growth?
 - Will the program be suitable to the age, group and experience levels of the intended participants?
 - Will the event provide opportunities for hands-on activities?
- Research your event. Historical data may be available.
 - What has been done before?
 - If this is a repeat event, review evaluations from previous years. What needs to be improved?
 - Consult *Safety Activity Checkpoints*, and *Volunteer Essentials* to review council policies and procedures.
- Begin preliminary event planning, delegate as needed. Maintain communication with your membership director as questions or problems arise.
 - Do you need an event committee? Recruit volunteers.
 - Develop a timeline for the event.
 - Complete the Pre-Planning Section of the Event Planning Guide.
 - When should the event be offered (what time of year)? Reference service unit, school, cultural and religious calendars. Consider expected weather conditions.
 - Are the activity choices culturally sensitive? Will girls be involved with people from diverse backgrounds?
 - Will a patch be offered? Does it need to be custom ordered?
 - Find an appropriate location or venue.
 - Is a contract required? Check council procedures for authorized signer.
 - Is there a minimum payment? Is it refundable?
 - Is a deposit on the location required? By what date? Is it refundable?
 - Is the location an approved facility and has an up-to-date Certificate of Insurance on file with the council?
 - How many girls can participate?
 - Are there provisions for girls with special needs?
 - What will be the cost per person?
 - Calculate the cost per person based on minimum participation.
 - Is it reasonable for what is being offered?
 - Is there a difference in the girl cost vs. the adult cost?
 - Are there participant waivers that need to be completed?
 - Using the flier template, create a draft version containing all the required information.

- Finalize your promotional flier. Flier distribution will be handled according to SU practices.
 - After flier distribution, be prepared for phone calls or e-mails requesting information about the event.
- Is an event first aider needed? Refer to *Volunteer Essentials* and *Safety Activity Checkpoints*.
- Consider arrival and departure plans, parking, collection of coats/outerwear, “day of” tasks such as distributing patches, t-shirts, etc., if applicable.
- How will girl participation and responsibility be incorporated into the event?
- Once your event plans are reviewed, work with your membership director to finalize any necessary paperwork or contracts and obtain facility deposit from the SU treasurer. Confirm in writing that the facility is reserved for your event on your selected date.

2 to 3 Months Before Your Event

- Plan to speak, or have girls speak, at the area/service unit meeting to promote your event. Look for other opportunities for event promotion.
- As registrations and registration fees come in, create participant rosters by troop and maintain an accurate count. Have a process in place to prioritize registrations if you are expecting more participants than can be accommodated.
- Turn in registration fees to your service unit treasurer in a timely fashion and always before funds will be needed to cover event expenses. Check with your service unit treasurer concerning any service unit-specific practices.
- Establish emergency procedures and create emergency management plan for the day of the event.
- Plan for an easily communicated clean-up process after the event. How will the girls help?
- Keep your membership director apprised of any event changes or concerns.

1 Month Before Your Event: Registration RSVP Deadline

- Review all registrations received.
 - Are you close to the maximum or minimum number of participants?
 - Are there so few that you won’t be able to cover your costs? If so, work with your membership director to find a solution.
- Secure additional insurance, if necessary.
- Determine and submit patch order, if applicable.

2 to 3 Weeks Before Your Event

- Inform membership director and service unit treasurer of any anticipated overages or shortfalls of money.
- Send registration confirmation packets to participating girls and troops, if appropriate.
- Confirm number of participants with your facility and committee.
- Determine who is going to do what on the day of the event. Everyone should have a role.
- Purchase any needed items. Keep receipts for reimbursement by service unit treasurer.
- If snacks and/or meals are being provided, are they culturally sensitive and are food allergies being considered?
- Prepare participant or troop evaluation forms for distribution on the day of the event.

- Arrange for photographer or publicity coverage for the day of the event, be sure to ensure all girls have photo permission clearance either through registration form or separate photo release.

The Day of the Event

- Arrive early and check in with your facility contact.
- Have your committee all wear the same shirt or same color shirt or identify them with a special nametag.
- Post any needed directional signs or schedules.
- Set up a first aid and/or refreshment station, if needed.
- Set up an arrival/registration table.
 - Registration should be open 30 minutes prior to event start with enough registration stations as necessary to accommodate the number of registered participants.
 - Have all the necessary supplies handy, i.e. pencils, name tags.
 - Is there written information that needs to be distributed to the participants i.e., schedule, map, evaluation forms, cleanup process?
- Have a plan in place for late arrivals or early departures.
- Collect Participant/Troop Evaluations as they leave.
- Extend a “thank you” to the event committee, if appropriate and if possible.
- Acknowledge any guests or dignitaries present at the beginning or end of the event.
- Enlist girls to help tidy up. Girl Scouts always leave a place cleaner than they found it.

Within Two Weeks After Your Event

- Turn in all receipts for reimbursement to service unit treasurer. Make sure all bills have been paid.
- Return any reusable or borrowed materials.
- Complete the **Area Event Final Report** and **Participant Evaluation** forms. Include any additional information that would be helpful to someone planning a similar event in the future.
- Involve girls in the event evaluation process.
- Write thank you notes as appropriate.

Volunteer Position Description: Event Director (COPY)



Girl Scouts – North Carolina Coastal Pines
6901 Pinecrest Road, Raleigh, NC 27613
(919) 782-3021 or (800) 284-4475

VOLUNTEER POSITION DESCRIPTION AREA EVENT DIRECTOR

SUMMARY:	The Area Event Director is responsible for overseeing the planning, implementation and delivery of fun, educational, and safe events at the community level that provide high-quality experiences for girls and are aligned to the Girl Scout Leadership Experience in their assigned area of service.
TERM OF APPOINTMENT:	The Area Event Director is appointed for a term of one program year but may be eligible for reappointment.
ACCOUNTABILITY:	The Area Event Director is accountable to the Service Unit Manager and appropriate Learning and Development staff.
RESPONSIBILITIES:	<ul style="list-style-type: none"> • Work in partnership with the Membership Director and appropriate learning and development and program staff to develop customized, local events aligned to the GSLE for girls in the local community. • Recruit additional volunteers to assist in the planning and delivery of events as needed. • Host event planning meetings to coordinate logistics and event details. • Complete and submit event plan, schedule, and budget for approval prior to the promotion of the event to program staff; provide copies of all approved paperwork to Membership Director and appropriate program staff. • Create and submit flyers, programs and/or other printed materials to the Membership Director for approval and submission to Council Customer Care team for printing and/or mailing. • Support and encourage event participants to attain desired goals and awards and provide appropriate recognitions of achievement(s). • Complete and submit the event planning guide including full financial documentation to Membership Director and/or appropriate program staff within 4 weeks of the conclusion of the event. • Serve as a role model for other volunteers by modeling reliability, respect for others, respect for self, inclusivity, positivity and a spirit of collaboration. • Be guided in all actions by the Girl Scout Mission, Promise and Law. • Remain informed about and comply with all current policies, procedures and guidelines of Girl Scouts-North Carolina Coastal Pines and GSUSA.
QUALIFICATIONS AND CORE COMPETENCIES:	<p>Girl Focus: Empower, encourage, and guide girls and other volunteers to understand Girl Scouts' girl-led, learn-by-doing and cooperative approach to developing a girl's leadership skills.</p> <p>Personal Integrity: Demonstrate dependability, honesty and credibility at all times.</p> <p>Adaptability: Adjust, modify own behavior and remain flexible and tolerant in response to changing situations and environments.</p> <p>Oral Communication: Express ideas and facts clearly and accurately.</p> <p>Foster Diversity: Understand, respect and embrace individual differences.</p> <p>Additional Requirements:</p> <ul style="list-style-type: none"> • Currently registered member of GSUSA and a valid background check. • Event planning experience a plus. • Access to the internet and email. • Completion of Area Event Director or Area Event Director Recertification training as assigned and provided by GSNCCP and GSUSA.

I accept the volunteer position responsibilities and will adhere to the qualifications listed above for the term of appointment unless my volunteer service is terminated earlier by the Council in its sole discretion. I agree and understand that during my appointment as a volunteer of GSNCCP that I am volunteering and I am not entitled to any payment or compensation for the services which I render to GSNCCP or on GSNCCP's behalf and I further understand that by serving in this volunteer position I am not an employee or an independent contractor of GSNCCP.

Appointment Term: _____ to _____ Area of Service _____

Event Director Signature and Printed Name: _____ Date _____

Complete and provide copies to: Service Unit Manager, Membership Director and appropriate Learning and Development Staff
VPD125/7-19

Area Event Flyer Sample Template

We encourage you to use the following as a guide when preparing your area event flyer.



Helpful Hints for a Successful Flyer

- **Filling out the “What”:** Be sure to include what kind of event it is (a dance, a Thinking Day event, etc.) and what Journeys or badges may be earned or partially earned by participating.
- **Filling out the “When”:** Include the month, day, and begin/end times (include a.m. or p.m.)
- **Registration Deadline:** Keep in mind that if the event is “first-come, first-served” then you will want to communicate that. Establishing a deadline well in advance of the actual event will help with your planning, especially if there is a minimum number of participants needed in order for the event to take place. Have a process in mind to handle the registration priorities by postmark, if necessary.
- **Submitting Registrations:** Include how the registration should be submitted (mail or e-mail or both) and to whom, including specific name or troop.
- **Siblings and non-Girl Scouts:** Please be sure to specify whether siblings are can be included at the event or if it is positioned as a recruitment event which may attract non-Girl Scouts.
- **Costs:** Please be specific and clear about the costs associated with the event, as well as whether fees are non-refundable and under what conditions.

Presented by [insert area or service unit name]

Event Name

Consider inserting a picture or graphic here.

Use this space to:

- State the purpose of the event
- Briefly describe the activities
- Provide reasons for why they should register and how fun it will be. (Girls will complete XYZ badge/s, etc.)
- Describe what girls will learn
- Describe what badges, patches or Journeys will be earned.

Include Special Instructions like:

- What participants expected to bring?

Be sure to include:

When: date (including the year) and beginning/ending time/s for the event

Where: location of the event complete with address and zip code

Who: target participants (the level of Girl Scouts invited to the event)

Fee: registration fee and what it includes (i.e. patch, snack, etc.), payment details (how to pay) Troop Check Payable to:, cancellation and registration fee return policy, etc.

Registration Deadline: last date registrations will be accepted

For questions: name, phone number and email address of event director or event registrar



Girl Scout – North Carolina Coastal Pines
6901 Pinecrest Road, Raleigh, NC 27613