

Service Unit 70-2 of GSCNC



Event Planning Packet

Service Unit 70-2 thanks you for volunteering to coordinate an event! 😊

List of Forms Included In This Event Packet

*Return all paperwork with the event packet no later than 2 weeks after the conclusion of your event.
Please make copies of these forms as needed.*

Complete and Return to Service Team Before Event

- ⇒ *Intent to Event*
- ⇒ *GSCNC B250 Form (for Troop Money-making Events only)*

Complete and Return to Service Team After Event

- ⇒ *Summary of Event Income and Expenses* (make an extra copy for the SU Treasurer)
 - ⇒ *Event Evaluation Sheet*
 - ⇒ *Contact List Worksheet*
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Before The Event

Planning

- ❑ Submit a completed *Intent to Event* form, along with a *GSCNC B250* form. Be sure to include the Special Events Coordinator and Service Team in the decision to set an event date and time. There may be other events, meetings, and holidays planned that may cause a conflict making it impossible for a successful event before you have even gotten started.
- ❑ Contact local schools, churches, and/or organizations to book a location for the event. Take into consideration wheelchair accessibility, size, facilities and availability. Once booked, please confirm with the Special Events Coordinator the date, time, and location. It is important that the Special Events Coordinator is kept in the loop throughout every stage of planning. She/he will ensure that your information is shared with the SU Team, therefore saving you the time of attending SU Team meetings.
- ❑ Confirm the date and time of the event with the location booked and other service providers that will be attending several times throughout the planning process. This will help to ensure everyone will show!

- ❑ No later than 1 month before your event, create a flyer for your event. The flyer should contain all event information, including:
 - ❑ Event Name
 - ❑ Location/directions
 - ❑ How/when to purchase tickets
 - ❑ Patch info. (e.g. included in price, or how much, etc.)
 - ❑ Number of tickets available
 - ❑ Will SWAPs be exchanged? If so, how many to bring?
 - ❑ What level the event is for
 - ❑ Time of event
 - ❑ Contact information

Finances & Purchasing

- ❑ The Coordinator of the event will hold the responsibility of all financial transactions, under the direction of the Service Unit Treasurer. The Service Unit Treasurer oversees *all* financial transactions that occur within the Service Unit, *including all events*. This includes both Troop Money-making Events AND Events for the Service Unit. Please check with the Service Unit Treasurer for advisement.
- ❑ Decide upon materials and services required to have the event. Take into account supplies, room or site rental, custodial fees, transportation, speaker honoraria, refreshments, decorations, patches, gifts or handouts, printing, etc.
- ❑ Keeping accurate records and receipts of all transactions for your event will ensure good management practices and keeps the event on budget. No more than two weeks after the event is complete, a *Summary of Event Income and Expenses* report is due to both the SU Treasurer and the Special Events Coordinator. If this is NOT a Troop Money-making Event, be sure to submit copies of all receipts with this event-planning guide after your event, to ensure reimbursement.
- ❑ Don't be afraid to ask local businesses for donations, and don't feel as though you have to spend every penny. It's okay to come in under budget!
- ❑ If the event will include a patch, order the patches several weeks before the event. Be sure to order a few extras.

Safety

- ❑ Review and adhere to SafetyWise. If you have any questions about a policy, feel free to contact our Field Director at the Leesburg GS Office.
- ❑ Make sure there are enough adults attending to meet the leader-girl ratio. Adult coverage requirement may be found in SafetyWise.
- ❑ Be sure to bring a First Aid kit that contains essential first aid equipment.

Promotion

- ❑ Registration for events may be conducted before or after SU meetings. Registration may not be held during the meetings. If you plan to hold registration at an upcoming meeting, please alert the SUM in advance for inclusion in the agenda.
 - ❑ Use flyers and announcements at SU meetings to promote your event. Include the event purpose, who it is for, when and where it is taking place, and how much it will cost. Provide timely notice to the SUM for inclusion on the meeting agenda.
 - ❑ Flyers and information may also be sent via email &/or it may be put in the monthly Packing. If the information is to be put in the Packing, you must get it to the Packing coordinator at least a week in advance.
 - ❑ Timing is important; promoting an event six to eight months in advance is not too soon! 😊
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After The Event

- ❑ Return 1 copy of the event flyer with the event packet.
 - ❑ Return this completed event packet to the Special Events Coordinator within two weeks of the event. This packet will be passed on to the next year's event coordinator.
 - ❑ Send thank yous to the committee, volunteers, &/or guests. Also, send a thank you to any businesses that have made donations.
 - ❑ If this is a Troop Money-making event, please make an extra copy of the completed *Summary of Event Income and Expenses* form, and give it to the SU Treasurer, along with 10% of the event's profit.
 - ❑ If this is an event for the Service Unit, make an extra copy of the completed *Summary of Event Income and Expenses* form, and give it (along with your receipts) to the SU Treasurer for reimbursement.
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Tips

Delegate! Find a committee to share the workload. Be sure to give a clear and brief description of the work that must be done, specific results expected, and a timeline for task completion. Remember to give guidance and assistance, follow-up when needed and give credit to those who do the job.

Try to attend Service Team meetings*. This will serve as an advantage to you since many of the team members have run events and have useful contacts and advice.

For easier reference, put troop number in top left corner of received checks.

Call upon Cadette and Senior Girl Scouts for help at the event. They are usually in need of service hours and enjoy working with the younger girls.

Uniforms at events are always appropriate and encouraged for both the girls and the volunteers. Let's set a good example!

**Service Unit 70-2
-- INTENT TO EVENT --**

Submit to Special Events Coordinator at least 2 months before event.

Name of Event: _____

Date of Event: _____

**What is the goal of the event?
Or, how will the profit be spent?** _____

This event will be a : **Troop Moneymaking Event** **Service Unit Event**
(Please circle one)

Coordinator: _____

Address: _____

Email Address: _____

Daytime Phone: _____ **Evening Phone:** _____

This event will serve: **Daisy** **Brownie** **Junior** **Cadette** **Senior**
(Circle those that apply)

of Participants: **Minimum:** **Maximum:**

Site: _____

Anticipated Fee: \$ _____ **Girls** \$ _____ **Adults**

Signatures:

Event Coordinator *Date*

SU Special Events Coordinator *Date*

Service Unit Manager *Date*



Girl Scouts.

Girl Scout Council of the Nation's Capital
4301 Connecticut Avenue, N.W.
Washington, D.C. 20008
PHONE (202)-237-1670 (800)-523-7898
FAX (202)-274-2161
EMAIL info@gscnc.org

B250

REQUEST FOR APPROVAL FOR A TROOP MONEY EARNING EVENT

Please complete this form and obtain the signature of your service unit manager AT LEAST TWO WEEKS BEFORE THE PROPOSED MONEY EARNING EVENT. A signed copy or email will be returned to you as an approval.

Troop Leader's/Event Organizer's Name: _____

Assoc. #: _____ SU #: _____ Troop #: _____ Program Level: _____

Street Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Number of girls in troop: _____ Number of girls participating: _____

Number of adults participating: _____ Is this the required girl/adult ratio: _____

Date of event: _____ Location of event: _____

Description of event: _____

Did your troop participate in the council's cookie sale? _____

How does this event grow out of the girl's interest and troop's on-going activities?

For what special project will the money be used? _____

Total amount of funds you hope to earn at this event: \$ _____

Troop Leader Signature

Date

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Approved by: _____ Date: _____

Service Unit Manager

Copy returned to troop leader Date: _____

Following the event, please hold an evaluation session with your troop

PLEASE REFER TO THE NEXT PAGE FOR MONEY EARNING POLICIES, STANDARDS, AND GUIDELINES

COUNCIL-APPROVED MONEY EARNING PROJECT

When a troop finds it necessary to supplement the troop account for special trips/events, through a troop money-earning event, it is necessary to become familiar with GSUSA and GSCNC policies, standards and standard guidelines before planning a fund raising project. Remember that Daisy Girl Scouts may not be involved in handling any money or the income from money-earning events or product sales.

Council approval is required from the service unit manager at least two weeks before the proposed money-earning event.

Safety-Wise (copywrite 2000, Chapter 3, provides groups/troops with specific guidance to be used in planning and doing money-earning activities. In addition other Program Standards govern group activities. GSUSA AND GSCNC require that troop and/or group money-earning activities will be program based and will not involve sale of a commercial product or games of chance or lottery.

Resale of commercial products with logos or labeling REMOVED may be sold. (Example: Commercial mulch removed from its original packaging may be sold.)

GSCNC Standard - "Money-earning activities should be a valuable program activity for girls. Daisy Girl Scouts do not participate in troop money-earning activities."

POLICY: "All fund raising methods employed by Girl Scout groups must be in keeping with the principles for which the organization stands."

GSUSA Standard: "Girl Scouts, in their Girl Scout capacities, may not solicit money for other organizations. Girl members may support other organizations. Girl members may support other organizations only through service projects."

**Service Unit 70-2
-- SUMMARY OF EVENT INCOME AND EXPENSES --**

Submit to Special Events Coordinator within 2 weeks following the event.

Event: _____
 Date of Event: _____
 Coordinator: _____
 Phone: _____
 Email Address: _____

EXPENSES

Date	Who/Where Purchased From	For		Total Amount
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	
TOTAL EXPENSES			\$	

INCOME

Sales at event	\$	
Event fees	\$	
Other	\$	
TOTAL INCOME	\$	

PROFIT

Total Income	\$	
Total Expenses	\$	
PROFIT (Income – Expenses)	\$	

For Troop Money-making Events ONLY:

Amt. Given to SU	Profit X 10%	
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Service Unit 70-2
-- EVENT EVALUATION SHEET --
(please use additional paper if needed)

Event: _____
Date of Event: _____
Coordinator: _____
Phone: _____
Email Address: _____

Location of event: _____ Number of Tickets sold: _____

Cost per Ticket: _____ Profit: _____

Do you think the event went well? Why or why not?

Did anything go wrong? If so, please list what and how this may be prevented in future events.

Was there anything that worked so well that you would highly recommend doing again? If so, please list what.

Suggestions for next time:

Project plan *(briefly list what needed to be done to run this event)*:

Service Unit 70-2
-- CONTACT LIST WORKSHEET --

Event: _____
Date of Event: _____
Coordinator: _____
Phone: _____
Email Address: _____

Name: _____ **Company:** _____

Phone: () _____ **Fax:** () _____

Address: _____

Email: _____ **Web Site:** _____

Use Again? _____

Comments:

Name: _____ **Company:** _____

Phone: () _____ **Fax:** () _____

Address: _____

Email: _____ **Web Site:** _____

Use Again? _____

Comments: