

girl scouts   
of eastern missouri

# Event Planning Guide





# girl scouts of eastern missouri

## **Girl Scout Mission**

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

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## **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

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## **The 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

## **Girl Scouts of Eastern Missouri**

2300 Ball Dr.  
St. Louis, MO 63146

## **Camp Cedarledge**

8501 Girl Scout Rd.  
Pevely, MO 63070

## **Camp Fiddlecreek**

553 Daisy Ln.  
Labadie, MO 63055

## **Camp Tuckaho**

163 Tuckaho Ln.  
Troy, MO 63379

# What's Inside?

Course Objectives.....	4
The Importance of District and Neighborhood Events.....	4
Forming an Event Planning Committee.....	5
Things to Consider When Planning Events.....	9
Finances and Budgeting.....	12
Involving Girls in Planning.....	15
Health, Safety and Security.....	17
Event Planning Timeline.....	19
True/False Activity.....	21
<b>Appendix A</b>	
Choosing an Event.....	22
<b>Appendix B</b>	
Girl Scout Event Planning Forms.....	28
District and Neighborhood Event Agreement, F-11.....	29
Activity Scholarship Notification for District and Neighborhood Events, PD-3.....	30
Activity Scholarship Application for Girls.....	31
Activity Scholarship Application for Girls/Activity Scholarship Guidelines.....	32
District and Neighborhood Application for Council-Owned Camps, C-9b.....	33
Application for all Camping on Non-Council-Owned Sites, C-009.....	34
District and Neighborhood Event Budget Worksheet, F-15.....	37
District and Neighborhood Event Registration Check-in, F-20.....	38
District and Neighborhood Event Summary of Participation, F-18.....	39
District and Neighborhood Event Survey, F-17.....	40
District and Neighborhood Event Survey RECAP of Results, F-17a.....	41

# Course Objectives

1. Learn about Eastern Missouri's policies and procedures regarding District and Neighborhood event planning.
2. Learn how timely, proactive planning can prevent common event planning obstacles.
3. Learn creative ideas for themed Girl Scout events.
4. Learn how to ensure girls' and adults' safety during Girl Scout District and Neighborhood events.

## **The Importance of District and Neighborhood Events**

Introducing events to the District/Neighborhood enriches the Girl Scout experience for girls and troops and empowers them to become more involved in Girl Scouting! Reach out to volunteers in your area to see how they can help. Invite them to share their skills, location, time and ideas with the planning committee.

### **Top Reasons to Plan a District/Neighborhood Event:**

- Events create a stronger community presence
- Events provide an opportunity to support member retention and recruit new members
- Events create a strong connection amongst Girl Scout families
- Girls enjoy meeting other Girl Scouts from their local area
- Events provide older Girl Scouts with opportunities to plan and host events (older girls become leaders and role models while working toward service awards)
- Events and event planning provide leadership opportunities for girls and adults
- Events inspire girls to continue growing through Girl Scouts as they try activities they may not experience in a traditional troop setting
- Events are FUN!

# Forming an Event Committee

The purpose of the Event Planning Committee is to coordinate and support girls and volunteers in planning an event for the troops in a District/Neighborhood.

Event support roles may include a Troop Camp Supervisor or Troop Camp Certified Volunteer if the event is held at a Girl Scouts of Eastern Missouri or non-Council owned camp property. Additional certified volunteers may also be required depending on the event activities. For example, a lifeguard may be required if there will be swimming at the event. Volunteers can also support the Event Planning Committee by leading girl activities or providing the appropriate adult-to-girl ratios.

## Event Committee Roles

### Event Director

- Appointed by the District Manager for District events or by the Neighborhood Manager for Neighborhood events, the Event Director recruits and supports members of the Event Planning Committee.
- Provides the Event Committee Roster and meeting schedule to the District/Neighborhood Manager, District/ Neighborhood Treasurer, District/Neighborhood Communications Manager, Community Engagement Manager and members of the Event Committee.
- Works with the District/Neighborhood Manager to complete the District and Neighborhood Event Agreement (F-11) and submit it to the Community Engagement Manager along with the event flier, if applicable.
- If the event is held at a Girl Scouts of Eastern Missouri camp, the Event Director can reserve camp units up to one year in advance by completing the District and Neighborhood Application for Council-Owned Camps (C-9b) and submitting it to the Answer Center at [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org). After submitting the C-9b, call the Answer Center at 314.400.4600 to pay the \$100 non-refundable deposit. Final payment for all units is due four months prior to the event date.
- If the girl registration fee exceeds \$10 and the District/Neighborhood has a current, complete Year-End Report on file with Council and the Event Committee agrees to make financial, need-based activity scholarships available to girls for registration fees only, the Event Director submits the Activity Scholarship Notification for District and Neighborhood Events (PD-3) to the Community Engagement Manager. If approved, the Event Director shares the scholarship information with event participants. For more information, refer to the Activity Scholarship Guidelines in Appendix B.

### Business Manager

- Develops the event budget, calculates the event registration fee and regularly shares financial information/ updates with the Event Committee in an organized, concise manner.
- Completes the District and Neighborhood Event Budget Worksheet (F-15) and shares with the Event Planning Committee.
- If a contract is required, the Event Business Manager submits it to the Senior Manager, Risk Management for approval.
- Collects and tracks expense receipts/invoices and submits them to the District/Neighborhood Treasurer for payment.

## Registrar

- Works with the District/Neighborhood Communication Manager to develop a marketing plan and promote the event.
- Collects event registration forms and turns over collected registration fees to the Business Manager.
- Ensures that the Food Planner/Preparer is informed of the dietary needs and/or restrictions of participants by providing copies of the event registration forms with dietary needs requests to the Food Planner/Preparer.
- Sends an event registration confirmation letter to registered participants, which includes the following:
  - Identifying information: "Girl Scouts of Eastern Missouri" and the sponsoring District/Neighborhood
  - Name and address of the event
  - Drop-off and pick-up times (transportation details if provided)
  - Items participants should bring to the event (such as a sit-upon, beaver bag or items to donate)
  - Refund information: Will cancellations warrant a refund? Is there a deadline for requesting a refund?
  - Include a bad weather cancellation policy: Mention whether event will be held "rain or shine"
  - Include how registrants will be contacted in the event of a cancellation
  - Name and contact information of the Event Manager or Event Registrar
  - Notification that a Girl Health History and Annual Permission Form (F-57) for all participants is required. This form can be found on the Council website at [girlscoutsem.org/forms](http://girlscoutsem.org/forms).
- As participants arrive at the event, the Registrar completes the District and Neighborhood Event Registration Check-In Form (F-20) and uses that information to complete the District and Neighborhood Event Summary of Participation Form (F-18). The Event Registrar shares the Summary of Participation with the Event Planning Committee and the District/Neighborhood.
- Distributes and collects the District and Neighborhood Event Survey (F-17) and uses that information to complete the District and Neighborhood Event Survey Recap of Results (F-17a). The Event Registrar shares the event surveys and survey recap results with the Event Planning Committee and the District/Neighborhood.

## Program Planner

- Plans girl program with the guidance of the Event Committee. This may include opening and closing ceremonies, crafts, songs, activities, games, etc.
- Coordinates program facilitators, guest speakers, trainers, etc.
- Considers if people with specific experience/skills or specialized training/certification are needed.
  - Will troops need to prepare something for the event like SWAPs or a skit?
  - If participants will be divided into small groups for activities, do we need colored bracelets or different name tags for determining groups?
  - Will rules (do's and don'ts) for the event need to be publicized in advance?
  - How will event leaders communicate with one another and event participants at the event? Depending upon the same, a loud speaker or microphone may be needed.
- Do the planned activities:
  - Support the Girl Scout Leadership Experience (GSLE) outcomes?
  - Reflect the values of the Girl Scout Mission, Promise, and Law?
  - Provide an opportunity for personal growth, exploration, and discovery?
  - Involve girl-planning and input?
  - Provide a positive learning experience?
  - Support the event's purpose and goals?

- Are the planned program activities:
  - Safe?
  - Appropriate for the applicable Girl Scout program levels and current abilities?
  - Fun?
  - Challenging?
  - Flexible?
  - Affordable?
  - Led by well-trained and enthusiastic volunteers or staff?
  - Consistent with girl progression guidelines?

### **Food Planner/Preparer**

- Plans the menu for the event and works with the Event Registrar to ensure all special dietary needs/restrictions on the event registration forms are taken into consideration before purchasing food.
- Secures a volunteer certified in Cooking for Crowds at Camp, if necessary (if using a camp kitchen, this certification is required).
- Coordinates catering details if applicable.
- Organizes the purchase of all food/beverages.
- Coordinates the use of refrigerators or coolers, stoves and warmers, etc.
- Arranges for food and beverage disposal and clean up after the event.

### **First Aider**

- A Certified First Aider must be present at all events. A first aider is a registered, approved, adult volunteer with a current certification in Adult and Pediatric First Aid, CPR/AED. Consult Safety Activity Checkpoints to see if more than one First Aider will be necessary.
- Ensures a stocked First Aid Kit is on-hand at the event location.
- Records incidents, accidents, injuries, illnesses, medications given, etc. using a Standard Incident Report Form (C-075) and ensures they are promptly turned into the Senior Manager, Risk Management at Council. This form can be found on the Council website at [girlscoutsem.org/forms](http://girlscoutsem.org/forms). Note: A Standard Incident Report Form should be completed by adult volunteers or staff for any incident (verbal or physical), injury, or accident involving anyone participating in a Girl Scout activity, even when no medical attention is required.
- Collects a Girl Health History Annual Permission Form (F-57) for all participants and returns them to troop leadership after the event. This form can be found on the Council website at [girlscoutsem.org/forms](http://girlscoutsem.org/forms).
- Collects an Adult Activity Waiver (VP-84) for adult participants, if applicable, and returns them to troop leadership after the event. This form can be found on the Council website at [girlscoutsem.org/forms](http://girlscoutsem.org/forms). Adults may choose to provide health information describing any treatment, restrictions or accommodations important to their participation on an Adult Activity Waiver.
- For an event held at a GSEM camp, the Camp Supervisor may serve as the First Aider for the event. If there is no Camp Supervisor, the event committee is responsible for meeting all First Aider requirements for the event.

### **Camp Supervisor**

- If the event is held at a Council-owned camp, a Camp Supervisor will be assigned by the Camp Department unless the Event Director chooses to request one. To request a specific Camp Supervisor, contact the Camp Department at 314.592.2300 after the camp reservation is made.

### **Troop Camp Certified Volunteer(s)**

- If an event is held at a Council-owned or a non-Council-owned-camp, at least one adult volunteer who is a Certified Troop Camper is required to be present. In addition, if the event is overnight, one Certified Troop Camp volunteer is required for each unit at camp that is being used during the event.

### **Other Certified Volunteers**

- Check Safety Activity Checkpoints to determine if the event requires certified personnel for event activities.

### **Community Engagement Manager (CEM)**

- Assigned Council staff, i.e. the Community Engagement Manager (CEM), will advise the Event Planning Committee on event development and implementation as needed and assists in the review of the event flier.
- Collects and tracks expense receipts/invoices and submits them to the District/Neighborhood Treasurer for payment.





# Planning Events

## Things to Consider When Planning Events

### Event Sites

All meeting places, camps, and other event sites used for Girl Scout purposes must be safe, clean, secure and easily accessible to all members, including girls with disabilities. An event location must be inspected in advance with consideration of the following:

- Suited to the event size, age group, types of activity and ADA compliant
- There is an accessible route connecting all buildings/facilities
- Stocked First Aid kit and AED location
- Sufficient parking with reserved parking for those with disabilities
- Inclement weather plan is in place
- Sufficient sleeping arrangements, if applicable
- Occupancy limits are not exceeded
- Provisions are made for garbage removal and site clean-up

### Holding Events At Camp

Districts and Neighborhoods can reserve Eastern Missouri camp units for events up to one year in advance with a \$100 non-refundable deposit due at the time the reservation is made. Final payment for all units is due four months prior to the event date. Reservations can be made by submitting the District and Neighborhood Application for Council-Owned Camps (C-9b) to the Answer Center.

Any unit cancellations must be made in writing at least four months before the event date in order to receive a refund. If full payment or written cancellation is not received at least four months prior to the event date, the unpaid units will be released, and your group will be responsible for payment in full.

If a District or Neighborhood wishes to hold an overnight event at a non-Council owned camp site, an Application for All Camping on Non-Council Owned Sites (C-009) is required. This application must be signed by the Event Director and the District/Neighborhood Manager, then submitted to Council to the attention of Senior Manager, Risk Management at least one month prior to the event date. See application for additional details.

Note: If an event involves travel with an overnight stay and is non-camping, refer to troop trip procedures. Remember, any event utilizing Council-owned camp units and public use areas must complete the District and Neighborhood Application for Council-Owned Camps (C-9b).

### Adult Education Courses at Events

While girls participate in the event, adults may participate in training at the same location. Contact your District Education Manager or the Adult Education Department at Council to ask for guidance on the type of training, requesting materials and recruiting trainers. For additional assistance, contact a Volunteer Education Coordinator at 314.592.2300.

## Event Fliers

Girl Scouts of Eastern Missouri follows the Associated Press Stylebook for all publications and communication collateral. Your event flier should be submitted to the Community Engagement Manager at least three weeks prior to the date you wish to distribute it. Fliers should NOT be posted or distributed until it is approved by Council.

### Event Flier Checklist

- Use Microsoft Word format
- Include event details, including:
  - What is the event?
  - Why is the event being held?
  - Who can come to the event? (only Girl Scouts of a certain level, from a certain District/Neighborhood? volunteers? parents? tagalongs?)
  - When is the event? (date and start/end times)
  - Where is the event? (name and address of location; specific room, if applicable)
  - Cost to attend the event
  - Service component details, is applicable
- Provide details about the registration process, including:
  - How to register (if using a paper registration form, include the registrar's mailing address, what forms of payment are accepted and to what District/Neighborhood checks should be made payable to)
  - If registering via Cheddar Up, provide the link
- Registration deadline
  - Will a confirmation be sent?
  - What is the refund policy? When/how will refunds be granted, and by what date must they be requested?
- If your District/Neighborhood event was approved for scholarship assistance, include the following statement:
  - Activity scholarships for this event are available for families in need. Scholarships are available for girl registration fees only. Scholarship applications are processed in the order received and must be received no later than three weeks prior to the event's registration deadline. Please contact the Answer Center at 314.400.4600 with questions.
- Name/phone/email of who can be contacted with questions about the event
- If using a paper registration form, pertinent information for troop leaders/parents/ guardians should be above the tear-off line, and the tear-off registration form at the bottom should only contain information pertinent to the Event Planning Committee.
- Add the following dietary and reasonable accommodation statements with fillable fields at the bottom of the registration form or Cheddar Up page:
  - \*Please note any special dietary restrictions:
  - Girl Scouts of Eastern Missouri welcomes the participation of all girls and adults and will make reasonable accommodations for persons with disabilities. If you have questions or want to discuss an accommodation, please contact the Answer Center at 314.400.4600 or [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org). Do you need a reasonable accommodation Yes\_\_\_ No\_\_\_ If so, what is needed?:\_\_\_\_\_

## **Tagalongs**

District/Neighborhood events should be planned and implemented for specific program levels. A girl who is a registered Girl Scout but not in the program level for which the event is planned, or if a girl is not a registered Girl Scout, or if boys under 18 are allowed to participate, they are considered to be a tag-a-long. The Event Planning Committee should determine in advance if tag-a-longs will be welcome. If applicable, a registration process should be put in place.

Note: Tag-a-longs must provide a signed health history, even if a parent is present at the event or on the Event Planning Committee.

## **Finances and Budgeting**

The Business Manager uses the District and Neighborhood Event Budget Worksheet (F-15) to calculate and revise the event budget. All event monies collected should be managed through the District or Neighborhood bank account. Consider the following when developing an event budget:

### **Event Registration Fees**

- Event fees should be based on the estimated budget for the event
- It's important to develop a budget before setting the price per participant
- The minimum and maximum number of participants should be determined when developing the budget

### **Admission Fee**

- Consider things like admission to events, water parks, movies, bowling, etc.
- Consider adults and girls not paying an admission fee because they are helping/working the event
- If the admission fee is more than you feel girls can afford and there are adults who want to go, consider charging the adults for admission

### **Food**

A good guideline is about \$2-\$4 per person, per meal, depending on the size of the group. The smaller the group, the higher the cost per person. \$1-\$2 per girl for snack and beverage. Remember, this is only a guideline.

Other things to consider:

- Food events or special cooking - If the event involves international cooking and each girl (troop) is making something different, consider increasing the food budget
- Take into consideration adults and girls who are not paying for food and beverages because they are helping/ working the event

### **Program Supplies**

Include the cost of Daisy petals and/or leaves, program level patches/badges such as Journey Awards, pins, etc.

### **Site Fees**

Most sites charge per building or per use.

### **Bus/Transportation**

Call and provide dates, places, routes and ask for an estimate.

### **Equipment Supplies**

These are non-consumables that can be used repeatedly. Consider borrowing from the District Supply Shed or checking out from the Emerson Resource Center. As a last resort, rent any needed equipment.

## Speakers/Resource People

If you are paying a subject matter expert, lifeguard or key note speaker they usually have a set cost.

## Printing and Postage

This may be for fliers, promotion, confirmation letters, or thank-yours to volunteers. Figure ten cents per copy plus postage.

## Additional Budgeting Guidelines

- All District and Neighborhood events should be self-sustaining.
- Checks should be made payable to the “Girl Scouts of Eastern Missouri District and/or Neighborhood” and not an individual or troop - even if a troop runs the event.
- Revenue should be used for the event that it came from and not for other events or projects.
- The budget is based on having a set number of attendees. For the District/Neighborhood to be self-sustaining, this is the minimum number of attendees you need to break even. As registrations come in for an event, the Event Committee will want to closely monitor the number of registrants. If there are fewer than the minimum required to break even, consider expanding the invite list or lowering expenses. If further promotion of the event does not generate the minimum number of attendees required to break even, cancellation may need to be considered.
- Accurately tracking income and expenses will keep the event planning on track. The Event Business Manager should communicate the budget in writing to the Event Committee on an ongoing basis.
- Use the Girl Scouts of Eastern Missouri Tax-Exempt Letter for purchases whenever possible. Please contact your Community Engagement Manager or the Answer Center at 314.400.4600 or [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org) to obtain a copy.

## Events as Money Earning Projects

If a troop wants to hold an event to raise money, the troop leader must request permission from the Neighborhood Treasurer by submitting the Troop Money-Earning Activity Application (P-14). This form can be found on the Council website at [girlscoutsem.org/forms](http://girlscoutsem.org/forms). The event can be promoted in the District/Neighborhood. The flier should clearly state that the event is a money earning activity, who is hosting it and how the money will be spent. Consult Volunteer Essentials for troop money-earning policies.

## Scholarship Assistance

If the girl registration fee exceeds \$10 and the District/Neighborhood has a current, complete Year-End Report on file with Council and the Event Committee agrees to make financial, need-based activity scholarships available to girls for registration fees only, the Event Director submits the Activity Scholarship Notification for District and Neighborhood Events (PD-3) along with the event flier, to the Community Engagement Manager at least one month prior to the registration close date.

The Senior Manager, Customer Service reviews the information provided and determines if the event qualifies for girl scholarships. The total amount awarded for any event cannot exceed \$300. If individual scholarship applications are received after this amount has been exceeded, the applicant will be referred to the Event Director for guidance.

The parent/guardian of each girl participant requesting assistance must complete an Activity Scholarship Application for Girls and submit it to the Answer Center at least three weeks prior to the registration close date. After individual scholarships are awarded, an email is sent to the participant's parent/guardian noting the amount of the scholarship awarded and the balance due for the event. After the event registration closes, a check for the total scholarship amount awarded will be mailed to the Event Director.

## Involving Girls in Planning

Girl involvement in planning and leading Girl Scout events is not only possible; it is an essential component of a successful Girl Scout event. The key to successful girl planning is being aware of girls' current abilities and providing constructive mentoring throughout the process. To bring the Girl Scout Leadership Experience to life, activities are led by girls themselves, feature cooperative learning, and highlight learning by doing. Girls come up with their own ideas, build teams, and experience the joy of making a positive impact.

Girl planning and involvement look different at every Girl Scout grade level.

Girl Scout Grade Level	Involvement
<b>Brownie</b>	<ul style="list-style-type: none"> <li>• Develop rules of conduct for the event</li> <li>• Choose between two or three items, such as food options and/or activities</li> <li>• Make name tags or SWAPs</li> <li>• Lead a flag ceremony at the event</li> </ul>
<b>Junior</b>	<ul style="list-style-type: none"> <li>• Developing a theme for the event</li> <li>• Leading activities for younger Girl Scouts</li> <li>• Leading opening and closing ceremonies</li> </ul>
<b>Cadette</b>	<ul style="list-style-type: none"> <li>• Research and contact potential event sites, vendors and volunteers</li> <li>• Plan songs, activities, skits and ceremonies</li> <li>• Consider giving more responsibility to those who have completed Program Aide Training (available to girls in 6th grade and up)</li> </ul>
<b>Seniors and Ambassadors</b>	<ul style="list-style-type: none"> <li>• Complete planning of the event with support and advice from troop leadership</li> <li>• Consider giving more responsibility to girls who have completed L.E.A.P. 1 (girls 15 and up) and L.E.A.P. 2 (girls 16 and up). This Leadership Experience and Practice Program (L.E.A.P.) has replaced the Councilor in Training (CIT) and Wrangler in Training (WIT) programs.</li> </ul>

### Mentoring Girls During Event Planning

- Use the Girl Scout Leadership Experience as your guide. What elements of planning and leading the event will help girls meet these outcomes?
- Ask girls for two or three ideas for a theme, activity, menu, etc. and ask them to present their ideas to the Event Planning Committee.
- Ask girls to pick their favorite (theme, activity, menu, etc.) from a list of choices
- Ask open-ended questions to help girls review and evaluate their choices: “Have you considered how you will handle...” “What is your plan if...”
- Consider taking the girls to the location and walk through every aspect of the event. This will help them create task and supply lists.
- Involve girls in creating the budget, even if it's only for a small part of the event.
- Consider taking the girls to the location and walk through every aspect of the event. This will help them create task and supply lists.
- Involve girls in creating the budget, even if it's only for a small part of the event.

**Throughout the process:**

- Once the girls make a decision, and the decision has been approved by the Event Planning Committee, let girls own that piece of the event.
- Ask girls to provide regular updates to the committee. If problems arise, ask girls to brainstorm possible solutions.
- Depending on the program level of the girls, they may be put in charge of buying necessary materials, managing funds for their aspect of the event (with adult supervision), as well as showing other volunteers what to do.
- Work with the girls to create a timeline and deadlines for when things need to be completed.
- Provide assistance, if necessary, but avoid doing things for the girls; they will learn a great deal from mistakes.
- Be a positive role model.
- At the event, make sure girls lead their aspect. Do not have girls plan an activity and then have adults lead it or vice versa.
- Make sure the girls know that not everything will go exactly as planned and that is okay.

**After the event:**

- Ask girls to evaluate how things went and what they would do differently next time.
- Thank girls for their help. If you provide tokens of appreciation for event volunteers, be sure to include the girls as well.
- Let girls know about upcoming Girl Scout events and how they can be involved.
- In future events, let girls take on more challenging tasks.



# Health, Safety and Security

Maintaining the health and safety of our girls and volunteers must be a top priority at all programs and events. Each event should have a first aid station. If it is a camping event, leaders need to be responsible for their troop's first aid. All incidents should be reported to the Event First Aider and recorded on a Standard Incident Report.

## Safety Guidelines and Compliance

Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all always demonstrate that by agreeing to follow these guidelines.

- Follow Safety Activity Checkpoints. Instructions for staying safe while participating in activities are detailed in Safety Activity Checkpoints at [girlscoutsem.org](http://girlscoutsem.org). Read the checkpoints, follow them, and share them with other volunteers, parents and girls before engaging in activities with girls.
- Arrange for proper supervision of girls. Your group must have at least two unrelated, registered and approved volunteers, at least one of whom is female, present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the age and ability of girls and the activity. Refer to Safety Activity Checkpoints for adult to girl ratios for events.
- Review current Girl Scouts of Eastern Missouri COVID-19 Guidelines.

## Health History Forms

For all events, each participating girl and (K-12) non-member (tag-a-long) must provide a completed and signed Girl Health History and Annual Permission Form, F-57 to the First Aider. Check media permissions on the Annual Permission Form before taking pictures. Adults may choose to provide health information describing treatment, restrictions or accommodations important to their participation in an activity by completing and signing an Adult Activity Waiver-Emergency Information Form, VP-84.

After the event, Girl Health History and Annual Permission and Adult Activity Waivers should be returned to their respective troop leader/individual/parent/guardian and copies shredded.

If a Standard Incident Report, C-075, was written, a copy of the corresponding Health History should be turned in with the incident report to Senior Manager, Risk Management as soon as possible.

## Certificates of Insurance

Girl Scouts of Eastern Missouri is obligated to ensure, to the extent reasonably possible, that any external entities, such as vendors, program providers/collaborators, organizations, companies, sites or facilities used are safe. One measure of safety is evidence of adequate insurance coverage. When planning an event, a COI must be obtained from any involved external entities.

Likewise, external entities may request COIs from Girl Scouts of Eastern Missouri when Girl Scouts hold an event at their site. Please review the list of Program Partners and COI's that have already been received on the Council website when making plans for an event. All Program Partners have COI's on file at Council. For external entities that are not Program Partners, you must submit a copy of their COI to Girl Scouts of Eastern Missouri.

When deciding on a venue to hold your event, consider reviewing the list of Program Partners on the Council website. Program Partners offer opportunities for girls to enhance their Girl Scout Leadership Experience. All Program Partners have completed applications, provided COI's and have been inspected.

Please review the Certificates of Insurance Overview & FAQ's on the Council website for information about obtaining a COI, when a COI does and does not need to be requested and what to do when an external entity requests Girl Scout of Eastern Missouri's COI from you. Contact your Community Engagement Manager if you need assistance obtaining a COI or have questions.

Note: If a COI is needed, make sure the COI is in hand before making a reservation or paying a deposit to use external services or facilities.

### **Contracts and Hold Harmless Agreements**

If the venue requires one signature on a group hold-harmless clause, the contract/agreement must be made in the name of Girl Scouts of Eastern Missouri, Inc. and the agreement/contract must be reviewed for authorization by Girl Scouts of Eastern Missouri. The CEM will help facilitate the signature process. Please allow at least three weeks for this to be completed. Girl Scout volunteers DO NOT sign contracts/agreements. If the venue requires a signed hold-harmless release for each girl and the girl is not of legal age (18), her parent/guardian must sign. Girl Scout volunteers may not sign on behalf of parents.

### **High Risk Activities**

In the event of a high-risk activity (see Safety Activity Checkpoints) Girl Scouts of Eastern Missouri, Inc. needs to be named as Additional Insured. When a COI is secured, please forward it to your Community Engagement Manager.

### **Activity Accident Insurance- Basic Accident Insurance (Plan 1)**

Provided as part of the Girl Scouts of the USA membership registration fee, the Basic Plan 1 automatically covers Girl Scout members and non-members, who are invited to participate, and are injured during the Girl Scout sponsored and supervised activity or event. Basic Plan 1 covers events and activities of any duration.

Basic Plan 1 will pay the first \$140.00 of medical expenses plus any out-of-pocket medical expenses that are not covered under the injured person's personal (or family) medical insurance, such as out-of-network charges or large deductibles or ambulatory services. If the injured person does not have medical insurance, the Basic Plan 1 will drop down to cover medical expenses from dollar one.

Note: Most situations within Girl Scouts are covered by the automatic Basic Plan 1 which covers accidental bodily injury. Accidental bodily injury would include exposures like a tick bite or food poisoning, for example, as long as the incident is reported as an accident or incident, when it occurs.

For more information, see: <https://www.girlscoutsem.org/en/members/for-volunteers/insurance.html>

### **Sexual Abuse, Physical Abuse and Molestation Policy**

Girl Scouts of Eastern Missouri has zero tolerance for any instances of sexual abuse, physical abuse, and/or molestation of any individual. Any staff member, volunteer, or independent contractor found to have engaged in any such activity will be terminated from their employment, volunteer role, and/or any other affiliation they have with Girl Scouts of Eastern Missouri. Girl Scouts of Eastern Missouri will also pursue any and all legal actions warranted in the event of an instance of sexual abuse, physical abuse, and/or molestation. For more information about this policy, see the Girl Scouts of Eastern Missouri web site, or contact the Director of Risk Management.

If you have any concerns about, or need to report, an instance of sexual abuse, physical abuse, and/or molestation, contact the Director of Risk Management. If that person is not available, contact another Leadership Team staff member. Also remember that Missouri law states that if any person with the responsibility for the care of children has reasonable cause to suspect that a child has been or may be subjected to abuse or neglect or observes a child being subjected to conditions or circumstances which would reasonably result in abuse or neglect, that person shall immediately report to the Missouri Department of Social Services Children's Division. Mandated reporters include Girl Scout volunteers and staff.



# Event Planning Timeline

Please note this is a sample timeline and checklist. Depending on the size and scope of the event, the timeline and tasks may need to be adjusted. Girls of all ages, Daisies through Ambassadors, can become leaders when they are given the opportunity to step up. One of the best ways to empower girls as leaders is to help them plan and host events, so they can test their leadership and ideas in action. Do not forget to involve girls every step of the way!

## Six Months Prior to the Event

- The District/Neighborhood Manager appoints an Event Director.
- The Event Director and District/Neighborhood Manager work together to form the Event Committee.
- The Event Director sets a committee meeting schedule and provides it to the District/Neighborhood Manager, District/Neighborhood Treasurer, District/Neighborhood Communications Manager, assigned Council staff and members of the Event Committee.
- The Event Committee decides on an event date taking into consideration other activities that may impact participation (religious/national holidays, community events, Council-wide Girl Scout events, etc.).
- The Event Committee reviews Safety Activity Checkpoints to ensure that the event falls within all safety and Council guidelines.
- The Event Committee selects a location and checks to see if a Certificate of Insurance (COI) is needed. If needed, secure a COI as soon as possible.
- The Event Committee secures a reservation making note of any cancellation policies and deposit deadlines.
- The Event Business Manager creates an event budget.

## Three Months Prior to the Event

- If applicable, the Event Business Manager pays for the location reservation.
- If applicable, the Event Registrar submits the Activity Scholarship Notification for District and Neighborhood
- Events to Council to the attention of the Senior Manager, Customer Service.
- The Program Planner organizes activities for the event and shares them with the committee.
- The Event Food Planner/Preparer plans a menu for the event taking into consideration special dietary needs and restrictions, as well as the event budget. Adjustments may be needed as event registrations come in that require dietary restrictions or accommodations.

## Two Months Prior to the Event

- The Event Director and District/Neighborhood Manager complete the District and Neighborhood Event
- Agreement and submit it to Community Engagement Manager along with the event flier, if applicable. The committee develops a crisis management plan in the event of an emergency (such as a tornado, snow storm, fire, etc.).
- The Event Registrar works with the District/Neighborhood Communications Manager to promote the event, ensuring that Juliettes are notified.
- Event fliers are distributed and posted to social media outlets after approved by Council.
- District equipment and/or items from the Emerson Resource Center are reserved, if applicable.
- Transportation is arranged, if applicable. If hiring transportation, a COI may be needed. Remember, all contracts must be approved by Council.

## Two Months Prior to the Event, Cont.

- If applicable, the committee orders Girl Scout branded patches. Orders must be placed through the Council Shop.
- The Business Manager submits event registration fees and requests for reimbursement of expenses with receipts to the District/Neighborhood Treasurer.

## One Month Prior to the Event

- The Registrar sends an event confirmation letter/email to all registered participants.
- Event supplies are purchased using District/Neighborhood funds. Personal funds may be used and reimbursed.
- Remember to use the Tax-Exempt Letter for any event supplies.
- If a program site requests a COI from Girl Scouts of Eastern Missouri, this request should be given to your Community Engagement Manager at least three weeks in advance of the event.
- Earlier submission of the event flier is recommended so the Event Committee has a sufficient amount of time to promote the event and collect registrations.
- Decide on how the facility will be set up. Consider the number of tables and chairs needed for activities, where the food will be set up and distributed. Where will the first aid station be, etc.
- Confirm the location reservation and who will open and close the facility.
- Continue to promote the event up through the registration deadline. As registrations come in, the Event Registrar keeps the participant roster up to date.

## Day of the Event

- Track arriving participants using the District and Neighborhood Registration Check-in. If camping, allow several hours for arrival and setup before the first activity is scheduled to begin—particularly if troops need to set up camp and/or cook meals.
- Provide a printed schedule of events/agenda to participants.
- Ensure that a completed Girl Health History and Annual Permission Form is on file for each event participant.
- Check media permissions before taking photos.
- If applicable, collect Adult Activity Waivers from participating adults.
- Ensure all activity leaders are in place, with the required materials, at least 30 minutes before each activity is scheduled to start. Be sure activity leaders know the signal for when it's time to change groups.
- Allow time for groups to move from activity to activity. The larger the group, the longer this will take. 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 for quiet time for rest and relaxation. All-day events (including travel time) can be tiring for girls.
- At the end of the event, have participants complete a District and Neighborhood Event Survey.

## One Month After the Event

- The Event Business Manager submits a copy of a completed Event Account Worksheet and remaining receipts to the District/Neighborhood Treasurer for reimbursement.
- The Event Director completes the "Final Budget" section of the District and Neighborhood Event Budget Worksheet.
- Hold an optional evaluation meeting with Event Planning Committee members for future planning, to determine what went well, improvements for future events and applaud your success!
- The Event Director submits copy of event records to the District or Neighborhood Manager.

**Knowledge Checkpoint** True/False If false, correct the statement.

1. Troops may not hold events to earn money.  
True False
2. Event applications are only needed for events with 100 or more participants.  
True False
3. All events should include participant evaluations.  
True False
4. All fliers must include the "Dietary/Reasonable Accommodation Statement."  
True False
5. You should check with the District Education Manager or Adult Education Manager if you want to have adult training at an event.  
True False
6. Districts/Neighborhoods may request scholarship assistance from Council if the girl registration fee is more than \$10.  
True False
7. Troop leaders may sign a liability release on behalf of a girl's parent/guardian.  
True False
8. Contracts, agreements or Hold Harmless clauses mentioning Girl Scouts of Eastern Missouri as the contracting party may not be signed by a volunteer.  
True False

1.F 2.F 3.T 4.T 5.T 6.T 7.F 8.T



# Appendix A

## Choosing An Event

Districts and Neighborhoods plan events to encourage active and continued participation in Girl Scouting. Events can also be held to involve and connect Girl Scout families or as an opportunity for registered Girl Scouts to “bring-a-friend” and invite a non-registered girl to explore new things and enjoy the FUN!

**TIP:** Research your event. Historical data may be available. What has been done before? If this is a repeat event, review evaluations from previous years and determine what can be improved.

Always start planning an event by asking the girls what they would like to do. Some girl-inspired ideas might include:

- Artistic workshops to learn pottery, basket weaving, lashing, knitting or sewing
- Taking a bus trip to a theme park on a special Girl Scout day
- Camping while learning Leave No Trace principals or earning an outdoor badge
- Carnival Day with a ring toss, fishing game, duck pond, ball throw, etc.
- Family Dinner or Picnic
- Overnight lock-in at the local recreation center with a sports sampler
- Journey-in-a-Day
- Leader/daughter event
- Bowling, swimming, roller skating, ice skating, etc.
- Bonfire, hayride or campout
- Valentine or Halloween party
- Bring-a-friend event
- Daisy Discovery Night
- Disco Dance and Pizza Party
- Movie and Popcorn Night
- Popsicles in the Park (recruitment event)
- 5th grade Troop Get-Together in February (for

## Best Practices for Journey and Badge Workshops/Events

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

### Badge Workshop

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

### Journey Workshop

- Journeys are leadership experiences and are designed to take time. Girls are applying their skills in various leadership situations and should have time to Discover, Connect and Take Action. Each of components is important to the process and should not be skipped during an event.
- If doing a Journey in a condensed amount of time, like a weekend or an event, girls should complete some pre-Journey work and post-Journey work on their own.
- The Take Action projects should be girl-led. They can plan a Take Action project during the event and then carry it out at a later time



## **Special Events in Girl Scouting- All Year Long**

Throughout the year, girls and adults celebrate some very special days in Girl Scouting. Consider hosting an event to generate excitement for our heritage and traditions!

### **Juliette Gordon Low's Birthday or Founders Day (October 31)**

Marks the birth in 1860 of Girl Scouts of the USA founder, Juliette Gordon Low, in Savannah, Georgia.

#### **Activity Ideas:**

- Birthday party with fall or Halloween theme
- Community-wide service project
- Juliette Low World Friendship patch workshop
- “Meet Juliette” event with activities from the late 1800’s and early 1900’s

### **World Thinking Day (February 22)**

Backed by 10 million Girl Guides and Girl Scouts in locations worldwide, World Thinking Day celebrates the diversity, equity and inclusion reflected in our global movement.

#### **Activity Ideas:**

- A World of Girls event with international songs, stories, food and games
- Work on the GSUSA World Thinking Day Patch or the Global Action Patch
- International food tasting festival
- Presentations and demonstrations from people who have traveled to or hosted people from other countries

### **Girl Scouts' Birthday (March 12)**

Commemorates the day in 1912 when Juliette Gordon Low officially registered the organization’s first 18 girl members in Savannah, Georgia.

#### **Activity Ideas:**

- Art workshops to design Girl Scout posters or mural (on butcher paper) for display at local school or business(es) during Girl Scout Week
- Community-wide service projects to celebrate Girl Scout Week: Sunday—Girl Scout Sunday, Monday—Citizenship and Patriotism Day, Tuesday—Health and Safety Day, Wednesday—International Friendship and Cultural Diversity Day, Thursday—Arts Day, Friday—Out-of-Doors Day, Saturday—Girl Scout Sabbath
- “Girl Scouting Through the Years” event with activities from past Girl Scout handbooks

### **Girl Scout Leader's Day (April 22)**

Honors all the volunteers who work as leaders and mentors in partnership with girls. On this day, girls, their families, and communities find special ways to thank their adult Girl Scout volunteers.

#### **Activity Ideas:**

- Holiday shopping trip to an outlet mall or shopping district in large city for adult volunteers
- Leader-girl workshops, such as flower arranging, jewelry-making, knitting, photography or scrapbooking
- Overnight camping event for adult volunteers
- Trip to an amusement or water park for adult volunteers and their families

## **Bridging Ceremonies**

Welcome girls to the next level of Girl Scouting.

### **Activity Ideas:**

- “Bake a Batch of Brownies” ceremony for bridging Daisy Girl Scouts
- “Leaving the Nest” fly-up ceremony for bridging Brownie Girl Scouts
- “The Twelve Candles of Girl Scouting” for bridging Senior Girl Scouts
- “Take My Hand” ceremony for multiple levels of bridging Girl Scouts

## **Court of Awards Ceremony**

To recognize and honor girls who have accomplished something, such as completing a service project or earning an award. Court of Awards may be combined with a bridging ceremony when the girls are ready to bridge to the next level of Girl Scouting.

### **Activity Ideas:**

- Family potluck dinner with presentations from the troops related to their Girl Scout activities
- Ice cream social with Girl Scout songs and lawn games
- Medieval/royalty-themed event with castle decorations and crowns for the girls
- Summer picnic at local park, arboretum, or botanical gardens

## **Girl Scouts' Own Ceremony**

Allows girls to express their thoughts and feelings on chosen topic through a girl-planned program or ceremony.

### **Activity Ideas:**

- “Courage, Confidence, and Character” program for Girl Scout birthday (March 12)
- Environmental program for Earth Day (April 22) or the changing seasons
- Patriotic program for Memorial Day (last Monday in May), Flag Day (June 14), Independence Day (July 4), Patriot Day (September 11), or Veterans’ Day (November 11)
- “Women of Courage” program for Juliette Gordon Low’s Birthday (October 31) or Women’s History Month (February)

## **Investiture and/or Rededication Ceremony**

Welcome girls into Girl Scouting for the first time and help returning Girl Scouts think about the meaning of the Girl Scout Promise and Law.

### **Activity Ideas:**

- “Girl Scout Ways” event with activities related to each part of the Girl Scout Law
- “Secret Sisters” pen pal network between troops with a celebration lock-in
- “Welcome to Girl Scouts” ice cream social or swimming party in the fall
- “What Girl Scouting Means to Me” poster, poem, or essay contest

## **More Ideas for Events**

### **Environmental Education**

To develop an interest in activities and careers related to environmental education, conversation, and wildlife care.

#### **Activity Ideas:**

- Community-service projects related to the environment and conservation during Environmental Education Week – the week prior to Earth Day (April 22)
- Day trips and overnight camping at an eastern Missouri camp or local park
- Get with the Land GSUSA patch project in partnership with federal natural resource agencies
- Water Drop GSUSA patch workshops

### **Financial Literacy**

To develop an interest in activities and careers related to financial literacy, entrepreneurship, and personal finance skills.

#### **Activity Ideas:**

- District/Neighborhood Cookie Rally event to learn about safe selling, setting goals, and customer service during the annual Cookie Sale Program
- Tours of family-owned businesses, banks, and/or business schools

### **"He & Me" and "She & Me" Activities**

Activities to build relationships between girls and a special role model (father, mother, sister, brother, uncle, aunt, grandfather, grandmother, etc.).

#### **Activity Ideas:**

- Car care event
- "Snowflake Ball" dance
- Fishing event at local lake
- "He/She & Me at the Tee" golf skills event
- Bead jewelry-making workshops
- "Powder Puff Derby" event with model cars built by she/he and me teams
- "Afternoon Tea Party" at a local park with tea, lemonade, finger sandwiches, and cupcakes
- Scrap booking event
- "Spa Day" with home-made soaps and beauty products

### **Health and Wellness**

To develop an interest in habits, activities, and careers related to health, wellness and fitness.

#### **Activity Ideas:**

- Girl Sports sampler day
- Healthy cooking and nutrition workshop
- Shape UP! GSUSA patch workshop



## **Literacy**

To develop an interest in activities and careers related to literacy and writing.

### **Activity Ideas:**

- Book exchange event to trade books and/or donate them to a library, school, day care center, children's hospital, or domestic violence shelter
- "Book of the Month" club event to read various stories and participate in activities related to the story/theme
- Family reading night to share favorite childhood stories
- Folk tale event to learn about stories from other countries/cultures

## **Science, Math, Engineering and Technology (STEM)**

To develop an interest in activities and careers related to science, math, engineering, and technology.

### **Activity Ideas:**

- "CSI: Cool Science Investigations" event with science and math puzzler activities
- "Introduce a Girl to Engineering" event during Engineer Week (week of February 22)
- "Mission: Space" event to celebrate Space Day (first Thursday in May)
- "Powder Puff Derby" event with model cars built by father-daughter teams

## **Community Service Project**

To empower girls to make a difference in their communities

### **Activity Ideas:**

- Neighborhood wide collection drive (food, animal supplies, clothes, etc.)
- Park clean-up

## **Journey Event**

To guide girls as they develop into leaders.

### **Activity Ideas:**

- Focus on Daisies and host a "Caring for Animals" fair
- For Brownies, host a *Wonders of Water* Event using activities from the entire Journey series
- For all ages, host an *It's Your Planet* Event using activities from the entire Journey series
- *It's Your Story* Day with story tellers or self-esteem activities

# Appendix B

## Event Planning Forms

Below is a comprehensive list of forms you will need for planning a District or Neighborhood event. You can access fillable versions of these forms at [girlscoutsem.org/forms](http://girlscoutsem.org/forms).

- District and Neighborhood Event Agreement, F-11
- Activity Scholarship Notification for District and Neighborhood Events, PD-3
- Activity Scholarship Application for Girls/Activity Scholarship Guidelines
- District and Neighborhood Application for Council-Owned Camps, C-9b
- Application for all Camping on Non-Council-Owned Sites, C-009
- District and Neighborhood Event Budget Worksheet, F-15
- District and Neighborhood Event Registration Check-in, F-20
- District and Neighborhood Event Summary of Participation, F-18
- District and Neighborhood Event Survey, F-17
- District and Neighborhood Event Survey RECAP of Results, F-17a





## District/Neighborhood Event Agreement

Turn this completed form into your Community Engagement Manager (CEM) for all District or Neighborhood Events.

District: \_\_\_\_\_ Neighborhood: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_ Overnight event? \_\_\_\_\_

Name of event: \_\_\_\_\_ Location: \_\_\_\_\_

Circle program levels attending: Daisy Brownie Junior Cadette Senior Ambassador Adult

Event summary: \_\_\_\_\_

\_\_\_\_\_

District/Neighborhood Communications Manager: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

Event Director: \_\_\_\_\_

Phone: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ Email: \_\_\_\_\_

We have read the District/Neighborhood Event Planning Guide and are aware of the following:

1. Guidelines in *Volunteer Essentials* and *Safety Activity Checkpoints* must be consulted and followed for topics related to this event.
2. Events at Girl Scouts of Eastern Missouri camps are reserved using the *District and Neighborhood Event Application for Council-Owned Camps, C-9b*. Events at non-council camps require an *Application for all Camping on Non-Council-Owned Sites, C-9a*.
3. If the girl registration fee exceeds \$10 and the District/Neighborhood has a current and complete Year End Report on file at council and the event committee agrees to make financial, need-based activity scholarships available to girls, the Event Director submits the Activity Scholarship Notification for District and Neighborhood Events (PD-3) to council at least one month prior to the event.
4. Event fliers require a three-week turnaround for approval and branding from the time they are received by the CEM. Fliers must go through this process before they can be distributed.
5. If there is a group hold harmless agreement it must be reviewed and authorized by Girl Scouts of Eastern Missouri and requires a three week turn-around

D/N Manager Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Event Director Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Activity Scholarship Notification For District and Neighborhood Events

### Process:

1. A District/Neighborhood Event Director should submit this form to their Community Engagement Manager (CEM) if they think that individuals wanting to attend their event may be in need of scholarship assistance.
2. The CEM will review each event to ensure eligibility based on criteria below. The CEM will notify the Event Director if the event is approved for the scholarship process.
3. Once approved, the Event Director can notify individuals in their area that they can apply for a scholarship for this event if the family has financial need.
4. The parent of each event participant requesting assistance must submit a completed Activity Scholarship Application to the Answer Center at Girl Scouts of Eastern Missouri.
5. After individual scholarships are awarded, an email will be sent to the participant's parent, noting the amount of scholarship awarded and the balance due for the event.
6. After the event registration closes (per date below), a check for the total scholarship amount awarded will be mailed to the Event Director listed below.

### Eligibility:

1. The District/Neighborhood must have a current and complete Year End Report on file with Council.
2. The event fee requested must be over \$10 and for Girl Scout (grades K-12) registration fees only.
3. The total amount awarded for any event cannot exceed \$300. If individual scholarship applications are received after this amount has been exceeded, the applicant will be directed to the Event Director for assistance from the District/Neighborhood.

District #: \_\_\_\_\_ Neighborhood #: \_\_\_\_\_ Date of Event: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Participant Fee: \$ \_\_\_\_\_

This is a:  District Event  Neighborhood Event For Program Level(s):  Daisy

Registration opens: \_\_\_\_\_ (date) Registration closes: \_\_\_\_\_ (date)

Event Director Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Additional Information: \_\_\_\_\_

**Submit this form to your CEM at:**  
"CEM Name"  
Girl Scouts of Eastern Missouri 2300  
Ball Drive  
St. Louis, MO 63146

## Activity Scholarship Application for Girls

**Instructions (see detailed guidelines on next page)**

1. Submit one application per girl per activity.
2. Allow a minimum of three weeks for processing.
3. Application must be completed entirely and signed by a parent or guardian to be considered.
4. Eligibility rules apply to all applications, see details on page 2.
5. Contact the Answer Center with any questions at 314.400.4600 or [answercenter@girlscoutsem.org](mailto:answercenter@girlscoutsem.org).

1. Full name of girl: \_\_\_\_\_ Current Grade: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
 Day Phone: \_\_\_\_\_ Evening Phone: \_\_\_\_\_  
 Adult Email: \_\_\_\_\_
  
2.
 

Parent/Guardian Full Name	Occupation	Employer
Parent/Guardian Full Name	Occupation	Employer
  
3. Total People in Household: \_\_\_\_\_ Ages of each Dependent Child in Family: \_\_\_\_\_  
 If you have other children applying for a scholarship, please list their names:  
 \_\_\_\_\_
  
4. Please indicate which product programs the applicant has participated in within the last year:  
 \_\_\_ Fall Product program \_\_\_ Cookie program \_\_\_ Neither, please explain: \_\_\_\_\_
  
5. Check the range of your total household gross income over the last year (include all sources of income, pre-tax, such as employment, child support, unemployment, disability, social security, public assistance, etc.):  
 \_\_\_ \$0 - \$19,999      \_\_\_ \$40,000 - \$49,999      \_\_\_ \$70,000 - \$79,999      \_\_\_ \$100,000 - \$109,999  
 \_\_\_ \$20,000 - \$29,999      \_\_\_ \$50,000 - \$59,999      \_\_\_ \$80,000 - \$89,999      \_\_\_ \$110,000 - \$119,999  
 \_\_\_ \$30,000 - \$39,999      \_\_\_ \$60,000 - \$69,999      \_\_\_ \$90,000 - \$99,999      \_\_\_ Over 120,000
  
6. Last Girl Scouts of Eastern Missouri scholarship award received: Date: \_\_\_\_\_ Amount: \_\_\_\_\_
  
7. Is there a special circumstance you would like us to consider when processing this request? \_\_\_\_\_  
 \_\_\_\_\_
  
8. Activity for which a scholarship is being requested (a separate form is required for each activity):  
 Name of activity (program/camp/event): \_\_\_\_\_  
 Date(s) of activity: \_\_\_\_\_  
 Cost of activity or program: \$ \_\_\_\_\_
  
9. All scholarships require that a portion of the program cost be paid by the girl's family and/or troop. Please enclose the amount you can contribute at this time. You will be notified of your remaining balance due once the scholarship award decision has been finalized.  
 Amount enclosed: \$ \_\_\_\_\_  
 Scholarship amount requested: \$ \_\_\_\_\_

**Signature of Parent or Legal Guardian:** \_\_\_\_\_ **Date:** \_\_\_\_\_

*For Office Use Only*

Calc: \_\_\_\_\_ Amt Approved: \$ \_\_\_\_\_ Due: \$ \_\_\_\_\_ Date Due: \_\_\_\_\_ Emailed ♦ Task ♦

Processing Staff Initials: \_\_\_\_\_ Approving Staff Initials: \_\_\_\_\_ Date: \_\_\_\_\_

# Activity Scholarship Guidelines

## 1. General information

- Financial need-based scholarships are available for girls who do not have the funds to participate in a Girl Scout program, to ensure that programs and camps are accessible to all girls.
- Girl Scouts' non-discrimination policy applies to the awarding of all Activity Scholarships.
- All details concerning financial assistance requests are kept confidential.

## 2. Eligibility

- The applicant must be a registered Girl Scout member in Girl Scouts of Eastern Missouri and accepted into a program before activity scholarship application is considered.
- Activity scholarships are only available for events or programs with registration fees of more than \$10.
- Applications must be received at the Girl Scout Service Center no later than the program registration deadline
- Applications must be signed by the applicant's parent or legal guardian.
- Activity scholarships are non-transferable, valid only for the girl and specific program for which they are awarded.
- Applicants and families with outstanding balances are not eligible for scholarship assistance until open balances are paid.
- All girls are subject to an activity scholarship maximum of \$150 per year per Girl Scout for all programs and camps except resident camp, council travel and *destinations*.
  - Resident camp: limited to one resident camp per girl per year.
  - Council travel programs: limited to one trip per girl per year.
  - *destinations*: limited to one *destinations* scholarship in a girl's entire Girl Scout career. These scholarship applications may require additional supplemental information.

## 3. Activity scholarships are available for registration fees for girl participants for the following:

- Council sponsored programs and camps
- District or Neighborhood events, within council jurisdiction
- *destinations*

### Scholarships are not available for:

- Adult participation in girl events
- Awards or insignia
- Books and materials
- District or Neighborhood travel
- Out of Council Girl Scouts
- Troop camping
- Troop dues
- Troop travel
- Uniform items

## 4. Financial information

- Scholarships are awarded on an individual basis based on family need, and are not designed to underwrite event costs for an entire troop.
- Award calculations are based on financial need and the Federal Poverty Level.
- Scholarships are designed to supplement individual family resources, not replace them. A portion of the cost must be paid by the girl's family and/or troop. Any amount contributed allows us to serve more girls.
- Product programs help offset the costs of activity scholarships; girl participation will be taken into consideration when awarding financial assistance.
- Additional information may be required to process each request, potentially including a phone interview, proof of income, and/or proof of dependents.
- Scholarships are not retroactive; if payment was already received prior to scholarship application, the scholarship will be nullified.

## 5. Submission instructions

- Submit completed Activity Scholarship Application form with the activity registration form to the Girl Scout Service Center, unless the following exceptions apply:
  - For District and Neighborhood events, the scholarship application is sent to the Service Center, but the program registration form must be sent to the event registrar (not Council).
  - For resident camps with a deposit, reserve the desired camp online (a \$50 deposit is required), then mail the Scholarship Application to the Girl Scouts of Eastern Missouri Service Center at address: 2300 Ball Drive, St. Louis, MO 63146. For resident camps with no deposit, the application should be sent prior to payment.

### District and Neighborhood Event Application for Council-Owned Camps

Districts and Neighborhoods can reserve camp units for events up to one year in advance with a \$100 non-refundable deposit due at the time the reservation is made. Final payment for all units is due four months prior to the event date.

**Reservation requests are honored in the order they are received, and are accepted each month beginning at 8 AM on the 15th of the month.**

Event Dates (include year): \_\_\_\_\_ Event Director's Name\*\* \_\_\_\_\_

Event Name or Description: \_\_\_\_\_ Dist: \_\_\_\_\_ NH: \_\_\_\_\_

\*\*Each unit must have a certified camper assigned. Each event with 200+ attendees must have a certified first aider.

Camp Supervisor's Name (will be assigned if not listed): \_\_\_\_\_

CEDARLEDGE			TUCKAHO			FIDDLECREEK		
✓	Unit	Cost	✓	Unit	Cost	✓	Unit	Cost
	Ahwenasa - Perm Tent	\$70		Covered Wagons - Perm Tent	\$70		Happy Acres - Perm Tent	\$70
	Totem Village - Perm Tent	70		Prairie Schooners - Perm Tent	70		Pleasant Valley - Perm Tent	70
	Cypress Meadows - Perm Tent	90		Dogwood Dell - Perm Tent	90		Hill & Dale - Perm Tent	70
	Glen - Perm Tent	90		Persimmon Patch - Perm Tent	90		Glen & Vale - Perm Tent	70
	Golden Glade - Perm Tent	70		Raccoon Ridge - Perm Tent	90		Ridgetop - Perm Tent	70
	Daisy Dell - Perm Tent	70		The Village - Perm Tent	80		Hilltop - Perm Tent	70
	Kiamecia - Perm Tent	90		Sunflower Meadow - Perm Tent	80		Gaylord - Lodge	116
	Skyview - Perm Tent	90		Merry Oaks - Perm Tent	90		Sequoia - Lodge	116
	Tanda - Perm Tent	90		Log Cabins - Cabin	80		Dogpatch - Primitive	40
	Timber Trails - Perm Tent	90		Frontier Village - Cabin	80		Old Dogpatch Day Outing**	20/day
	Border Village - Cabin	80		Tree Houses - Cabin	80		Day Outing Shelter Old Gaylord**	20/day
	Cliffs End - Cabin	80		Maple Grove - Cabin	80		Green Meadows Day Outing**	20/day
	Rocky Ledges - Cabin	80		Boones Loft - Lodge	116		Kitchen (dining hall separate)	110/day
	Boulder Ledges - Cabin	80		Carver House - Lodge	116		Dining Hall - Public Use Area*	
	Bright Star - Lodge	116		Sacajawea - Lodge	116		Lake - Public Use Area*	
	Luckystone - Lodge	100		Tuck East - Lodge	116		Pool - Public Use Area*	
	Manor House - Lodge	100		Tuck West - Lodge	116		Archery - Public Use Area*	
	Petite Chalet - Lodge	100		Hickory Lane - Primitive	40		Health Center - Public Use Area*	
	Gail's Place - Lodge (S/A girls only)	116		Mystery Pond - Primitive	40		Myrtle's Manor	
	Wohl Lodge - Lodge	116		Day Outing Shelter Green Ridges**	20/day		Turtle Lodge	138
	Prim Lake - Primitive	40		Kitchen (dining hall separate)	110/day		Legacy Lodge	138
	Whispering Winds - Primitive	40		Dining Hall - Public Use Area*			Friendship Lodge	138
	Conestoga - Primitive	40		Lake - Public Use Area*				
	Day Outing Shelter 1**	20/day		Pool - Public Use Area*				
	Day Outing Shelter 2**	20/day		Archery - Public Use Area*				
	Kitchen (dining hall separate)	110/day		Nature Center - Public Use Area*				
	Old Dining Hall - Public Use Area*			Kachina	116			
	New Dining Hall - Public Use Area*			Tuck Hall - Public Use Area*				
	Lake - Public Use Area*							
	Pool - Public Use Area*							
	Archery - Public Use Area*							

**\*\*If requested dates are not available, please consider these dates:**

1<sup>st</sup> Alternate: \_\_\_\_\_

2<sup>nd</sup> Alternate: \_\_\_\_\_

\*Even when reserved, public use areas are still open for public use by other troops on the camp property. The Camp Supervisor will coordinate usage.

\*\* Day Outings have a 4-hour minimum

\$100 deposit paid      Total Cost of Reservation for this event: \$ \_\_\_\_\_

The council reserves the right to cancel a unit or to close camp based on inclement weather, maintenance, or other unforeseen circumstances. If the event chooses to cancel but camp remains open, no refunds will be issued after the four-month refund deadline.

**Any unit cancellations must be made in writing at least four months before the event date in order to receive a refund. If full payment or written cancellation is not received at least four months prior to the event date, the unpaid units will be released, and your group will be responsible for payment in full. By signing below, you acknowledge and agree to all terms as stated above.**

Event Director's Signature \_\_\_\_\_ Date \_\_\_\_\_

District Manager's Signature \_\_\_\_\_ CEM Initials \_\_\_\_\_



Girl Scouts of Eastern Missouri  
2300 Ball Drive  
St. Louis, MO 63146  
314.592.2300 • 800.727.4475  
girlscoutsem.org

## **APPLICATION FOR ALL CAMPING ON NON-COUNCIL-OWNED SITES**

### **IS YOUR GROUP ELIGIBLE FOR A NON-COUNCIL-OWNED SITE CAMPING TRIP?**

We are registered as a Girl Scout Troop. (REQUIRED) See Safety Activity Checkpoints and Girl Scout Volunteer Essentials for more information.

- Adults supervising a Girl Scout camping activity must be registered, background checked and approved prior to participation

This is a troop camping experience of less than one week in duration that takes place within, or no more than 100 miles beyond Girl Scouts of Eastern Missouri boundaries. (If the trip is more than 100 miles beyond Girl Scouts of Eastern Missouri boundaries, please use the Troop Trip Application process.)

### **APPLICATION PROCEDURE:**

1. This application must be submitted at least **ONE** month prior to the camp trip date.
2. A troop camp-certified adult must accompany the group. Submit a copy of the certification with this application.
3. A certified First Aider must accompany the group if the destination is less 30 minutes away from EMS. To be a First Aider the individual must have both first aid and Adult and Child CPR/AED certifications from a Council-approved agency. These certifications cannot be split up between individuals attending the activity.

The following healthcare providers may also serve as First Aiders: physician, physician's assistant, nurse practitioner, registered nurse, licensed practical nurse, paramedic, military medic and emergency medical technicians who have current certification in Adult and Child CPR/AED.

4. For those destinations whose access to EMS is 30 minutes or more, an individual certified in Wilderness First Aid is required. Submit a copy of the certification with this application.
5. Unless the troop is using a Missouri State Park, Girl Scouts must have a Certificate of Insurance (COI) on file for the property used for the activity. If the property used does not currently have a COI on file, submit a copy with this application. A list of current COIs on file at Council can be found at [www.girlscoutsem.org](http://www.girlscoutsem.org).
6. Applications must be submitted with your Neighborhood Manager's signature.
7. Keep a copy of this application, and mail the original with copies of certifications and COI if applicable to:

**Girl Scouts of Eastern Missouri  
Attn: Senior Manager, Risk Management  
2300 Ball Drive St. Louis, MO 63146**

After the Camp Department has received your application, you will receive, via email, a NON-COUNCIL-OWNED CAMP APPROVAL RESPONSE indicating the status of this application.





Girl Scouts of Eastern Missouri  
2300 Ball Drive  
St. Louis, MO 63146  
314.592.2300 • 800.727.4475  
girlscoutsem.org

### APPLICATION FOR ALL CAMPING ON NON-COUNCIL-OWNED SITES

Date Submitted \_\_\_\_\_ Troop # \_\_\_\_\_ District \_\_\_\_\_ Neighborhood \_\_\_\_\_ Program Level \_\_\_\_\_

**TROOP LEADER or TRIP ORGANIZER:** \_\_\_\_\_

Phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Email: \_\_\_\_\_

**CAMPING TRIP:** Date of Departure: \_\_\_\_\_ Date of Return: \_\_\_\_\_

Destination: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Owner/operator of camping trip destination: \_\_\_\_\_

Number of girls registered in troop \_\_\_\_\_ Number of girls going \_\_\_\_\_ Ages \_\_\_\_\_ Number of adults going \_\_\_\_\_

- Certificate of Insurance is enclosed       Certificate of Insurance is on file with Girl

**PURPOSE OF CAMPING TRIP:** \_\_\_\_\_

**CAMP ACTIVITIES:** Check those activities in which you expect to participate:

- Swimming       Boating       Other: \_\_\_\_\_

**ADULTS:** Complete where applicable:

**Certified First Aider** (Copy of First Aid, Adult CPR/AED and Child CPR/AED certifications required for processing. Wilderness First Aid is required when access to EMS is 30 minutes or more away from the trip's destination):

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

Expiration date of certification: Adult CPR/AED \_\_\_\_\_ Child CPR/AED \_\_\_\_\_ First Aid \_\_\_\_\_

**Troop Camp Certified Adult** (Copy of certification required for processing):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Type of Certification:**

- Troop Camp A-Z       Troop Camp Fast Track

**Lifeguard** (Copy of Red Cross certification required for swimming & boating if site does not provide personnel as required by *Safety Activity Checkpoints*):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

**Certified Small Craft Safety Personnel** (Copy of Red Cross certification required for boating if site does not provide personnel as required by *Safety Activity Checkpoints*):

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Other Adults (list names and addresses): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Name and phone number of nearest hospital/clinic: \_\_\_\_\_

Applicable emergency (ambulance, police/sheriff) phone numbers (911 service or local numbers): \_\_\_\_\_

\_\_\_\_\_

Time to access EMS services if needed? \_\_\_\_\_

**Contact Person:** Person to be contacted in case of emergency and available during entire time of trip:

Name: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Cell Phone: \_\_\_\_\_

Address: \_\_\_\_\_ City, State, Zip: \_\_\_\_\_

District/Neighborhood Manager's Name (print): \_\_\_\_\_

District/Neighborhood Manager's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**D/N Manager's Comments:** I have reviewed this application and endorse the plans with the following comments:

\_\_\_\_\_

\_\_\_\_\_

**Troop Leader or Trip Organizer Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Keep a copy of this application and mail original with certification copies to:

**Girl Scouts of Eastern Missouri**  
**Attn: Senior Manager, Risk Management**  
**2300 Ball Drive St. Louis, MO 63146**

### District and Neighborhood Event Budget Worksheet

District: \_\_\_\_\_ Neighborhood: \_\_\_\_\_ Event: \_\_\_\_\_ Event Date(s): \_\_\_\_\_  
 Business Manager: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Planning Budget	Revised Budget	Final Budget
<p><b>Income</b></p> <p>Balance from Previous Event: _____</p> <p># of Girl _____ x fee _____ = _____</p> <p># of Adult _____ x fee _____ = _____</p> <p>Other Income _____ = _____</p> <p>Total Income = _____</p> <p><b>Expenses</b></p> <p>Site/Camp fee _____ x _____ fee = _____</p> <p>Food/person _____ x _____ fee = _____</p> <p>Supplies _____ x _____ fee = _____</p> <p>Transportation fee = _____</p> <p>Fliers/printing = _____</p> <p>Postage = _____</p> <p>Non-Member Insurance = _____</p> <p><b>Item</b> _____ <b>Cost</b> _____</p> <p>_____ = _____</p> <p>_____ = _____</p> <p>_____ = _____</p> <p><b>Total Expenses = \$</b> _____</p> <p>Total Income = \$ _____</p> <p>Total Expense = \$ _____</p> <p>Balance +/- \$ _____</p>	<p><b>Income</b></p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p><b>Total Income: \$</b> _____</p> <p><b>Expenses</b></p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p><b>Total Expenses = \$</b> _____</p> <p>Total Income = \$ _____</p> <p>Total Expense = \$ _____</p> <p>Balance +/- \$ _____</p>	<p><b>Income</b></p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p><b>Total Income: \$</b> _____</p> <p><b>Expenses</b></p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p>_____ = \$ _____</p> <p><b>Total Expenses = \$</b> _____</p> <p>Total Income = \$ _____</p> <p>Total Expense = \$ _____</p> <p>Balance +/- \$ _____</p>

## District and Neighborhood Event Registration Check-In

Use in completing the District and Neighborhood Event Summary of Participation, F-18.

	Troop Number	Number of Girls Registered in Advance	Number of Girls Attending								Number of Adults Attending	
			Daisy	Brownie	Junior	Cadette	Senior	Ambassador	Juliette	Non-Registered	Registered	
1												
2												
3												
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**District and Neighborhood Event  
Summary of Participation**

Check One:  District Event  Neighborhood Event

District #: \_\_\_\_\_ Neighborhood #: \_\_\_\_\_ Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Event Director's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

Number of participating Girl Scouts: D \_\_\_\_\_ B \_\_\_\_\_ J \_\_\_\_\_ C \_\_\_\_\_ S \_\_\_\_\_ A \_\_\_\_\_ Non-Girl Scouts \_\_\_\_\_

Number of participating adults: Registered \_\_\_\_\_ Non-Girl Scout Adults \_\_\_\_\_ Total Adults \_\_\_\_\_

Describe the activities and programs at the event: \_\_\_\_\_  
\_\_\_\_\_

Was the event girl-led? Yes \_\_\_\_\_ No \_\_\_\_\_ Explain: \_\_\_\_\_

**Disability Information:**

How many accommodations were requested? \_\_\_\_\_

Were all accommodation requests fulfilled? Yes \_\_\_\_\_ No \_\_\_\_\_ N/A: \_\_\_\_\_

If no, please describe: \_\_\_\_\_

**Event Logistics:**

Were space, utilities, and equipment adequate? Yes \_\_\_\_\_ No \_\_\_\_\_

Describe any difficulties: \_\_\_\_\_  
\_\_\_\_\_

Describe any incidents that occurred: \_\_\_\_\_  
\_\_\_\_\_

Was an incident report(s) completed? Yes \_\_\_\_\_ No \_\_\_\_\_

**Community Seasons of Giving:**

Was a community service project conducted during the event? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, please report total participation number for Seasons of Giving. \_\_\_\_\_  
\_\_\_\_\_

**Please submit this summary to the event director, event planning committee, and District/Neighborhood.**

## District and Neighborhood Event Survey

Check one: District Event  Neighborhood Event

District:  Neighborhood:  Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Event Director's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Girls Participating:

Daisy  Brownie  Junior  Cadette  Senior  Ambassador  Juliette  Non-Registered

Number of Adults Participating: Registered  Non-Registered:

Part A: Girls who participated and older girls who provided service:

*Instructions: For young girls, read the questions and record how many agree or disagree. Older girls may complete their own survey. Complete separate forms for girls who participated vs. those who provided service.*

Check one: Participant  Provided Service at this Event

- |   |  |
|---|--|
| 1. This event helped me discover something I do well.                         | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 2. I tried something new that I'd never done before at this event.            | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 3. I learned something new about working with others as a team.               | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 4. I tried to make sure everyone felt included at this event.                 | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 5. I worked through a problem at this event.                                  | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 6. I figured out how to do most of the things I tried, even when it was hard. | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 7. I listened to other people's ideas during this event.                      | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 8. I shared my ideas at this event.   | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 9. Other people listened to my input at this event.                           | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 10. I did something to help make my community better at this event.           | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 11. I would recommend this event to other girls.                              | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 12. My favorite activity was: _____   |  |
| 13. I think this event would be better if: _____                              |  |

Part B: For Adults

Number of adults responding on this page:

Please rate:	Worked Well (no changes needed)	Worked OK (Needs minor changes)	Needs Improvement	N/A
Event Activities				
Food				
Facilities				
Event Promotion				
Confirmation Info.				
Logistics				

## District and Neighborhood Event Survey

Check one: District Event  Neighborhood Event

District:  Neighborhood:  Name of Event: \_\_\_\_\_

Location: \_\_\_\_\_ Date: \_\_\_\_\_

Event Director's Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_

Number of Girls Participating:

Daisy  Brownie  Junior  Cadette  Senior  Ambassador  Juliette  Non-Registered

Number of Adults Participating: Registered  Non-Registered:

Part A: Girls who participated and older girls who provided service:

*Instructions: For young girls, read the questions and record how many agree or disagree. Older girls may complete their own survey. Complete separate forms for girls who participated vs. those who provided service.*

Check one: Participant  Provided Service at this Event

- |   |  |
|---|--|
| 1. This event helped me discover something I do well.                         | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 2. I tried something new that I'd never done before at this event.            | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 3. I learned something new about working with others as a team.               | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 4. I tried to make sure everyone felt included at this event.                 | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 5. I worked through a problem at this event.                                  | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 6. I figured out how to do most of the things I tried, even when it was hard. | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 7. I listened to other people's ideas during this event.                      | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 8. I shared my ideas at this event.   | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 9. Other people listened to my input at this event.                           | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 10. I did something to help make my community better at this event.           | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 11. I would recommend this event to other girls.                              | Agree <input type="checkbox"/> Disagree <input type="checkbox"/> |
| 12. My favorite activity was: _____   |  |
| 13. I think this event would be better if: _____                              |  |

Part B: For Adults

Number of adults responding on this page:

Please rate:	Worked Well (no changes needed)	Worked OK (Needs minor changes)	Needs Improvement	N/A
Event Activities				
Food				
Facilities				
Event Promotion				
Confirmation Info.				
Logistics				

**girl scouts**   
of eastern missouri