

Girl Scouts of Northern California
Coyote Hills Girl Scout Service Unit
Fremont, Union City and Newark

Event Planning Packet

Events are when more than two troops gather.

Included in this packet:

➤ Definitions	Definitions of terms/titles commonly used in event planning.
➤ Event Guidelines	Read before you start planning your event!
➤ Event Request Form	Present to SUPER 3 months prior* to the event for approval.
➤ Event Checklist	Use as a guideline for coordinating your event.
➤ Event Budget	Present to SUPER 3 months prior* to the event for approval.
➤ Event Timeline Worksheet	Use as a worksheet for your purposes only.
➤ Event Flyer Guidelines and Flyer	Present to SUPER 3 months prior* to the event for approval. If this is a girl-sponsored event at least 1-3 girls must present to the SUPER and at a Leader Meeting. If girls don't show your event will not be on the agenda.
➤ Event Site Checklist	Helps you to remember to check Safety-Wise.
➤ Event Evaluation Form	Use as a guide to creating an evaluation form for your event Remember to include in your Event Binder (virtual)
➤ Items/forms may be needed	*Girl and/or Adult Health Forms *Permission Slip, Complete Safety Wise Training. Make sure Safety-Wise requirements will be met. (GSNorcal Online) Complete Event Organizer Training (GSNorcal Online) *Bring your First Aid Kit *Event Notification Form (GSNorcal Online) *Event Final Report Form (GSNorcal Online) *Appropriate Training *You should have the Insurance Coverage Form and Pamphlet with you during the event and carry an Incident/Injury Report Form - High Adventure Approval Form (GSNorcal Online) - Money Earning Application (GSNorcal Online) - Insurance – available through council.
➤ Event Binder – virtual copies/PDF	Return all information to PSM within 4 weeks after the event. Turn in all planning, contacts, financial data, budget and summary of evaluations, note anything that went exceptionally well or things that could have been done differently. The reason for this is so that future events can take place without the need to re-invent the wheel. This also ensures that we have an accurate record of how previous events have been handled. Please email this info to the PSM.
➤ Reimbursement form	Reimbursement form to receive monies from treasurer must be submitted no later than 4 weeks after the event.

Thank you for coordinating this event! We hope this packet will help you organize your event.

Coyote Hills SUPER meets on the 3rd Thursday of the month. Contact the Leader Support Manager (LSM) and Program Support Manager (PSM) to get on the agenda. If necessary, you may obtain approval outside of the normal meeting time. It is your responsibility to obtain approval from the PSM and SUPER. If you can't attend the SUPER meeting, contact the LSM and PSM ASAP.

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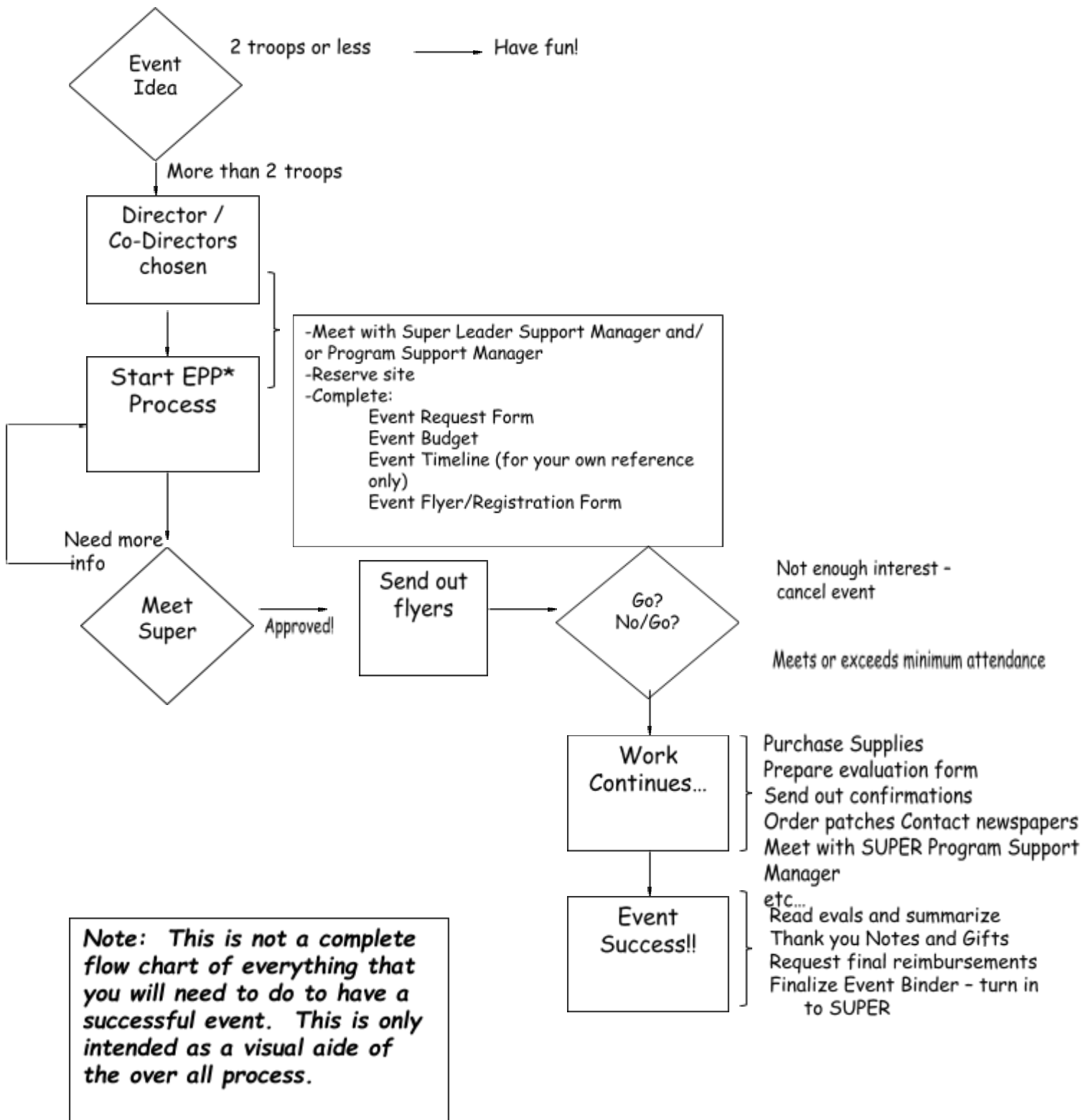
Definitions

<i>SUPER</i>	Service Unit Coordinating Team meetings are held the 3 rd Thursday of each month.
<i>Administrator</i>	Responsible for staff, staff training, and paperwork for event (i.e. staff evaluations, event packet, event evaluation).
<i>Bronze/Silver/Gold</i>	If your project fits the definition of an Event, you must present your Event packet to the SUPER for approval. SUPER approval does not imply council approval for your Bronze/Silver/Gold Award project.
<i>Event Director</i>	Person who is responsible for overall event. Oversee planning of program, staff development, staff management. Director and Administrator may act as one.
<i>Event Co-Director</i>	Person who is responsible for assisting director
<i>Event</i>	An activity in which more than two troops are participating, individual Girl Scouts or public invited or monies will be collected
<i>Program Support</i>	Person who oversee events at the Service Unit level. Monitors budget, Manager Safety-Wise requirements, insurance. Acts as a mentor to the Director/Co-Director and consults throughout the planning process.
<i>Event Treasurer</i>	Person who is responsible for approving expenditures for the event
<i>First Aider</i>	Certified Level 1 or 2 (see Safety Wise for more information)
<i>House Mom</i>	Person who is responsible for a “house” at an event site. This person would need to ensure that house rules are observed and that the required cleanup has been performed at the end of the event so that the deposits are returned. There could be additional duties that would be outlined by the director/co-directors.
<i>Kitchen Staff</i>	People responsible for food preparation, kitchen cleanup and dishwashers
<i>Food Handler</i>	<i>You must hold a valid Food Handler certificate in order to work in a certified dining facility (i.e. the kitchens in Bothin or Butano)</i>
<i>Food Manager</i>	<i>You must have a valid certified Food Manager when using a certified dining facility (i.e. the kitchens in Bothin or Butano)</i>
<i>C3</i>	Girl Scout Cadettes, Seniors, and Ambassadors who have completed Coyote Hills Camp Counselor Training. May or may not be a requirement for working on an event.
<i>Unit Leader</i>	Person responsible for a unit. Duties to be outlined by director/co-directors. (Remember to include them on your thank-you list!)
<i>Station Lead</i>	Persons asked to assist at an event station. (Remember to include them on your thank-you list!)
<i>Registrar</i>	Person responsible for the registration of the event. This would include, but not be limited to, collection and deposit of event fees, compiling and mailing confirmation packets, collecting and verifying trip approvals, girl and adult health forms, etc.

Note: One person may have more than one job.

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Event Flow Chart



* EPP - Event Planning Packet

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Event Guidelines

The following guidelines were developed to enable event directors to put on successful and enjoyable events:

- By providing as much advance notice as possible for leaders, girls and parents
- By providing accurate information to participants, with a goal of delivering events and programs as promised with no last-minute changes or cancellations
- By using an evaluation process to discover ways to improve future events

Event Director must email (psm@coyotehillsgs.org) the Program Support Manager the flyer and budget 7 days before the SUPER meeting at which you will be presenting. This must be at least **3 months prior** to the event date.

The directors must bring to the SUPER meeting the below. For girl-sponsored events, 1-3 girls must present their money earning event at both the SUPER meeting and leader meeting.

▪ Copy of completed Event Request Form	▪ 12 Copies of completed Event Budget Worksheet
▪ 12 copies of the event flyer	

The Event Director should keep the PSM apprised of progress, concerns, attendance projections, program development and that all Safety-Wise requirements have been met.

Fast Track - For Events with no fees, all participants are registered adults and girls, the event is a single day (no overnight) and no flyer required, you will only need to complete the Event Request Form and submit to SUPER for approval.

Budget Planning - When planning your budget don't assume that you will reach your maximum capacity. You need to plan your budget based on a minimum number of attendees. The Event Planning Committee is responsible for any financial shortfalls.

- For a large event (budget over \$2500), choose separate people to be Event Organizer and Event Treasurer
- For any event with 100 or more attendees (girls and adults combined) that will be held at a FUSD school site, be sure to include facility use charges in your budget.
- **For all events please include \$1 per paying participant for the working fund.**

Fee Exemptions - When planning your budget,

- Event organizer reserves the right to charge/not charge event fee to self and/or participating daughter or any "key" adult volunteer and/or participating daughter.
- Financial aid and opportunity funds are available.

Deposits/Reimbursements

- Funds received for the event must be handed off to the Service Unit Treasurer in a timely manner. Contact the Treasurer for a convenient time to get together. It helps to be ready for the meeting – money counted, checks listed, items detailed, using the Deposit Slip Form. Don't forget to keep a copy for yourself.
- Each event should have an Event Treasurer. This makes the Service Unit Treasurer's life easier to have a focal point for each event.
- To receive reimbursements, complete the Reimbursement Form. Be sure to include details on purchase and receipts. Reimbursements must be submitted within 4 weeks of event.
- All checks should be made payable to Coyote Hills Service Unit.
- Reimbursements cannot be given until monies have been collected.
- Advances may be available. If needed please fill out the Cash Advance form and discuss with the Service Unit Treasurer.

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Fundraising Events/Money Earning Events

If the event is a Money Earning Event, council must approve the event. All correspondence (email, flyers, and postings) must specifically state it is a money earning event, along with the description of what funds will be used for. Example: "This Event is a money earning event to benefit our trip to Disneyland."

Troop must meet the minimum requirements in accordance to the volunteer essentials.

Bronze, Silver or Gold Award Events cannot be a money earning event.

Some troop fundraising activity may not meet the definition of an "event". For example, an activity involving the general public, such as a booth at a street fair. In this case, checks should be made out directly to the troop fundraising event. Event Director must work with our Fund Development Department staff to ensure that their solicitation is a part of the council's overall fund development plan. Girls may not engage in fundraising activities. Please refer to Volunteer Essential under Money/Fundraising for more detailed information.

Troop leaders must include this income on the "Troop Financial Report" at the end of the year.

Handling Funds

All events involving more than two troops must be processed through the Service Unit Treasurer. Checks for these events need to be made payable to Coyote Hills Service Unit. CheddarUp is available for these events, contact Service Unit Treasurer for access. The final budget report, including **original** receipts and invoices must be submitted to the Service Unit Treasurer no later than four weeks after the event. If this deadline cannot be met, the Event Director should contact the Service Unit Treasurer immediately. If the event ends with a balance of funds, the final budget report should specify what it would be used for. **ANY RECEIPTS RECEIVED LATER THAN 4 WEEKS WILL NOT BE PAID!**

Receipts

Please make sure you complete the Coyote Hills Service Unit Payment Request form for reimbursements. **You must attach all original receipts** – copies will not be accepted.

Site Reservations

For events requiring a site reservation, these will be handled by the Service Unit Treasurer. Contact the Service Unit Treasurer with details of your event ie date(s), site requesting, time of event, etc.

Cancellations:

Have a plan for canceling the event. What if it rains? Low enrollment? What if someone needs to cancel? Your plan doesn't have to be included in the flyer but it needs to be documented.

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Event Request Form

Event:
Theme:
Date:
Location:

Time:
Projected Cost: \$
(Submit Budget)
Advanced Funds: Yes / No If yes, how much?
Name:
Address:
Telephone:

Will there be anyone exempt from fees? If so, list names: Director
Co-Director
Registrar
Kitchen Staff
Administrator
Others

Comments:

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Event Checklist and Timeline

This is to be used as a guideline. Your Event may not need all of these items and you may need additional items.

3-4 Months Prior to Event

- ☐ Come up with Event theme, participation and location. Which level(s) will be attending? How many participants will this event accommodate?
- ☐ Identify trained Event Director(s). Every event must have one person who has taken "Event Organizer" and "Safety-Wise" Trainings. Other specific events might require training such as: Outings, Short Trips, & Overnights, Troop Camping, etc. They are available via Council.
- ☐ Consult with PSM.
- ☐ Consult Safety-Wise for safety requirements.

- ☐ Adult / Child ratio: _____ / _____
- ☐ Name of First Aider: _____ (check Safety Wise to determine level)
- ☐ Prepare the following:
 - ☐ Reserve Site
 - ☐ Event Request Form
 - ☐ Estimated Budget
 - ☐ Event Flyer

- ☐ Send soft copy of flyer, event request form and event budget to LSM and PSM for review prior to meeting with SUPER TEAM. It will also be forwarded to SUPER Team for review prior to SUPER team meeting.
- ☐ Event representative must attend the Coyote Hills SUPER meeting to obtain flyer and budget approval. Bring 12 copies each of the forms and fliers. See Event Guidelines for details.
- ☐ **For girl-sponsored events, 1-3 girls must present their money earning event at both the SUPER meeting and leader meeting.**
- ☐ If event is a money earning event, as soon as your event and flyer is approved by SUPER, complete the Money Earning Application online and obtain a written approval or confirmation from Council. This must be done before a group money-earning event occurs. Send a copy of your Money Earning approval/confirmation letter or email to PSM. Only then can event flyer be advertised. As a reminder, money earning events may not take place during the initial order period or public sales periods of the Fall or Cookie Sales.
- ☐ Submit an Event Notification form online to inform council of the approved event.
- ☐ Advertise your event (distribute flyer at Volunteer Meeting or post at Coyote Hills Website or Coyote Hills FB page and website, etc).
- ☐ If applicable, order non-member insurance through Council offices.
- ☐ If applicable, request in writing on Council letterhead any in-kind donations.
- ☐ If fundraising (council, service unit, or troop/group) must work with our Council Fund Development Department staff to ensure that their solicitation is a part of the council's overall fund development plan. Girls may not engage in fundraising activities.

2 Months Prior to Event

- ☐ Decide on patch and t-shirt style for Event (Custom or Stock).
- ☐ Order/purchase event supplies (including office supplies – name labels, pens, tape...)
- ☐ Develop program activities and schedule of event.
- ☐ Event go / no go?
- ☐ Prepare confirmation packets.
- ☐ Consult with Service Unit PSM.
- ☐ **For girl-sponsored events, 1-3 girls must present their money earning event at the leader meeting.**

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1 Month Prior to Event

- ☐ Begin to process registrations:
 - Set up registration log (track totals, use for check-in at event)
 - Send out confirmations and/or additional information, if appropriate. Remind troop leaders to bring forms (Health History, Permission Slips and Roster of Attendees).
 - Periodically submit checks received with Coyote Hills Deposit slip (pg. 21) to Service Unit Treasurer. Record the name of Event, and Event date, and the Troop number on every check submitted to the Service Unit Treasurer.
- ☐ ALL checks, cash and money orders, must be submitted to the Service Unit treasurer. Do not deposit funds directly into troop account.
- ☐ Order event patches and t-shirts (custom patches may take longer.)
- ☐ **Complete Event Notification Form:** on-line. This is a Council requirement.
- ☐ Print several copies of the Media Information Form.
- ☐ Purchase and/or get confirmation on all supplies and donations. Stay within budget when making purchases.
- ☐ Prepare event evaluation form (see example, pg. 18), copy or create your own.
- ☐ Prepare troop registration packets (to distribute at check-in), if appropriate.
- ☐ Send confirmation packets to attendees. Include address of site, directions, map, times, schedule of event, health forms, annual permission or regular permission slips, photo
- ☐ Do "dress rehearsal" of ALL planned activities!

Day of Event

- ☐ Collect Troop Roster Sheets upon arrival, and Evaluation Forms at end of event.

1 Week after Event

- ☐ Write thank you notes to those who helped sponsor the Event and or helped with the Event.
- ☐ Create Event Contact List to assist the next person coordinating this Event.
- ☐ Turn in any additional funds to the Service Unit Treasurer.
- ☐ Request final reimbursement of funds using Reimbursement Form. Must be submitted within 4 weeks of event.
- ☐ Finalize Event Binder
 - Turn in hard or soft copy of all planning, schedule of events, contacts, financial data, budget and summary of evaluations, not anything that went exceptionally well or things that could have been done differently to SUPER PSM.
- ☐ Turn in final budget form to Service Unit Treasurer.
- ☐ Return any equipment purchased with event funds to Coyote Hills Service Unit.
- ☐ Submit Event Final Report form (Council Online)

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Event Budget

Event Name: _____ Date: _____
 Prepared by: _____
 Position: _____ Phone: _____
 Attendance: Girls _____ Adults _____

Income (see note below)	Estimated	Actual
Girls _____ x \$ _____ =		
Adults _____ x \$ _____ =		
Staff _____ x \$ _____ =		
Donations		
Total Income:		
Expenses	Estimated	Actual
Site Rental		
Printing		
Mailing Label Printing		
Postage		
Office Supplies		
Decorations		
Program Supplies		
Food		
Patches		
Housekeeping Supplies		
Recognitions / Thank you's		
Toilets		
Insurance		
Working Fund (per paying) Participant _____ x \$1.00 =		
Other:		
Total Expenses:		

Balance \$ _____ To be used for:

- ☐ Estimated budget must be turned in to SUPER 3 **months prior** to Event.
- ☐ Completed Budget must be turned in to Service Unit Treasurer no later than **4 weeks after** Event.
- ☐ Unless your event was a fundraiser or money earning event left over funds that have not been designated for a specific use will be rolled into the General Fund.

NOTE: Do not plan the event budget based on full participation. You need to plan for a minimum number. This will represent a "break even" point for the event and will help you in determining if the event needs to be cancelled due to low enrollment.

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Event Timeline

Event Name: _____

Date: Phone: _____

Director: _____

(_____) _____

Co-Director: _____

Phone: () _____

Job	Owner	Date Needed	Completed
Site reservation			
Meet with SUPER LSM/PSM (at least once a month)			
Event Request Form			
Event Budget			
Event Timeline			
Request for fundraising			
Flyer and Registration form			
Develop program activities			
Schedule of activities for event			
Patch design and order			
Purchase program supplies			
Reserve equipment			
Event go / no go?			
Pick-up equipment			
Information due for event packet			
Assemble event packets			
Distribute event packets			
Develop evaluation for event			
Future meeting reminders			
Evaluation meeting			
Final budget completed			
Event Binder for next director			
Recognitions and "thank you's"			

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Event Flyer Guidelines

- ☐ On the top of the page, spelled out, not abbreviated, should be this heading: (It's OK to use a small font – but no smaller than 10pt)

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- ☐ WHO can attend: level (D, B, J, C, S, A)
 - ☐ Please note all attendees must be registered Girl Scout on flyers.
- ☐ WHAT: Event name and brief description
- ☐ WHEN: Date and Time – beginning and ending!
- ☐ WHERE: Location – location name and address
- ☐ HOW MUCH: Cost per girl; cost per adult; what is included with cost
- ☐ Registration Limits: any limits on attendance (i.e.: limited to 100 girls and adults)
- ☐ Cancellation policy
- ☐ Note that Event packets will be sent at a future date (if you are sending these out)
- ☐ Event Director's name, telephone number and or email address. For any questions.
- ☐ If fees are collected, a note that they can apply to the Council Opportunity Fund for assistance and to make the check out to "Coyote Hills Service Unit" along with a note that there will be a \$15 returned check fee. Are you accepting cookie credit?
- ☐ Registration deadline
- ☐ Safety Wise ratio info
- ☐ Proceeds: What is the reason for the event?
 - ☐ If the event is a Troop Money Earning event, this must be specifically states, along with description of what funds will be used for. Example: "This event is a money earning event to benefit our trip to Disneyland." Troop **MUST** participate in fall and cookie sales to have a money earning event. As a reminder, money earning events may not take place during the initial order periods or public sales periods of Fall Sales or Cookie Sales.
 - ☐ Bronze, Silver or Gold Award Event? Event **cannot** be a money earning event.
 - ☐ Leadership or Service hours?
 - ☐ For all other events, if excess funds will go anywhere other than the Service Unit general treasury, it must be explicitly stated on the flyer. Example: "Excess funds will be donated to a local animal shelter." **Specific charities and organizations cannot be referenced.** Excess funds need to be used to purchase a specific item for the beneficiary. Cash cannot be given.

On the detachable registration portion:

- ☐ Where to send the registration
- ☐ Space for:
 - ☐ Name, Email address
 - ☐ Address (if needed, ie: to send out confirmation or other event info)
 - ☐ Phone number
 - ☐ Troop #
 - ☐ Number of girls attending (X cost per individual girls) = total due for girl registration
 - ☐ Number of adults attending (X cost per adult if needed) = total due for adult registration
 - ☐ Amount due/paid
 - ☐ Who to make check payable to (Coyote Hills Service Unit). Include the phrase "one check per troop"
- ☐ If food will be served, space to note any dietary restrictions
- ☐ If overnight event, buddy request

See attached example.

These guidelines apply to email messages also.

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<http://Coyotehillsgs.org>

Sample Event Flyer

When: October 13, 5pm through October 15, 10am

****All Attendees must be registered Girl Scout****

Where: Camp Girl Scout

Cost: \$ xx.xx

Description of your fantastic event.

What's included for the price?

What can they expect to do, experience?

Fun, fun, fun!!!

Detailed information packets will be sent upon receipt of registration. Cancellations will not be accepted.

Space is limited! Registration deadline is October 1, 2002. Financial aid is available from Coyote Hills Service Unit upon request.

Questions: contact the Supreme Event Director at (510)_____

Please detach this portion and send with your payment to:
(Name of event) Registrar, 5555 Volunteers Too Much Way, Fremont, CA 94536

2017 Cookie Rally Thursday, January 26, 2017

Troop #_____Contact person _____Phone: _____

Contact person email: _____

_____ # of girls attending x \$5.00 each = \$_____enclosed

_____ #of adults attending (no charge)–(due to space, please limit to Adult/Girl ratios)

Please make check payable to Coyote Hills Service Unit (one check per troop). There will be a \$15 return Check Fee. Return registration form and check by Friday, January 13, 2020 to:

Susie Smith, 222 Any Street, Fremont, CA 94536

Each troop attending must ensure that annual permission slips and health forms accompany the girls to the event and will be submitted at the event check in. These will be returned at the end of the event. Troops will be required to complete and submit a roster of attendees.

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Event Site Check List

When evaluating sites for your event consider the following:

Location

- ☐ Is it a long drive?
- ☐ Is it difficult to find?
- ☐ Is it centrally located to the participants?

Parking

- ☐ Is there a fee for parking?
- ☐ Is there adequate parking for your event?
- ☐ Do parkers need a pass?

Fees

- ☐ What is the cost of the site?
- ☐ Deposit required?
- ☐ Is it in the budget?
- ☐ Will anyone be excluded from participating because of the event fee? Remember opportunity funds...

Space

- ☐ Is the site big enough for my needs?
- ☐ Is there adequate space for headquarters and first aid station?
- ☐ Is there adequate space for headquarters and first aid station?
- ☐ Can the activities be centrally located on the site?
- ☐ How many can the site hold? _____
- ☐ What types of areas are needed to perform the activities?

Barriers

- ☐ Is the site wheelchair accessible?
- ☐ Is the site walk able for those participants with disabilities?
- ☐ Can the hazards be eliminated or marked?
- ☐ Are there areas of the site that will be off-limits because of hazards?

Physical Hazards

- ☐ Walk the site and note all possible physical hazards (i.e. lake or river).
- ☐ Do you have a plan to secure the site while the girls are present?

Communication

- ☐ What types of areas are needed to perform the activities?
- ☐ Telephone on the site? Will cell phones work?
- ☐ What are the emergency phone numbers?
- ☐ Does everyone know where it is?
- ☐ Do you have a warning or alarm system for your event?

Security

- ☐ Is the site accessible to the public?
- ☐ Do you have a plan to secure the site while the girls are present?

Power Sources

- ☐ Is there electricity available?
- ☐ Will you need extension cords, adapters or generator?

Trash Disposal

- ☐ What steps will you take to recycle as many waste items as possible?
- ☐ Are there adequate trash receptacles?
- ☐ Who is responsible for disposing of trash at the end of the event?

Toilets

- ☐ Do all toilets meet state health standards of construction, maintenance and cleanliness?
- ☐ Have provisions been made to accommodate women and men?
- ☐ At least 1 toilet for every 30 persons (day time)
- ☐ At least 1 toilet for every 20 persons (overnight)
- ☐ Have the facilities been designed to accommodate people with physical disabilities?
- ☐ Are toilets fly-tight and well ventilated? Are they partitioned for privacy?

Water

- ☐ Is water readily available for all participants?
- ☐ What is the water source?
- ☐ Is there an adequate supply for participants?
- ☐ Is it drinkable?

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ROSTER OF ATTENDEES

Please complete this roster of all girl & adult attendees and turn in at check-in upon arrival. The purpose of this roster is to contact families and inform authorities of people on site in the event of an emergency. **Note: the Emergency Contact listed for each attendee should be someone who is NOT with you at this event.**

Please turn in 2 copies of this form upon arrival

Troop # _____ Leader/Adult in Charge _____

Please list names of all vehicle drivers:

License plate number of each vehicle on site:

_____	_____
_____	_____
_____	_____

Name of Attendee	Emergency contact: name & phone # (at-home-emergency-contact for each attendee)	Check if an adult

EVENT REGISTRATION LOG

[illegible]

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How to complete the Event Notification Form

- 1) **EVENT TITLE**
- 2) Is your event involve **High Risk Activities**?
- 3) *If so, indicate which activity.*
- 4) Is your event a **Money Earning** event?
- 5) *If so, complete all the applicable forms and check the boxes.*
- 6) Check you have completed all the additional applicable forms for your event.
- 7) Is this **Vendor/Certified Instructor** on the approved list?
- 8) Enter **Vendor/Certified Instructor Information**, if applicable.
- 9) *Enter Estimated Fees/Contributions.*
- 10) Enter Estimated Expenses.
- 11) Enter Additional Money Earning.
- 12) Enter **Description** of Event (brief summary)
- 13) Enter **Start Date** of your Event. Enter the **Start Time** of your Event
- 14) Enter the **End Date** of your Event. Enter the **End Time** of your Event
- 15) *Enter the **Location** of you Event (location, and full address)*
- 16) Enter the **Minimum and Maximum # of participants** (girls and adults)
- 17) Enter the **Program Manager Name** see SU Roster for name
- 18) **SERVICE UNIT EVENT INFORMATION** *Enter Coyote Hills Service Unit #307*
- 19) Enter **Staff Name** See SU Roster for name
- 20) Enter **Phone Number** see SU Roster for number
- 21) Enter **Staff email** see SU Roster for email
- 22) Enter **Event Manager Name** (probably your name), **Phone Number and Email**.
- 23) Enter **First Aider Name, Phone Number and Email** if applicable
- 24) **ADDITIONAL INFORMATION** *Event Type select the choice that best describes you event. Council would like to know what this event is planning for the registrants.*
- 25) Is your event working on or completing requirements for **badges**? If so, select which award from drop down choices: if not select Participation Patch.
- 26) Select which **GSLE outcomes** you are planning to share during your Event.
- 27) Select **GSLE Processes** will be used during your Event
- 28) Select **Grade(s)** your Event will be open to
- 29) Select **Event Categories** that best describes your Event (relating to event attendees)
- 30) **AUTHORIZATION** *Enter your name.*
- 31) Enter the security word displayed.
- 32) Click **Submit**

Print this page for your records.

Forward confirmation email to our Program Support Manager

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Event Evaluation Form

Give the form to troops at the end of the event, or in their registration packets. Ask to have evaluation returned at close of event (schedule time in your program for completing evaluations, if appropriate). If, due to the nature of your event, you'd like each participant to fill out her own evaluation, you may want 2 different forms: one for leaders including the logistics questions, another shorter and simpler version for the girls.

Event Name: _____ Date _____

Troop Level (if multilevel event): _____

Please circle responses:

- | | |
|--|----------|
| 1. Did you and your girls enjoy this event? | Yes / No |
| 2. Were the facilities appropriate for the program and number of participants? | Yes / No |
| 3. Was the event appropriate to the age level(s) it served? | Yes / No |

If no, please explain. _____

- | | |
|---|----------|
| 4. Did you receive enough information about the event? | Yes / No |
| 5. Did you feel this event was priced fairly? | Yes / No |
| 6. Was there adequate time allotted for the event activities? | Yes / No |
| 7. What did you and your girls like BEST about the event? | |

8. What did you and your girls like LEAST about the event?

9. Which of the 15 Girl Scout Leadership Experiences did the girls gain during this event? **Circle all that apply.**

1. Develop strong sense of self	2. Develop positive values	3. Gain practical life skills	4. Seek challenges in the world	5. Develop critical thinking
6. Develop healthy relationships	7. Promote team building/cooperation	8. Can resolve conflicts	9. Advance diversity in multicultural world	10. Feel connected to communities, locally and globally
11. Can identify community needs	12. Are resourceful problem solvers	13. Advocate for themselves and others	14. Educate and inspire others to act	15. Feel empowered to make a difference in the world

Comments? Suggestions?

_____ Ideas for the future? _____

**Girl Scouts of Northern California
Coyote Hills Girl Scout Service Unit
Fremont, Union City and Newark**

Event Evaluation Summary

Event Name _____ Date _____

Event Organizer Name _____ Phone _____

Address _____ City _____ Zip _____

Other adults involved in event planning:
Name Phone Position

Other key contacts/resources for event:
Name Phone Contribution

Total number of troops participating _____

Total number of girls participating _____

Total number of evaluations received _____

Attach a copy of the evaluation form that participants/leaders (circle one) filled out.

- For each yes/no question: On the attached copy of your evaluation form, indicate the total number of yes responses and total number of no responses, for all evaluations received.
- Summarize the results for the GSLE. On the attached copy of your evaluation form, indicate the total number of responses for 15 possible outcomes. Which were you aiming to achieve with your event (usually 1 – 2 for events that are a couple of hours in length, 2 – 4 on overnight events)?

- For open-ended questions, summarize representative comments that were:

Positive:

Negative:

General Comments and Suggestions:

Ideas for future:

Coyote Hills Service Unit Payment Request

**Girl Scouts of Northern California
Coyote Hills Girl Scout Service Unit
Fremont, Union City and Newark**

Coyote Hills Service Unit

DEPOSIT SLIP

Submit to Coyote Hills Treasurer

TODAY'S DATE: _____

EVENT NAME: _____

EVENT DATE: _____

CASH:
CHECKS:
TOTAL DEPOSIT:

Include EVENT NAME & DATE on each check

Event Organizer: _____

Event Organizer Signature: _____

CHU Deposit Slip Instructions:

1. Event Organizer must sign the deposit slip.
2. The name & date of the event must be on the memo line of each check.
3. Each check is made payable to Coyote Hills Service Unit.
4. Submit the deposit to the Coyote Hills Treasurer at least 1 week prior to the event.
5. For payment by Product Sales Rewards, complete the Product Sales Reward Card form and submit with the deposit slip. Do not include the Rewards in the Deposit total.

For Bookkeeping Use Only:

Deposit Amount verified by:

Date Deposited:

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**Girl Scouts of Northern California
Coyote Hills Girl Scout Service Unit
Fremont, Union City and Newark**

**COYOTE HILLS SERVICE UNIT PRODUCT SALES REWARD CARD PAYMENT
REQUEST FOR SERVICE UNIT EVENTS**

Please Note:

1. Rewards may not be used toward troop activities but may be used for qualifying GSNorCal Council-sponsored events and GSNorCal Service Unit Camporees or events.
2. Check your balance prior to submitting this form at: www.mercury-gift.com
3. Rewards may not be used for payment of Adult fees.
4. Complete this form, including the 19 digit – 5 digit (24 digits total) Rewards Card number (found on the back of the card).
5. Submit this completed form with your Event Registration.
6. Event Organizer/ Treasurers: Submit this completed form WITH THE EVENT FLYER to the Service Unit Treasurer.

Girls' Name (First & Last)	Rewards card number (found on back of card)	Event/Camp registration fee	Amount paid with Rewards card

Total amount from Rewards Cards used for payment: _____