

Part 1: EVENT INFORMATION

Great! You want to hold an event! Thank you!

Except for page 5, you do not need to turn in this worksheet but we highly suggest you fill it all out so you can make sure everything is ready to go for an awesome event! .

Event Information

Name of Event: _____

Date(s) of Event: _____ Start/End Times: _____

Site of Event: _____

Site Address: _____

Site Phone No. _____

Do you need a Certificate of Insurance for your site? Contact Council for a copy.

Estimated Number of Participants: _____

Estimated Number of Volunteers : _____

Is this a drop off event? YES NO

Regular Events: Troop leaders or individual parents are responsible for the annual forms, for releasing the girls to the right adults, and for supplying the proper number of adults to meet the adult to girl ratio for their girls. This works well for most events.

Drop off Events: You must collect the four forms, ensure girls are released only to adults listed on their Permission to Release form, and supply enough registered, background checked adults to meet the adult-to-girl ratios.

Will you allow tag-alongs? YES NO

This includes anyone who is not a registered Girl Scout – even unregistered moms and dads. If you do allow them or anticipate people tagging along anyway, you need to purchase Plan 2 insurance.

How will participants register for the event?

Common options are Google Forms, Sign-up Genius, and eBiz _____

What is the registration deadline (if any) for this event? _____

Will you allow walk-ins? YES NO

That means participants who simply show up, without telling you they are coming.

Adult and girl volunteers who will be assisting with the event:

Name:	Duties:	Phone Number:
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Part 3: ADVERTISING

You've planned a great event, now you need to spread the word and get people to sign-up! You'll find lots of tips for getting this done on our website: <http://simivalleygirlscouts.com/advertising-your-event/>

Part 4: RISK MANAGEMENT PLAN

Have you checked the Safety Activity Checkpoints for this type of activity? YES NO

What special equipment or other safety requirements are needed?

Will each participant need a High Risk form signed by a parent? YES NO

How will you check girls in and out of the event?

First Aid:

Is each troop or Individual responsible for their own First Aid? YES NO

If no, who is your First Aider? _____

If no, is your First Aid kit adequate for the event? YES NO

Remember, any first aid must be documented. Be sure to keep a FIRST AID LOG. If necessary, fill out an INCIDENT AND INJURY REPORT as well. Copies of both forms should be submitted to the Service Unit along with your Final Event Report. A copy of the Incident Report **MUST** be submitted to Council within 48 hours of the incident.

You'll find both forms on Council's website: <https://www.girlscoutsccc.org/en/volunteer/online-support-for-volunteers/forms-and-documents.html> Search for them by name.

Medical:

Phone number for ambulance (not always 9-1-1, confirm for your area): _____

Name of Nearest Hospital: _____

Hospital Address: _____

Hospital Phone Number: _____

Fire:

Address of Nearest Fire Station: _____

Phone No. (non-emergency): _____

Police:

Address of Nearest Police Station: _____

Phone No. (non-emergency): _____

Part 5: FINAL EVENT REPORT

To help others plan similar events in the future, please fill out and turn in this page. If this was a Money Making Event, you will also need to turn in a Money Earning Report. You can find the form on Council's website.

Name of Event: _____ Date of Event: _____

Actual Event Income	
Multiply your Registration Fee by the Number of Paid Registrations:	
\$ _____ (reg. fee) x _____ (no. of registrations) =	\$ _____
Other Income (describe)	\$ _____
Total Event Income:	\$ _____

Actual Event Expenses (attach all receipts)	
Site Fee	\$ _____
Food	\$ _____
Office Supplies/Mailings/Copies	\$ _____
Program Supplies	\$ _____
Badges/Patches	\$ _____
Equipment Expense	\$ _____
Plan 2 Insurance, obtained through Council	\$ _____
Other Expenses:	\$ _____
Total Event Expenses:	\$ _____

Your Name: _____

Would you recommend repeating this event in future years? YES NO

Number of participants: _____ Number of volunteers: _____

Site used: _____ Site Fee: _____

Would you use this location again? YES NO Why or why not? _____

Highlights of this event: _____

Ways to improve this event: _____