

Event Planning Guide

Thank you for volunteering to provide the girls in our service unit with fun and meaningful program opportunities and experiences. Your time and continued dedication to Girl Scouts is deeply appreciated!

An “event” is any activity open to more than two troops, requires pre-registration and/or involves a budget over \$100. An event follows the policies and procedures of Girl Scouts of Northern California and Crossroads Service Unit. The success of any event depends on careful planning. This planning guide will help you with the coordination and safe execution of service unit events. Use this guide in conjunction with Girl Scouts of Northern California gsLearn as well as any applicable Safety Activity Checkpoints. All information here is a compilation of service unit policy and guidelines from GSNorCal.

Please read through this document in its entirety before you begin planning your event.

- If you are an adult, **make girl participation in the planning process a priority!** Share as much responsibility as possible with girls of all levels.
- If you are a Girl Scout or a group of Girl Scouts, enlist the support of a responsible person to handle items requiring adult authority.

The Crossroads Service Unit Team

The Service Unit Team (SUT) is available to support you and your girls to plan successful and enriching events.

- ★ **Program Support Manager:** Works with event organizers on scheduling and planning, previews the flier and budget before it goes to the SUT for approval and distribution to leaders. crossroadspsm@gmail.com
- ★ **Leader Support Manager:** Presides over SUT. Schedules SUT and volunteer meetings and events. crossroadssut@gmail.com
- ★ **Treasurer:** Manages SUT finances and keeps records for council. CRSUtreasurer@gmail.com

★ Questions? Contact the Service Unit Program Support Manager at crossroadspsm@gmail.com ★

Visit www.crossroadsgirlscouts.com for:

- Contact information for the SUT (SUT Roster tab)
- SUT monthly meeting and Volunteer monthly meeting calendar and location (Volunteers tab)
- All event planning forms and links listed in this planning guide
- Links to all GS Norcal Event forms, Training, and Guidelines. You can also find these at www.gsnorcal.org

Visit www.gsnorcal.org for:

- Event Notification Form
- Media Information Sheet
- Money Earning Application
- gsLearn Event Training and Guidelines

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☆ All forms can be found at <http://www.crossroadsgirlscouts.com> ☆

Revision Details

8/1/2023: Important changes highlighted in yellow. Added 5% SUT fee. Clarified that receipts should be handed in within 3 weeks of the event. Added information for Cheddarup and electronic registration.

8/3/2024: Updated training to gsLearn. Updated insurance information.

Service Unit Event Planning and Timeline

3 to 4 Months Before Your Event

Identify the trained Event Organizer for your troop

- The Event Organizer is required to complete the Service Unit Event Manager training found in gsLearn (Login through your [MYGS](#) volunteer account)
- Forward the training completion confirmation email to SUT Program Support Manager (PSM). Other specific events might require training such as: Outings, Short Trips & Overnights, Troop Camping.

Initial Planning

- Involve girls in the process. Include them in providing input for theme, planning and leading activities.
- Determine the purpose and focus of your event and who will be invited.
- Does your event support the values in the Girl Scout Promise and Law?
- Will the program be suitable for the age, troop, and experience level of those invited?
- Will it provide an opportunity for hands-on learning?
- Will the event offer an earned badge, Journey award, or other program?
- Is this a Money Earning Event? See "Additional Information" for more about Money Earning.
- Select a date. Reference service unit, school, cultural, and religious calendars.
- Find an appropriate location or venue (see "Additional Information: Event Site Checklist").

Research your event. Historical data may be available (See "Event Planning on the Crossroads website).

- What are the possibilities? What has been done before? See the Events tab on the Crossroads website for past events.
- If this is a repeat event, review evaluations from previous years. What needs to be improved?

Begin preliminary event planning

- Recruit volunteers and develop a timeline.
- Determine adult/girl ratio. Consult GSNorCal Volunteer Essentials and determine applicable safety requirements.
- Will a patch be offered? Does it need to be custom ordered? There are many online purchasing options.
- Identify the Event First Aider. All events require a qualified Girl Scout Event First Aider for <200 people. For 200-400 people 2 Event First Aiders are needed.

Calculate costs

- Use the Crossroads Budget Planning Worksheet to begin the budgeting process.
- The event should be self-funding. The fee charged for an event must cover the actual cost of the event.
- The event must include a 5% fee for the Service Unit. (As of 8/1/2023)**
- Determine fee per person. Is it reasonable and affordable for what is being offered?
- An event treasurer must be assigned for a large event (budget over \$2500).
- Submit Crossroads Budget Planning Worksheet to service unit for approval before any money is collected or spent and before the event is publicized in any way.
- If an event generates more money than it spends, excess income will remain in the service unit account; unless the event has been designated as a "Money Earning Event."

Fliers, registration and event approval

- Establish your registration procedures and cancellation policy well in advance of registration. State your policy clearly on the registration form. Crossroads' policy is no refunds unless the event is canceled by the service unit.
- Refer to Event flier Guidelines, Sample flier, and Roster of Attendees included in this packet.
- Create flier, registration and confirmation materials.
- Have a process in place to prioritize registrations if you receive more participant registration than can be accommodated.
- If collecting digital payments, the crossroads service unit Cheddarup account must be used. Ask the PSM to create the event for you and then you can edit it.

Obtain approval from Service Unit

- Fliers and Crossroads Budget Planning Worksheets are reviewed and approved at monthly service unit team (SUT) meetings.
- Girls involved in the planning are highly encouraged to present their event and be prepared to answer questions regarding the planning and budgeting.
- Email the flier and Crossroads Budget Planning Worksheet to the service unit Program Support Manager to schedule a date to present your event at the SUT meeting.

2 to 3 Months Before Your Event

Present Event flier and Event Financial Report at SUT meeting

- Contact the PSM to review your event flier, and Crossroads Budget Planning Worksheet to confirm you're ready to present to SUT, and get on the agenda. (crossroadspsm@gmail.com)
- Send electronic copy of the flier and budget to the PSM at least 2 days before the SUT meeting.
- Presenter should be the event organizer or another member of the event committee able to answer questions regarding any aspect of the event.
- Girl(s) are encouraged to present the event to the SUT.
- Update flier with any SUT modifications and re-submit to the Program Support Manager for approval. Update Cheddarup too if applicable.

Complete the Event Notification Form

- GSNorCal requires event organizers to complete the online Event Notification Form in order to ensure that girls are safe, adults are protected from liability and that council can find you in case of an emergency.
- Send confirmation of Event Notification Form completion to the Program Support Manager.

Present Event flier and Event Financial Report at general volunteer meeting

- Approved flier will be presented at the next monthly general volunteer meeting by the event organizer or girl(s). This meeting is attended by troop leaders and adult volunteers. A powerpoint flier may be created in addition to present at the volunteer meeting (optional, but recommended).
- The flier will then be posted on the Crossroads Service Unit website and shared with Girl Scout leaders.
- After the flier is posted, begin accepting registrations. Send confirmation of receipt of registration and further information to attendees.

1 Month Before Your Event

Finalize registration

- Collect registration payments for activity/admission fees. Product Sales Rewards Cards may be used for qualifying Crossroads Service Unit events. See Additional Information for using rewards cards.
- Track registration and payments. Include names, contact information and relevant information such as grade level, money collected, t-shirt or patch orders and sizes, emergency contacts, as well as important dietary or accommodation information.
- If the event fills, create a waitlist to fill spaces created by cancellations.
- Send out confirmations and additional information to registrants. Include:
 - Site address, map, plus any parking instructions
 - Safety considerations
 - Remind troop leaders to bring forms (Health History, Permission Forms and Roster of Attendees)
 - List of equipment or supplies to bring
 - Information about food (if applicable)
 - Schedule of activities
 - Contact information in case of questions
 - Any other actions required of participants (photo release, etc.)
 - Emergency number at site or number of emergency contact person; location of first aid
- Prepare troop registration packets (to distribute at check-in), if appropriate.

Purchases and donations

- Order patches or t-shirts (custom patches may take longer).
- The GSNorCal shop offers a discount for service unit event awards/badges.
- Purchase any needed items and obtain donations.
- The service unit maintains a lending library. First Aid backpacks, equipment, books, craft supplies, decorations and many other items may be borrowed. Check service unit lending library before making any purchases. This can be found under the "Volunteers" tab on the Crossroads website.
- Keep receipts and accurate records to so that you may be reimbursed for expenses by the service unit treasurer. Email CRSUTreasurer@gmail.com and cc crossroadspsm@gmail.com

Financials

- Submit checks received with Crossroads Deposit Slip Form to SU treasurer. Record the name of event, event date, and the troop number on every check submitted to the SU treasurer. ALL checks must be submitted to the treasurer BEFORE your event date. **Funds in the Cheddarup accounts will be withdrawn by the PSM the day after the event.**
- Use the Payment Request Form to get reimbursed for expenses incurred on behalf of the event. **The SUT Treasurer can use the SUT credit card for large purchases such as rental site deposits. Please reach out.**
- Inform SU Program Support Manager and SU treasurer of any anticipated overages or shortfalls of money.

Finalizing the event

- Borrow or purchase needed equipment and supplies
- Finalize event schedule. Do a "dress rehearsal" of ALL planned activities!
- Establish emergency procedures for the day of the event.
- Plan for an easily communicated clean-up process after the event. How will the girls help?
- Keep your SU Program Support Manager apprised of any event changes or concerns.
- Prepare participant or troop evaluation forms for distribution on the day of the event. (See "Reference Examples: Sample Event Evaluation Form").

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

Day of the Event

- Arrive early and check in with your facility contact.
- Have your event committee all wear the same color or shirt, or identify them with a special name tag.
- Post any needed directional signs or schedules.
- Set up a first aid and/or refreshment area if needed.
- Set up an arrival/registration table.
- Have all the necessary supplies handy, i.e. pencils, name tags.
- Collect troop roster sheets upon arrival.
- Is there written information that needs to be distributed to the participants i.e., schedule, map, evaluation forms, cleanup process?
- Have a plan in place for late arrivals or early departures.
- Collect Event Evaluation Forms as they leave.
- Acknowledge any guests or dignitaries present at the beginning or end of the event.
- Enlist girls to help tidy up. Girl Scouts always leave a place better than they found it.
- If an emergency results in media contact, please refer to the Media Information Sheet with instructions to hand out to the media.

Within 2-3 Weeks After Your Event

Financials - For Treasurer

- All financial forms can be found on the Crossroads website.
- Make photocopies of all of your expense receipts
- Turn in all **ORIGINAL RECEIPTS** for reimbursement to treasurer and submit with completed Payment Request Form **within 3 weeks of the event**. All payment requests must be approved and signed by the event organizer and/or event treasurer before submission to the service unit treasurer.
- Prepare Crossroads Final Finance Report and submit one copy to SU treasurer.
- Keep copies of all receipts, budget, and financial report for your records.

For Program Support Manager

- All event forms can be found on the Crossroads website.
- Compile event evaluations and complete Event Evaluation Summary
- Personal Evaluation: Write a brief personal evaluation of the event including successes, struggles, and anything else that would be useful to someone planning a similar event.
- Program Details: Compile details about program information, schedule details, activity descriptions (information that would be useful for others planning a similar event).
- Keep the Roster of Attendees for your records for one year.
- Submit the following to the Program Support Manager. **Submit all electronically to** **crossroadspsm@gmail.com**
 - Event flier
 - Event Evaluation Summary
 - Personal Evaluation
 - Program Details
 - Crossroads Final Finance Report
 - Patch picture (if applicable)
 - Copy of confirmation emails and registration information sent to registrants

Wrapping it all up

- Follow-up with patch distribution, if needed.
- Return borrowed equipment.
- Write thank-you letters to donors who sponsored the event, volunteers or anyone that helped.
- Celebrate your success!

Event flier Guidelines

- Must include:** Girl Scouts of Northern California, Crossroads Service Unit and the troop number.
- If applicable, indicate if the event is a Bronze, Silver or Gold award project.
- Who:** What age levels is it for? Are chaperones required or is it drop-off?
- What:** event name and a brief description. Include what kind of event it is (a dance, a Thinking Day event, etc.) and what journeys or badges may be earned or partially earned by participating.
- If this is a money earning event, this must be stated specifically on the flier. See "Additional Information: Money Earning Activities" for more details.
- When:** include month, day, time.
- Where:** location name and address, city and zip code.
- Costs:** Include cost per girl; cost per adult; what is included with cost. Be specific and clear about the costs associated with the event, as well as whether fees are non-refundable and under what conditions.
- Registration Limits:** any limits on attendance (e.g., "limited to 100 girls and adults"). If it is a lottery registration, state it on the flier.
- Registration Deadline:** usually 2-3 weeks before your event. Establishing a deadline well in advance of the actual event will help you with your planning, especially if there is a minimum of participants in order for the event to take place. Have a process in mind to handle the registration priorities by postmark, if necessary.
- Cancellations and refunds:** Determine the event's cancellation/refund policy well in advance of registration. State your policy clearly on the registration form. Crossroads policy is no refunds unless the event is canceled by the service unit.
- RSVP** – Include how the registration should be submitted (mail or e-mail or both) and to whom.
- Contact name, email, and/or phone number:** Person to call with questions – usually event organizer. If contact is a girl, specify: "Contact Senior Girl Scout, Jane S."

Detachable Registration Form (If not using Cheddarup)

- Restate event name and date
- Include spaces for: troop number, contact name, email address, phone number, mailing address (if needed, e.g. to mail patches after an event).
- Number of girls attending (x cost per individual girl) = total due for girl registration.
- Number of adults attending (x cost per individual adult if needed) = total due for adult registration
If no fees for adults, space for number of adults attending (needed for Adult/Girl ratios and to insure you don't exceed building/location capacity).
- Total amount due**
- Payment Information: Checks payable to "Crossroads Service Unit" Include the phrase, "One check per troop."
- Submitting Event registrar or organizer name, email address and phone number.

- Registration deadline (is it “first come-first serve? lottery? until filled? expected to fill quickly, register early?) Choose your words carefully.

Style Suggestions

- Keep it neat and simple: Include just the important information. Avoid clutter.
- Emphasize the important items: Use larger fonts, bolded statements, prominent placement.
- Fonts should be simple and easy to read. Font size should be large enough to read easily.
- Graphics enhance a flier. Use one that supports your theme. **Use only images or graphics you have permission to use.**
- Proofread: review the flier before it is sent to the service unit.

Additional Information

Money Earning Activities

Money earning activities are activities that are planned and carried out by girls and supported by adults to earn money for the group treasury. The income from group money-earning activities is used to support group program activities including award projects. Troops are allowed to participate in a money-earning activity to earn additional funds if the group has obtained permission from council (link to form is on the crossroads website). Council may not approve your money earning event if you have not already participated in Fall Product or Cookies Sales or if your money earning event competes with these fundraising activities.

If your event is a Money Earning Event, you must submit a Money Earning Application for GSNorCal approval. GSNorCal monitors the types of money earning projects completed by girls, what the girls' plans are for using the money, and collects data on what the program benefits for girls are in participating in the activity in order to maintain its non-profit status.

Money Earning - Information for Event flier

The purpose of a money earning event must be stated specifically on the event flier and must include a description of what the funds will be used for (e.g., “This is a money earning event to support our troop trip to the Galapagos Islands.” or “This is a money earning event to support our Bronze/Silver/Gold Award project.”).

Collecting Donations

Troops/girls CAN provide community service to another organization by collecting supplies to aid the organization or distributing information related to the organization's mission at the event. However, Girls Scouts CANNOT raise funds for another organization and cash CANNOT be given directly to the organization.

If collecting physical donations at an event, the charity or organization should not be named specifically. Rather, state the organization's mission: “Troop 12345 is collecting donations to a local organization that provides comfort kits for the homeless in our community.”

Girl Scout Activity Insurance

Every registered Girl Scout and adult member is covered under the basic insurance plan (Mutual of Omaha). The entire premium cost for this protection is borne by GSUSA. This insurance provides up to a specified maximum for medical expenses incurred as a result of an accident while a member is participating in an approved, supervised Girl Scout activity, after the individual's primary insurance pays out. This is one reason that all adults and girls should be registered members. **Non-registered parents, tagalongs, (brothers, sisters, friends), and other persons**

are only covered by insurance if they are registered to attend a Girl Scout Event or meeting and are on the roster for that event or meeting. This is why it's so important to have a roster for each event and track who is there. Additional insurance can be obtained from council for extended travel trips (3 days or more).

Product Sales Reward Cards

Girls may use Fall or Cookie Rewards as payment for service unit camp or event fees. Please accept these credits as you would money. The council will reimburse the total amount redeemed for your camp/event fee for each girl submitting credits. Reward cards cannot be used by adults. Use the Reward Card Payment Form when submitting payments to the service unit treasurer. Note - Card values can be checked at www.mercury-gift.com

Event Program

Program and Activities

Programming (activities) for the event should be chosen keeping the number of participants, their ages, and their abilities in mind. Activities planned should be FUN, challenging, and in keeping with the theme or purpose of the event. While planning the event activities, consider:

- If troops will need to prepare something for the event like SWAPs or a skit. They will need the information far enough in advance so that they have at least 3 or 4 meetings to prepare.
- If there are rules (do's and don'ts) for the event. If so, publicize them clearly in advance.
- How you will communicate with attendees at your event. Depending upon the space, you may need to use a loudspeaker system to talk to large groups. If microphones are not available at your event site, check with your service unit to see if there is a portable PA system you can check out.
- That events should have a definite opening and closing ceremony. Participants should know for sure when the event is about to begin and when it is at an end. Be clear and concise in your instructions to participants. Do not assume that people know what you expect of them.
- Participants should be divided into small groups for activities.
- Colored bracelets, different name tags, etc. are good means of determining groups.

Scheduling

- Allow time for setup before registration begins.
- Provide a printed Schedule of Events/Agenda. These should be clear and available to all participants.
- Allow at least 30 to 45 minutes for registration before the event opening. Publish the beginning and ending registration time. FOR CAMPING- Allow several hours for arrival and setup before the first activity is scheduled to begin - particularly if troops need to pitch tents and/or cook meals.
- Activities should begin and end on time as much as possible. Keep in mind the distances people need to travel when planning the starting and ending times.
- All activity leaders should be in place, with all required material, at least 30 minutes before the activity is scheduled to start.
- Allow time for groups to move from activity to activity. The larger the group, the longer this will take.
- Be sure activity leaders know how much time they have and can identify the signal to change groups.
- Plan "flex" time into the schedule – just in case things run behind. An easy way to do this is to allow more time than you need for lunch/dinner or the closing ceremony.
- Plan in some quiet time for rest and relaxation. All-day events (including travel time from home) are long days for girls. Weekend events need rest time planned in as well.

- Remember to allow time for clean-up and evaluations.

Food

If meals/snacks are to be part of the event, consider the following:

- Who will provide the meals? Who will plan the menu, buy food, cook and clean up? It should be someone who does not have any other responsibilities at the event.
- Be sure to include a "dietary restrictions" line on the registration form.
- Where will the food be stored (i.e. refrigerator, coolers, etc.)?
- Allow time for preparation, eating, and clean-up.
- What provisions have been made for garbage disposal?
- If troops are bringing lunches, have a designated place for these items to be stored in an orderly fashion.
- For Camp: Anyone wishing to use the dining hall kitchen must have a food handler's certificate.
- Ensuring an allergy-friendly and nut-safe environment is required!

Health and Safety

Event Site Checklist

When choosing a location for your event, be sure to consider the following items:

General Site:

- Is the site easily accessible to all, including those with disabilities?
- Is there enough parking for the expected number of vehicles?
- Is the proposed site safe (free from obvious hazards,) secure and clean?
- Is the site well-lit (especially if the event extends past dusk)?
- Will the site be suitable in all weather conditions, or is there a rain check policy?
- Does site require a 'facility use form'? If so, file and obtain approval for use.

Building/Activity Area:

- Is the space large enough for the maximum number expected?
- Is the area large enough for the planned activities? Is the area properly ventilated and heated?
- Are there at least two exits (from the building)? Are the emergency exits functioning, easily accessible, adequate, and well marked?

Site Facilities:

- Does the food preparation area meet state and local standards? Is there enough potable water for the expected participants?
- You may want to have people in the event area to help participants find their way to restrooms, registration areas, and activities.
- Are there enough toilets and sanitary facilities for the expected attendees? (Are port-a-potties needed?)

Your Planning:

- Who is the person to contact when making arrangements? Make sure the arrangements are clear; including date, times, cost, facilities you can and cannot use, available equipment, and what services are provided. It's best to obtain written confirmation with all the details.
- Is there First Aid equipment on hand? If not, you must provide it.
- Establish that site has required certificate of insurance on file
- What are your contingency plans for inclement weather?
- Have you planned for proper recycling or disposal of all waste materials and site clean-up?
- The safety rules specific to the event activities must be posted, understood and practiced by all.

Health and Safety Guidelines

First Aiders should be aware of the guidelines and instructions in the GSNorCal Health and Safety Plan for Activities and Events. Meeting the health and safety needs of ALL participants at an event must be the number one priority of an event planner. Please review the areas listed below in order to ensure that all safety guidelines have been met.

- Ensure adult-to-girl ratio.
- Review and follow Safety Activity Checkpoints for event.
- Provide additional insurance if needed; ask service unit for information and assistance.
- When using vehicles other than personal ones, check with council for required coverage.
- Establish an emergency plan for participants and communicate information (including nearest hospital).

Safety Guidelines and Compliance

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

- Arrange for proper adult supervision of girls. Your group must have at least two unrelated, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girls. Adult volunteers must be at least 18 years old and must be screened by your council before volunteering. One lead volunteer in every group must be female.
- Get parent/guardian permission. When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girls to participate.
- Report abuse. Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girls is also forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting. Please reference the California Mandated Reporting Training for further information and guidelines. This training is required for all adult volunteers.
- Be prepared for emergencies. Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families.
- Travel safely. When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears her seat belt at all times, and adhere to state laws regarding booster seats and requirements for children in rear seats.
- Ensure safe overnight outings. Prepare girls to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girls and women. During family or

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parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girls rather than in staff areas.

- Role-model the right behavior. Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girls. Do not carry ammunition or firearms in the presence of girls unless given special permission by your council for group marksmanship activities.
- Create an emotionally safe space. Adults are responsible for making Girl Scouting a place where girls are as safe emotionally as they are physically. Protect the emotional safety of girls by creating a team agreement and coaching girls to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
- Ensure that no girl is treated differently. Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girls involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.

Sample Flier - Mail In Registration

Girl Scouts of Northern California, Crossroads Service Unit Event and Troop 3XXXXX

Arch - o - ree!



Who: All Crossroads Cadette Girl Scouts are invited to attend
Date: Saturday, September XX, 20XX
Time: 10 am to 4pm
Place: Camp Twin Canyon, 4010 Springhill Rd, Lafayette, CA 94549
Cost: \$10 per girl, \$5 per adult. No refunds for cancellations or no-shows
Includes: Archery instruction, lunch, crafts, event patch. Badge available for purchase
Limit: Event is limited to 50 Cadettes

Shoot on over to beautiful Twin Canyon for a fun-filled day of archery and outdoor cooking. GSNorCal trained Level One Certified US Archery Instructors will work with girls to provide a safe, educational and fun archery experience. The instruction will focus on safety, equipment, technique and lots of opportunities for practice. The day also include cookout lunch, crafts and an event patch. Girls will earn the Cadette Archery Badge. Girls should come with hair tied back, well-fitted clothing that can get dirty, and closed-toed shoes. We're aiming for fun!

Once we receive your registration, all necessary roster and event permission forms will be emailed to you. Adult to girl ratio is required all day long. Health History Forms for all attendees is required at the event. Each troop must submit a Roster of Attendees. All forms will be submitted at check-in and be returned at the end of the event.

Questions? Contact eventorganizer@gmail.com or call/text 925-XXX-XXXX

Archoree! - Saturday, September XX, 20XX

Return registration and one check per troop payable to **Crossroads Service Unit** to:

Event Organizer, XXX Main Street, Dublin, CA 94568

DEADLINE TO REGISTER IS SEPTEMBER X, 20XX

Troop #: _____ Leader: _____

Phone #: _____ Email: _____

_____	Number of girls	x \$10 each = \$_____
_____	Number of adults	x \$5 each = \$_____ (limit to Adult/Girl safety ratio)
_____	Number of Cadette Archery Badges	x \$3 each = \$_____
		\$ _____ Total amount enclosed

Sample Flier - PowerPoint

Sample PPT Flyer

**GIRL SCOUTS OF NORTHERN CALIFORNIA
CROSSROADS Service Unit 309**

Adult Volunteer Winter Paint Night

When: Friday, January 15, 2021

Time: 6:00 - 8:30pm

Location: Virtual (Zoom link will be provided)

Cost: \$2.00 per person

Includes: 2 hour guided painting session

Limit: 100

RSVP: Wed, Jan 13, 2021

Sign up: <https://winter-paint-night-at-home.cheddarup.com>

Join us for a night filled with fun and creativity! Leaders will participate in a two and a half hour virtual guided painting session to paint a winter scene! Give this painting as a gift or hang it up as your own!

Please contact Suzanne Locklear at girlscouttroop32255@gmail.com if you have any questions



Cheddarup Help

Please see this link with instructions on how to get a Girl Scout Cheddarup Account and helpful links.

https://www.gsnorcal.org/content/dam/gsnorcal-redesign/documents/volunteer_resources/troop/cheddar-up-faqs.pdf

Please contact the Program Support Manager for examples of how to setup Cheddarup For Success. Here is a quick checklist:

- Make sure Cheddarup and the Flier match and there is no conflicting information
- Structure your items with how you want to structure the registration process. E.g. If the facility has a max occupancy of 200. Create one item with 200 spots and then add a Question if the attendee is a girl or adult. Or if you can only have 50 girls and 10 adults at the event then create two separate items.
- Collect as much information as you need during registration so you don't need to collect information twice. E.g. Emergency Contacts and Phone Numbers, Food allergies, etc.
- Setup a start and close date under settings so that you don't have to remember to close the event on the final day of registration
- Add a form to collect information that doesn't need to be entered for each participant such as troop number, troop leader, troop leader email, troop leader phone number etc.

Forms

Budget

Girl Scouts of Northern California - Crossroads Service Unit - Event Planning Guide

https://www.gsnorcal.org/content/dam/gsnorcal-redesign/documents/volunteer_resources/risk/trip-roster.xlsx

Event Roster of Attendees

Event Name:		Event Date:	
Troop #:		Troop GS Level (s):	
Leader/Adult in Charge:			

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. **The Emergency Contact listed for each attendee should be someone who is NOT with you at this event.**

Please list names of all vehicle drivers:	License plate number of each vehicle on site:

Name of Attendee	Emergency contact: name & phone # (must be a person NOT attending camp)	Circle One	Health Form	Permission Form	Waiver	Paid
		Girl or Adult				
		Girl or Adult				
		Girl or Adult				
		Girl or Adult				
		Girl or Adult				
		Girl or Adult				
		Girl or Adult				
		Girl or Adult				
		Girl or Adult				
		Girl or Adult				

Event Evaluation Form

This form may be given to troops at the end of the event or put in the registration packets. Ask to have evaluation returned at the close of the event (schedule time in your program for completing evaluations, if appropriate). Customize this form to ask more detailed questions of adult participants or made simpler for younger girls.

Event Name: _____ Date: _____

Troop Level: Daisy Brownie Junior Cadette Senior Ambassador

Please circle responses:

1. Did you and your girls enjoy this event?	Yes	No
2. Were the facilities appropriate for the program and the 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 activity 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 can be improved about the event for next year?

9. Comments? Suggestions?

10 Ideas for the future?

Event Evaluation Summary

Event Name: _____

Event Date: _____

Organizer Name: _____

Email: _____

Address: _____

City & Zip: _____

Other Adults Involved in Event Planning

Name	Email	Position

Other Key Contacts and Resources

Name	Email	Position

Number of Troops Participating: _____

Number of Girls Participating: _____

Number of Evaluations Received: _____

Attach a copy of the evaluation form that participants completed.

For each yes/no question - indicate the total number of yes responses and no responses

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

Positive:

Negative

General comments/suggestions

Ideas for the future

Payment Request

CROSSROADS SERVICE UNIT PAYMENT REQUEST

Request Date: _____

Name: _____ Phone: _____

Address: _____

Event/Program: _____ **Event Date:** _____

REQUIRED Signature of Event Organizer or Event Treasurer <hr/> Sign here	For Bookkeeping Use Only Date paid: Check #:
--	--

Crossroads Payment Request Directions:

1. Complete one payment request per person or Troop.
2. Attach **ORIGINAL RECEIPTS ONLY**. Copies will NOT be accepted.
3. Number your receipts.
4. One receipt per line. (Example receipt number 1)
5. If a receipt has 2 or more item categories, list each category on a separate line, with the amount of each category in the amount column. (See example receipt number 2)
6. **Catagories:** (Choose One per line) **CRAFT, DECORATION, ENTERTAINMENT, EQUIPMENT, FOOD, INSURANCE, OFFICE SUPPLIES, PATCHES/BADGES, PHOTOGRAPHY, PRINTING/COPIES, SITE, SUPPLIES, T-SHIRTS, OTHER**
7. Continue on back of form, if more lines are needed.
8. **The Event Organizer or Treasurer MUST SIGN the request form**

Deposit Slip

CROSSROADS SERVICE UNIT

DEPOSIT SLIP

Submit to Crossroads Treasurer

TODAY'S DATE: _____

EVENT NAME: _____

EVENT DATE: _____

CASH:
CHECKS:
TOTAL DEPOSIT:

Include EVENT NAME & DATE on each check

Event Organizer: _____

Event Organizer Signature: _____

For Bookkeeping Use Only:

Deposit Amount verified by: _____

Date Deposited: _____

CRSU 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 Crossroads (CRSU)
4. Submit the deposit to the Crossroads 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 Deposit total.

CROSSROADS SERVICE UNIT

DEPOSIT SLIP

Submit to Crossroads Treasurer

TODAY'S DATE: _____

EVENT NAME: _____

EVENT DATE: _____

CASH:
CHECKS:
TOTAL DEPOSIT:

Include EVENT NAME & DATE on each check

Event Organizer: _____

Event Organizer Signature: _____

For Bookkeeping Use Only:

Deposit Amount verified by: _____

Date Deposited: _____

CRSU Deposit Slip Instructions:

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