



Girl Scouts Central Maryland

Event Packet

Girl Scouts of Central Maryland

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T (410) 358.9711, (800) 492.2521

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www.gscm.org

03-286
03/08

Introduction

The purpose of this resource is to provide you with some basic guidelines that will help you put on a successful and safe event. Events are planned for a variety of reasons. They can be run at the troop/group level, for one or more troops/groups, service units or council-wide.

Read through the event packet in order to become familiar with the procedures and necessary paperwork for running events. The guidelines and forms will help to ensure that all GSUSA and GSCM policies, procedures and guidelines are being followed.

In order to fully understand these procedures, the volunteer positions of **Event Chair/Director** are defined as follows:

Event Chair: an individual that is in charge of running a simple program or activity with fewer than 500 expected participants; usually with the help of a committee. Please make sure that the Service Team and Membership Specialist are informed about events and event dates.

Event Director: an individual that is in charge of a program or activity with more than 500 expected participants; with the help of a committee of volunteers. Please make sure that the Service Team and Membership Specialist are informed about events and event dates. Please also consult with your Membership Specialist to review the approval process and any other training that might be necessary for events with more than 500 participants.

Event Chairs/Directors can download an *Event Packet* (03-286) from the GSCM web site (www.gscm.org), request one from the Volunteer Resource Center at 410-358-9711, ext 201 or ask their Membership Specialist for one. Event Chairs/Directors must be registered Girl Scouts.

Some events are planned with council support. These events are usually advertised in the Program Department's publications. Please make sure that your Membership Specialist is aware of these events and be sure to work closely with your Membership Specialist and Program Department for assistance and support.

Thank you for volunteering to serve as an Event Chair/Director. If you need further assistance or guidance contact your Service Unit Manager or Membership Specialist. They will be happy to assist you.

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WHAT IS AN EVENT?

A Girl Scout event is a program or activity built around a theme offered to girls at the service unit, cluster, county or council level. It usually starts with a wonderful idea! A troop/group/service unit may put on an event to provide program activities, teach particular skills and/or target a particular age group/level/interest. Somehow you have to get other people excited about the idea and then translate that idea into a successful event. You and your committee will need to decide:

◆ **WHO** will benefit from the idea? Who will be the target audience – older girls, younger girls, mixed age groups, girls who know a particular skill, girls who need to learn a particular skills, girls who share a specific interest, girls from a specific geographic area?

◆ **WHAT** kind of event is it? Events are usually planned given time, budget and staffing constraints. Some examples may include service unit camping weekends, an age level activity like a Brownie Try-It Day/Junior Badge in a Bag, as well as special programs such as mall lock-ins or a large service project.

◆ **WHEN** can the event take place? Take into account the school schedule, adult work schedules, religious holidays, etc. You also need to match the kind of activity to the time of day and to the right season of the year.

◆ **WHERE** can the event be held? Inside or out? Rustic or modern facilities? Open space or subdivided? Church, school, park, etc? Is a stage needed? What about other equipment?

◆ **HOW** can you take advantage of available resources and help? Make sure to use a girl/adult partnership in the planning process. Will leaders need to attend with their troop/group? Will the adults who help with the program be required to have special skills or take training?

Remember, you are not alone! Administrative support can be arranged by your Service Team, Membership Specialist and/or Program Specialist if needed. Open lines of communication with staff and volunteers will help make your event a successful one.

Planning an event involves team work and the ability to attention to details. It also requires volunteers and staff to review current first aid updates, program standards, activity checkpoints and *Safety-Wise* guidelines and procedures.

Note: Some events may be approved for troop/group/service unit money earning purposes. If this is the case, troops/groups must fill out a *Permission for Troop/Group Money Earning Form*.

EVENT FAQ's

The purpose of this resource is to provide you with some basic guidelines that will help you put on a successful and safe event. Events are planned for a variety of reasons. They can be run at the troop/group level, for one or more troops/groups or Service Units or council-wide. Read through the following questions and answers to get you started:

1. Who should you talk to if you are considering planning an event either at the troop/group or service unit level? **Answer:** You should talk to the girls in your troop to find out their interest in helping with an event. You should involve your Service Unit Manager or Service Team if the event is opened up beyond the troop/group level.
2. Will volunteers need special training in order to run a simple event at the troop/group or service unit level? **Answer:** No. Event check lists, descriptions of forms needed and procedures have been outlined in this packet in order to help you with planning and implementing a successful event.
3. If the event involves camping, boating or swimming do I need special training? **Answer:** When any of these activities are a part of your event you will need to check *Safety-Wise* and follow all procedures set forth by the council and by GSUSA to ensure a safe environment for all the participants.
4. If the event is open to an entire county or all registered girls in GSCM such as a Daisy Day, Brownie Try-It Day, Junior Badge in a Bag or level specific encampment who should serve as the event chair? **Answer:** A committee of volunteers will be needed to run most events; one individual, however, should serve as the event chair in order to follow the progress of the event to its completion.
5. Can a service unit hold an event as a money-earning activity? **Answer:** Yes. Service units may hold restaurant nights for the purpose of earning money. In order to do this, the Service Unit Manager must request permission through their Membership Specialist.
6. Do we need approval to run events? **Answer:** No formal approval is required at the troop/group or service unit level. Service Teams should, however, discuss the types of events that they are interested in running with the leaders/girls in the service unit and should keep their Membership Specialist informed of all events and event dates.
7. When is a Level 2 first aider required? **Answer:** A Level 2 first aider is required when more than 200 participants are expected at an event and for any programs and activities as specified in the current edition of *Safety-Wise*. You should also check with the council if you are not sure about a specific event/activity.
8. Does GSCM offer both Level 1 & 2 first aid classes? **Answer:** Yes. You can check the GSCM web site at www.gscm.org for a listing of classes. If you need help or assistance you can also call the Membership/Volunteer Services Administrative Assistant at 410-358-9711, ext 221 or the Volunteer Resource Center at ext. 201.

EVENT FORMS LIST

The forms listed below will assist you in planning your event.

- 00-221 *Council Policies*
- 00-600 *GSCM Crisis Communications Plan for Council Volunteers*
- 00-600a *Emergency Procedures Card*
- 02-002 *Parent/Guardian Permission Form*
- 02-207 *Permission for Troop or Group Money-Earning*
- 02-228 *Request for Certificate of Insurance*
- 02-828 *Resource Packet for Trips and Travel*
- 02-1617 *Budget Worksheet*
- 03-286 Event Packet
 - What is an Event?
 - Event FAQ's
 - Event Forms List
 - Description of Event Forms
 - Event Chair/Director Check List
- 03-286a *Event Approval*
- 03-286b *Event Alert Form*
- 03-286e Event Chair/Director Position Description
- 03-286f Event Committee Member Position Description
- 03-286g Event Bank Account Clarification
- 03-286h *Detailed Cash Record of Income and Expenses*
- 03-286i *Event Evaluation*
- 03-320 *Volunteer Appointment*
- 03-828 *Girl Scout Trip Application*
 - First-Aid Updates
 - Mutual of Omaha Insurance Forms
- 4033-04-1 *Flashpoint Rebate Form*

Description of Event Forms

- 00-221** *Council Policies* – provides a list of GSCM’s policies on financial and money earning policies for troops/groups, service units/clusters and special events; contains procedures and guidelines for recruitment, appointment and release of volunteers.
- 00-600** *GSCM Crisis Communications Plan for Council Volunteers* - establish procedures and standards for the volunteers and staff of Girl Scouts of Central Maryland. It is designed to serve as a frame of reference for training, as well as for providing some internal checklists for practical use. Basically, guidelines are needed so that staff and volunteers can act as a team in difficult times when the eyes of the media and the public are upon us.
- 00-600a** *Emergency Procedures Card* – outlines emergency procedures in the event of serious accident, emergency or fatality; includes after hours phone numbers for volunteers to call in case of an emergency.
- 02-002** *Parent/Guardian Permission Form* – form given to parents/guardians to sign in order to give consent for their daughter to attend a Girl Scout activity/field trip or event.
- 02-207** *Permission for Troop or Group Money-Earning* - all troop or group money-earning activities, excluding the Council Cookie Sale or Council Second Product Sale, must have approval from either the Service Unit Manager or Membership Specialist before participating in them.
- 02-228** *Request for Certificate of Insurance* - a certificate of Insurance is usually required by most corporations or organizations that loan or rent the use of their facilities (building or property); this form is also used when someone wants to be added as an additionally insured entity.
- 02-828** *Resource Packet for Trips and Travel* – guidelines for paperwork needed; important time-lines to get approval for Girl Scout trips/activities.
- 02-1617** *Budget Worksheet* – a tool to assist Troops/Groups/Service Units to compute the expected income and expenses for a particular event; used to help determine the per person cost of an event.
- 03-286** *Event Packet* – a resource that covers the who, what, when, where and how of planning an event; includes frequently asked questions, position descriptions and an event check list to ensure a successful event.
- 03-286a** *Event Approval* – form used when an Event Director is needed; prior approval is necessary for the event.
- 03-286b** *Event Alert Form* - to assist GSCM office staff with phone inquires about your event.
- 03-286e** *Event Chair/Director Position Description* – provides a list of duties and responsibilities for the Event Chair.
- 03-286f** *Event Committee Member Position Description* – provides duties and responsibilities of Committee Members.
- 03-286g** *Event Bank Account Clarification* – provides an understanding of GSCM’s policies on bank accounts.
- 03-286h** *Detailed Cash Record of Income and Expenses* - form to track income and expenses for an event.
- 03-286i** *Event Evaluation* – form used at the end of the event to provide information to council about the event.
- 03-320** *Volunteer Appointment* - a form signed by the Service Unit Manager or Membership Specialist that appoints a volunteer to a specific position for one year.
- 03-828** *Trip Application* – form required for trips/activities specified in the *Resource Packet for Trips and Travel*.
- 4033-04-1** *Council Supported Program (Financial Report Form)* – form used to calculate the 10% rebate due to Girl Scouts of Central Maryland for council supported events listed in Program publications.

Event Chair/Director Check List

Stage 1:

- Discuss event ideas with the service unit and/or council staff.
- Make sure that the Event Chair/Director are registered Girl Scouts for the current membership year.
- Review the list of duties and responsibilities for the specific event with the Service Unit Manager, Service Team and/or Membership Specialist. Review the *Event Chair/Director Position Description* (03-286e).
- Review GSCM's *Council Policies* (00-221) along with *Safety-Wise Standards & Activity Checkpoints*, first aid updates and GSCM's *Crisis Communication Plan* (00-600). Submit a *Permission for Troop or Group Money-Earning* (02-207) to the Service Unit Manager if needed.
- Events with an expected attendance of 500 or more participants will need to get council approval. This can be done by filling out the *Event Approval Form* (03-286a). This form must be turned in to the Membership Specialist **at least 90 days prior** to the event. Please also consult with your Membership Specialist to review the approval process and any other training that might be necessary.
- Submit a *Permission for Troop or Group Money-Earning* (02-207) along with the *Event Approval Form* if the event is also a money earning event.
- Fill out and return the *Event Alert Form* (03-286b) – **two weeks** after approval for the event and at least **60 days** prior to the event.
- Sign the *Volunteer Appointment Form* (03-320) and return it to the Service Unit Manager or Membership Specialist within two weeks.
- Solicit volunteers to serve on the event committee.
- Prepare a proposed budget using the *Budget Worksheet* (02-1617) for the event to be approved by the Service Unit/Council if one has not already been approved.
- A Level II First Aider is required for events with more than 200 participants (girls and adults). Please fill out the *First-Aider Registration Form* (08-1602) and be sure to provide your Membership Specialist/Council with copies of the First Aiders certifications along with form 08-1602.
- Contracts totally \$2,000 or more for leased vehicles or facilities **must** be signed by the Senior Vice President as designated by the Chief Executive Officer for Girl Scouts of Central Maryland.

Event Chair/Director Check List Continued

Stage 2:

- Set up a schedule of committee meetings and inform the Service Team.
- Secure a site for the event.
- Design flyers and advertisements for the event; make sure that enough promotional time is given to ensure the greatest number of participants for the event. Be sure to get council approval for the flyers advertising a money earning event.
- Review the *Event Bank Account Clarification Form* (03-286g) and open up a bank account in the name of the event if needed.
- Have a system in place for collecting registrations and fees for the event, keeping accurate records; turn over fees to the Event/Service Unit Treasurer on a regular basis so that they are deposited within two weeks of receiving them.
- Submit a *Request for Certificate of Insurance Form* (02-228) to the Volunteer Resource Center **at least 30 days prior** to the event if the facility requires one.
- Determine if additional insurance is needed; fill out the appropriate form and submit it to council with payment **at least two weeks prior** to the event.
- Locate the nearest medical facility and provide volunteers with the information for their parent/guardian permission forms.
- Follow all guidelines and procedures listed in the *Resource Packet for Trips and Travel* (02-828) with regards to *Parent/Guardian Permission Forms* (02-002) and *Girl Scout Trip Applications* (03-828).
- Develop an evaluation form for the event participants; girls and adults.
- Be sure to provide volunteers/participants with clear expectations for the event.

Stage 3:

- At the conclusion of the event
- Collect evaluation forms from event participants.
- Schedule a wrap-up meeting with the event committee and be prepared to give an oral report at a service unit meeting or meeting with your Membership Specialist.
- Submit the *Detailed Cash Record of Income and Expenses* (03-286h) to the Service Unit Treasurer/Council within 20 days after the completion of the Event.
- Submit the *Event Evaluation Form* (03-286i) to the Service Unit Manager/Council within 20 days after the completion of the event.
- Mail copies of the *Detailed Cash Record of Income and Expenses* (03-286h) **and** the *Event Evaluation* (03-286i) to your Membership Specialist.
- If your event was a council supported event offered through a Program Department publication you will need to fill out form 4033-04-1 (rebate form).

03-286
04/07

APPENDIX

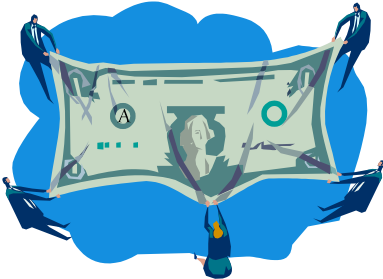
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Bank Account Clarification

- ◇ Event that involve only **one single service unit do not need to open a separate account for this purpose.** Service Units holding events such as a service unit encampment, World Thinking Day, roller skating or bowling event can use their service unit checking account to handles all monies for these types of events.
- ◇ If your event involves two or more service units or events that allow registrations council-wide, then a separate bank account with the event name specified must be opened. **Policy 3A**
- ◇ Event bank account information, using form number 02-1758, must be sent to the council CFO within 10 days of the bank account being established, changed or closed. **Policy 3A**
- ◇ All bank accounts will be designated “Girl Scouts of Central Maryland (GSCM), Event Name _____.” The council’s federal ID number 52-0780207 must be used when opening the bank account. **Policy 3B**
- ◇ Three signatures are required on the bank account. All volunteers who handle money must be current members of the Girl Scouts of the U.S.A. **Policy 3C**
- ◇ One signature on the account will be a Service Unit Manger, Membership Specialist or Program Specialist. Members of the same family may not be signers on the same bank account. Although three signatures are required on a bank account only one signature is required on a check. **Policy 3C**
- ◇ An event financial report will go to the Membership or Program Specialist within 20 days after the event. The event financial report will be submitted to the Chief Financial Officer (CFO) within 30 days after the event. The event financial report will include an inventory of all items valued individually at \$50.00 or more. **Policy 3D**
- ◇ The use of monies in the service unit/cluster accounts must be approved by a quorum of those present at a designated meeting, of which prior notification must be given to the entire service unit/cluster. A quorum is defined as one more than 50% of those present. **Policy 2F**
- ◇ Contracts totally \$2,000 or more for leased vehicles or facilities **must** be signed by the Senior Vice President as designated by the Chief Executive Officer for Girl Scouts of Central Maryland. This is in accordance with GSUSA guidelines as outlined in *Safety-Wise*.

Should any questions arise, feel free to contact your Membership Specialist for assistance. Thank you for your support in running events for the girls and the Girl Scouts of Central Maryland.

BUDGET WORKSHEET


ESTIMATED EXPENSES:

- 1) Total item expenses: (# people x cost of item a) + (# people x cost of item b) + (# people x cost of item c) = Total item expenses
- 2) Total estimated expenses: (Total item expenses) + (Sum of all fees & supplies) = Total estimated expenses.
- 3) Per person cost of the event: Total estimated expenses ÷ estimated # of people = Per person cost of the event (Don't forget to include staff, helpers, and tagalongs when appropriate)

ESTIMATED EXPENSES	COST
Consultant's Fee (person paid for a service)	\$
Honoraria (Cost for guests)	\$
Food & Beverages:	
Training sessions	\$
At the event	\$
Office Supplies:	
Paper; envelopes	\$
Pens; pencils	\$
First Aid Supplies	\$
Training Supplies	\$
Program Supplies:	
T-shirt/hat/bag (list cost of each item separately in final report)	\$
Patches	\$
Earned recognitions	\$
Crafts	\$
Facility Rental Fee	\$
Postage	\$
Bus/Transportation Costs	\$
Printing/Copying	\$
Insurance	\$
Give-aways/Prizes	\$
Thank you gifts and Awards	\$
Miscellaneous Expenses (List separately)	
	\$
	\$
	\$
Total Expenses	\$



ESTIMATED INCOME: Base income estimates on 80 % of the anticipated number of participants times the fee for that group (adult, girl, tagalong, etc.)

ESTIMATED INCOME	\$
Fees:	
Girls	\$
Adults	\$
Event Staff/Volunteers	\$
Tagalongs	\$
Special Fees	\$
Grants	\$
Donations	\$
Other Miscellaneous Income	\$
TOTAL ESTIMATED INCOME	\$



the

BALANCE: The balance is equal to the difference between the estimated income and the estimated expenses.

1. If the balance is negative (total expenses exceeds total income) you need to do some more planning. Participant fees may have to be increased. Expenses may have to be reduced. Service may have to be reduced.
2. If the balance is positive (total income exceeds expenses) you might want to reassess the amount you are charging for event.

ESTIMATED INCOME	\$
ESTIMATED EXPENSES	- \$
BALANCE (estimated income minus estimated expenses)	\$

The fee for each event is determined by the event planning committee and is based upon:

- (1) The cost of the planned activities and supplies.
- (2) The cost of the use of facilities and any additional insurance needed.
- (3) The number of participants.

Careful budgeting is essential so that costs do not exceed income. Fees should be kept as low as possible so that the event can be available to all girls.

Remember:

1. When making purchases for Girl Scout events don't forget to ask for a discount.
2. Ask businesses for donations to help sponsor the event.
3. Use the Girl Scout tax exemption card when making Girl Scout purchases; this way you will not have to pay sales tax.
4. Make sure to submit the proposed budget to the Service Unit/Council for approval.

02-1617
04/07



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COUNCIL SUPPORTED PROGRAM
Financial Report Form

Event Name _____ Date of Event _____

Person responsible for event:

Name _____ Phone (daytime) _____

Address _____ Phone (evening) _____

City _____ St _____ Zip _____ Service Unit _____

Event Information:

Number of girls registered: _____ Cost per girl _____ Girl Income \$ _____

Number of adults registered _____ Cost per adult _____ Adult Income \$ _____

Total number registered: _____ Total Profit \$ _____ 10% due to Council \$ _____

Please return to: Nelika-Fai Watson, GSCM, 4806 Seton Drive, Baltimore, MD 21215

White & Yellow copy return with Check Pink copy keep for your records.

A/C 4033-04-1 Flashpoint Rebate Jfrost/E-drive/Users/Jfrost/Collaborators



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COUNCIL SUPPORTED PROGRAM
Financial Report Form

Event Name _____ Date of Event _____

Person responsible for event:

Name _____ Phone (daytime) _____

Address _____ Phone (evening) _____

City _____ St _____ Zip _____ Service Unit _____

Event Information:

Number of girls registered: _____ Cost per girl _____ Girl Income \$ _____

Number of adults registered _____ Cost per adult _____ Adult Income \$ _____

Total number registered: _____ Total Profit \$ _____ 10% due to Council \$ _____

Please return to: Nelika-Fai Watson, GSCM, 4806 Seton Drive, Baltimore, MD 21215

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EVENT ALERT FORM

Submit this form to your Membership Specialist within two weeks of receiving the event packet and at least 60 days prior to your event. Copies will be forwarded to the receptionist and other pertinent staff members so that phone inquires can be handled properly.

Service Unit #: _____ Troop #: _____ Membership Specialist: _____

Event Title: _____

Event Location: _____

Directions to the Event: _____

Event Chair/Director's Name: _____

Phone: () _____ - _____ Day () _____ - _____ Evening

() _____ - _____ (cell) E-mail: _____

Event Date: ____/____/____ Time of Event: _____

Fee for Girl Scout \$ _____ Fee for Non-Girl Scout \$ _____ Fee for Adults \$ _____

Registration Starts ____/____/____ Registration Ends ____/____/____

Registration Location/Address _____

Brief Description of the Program: _____

Maximum Number of Participants: _____

Membership Specialist: _____

Please check all that apply:

- | | |
|--|---|
| <input type="checkbox"/> This is a Troop/Group run event | <input type="checkbox"/> This is a Service Unit run event |
| <input type="checkbox"/> This event is offered county-wide | <input type="checkbox"/> This event is offered council-wide |
| <input type="checkbox"/> This event is not a money earning activity | <input type="checkbox"/> This event is a money earning activity |

PLEASE ATTACH A COPY OF AN EVENT FLYER

03-286b
04/07



VOLUNTEER POSITION: **EVENT COMMITTEE MEMBER**

APPOINTED BY: Event Chair/Director
SUPERVISED BY: Service Team/Membership Specialist

OBJECTIVE OF POSITION: Provide additional adult support for the purpose of running events.

RESPONSIBILITIES:

- Help with planning & implementation of events.
- Fill special needs of the Event Committee by serving as one of the following for the event: Registrar, Treasurer, Site Coordinator, Publicity Contact, Supply Coordinator, Set-up or Clean-up Committee, or other positions as determined by the Event Chair/Director.
- Attend and participate in Event Committee meetings.
- Assist in finding the resources needed for the event.
- Complete orientation or training needed for the event.
- Provide any written reports and documentation as requested by the Event Chair/Director or Service Team/Membership Specialist.

QUALIFICATIONS: Membership in Girls Scouts of the U.S.A.
 At least 14 years of age; 18 if handling money
 Understanding of GSUSA & GSCM policies

TERM OF APPOINTMENT: Duration of the planning & completion of the event.

TRAINING: Determined by the duties and responsibilities of the needs of the position. Event Committee members are encouraged to meet with the Event Chair/Director and when necessary the Service Unit Manager and/or Membership Specialist. Committee members will meet on a regular basis in order to complete the work of the committee for the purpose of the specific event.

Note: Volunteer services may be discontinued at any time.



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EVENT EVALUATION

Please complete and return this form and return to your Service Unit Manager and/or Membership Specialist within 20 days of the completion of the event.

Service Unit #: _____ Troop #: _____ Membership Specialist: _____

Name of the event: _____ Today's date: ____ / ____ / ____

Date of the event: ____ / ____ / ____ Location of the event: _____

Name of Event Chair: _____

Address: _____

Street

City

Zip Code

Phone: _____ E-mail address: _____

Type of event (circle one): Day Overnight Weekend

Number of participants: _____ Girls _____ Adults

Please indicate the number of girls per level attending the event:

_____ Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior

What were the desired results of this event?

Were they obtained (circle one): Yes No

If no, what recommendations do you have for future events? _____

Attach a copy of the *Detailed Cash Record of Income and Expenses* (03-386h) and submit both forms to your Service Unit Manager and/or Membership Specialist.

 Event Chair/Director Signature

Date: ____ / ____ / ____

03-286i
 04/07

Guidelines for Girl Scout Trips and Travel

(As outlined in the *Resource Packet for Trips and Travel- 02-828*)

Volunteers should make sure that all appropriate Girl Scout Program Standards listed in Chapter 6 of *Safety-Wise 2000*, pages 62-77 are met.

Level	Event/Activity	Form required	Turned in to	When
All Girl Scout Levels	Trip in the Neighborhood during regular meeting time	02-002 – copy of Parent/Guardian Permission Slip	Service Unit Manager or designee	One week prior to the trip
All Girl Scout Levels	Simple day trip within the state of Maryland	02-002 – copy of Parent/Guardian Permission Slip	Service Unit Manager or designee	One week prior to the trip
All Girl Scout Levels	Multiple troop events, service unit events and council sponsored/directed events within the state of Maryland	02-002 – copy of Parent/Guardian Permission Slip	Service Unit Manager or designee	One week prior to the trip
One night – Daisy; one or two nights all other levels	A simple overnight; one or two nights within the state of Maryland	02-002 – copy of Parent/Guardian Permission Slip	Service Unit Manager or designee	Two weeks prior to the trip
All Girl Scout Levels	All day trips & simple overnight trips taken out of the state of Maryland	02-002 and 02-828 – Application for a Girl Scout Trip	Service Unit Manager or designee	Two weeks prior to the trip
Junior through Senior Girl Scouts	Three Nights or more, in or out of state; within the continental United States	02-002 and 02-828 – Application for a Girl Scout Trip	Membership Specialist; Program Specialist	Four weeks prior to the trip; Savannah – 6 - 12 months prior
Girls 14 years of age and older	International travel	04-800 – International Travel Packet	Membership Specialist; Program Specialist	Two years prior to the trip; Level II First Aider needed

First Aid Certification - A Level II First Aider is required for all events with more than 200 participants and any other events as specified in the current edition of *Safety-Wise*.

Signing Contracts - Girl Scout volunteers are authorized only to sign agreements or contracts for facilities, chartering vehicles, vessels or aircraft costing **less than \$2,000**. All transportation and facilities contracts and agreements **over \$2,000** must be signed by the Senior Vice President of Girl Scouts of Central Maryland as designated by the Chief Executive Officer of Girl Scouts of Central Maryland.

02-828
04/07



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 T (410) 358.9711, (800) 492.2521
 F (410) 358.9918
 www.gscm.org

Parent/Guardian Permission Form

SU #: ____ Troop #: ____ Level: Daisy Brownie Junior Cadette Senior Ambassador Juliette

NAME OF THE EVENT _____ DATE ____/____/____

LOCATION _____

MEETING PLACE (Address) _____

DEPARTURE TIME _____ RETURN TIME _____

NAME OF ADULT IN CHARGE: _____

COST PER GIRL \$ _____ COST PER ADULT \$ _____ TROOP IS PAYING \$ _____

METHOD OF TRAVEL ____ Car ____ Bus ____ Train ____ Plane

CAMPSITE/HOTEL/LODGING INFO: _____

NEAREST MEDICAL FACILITY: _____ PHONE: _____

EMERGENCY CONTACT DURING THE EVENT: _____

PHONE NUMBER: _____ DAY _____ EVE

FIRST AIDER _____ TYPE OF CERTIFICATION _____

ADULT CERTIFIED IN TROOP CAMPING (when required) _____

Troops or groups traveling to and from Girl Scout events must adhere to the driving/seatbelt/First Aid standards and checklists in SAFETY-WISE. CERTIFICATE OF INSURANCE MUST BE ON FILE AT GIRL SCOUTS OF CENTRAL MARYLAND FOR ALL BUSES LEASED FOR GIRL SCOUT ACTIVITIES.

← RETURN THIS HALF OF FORM TO LEADER OR EVENT COORDINATOR BY ____/____/____ →

My daughter _____, has my permission to participate in the field trip to _____ on ____/____/____. I agree that my daughter is in good health and may participate in this activity. I give my permission for medical treatment if necessary. I agree that she will not attend this event if she should become ill or exposed to a contagious disease. I also give my permission for her to be photographed for publicity purposes.

During the event I can be reached at:

Location _____

PHONE NUMBER: _____ DAY _____ EVE

Cellular Phone _____ Pager Number _____

If I cannot be reached in an emergency, please contact (print information):

Name _____ Relationship to child _____

PHONE NUMBER: _____ DAY _____ EVE

Cellular Phone _____ Pager Number _____

I understand that Girl Scout activity insurance is secondary to any personal insurance I may have.

Parent/Guardian _____ PRINT NAME _____ SIGNATURE _____

Date ____/____/____



Girl Scouts of Central Maryland
 4806 Seton Drive
 Baltimore, MD 21215-3247
 T (410) 358.9711, (800) 492.2521
 F (410) 358.9412
 www.gscm.org

REQUEST FOR CERTIFICATE OF INSURANCE

A certificate of Insurance is usually required by most corporations or organizations that loan or rent the use of their facilities (building or property). To request a Certificate of Insurance please complete this form and mail at least thirty (30) days prior to the event to:

ATTN: Volunteer Resource Center Coordinator
Girl Scouts of Central Maryland
 4806 Seton Drive
 Baltimore, MD 21215

Each Line must be filled in and please be sure to use the correct corporation or organization name.

Requestor Information:

Date Submitted: ___/___/___ Troop Number: _____ Service Unit Number: _____

 Name Phone Number

 Street Address

 City, State, Zip

Event Information:

Event Start Date: _____ Event Start Time: _____ Number of Girls: _____

Event End Date: _____ Event End Time: _____ Number of Adults: _____

 Purpose

Additional Insured: _____

Certificate of Insurance should be mailed to:

Attention: _____

Organization: _____

Address: _____

Phone Number: _____ Fax Number: _____

Mail copy to requestor? _____

FOR OFFICAL USE ONLY		
Date Received: ___/___/___	Date Ordered: ___/___/___	Date Returned: ___/___/___

02-228
 06/03



GIRL SCOUT TRIP APPLICATION

Date Application Submitted: ____/____/____

Adult in Charge: _____ Service Unit #: _____ Troop/Group #: _____

Address: _____
 Street City State Zip Code

Phone: (Home) _____ (Business) _____ Email: _____

Destination and Purpose: _____

Campsite/Hotel/Lodging: _____

Date & Time of Departure: _____ Date & Time of Return: _____

Girl Scouts Attending: Daisy ____ Brownie ____ Junior ____ Cadette ____ Senior ____ Ambassador ____
 Adult: Female ____ Male ____

Non-Girl Scouts Attending: Girls ____ Boys ____ Adult Females ____ Adult Males ____

First Aider _____ Type of Certification _____

Camping Certified Adult _____ Type of Certification _____

Emergency Medical Facilities _____ Phone _____
 Name Address

Lifeguard (Water Activities Only) _____

Method of Travel - To and From Event: _____ Company's Name: _____

Method of Travel During Event: _____ Company's Name: _____

CERTIFICATE OF INSURANCE MUST BE ON FILE AT GIRL SCOUTS OF CENTRAL MARYLAND FOR ALL BUSES LEASED FOR GIRL SCOUT ACTIVITIES (Council Approval needed; council signature needed for contracts over \$2,000). Submit a brief itinerary of your trip with your trip Application

Emergency Contact Person _____

Address _____
 Street City State Zip

Telephone: Home: _____ Business: _____

Budget: Cost of trip \$ _____ Cost per girl \$ _____ Cost per adult \$ _____ Troop/Group Contribution \$ _____

Has troop/group applied for Grant? __Y__N

Statement of Driver(s): I have a valid driver's license __Y__N I have automobile insurance __Y__N

Troop Leader: _____ /____/____

Print Name Signature Date

Service Unit Manager: _____ /____/____

Print Name Signature Date

Membership Specialist: _____ /____/____

Print Name Signature Date

White Copy – Service Unit Manager or Designee
 Yellow Copy – Membership Specialist/Council
 Pink Copy – Troop Leader

