



SPECIAL EVENTS & MONEY- EARNING

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GIRL SCOUT FUNDAMENTALS

This manual is for individuals, service units, troop leaders, girls seeking highest awards, Trefoil Adventure members, and other volunteers who plan Girl Scout events and money-earning activities (identified hereafter as “Troops/Groups”). This manual contains information and tools to assist you in all stages of the event planning process. This manual also reviews useful Girl Scout information regarding Girl Scout programming, standards, and procedures. It is important to follow Girl Scouts of the USA (GSUSA) and Girl Scouts of Central Maryland (GSCM) policies, standards, guidelines, and procedures; including, but not limited to [Volunteer Essentials](#) as well as [Safety Activity Checkpoints](#).

Councils are responsible for seeing that all activities are planned and carried out to safeguard the health, safety and general well-being of the participants. As such, certain procedures have been put into place to ensure that the volunteers who conduct activities with girls are aware of the policies, practices, and procedures, they must follow. When deemed necessary to ensure the safety and general well-being of girls and volunteers, Council Leadership may elect to offer programming through the council program team, or other means deemed necessary, that is not otherwise permitted to be offered by volunteers, including but not limited to Service Units, leaders, troops and volunteers.

When it is safe to do so, responsibility is delegated by the corporate council body to Leaders, Event Directors, Service Unit Managers, Service Unit Event Coordinators, etc., as appropriate to meet the needs of the organization. The decision to approve or deny any application for a Special Event or Money-Earning Activity is the responsibility of designated group of council staff, comprised of members of the Membership & Retention Department and the Youth Program Development Department.

All events must:

- Follow GSUSA and GSCM policies, practices, and procedures;
- Meet Safety Activity Checkpoint standards;
- Be appropriate for the grade level group for which it is planned;
- Provide positive learning experiences;
- Offer opportunities for girls to get to know people outside their troop;
- Meet the goals of the Girl Scout Leadership Experience (GSLE);
- Include girl/adult planning when appropriate;
- Pay for itself but not limit participation due to cost; and
- Provide a maximum potential for FUN!

THE BENEFITS OF GIRL SCOUT EVENTS

Girl Scout events offer several benefits to both girls and adults. Girl Scout events provide:

- The opportunity for girls to meet with other Girl Scouts outside of their troop;
- Leadership opportunities for girls and adults;
- A chance to try an activity that a girl might not experience in a traditional troop setting;
- An opportunity for girls to serve as role models for each other;
- An opportunity to promote retention; and
- A chance to recruit new members.

When planning activities with girls, note the abilities of each girl and carefully consider the progression of skills from the easiest part to the most difficult. Make sure the complexity of the activity does not exceed girls' individual skills—bear in mind that skill levels decline when people are tired, hungry, or under stress. Also use activities as opportunities for building teamwork, which is one of the five outcomes for the connect key in the Girl Scout Leadership Experience (GSLE).

SO, WHAT IS A SPECIAL EVENT?

A special event is defined as an event organized by Girl Scouts generally for Girl Scouts and meets any of the following criteria:

- Events that include four, or more, troops that require a sign up or registration process are considered a Special Event.
- Events that take place as part of Take-Action Projects or Highest Awards Projects which occur outside of the standard troop meeting and include an additional money-earning component.
- Events that do not accept payment, make a profit, or make less than \$250 will not be counted against the money-earning activities limit and may be permitted during council-sponsored product program.

WHAT IS NOT A SPECIAL EVENT?

If the event is organized by another organization, including but not limited to, a community parade or a community clean-up, it is NOT a Girl Scout Special Event and therefore there is no need to request permission from Council to participate in the event. However, the volunteer coordinating participation by girl members and other volunteers, should CAREFULLY review the event organizer's paperwork, being especially wary of requests for liability waivers. If a liability waiver is required, parents/guardians must be made aware of that before their Girl Scout participates and each parent/guardian must complete the liability waiver on behalf of her/his Girl Scout. Girl Scout volunteers are not permitted to unilaterally waive liability on behalf of parent/guardian or the organization. Liability waivers that waive any rights of Council must be executed by the CEO of GSCM and therefore must be submitted to membercare@gscm.org. Additionally, the execution of a liability waiver or permission form of another organization does not eliminate the need for GSCM permission forms. All GSUSA and GSCM policies, procedures, and guidelines must always be followed.

WHO MAY ORGANIZE A SPECIAL EVENT OR MONEY-EARNING ACTIVITY?

- Troops (Junior-Ambassador Girl Scouts)
- Service Units (a group of adults hosting events for girls and/or adults)
- Individuals (Destinations Travelers and Gold Award Candidates hosting MEAs for their project/trip)

All Special Events and Money-Earning Activities require approval by Girl Scout of Central Maryland staff. Collaborations are when two or more troops collaborate and share expenses for item such as bus rentals, or to meet required program minimums. One troop exchanging funds with another troop for the purpose of expense sharing is not considered a special event or money-earning activity.

DEVELOPING QUALITY GIRL SCOUT PROGRAM ACTIVITIES

When working to plan activities for Girl Scouts, you must work to ensure that you provide a quality program to all participants. Keep in mind, that the primary purpose of a special event is to enhance the GSLE. Accordingly, the special event you seek to offer should focus primarily on girls learning to take the lead and enhancing their understanding of the Girl Scout Law. The primary purpose of your special event should not be to generate a large profit. If your troop or group needs money for an experience, you should actively participate in both council-sponsored product sale programs.

Here is a list of questions to ask when trying to determine if the activity provides a quality Girl Scout experience. If the answer to any of the questions is no, you and your girls will want to consider modifying the activity or possibly abandoning it all together.

- Does the activity support the Girl Scout Leadership Experience (GSLE) outcomes?
- Does the activity reflect the values of the Girl Scout Mission, Promise, and Law?
- Does the activity provide an opportunity for personal growth, exploration, and discovery?
- Does the activity involve girl-planning and input?
- Does the activity provide a positive learning experience?
- Does the activity support the event's purpose and goals?
- Is the activity SAFE?
- Is the activity appropriate for the targeted Girl Scout grade levels and their current abilities?
- Is the activity fun, challenging, flexible and valuable?
- Is the activity led by well-trained and enthusiastic volunteers or staff?
- Is the activity consistent with girl progression guidelines?

PROHIBITED DATES

During the Girl Scout year there are specific times during which Money-Earning Activities may not be scheduled. These Council blackout periods are defined as the time between council product program (Cookies and MagNut) start date and end date.



EVENT PLANNING STEPS

Step 1 Assessment/Event Ideas

Assess the needs and interests of your audience. This may be done both formally through surveys, and informally by asking people such as volunteers, leaders or girls. Assessing needs and interests is a critical first step towards purposeful programming.

Step 2 Goals

Once you have a sense of your audience's interests and needs, begin to clarify your goals for the event. Establishing goals and objectives will guide your troop/group in the planning process.

Consider the following as you establish your goals:

- Who is your audience? The entire council? A particular service unit? Which Girl Scout level(s)?
- What are you trying to accomplish? Do you want to educate? Analyze a problem? Make a group feel involved? Build enthusiasm? Earn badges? Money-earning?
- What specific need(s) is your program addressing?
- Are girls involved in the planning/facilitating of the event? Are those preparing to offer the program really interested in, and excited about, offering the program?

Step 3 Brainstorming

Brainstorm ideas that are designed to meet your audiences identified needs, interests, and goals. Discuss the feasibility of programs, available resources, special requirements, and conflicts of possible duplication in programs. Brainstorming is often one of the best ways for a group to come up with ideas for general programming and publicity gimmicks. Also, consider whether your program ideas are inclusive of many/all girl members. While we rarely meet all girls' needs in one program, we should strive to be as inclusive as possible in our efforts.

Step 4 Safety

Consult Volunteer Essentials & Safety Activity Checkpoints to make sure that your event is appropriate, allowable, and safe. Do you have enough adults? Can you safely carry out your plan? Are insurance needs met? Permissions are granted?

Step 5 Resources

Now that you have a general concept for your event, check your resources:

- Is there enough support in the organization for the event?
- Are there enough people to complete the necessary responsibilities?
- Is it worth the estimated cost?
- Can it be done (and done well) in the time allotted?

Step 6 Initial Planning

Begin planning by selecting a date, requesting space, creating a timeline, and starting necessary paperwork (e.g., contracts).

- Identify possible dates and then select the best one(s). Consider time needed to organize and publicize. Determine any date conflicts, such as product sales (including boothing), community events, holidays, weather, other programs, etc.
- Determine the anticipated attendance – this will allow you to secure the most appropriate location and can help you estimate costs more effectively.
- Look for facilities/space for the program. Consider all your options and be sure to check early because your top choice may already be reserved.
- Consider who will be involved in the planning, implementing, and evaluation of the event.
- Identify the special needs of the event (e.g., equipment, parking, stage, insurance, sound, etc.).

Step 7 Budgets

- Does the troop/group/individual hope to earn a profit?
 - All events that accept payments are considered Money-Earning Activities – even with no profit expected – but if you hope to turn a profit, consider how much you hope to earn?
 - If a profit is not one of your goals, is the cost per girl covering the expenses?
- Develop a budget.
 - Use the sample form in the Tips and Tools Section, or create your own.

Step 8 Approval

- Fill out the Special Events and Money-Earning Application and submit it to GSCM for review via membercare@gscm.org. Note that you must submit your request at least thirty (30) days prior to your proposed event and you MAY NOT hold the program until the request has been approved.
- Develop a girl friendly flyer that will garner attention. (See Tips and Tools for samples and requirements.) You must attach any flyer or proposed advertisement to be used to the Special Events and Money-Earning Application.
- Requests for a copy of GSCM's Certificate of Insurance must be indicated on the [Special Event and Money-Earning Event Application](#).
- Facility Use Agreements/Reservation Contracts must be signed by the CEO of GSCM. All agreements and contracts must be submitted with a copy of the contractor's Certificate of Insurance. Ideally, contracts and COIs should be submitted with the Special Events and Money-Earning Application.
- If the special event that your troop/group is planning includes one of the Mid-Risk activities High-Risk activities (as defined in the [Safety Activity Checkpoints](#)), a [Mid-Risk & High-Risk Permission Form](#) also needs to be completed.

Step 9 Advertise

ONCE APPROVED, request that the event to be added to your Service Unit web page, shared on social media or emailed to leaders. If the event is council-wide and not limited to your service unit, click the appropriate box on the application to have the program added to the GSCM events calendar.

Step 10 Confirm Plans

- Finalize room/equipment reservation and setup needs.
- Arrange for needed/additional help (volunteers, girls) and supplies.
- Confirm any performers, speakers, and other contracted services. Keep a copy for your files.
- Plan and organize your group's efforts. Delegate and coordinate each person's responsibilities in advance of the event.
- Consider the worst-case scenarios for your event: what happens if it rains and your event is scheduled to be outdoors? What if the electricity goes out in the middle of the performance? What if attendance exceeds capacity of the space? Discussing possible worst-case scenarios in advance of your event will prime your problem-solving abilities so that on the off chance something like this happens you can remain calm and collected.

Step 11 Implement the Program

- Arrive early; check all set-up needs and confirm that your volunteers know what they are responsible for during the event.
- If your event begins early in the morning, see if you are able to set up the night before. This will relieve stress on the day of your event.
- Meet performer(s) or speaker(s).
- Take care of any last-minute details.
- Introduce the event and identify your organization and any other sponsors.
- Monitor break times; keep event on schedule.
- Be prepared to pay speaker or performer at conclusion of event, if prearranged.

- At the conclusion of the event, cleanup all spaces used and be sure to return any equipment. Remember, Girl Scouts leave a place better than they found it!

Step 12 Post Event – Final Steps

- Send out and collect event evaluations. If your event includes a patch, it is a good idea to have them complete the evaluations on site and give out the patches upon completion of the evaluation.
- Pay any outstanding invoices.
- Deposit remaining registration fees.
- Send thank you letters. Handwritten notes from the girls is better than an email.
- Update event budget with actual amounts
- Submit the Special Event/Money- Earning Final Report within 60 days of event. A link provided with the event approval notification. You will require the event ID Number (SE/MEA- XXXX). Failure to submit final report may hinder future applications for the troop and/or service unit.
- Hold a post event meeting with team to discuss evaluations and make notes for future events.

Reconciliation Guidelines:

A [Special Event and Money-Earning Reconciliation Form](#) must be filed no later than 60 days after an event. After that, the form is delinquent. Troops, Service Units, or individuals that are delinquent in filing their reconciliation forms will have their pending applications for approval held until the requisite reconciliation form is received.

Troops, Service Units, or individuals that are delinquent two (2) or more times per membership year (October 1 – September 30) will also have their pending (previously approved) events or money-earning activities placed on hold until the requisite forms are received.

Service Units with four (4) or more delinquent reconciliations reports within their Service Unit (inclusive of all troops, groups and individuals) will have **all** pending applications for approval (including applications filed by the Service Unit, it's troops or it's individual members) held until all missing reconciliation forms are received.



EVENT PLANNING TIMELINE/CHECKLIST

Most Girl Scout events can be planned and carried out in just a few months or meetings. But just as the size and scope of Girl Scouts vary greatly, so do the events. Some events can be planned in as little as two months and some may take as long as a year. We have given you a twelve-month timeline as a guide to when all the steps need to be covered. This timeline should be altered to meet your needs.

12-9 months before:

- ☐ Choose type or theme of event
- ☐ Read through Safety Activity Checkpoints to determine what safety standards must be followed
- ☐ Prepare your Intent to Hold Special Event/Money-Earning Activity (SE/MEA).
- ☐ Secure site/location (DO NOT make a deposit until your SE/MEA is approved. Contracts must be signed by the CEO of GSCM).
- ☐ Secure all necessary permits
- ☐ Initial planning:
 - Purpose and theme
 - Participants/audience
 - Dates and times
 - Program outline
 - Create a checklist
 - Work on/complete budget

6-9 months before:

- ☐ Create a flyer
- ☐ Make transportation arrangements, if necessary
- ☐ Confirm volunteers to help with the event (will the adult/girl ratio be met?)
- ☐ Complete budget (determine the minimum and maximum number of participants who can attend event)

3-6 months before:

- ☐ Plan specific activities for event
- ☐ Block out a rough schedule of event
- ☐ After approval, distribute flyer(s) to Girl Scout leaders and other Service Units, if needed (two months before event is suggested)
- ☐ Develop registration forms and review registration process
- ☐ Order rentals if necessary (like porta-potties, tents etc.)
- ☐ Line up facilitators, presenters, lifeguards, first aiders, and instructors.
- ☐ Recruit volunteers to work at the event. (This is a good time to get parental involvement)
- ☐ Plan menu and how it will be prepared
- ☐ Create emergency plans for the event
- ☐ Plan for any special arrangements needed for girls and adults with special needs
- ☐ Submit [Special Event/Money-Earning Activity Application](#) via email to membercare@gscm.org. Attach flyer and Initial Budget.

1 month before:

- ☐ Final details planned
- ☐ Reserve equipment and purchase necessary supplies
- ☐ Collect registrations and money, provide updated information, maps etc. (If registration is low, consider reposting on social media sites.)
- ☐ Purchase non-member insurance, if needed

Month of the event:

- ☐ Reconfirm site, transportation, volunteers, caterer, etc.
- ☐ Arrange transport of all equipment and supplies.
- ☐ Make sure all the to-do items are in progress or completed
- ☐ Organize registrations, make sign in sheet, create evaluation forms for both girls and adults
- ☐ Assemble equipment and supplies

Week of the event:

- ☐ Obtain stocked first aid kits
- ☐ Create checklists for the set-up/cleanup crew
- ☐ Prepare an event survival kit (tape [masking, painters, duct, scotch], scissors, pens, sharpies, colored paper, extra registration forms, etc.)
- ☐ Prepare crafts supplies and assemble handout materials
- ☐ Reconfirm everything
- ☐ Pick up reserved equipment

Day Before the event:

- ☐ Buy any food items, if perishable, make sure that they are stored properly
- ☐ Review emergency procedures
- ☐ Set up the site if possible/necessary, be sure to include signs and clear instructions
- ☐ Double check all lists

Day of event:

- ☐ Arrive early and set up supplies/equipment
- ☐ Check-in participants warmly and efficiently
- ☐ Welcome participants, review emergency procedures, instruct where first aid and restroom locations are
- ☐ Maintain a positive attitude, troubleshoot, have fun! Delegate tasks that suddenly occur.
- ☐ Leave site cleaner than you found it
- ☐ Collect participant evaluations
- ☐ File Accident/Incident Reports within 24 hours of an incident to your local service center.
- ☐ Make sure that you thank any guest speakers/instructors. Those extra boxes of cookies or nuts make a nice thank you gift.

The month after:

- ☐ Thank volunteers and give them a token of appreciation
- ☐ Return all borrowed items
- ☐ Pay all remaining expenditures
- ☐ Replenish consumed resources (first aid supplies, etc.)
- ☐ Meet with committee to evaluate event and make recommendations for future events
- ☐ Complete final report.

GIRL SCOUT EVENT IDEAS

- Below is a list of event ideas to help you get started.
- Bagging groceries or gift wrapping for donations (cannot replace a paid employee's regular position)
- Beach Clean-up
- Birthday Party for Girl Scouts
- Breakfast with Santa
- Carnivals
- Car Wash
- Childcare at special events (Babysitting certified)
- Community dinner or breakfast (must have appropriate food license and follow promotion guidelines)
- Concession stand (must have appropriate food license and receive 100% of the profits)
- Cookie Kick-Off
- Cookie or cocoa mix in a jar (must have appropriate food license, if applicable)
- Craft sale (jewelry, art work, scarves, cards, bookmarks, candles or other homemade goods)
- Dog walking service
- Earn a Badge Day
- Earth Day/Hour
- Encampments
- Face painting at community or school events
- Father-Daughter dinner and dance
- Garage sale
- Girl Scout Birthday/Week
- Glitter Tattoo Booth
- Haunted House
- He and Me Events
- Holiday photos
- Holiday Service Project
- Journey Days
- Juliette Low Birthday Celebration
- Leader-Daughter Events
- Make handmade cards for occasions
- Mother-Daughter Tea
- National S'mores Day
- Organize a fall or international festival
- Pancake Breakfast
- Patch workshops
- Picnic
- Pick up litter after sports events
- Powder Puff Derby
- Raking lawns
- Rain-gutter Regatta
- Recyclable drive (i.e., cans, ink cartridges, e-waste)
- Refereeing sporting events
- Sell handmade bird feeder or bird house
- She and Me Event
- Skate or game activity at public venue
- Sock hop or dance in the community (i.e., for the general public)
- Talent/Variety Show
- Tutoring
- Wash neighborhood windows
- World Thinking Day
- Wreath, flower, plant, or tree sale (must be hand decorated/embellishment)
- Contact local clubs (Ladies Clubs, American Legion, Elks, Church, etc.) and let them know you're available to serve and cleanup for their events
- Restaurant Night Outs (SERVICE UNIT/ADULTS ONLY) Restaurants offer local organizations the opportunity to fundraise by donating a percentage of the restaurant sales on a particular day. Girl Scout service units may organize such fundraising events and keep 100% of the money raised. Girl Scouts may wear their uniforms during the event itself. NOTE: If the service unit anticipates earning less than \$250 and the restaurant does not require a tax receipt - the donation can be made out directly to the SU and sent to the appropriate person. If the SU/group anticipates earning more than \$250 and/or the restaurant does require a tax receipt - the donation needs to be made payable and sent to "Girl Scouts of Central Maryland, 4806 Seton Drive, Baltimore, MD 21215. Please fill out and submit the Donation Pass Through form via email to membercare@gscm.org, and the money will be passed back to the benefiting SU/group. See [Volunteer Essentials](#) for more information.

ADULT-TO-GIRL RATIOS FOR SAFETY ACTIVITY CHECKPOINTS

Always refer to [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) for up-to-date information.

	Events, Travel, & Camping	
Girl Scout Grade Level	Two unrelated adults, one of whom is female, for this number of girls:	Plus, one additional adult for each additional number of this many girls:
Daisy	6	4
Brownie	12	6
Junior	16	8
Cadette	20	10
Senior/Ambassador	24	12

Girls with cognitive disabilities may be enrolled as a Girl Scout until the age of 21. Girls should be placed with peers of their same chronological age and wear the uniform of that grade level. Girl Scout grade level is determined by the current membership year, beginning October 1st.

Note: If you are hosting an event that involves more than one Girl Scout grade level, use the younger Girl Scout grade level when determining the required number of adults. For example, if you were planning an event with Girl Scout Juniors and Girl Scout Cadettes, you would use the adult-to-girl ratios for Girl Scout Juniors.

How to use the chart:

You are planning a bridging event for 80 Girl Scout Juniors. According to the chart, you will need two non-related adults (in other words, not your sister, in-law, spouse, parent, or child and do not live in the same household), for the first 16 girls. You will also need another adult for each additional eight girls.

$80 - 16$ (covered by two non-related adults) = 64. $64 \text{ girls} / 8 \text{ girls} = 8$ additional adults. In this example, you will need a minimum of 10 adults to meet the required Safety Activity Checkpoints ratio. If you do not have 10 adults present at this event, it will need to be cancelled.

GENERAL EVENT SAFETY INFORMATION

Safety consciousness should be a priority for all Girl Scout adults, especially those planning events. The essence of effective safety management can best be summed up by the traditional Girl Scout motto - Be Prepared. For each event that is planned, the planning committee needs to develop a specific plan that includes procedures for potential emergencies. Depending on the event, the group attending may need to have an emergency drill on site so that, if an emergency arises, the established procedures will be followed. The following information will help the committee develop its own emergency procedures and consists of general guidelines only. They are not a substitute for reading and adhering to [Safety Activity Checkpoints](#). Failure to adhere to the Safety Activity Checkpoints guidelines may make you liable should an accident or injury occur.

Site Security/Site Hazards

- Security at any site (even GSCM sites) should not be taken for granted. Secure all belongings and report any suspicious behavior to the police.
- Non-council sites will require additional safety precautions. If the site is open to the public, what guidelines will be in place to ensure girls' safety? Who is your point of contact in case of an emergency? What are the boundaries of the event? Which areas are off limits? You may want to include this information in your event's rules of conduct.
- A member of the event planning committee should tour the site prior to the event and make note of any

potential hazards such as holes, exposed tree roots, drop-offs, etc. These hazards should be reported to participants and volunteers.

- Make sure all emergency exits are clearly marked. This may mean having to create additional signs.
- If the site includes water (pool, lake, river, etc.) that will be used for activities, a currently certified lifeguard as well as additional water watchers in accordance with the number of participants must be in attendance. This information can be found in the applicable [Safety Activity Checkpoints](#)

Emergency Procedures

- All events should have well publicized emergency procedures (in case of earthquake, blizzard, fire, intruder, etc.). These procedures should be posted in several highly visible locations. All volunteers and participants should be aware of these procedures.
- If you are having a multi-day event, you may want to hold an emergency drill on the first day to allow girls to practice the procedures. After the drill, remind girls that this will be the only drill. If they hear the alarm again, it will be a real emergency.
- Have a method for determining if all the girls and adults are present and accounted for.
- Have a delegation of authority and responsibility for communication with fire officials, people on site, council staff, and parents.

First Aid

- There must be a designated first aid station and aider on site at all times during a Girl Scout event.
- The first aider must be currently certified in First Aid/CPR/AED or Wilderness and Remote First Aid depending on the activity and length of time for emergency services response. See specific [Safety Activity Checkpoints](#) to determine what is required for the event.
- The first aider should be in a central, well-marked location and not have any other position during the event.
- A vehicle must be on hand to transport individuals to a medical facility if necessary. If this occurs, another volunteer should accompany the individual, and the first aider should remain at the event.
- All girls must bring a permission slip to the event. If the event is an encampment, a [Health History form](#) is also required.
- These forms should be collected by the registrar given to the first aider for safe-keeping for the duration of the event.
- During events, any girl who is taking medication should inform their adult leaders and the first aider. All medication (both prescription and over-the-counter) should be in the original container and administered in the prescribed dosage by the first aider per the written instructions of a parent/guardian. All medication brought to the event should be stored in a locked box with the first aider. Clear and concise directions as well as the person's name must be on the bottle.

First Aid Station Basic Supplies:

- | | |
|--------------------------------------|-----------------------------------|
| • Quiet area for potential patients | • Soap/Sanitizer/Alcohol Wipes |
| • A least one cot with blankets | • Cell phone |
| • List of emergency numbers | • Flashlight |
| • Directions to the medical facility | • Instant ice pack |
| • Accident and insurance claim forms | • Disposable gloves (non-latex) |
| • Locked box for medication | • Oral thermometer (disposable) |
| • Health forms/registration forms | • Paper drinking cups |
| • A pre-bound journal / Medical Log | • Splints |
| • Adhesive tape and bandages | • Plastic bags for used materials |
| • Personal care items | • Pocket face mask for CPR |
| • First Aid Reference Book | • Scissors |
| • Band-Aids/Gauze (Pad & Roll) | • Safety pins |
| • Bottle of distilled water | • Triangular bandages |
| | • Tweezers |

EVENT INSURANCE

In order to ensure proper risk management, the event director must make sure that all participants attending Girl Scout events are covered by accident insurance.

Member insurance: Every **registered** Girl Scout and adult member in the Girl Scout movement is automatically covered under Mutual of Omaha Basic Coverage, Plan 1, upon registration with GSUSA. The entire premium cost for this protection is borne by Girl Scouts of the USA. The Basic Coverage is effective during the regular fiscal year (Oct. 1 through Sept. 30). Up to 14 months of insurance coverage is provided for new members who register in the month of August. This insurance provides the first \$135.00, then 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, and is secondary to any individual's primary insurance. This is a terrific, no-cost benefit of membership and a great reason for all adults and girls to register. Non-registered adults and tagalongs (brothers, sisters, friends), are not covered by Basic Coverage.

Non-member insurance: GSCM requires that Additional Activity Insurance be purchased for every activity in which non-members participate. This might include parents, siblings, friends, volunteers, speakers, etc. Additional Activity Insurance is a simple and inexpensive way to take care of your group.

To purchase non-member insurance:

Fill out the Mutual of Omaha enrollment form [Request for Additional Insurance Form](#).

Send the completed form with a Girl Scout (Troop or Service Unit) check or money order payable to Mutual of Omaha to GSCM. This must be received at GSCM no later than two weeks prior to the first day of the event. The insurance company will not accept cash, credit cards, or personal checks.

To calculate the cost for non-member insurance, use this equation: number of non-members x number of calendar days x 11¢ = cost of insurance. The check must be made for \$5 minimum or the exact amount when over \$5

Include the Service Unit name (and Troop name is applicable), event director or activity leader's name, event or activity date, time, location, SE/MEA ID#, and number of non-members you wish to insure. You may attach an event or activity flyer, if you have one.

The form and check will be returned if:

- It is not a troop or service unit check or money order.
- The information about the event is incomplete.
- The payment is not received at GSCM at least two (2) weeks prior to the event.
- Print out a claim form to take to the event. The claim forms and more information about non-member insurance can be found on the Mutual of Omaha website <http://www.mutualofomaha.com/gsusa>.

If an injury occurs at the event, fill out the top part of page two of the claim form (do not sign the claim form), and contact GSCM.

- Follow directions on the Crisis Management Plan.
- Follow the instructions on the GSCM Accident/Incident Report and submit the form within 72 hours to GSCM. You will be contacted and given further direction.

INVOLVING GIRLS IN EVENT PLANNING AND LEADERSHIP

Girl involvement in planning and leading Girl Scout events is not only possible; it is an essential component of a successful Girl Scout event. The key to successful girl planning is being aware of girls' current abilities and providing constructive mentoring throughout the process.

To bring the Girl Scout Leadership Experience to life, activities are led by girls themselves, feature cooperative learning, and highlight learning by doing. Girls come up with their own ideas, build teams, and experience the joy of making a positive impact.

At Girl Scouts, she will:

Discover

Find out who she is, what she cares about, and what her talents are.

Connect

Collaborate with other people, both locally and globally, to learn from others and expand her horizons.

Take Action

Do something to make the world a better place.

Girl planning and involvement look different at every Girl Scout grade level. Daisies may not host events. Brownies are not ready to host events but can help with decisions. Leaders of Daisy and Brownie troops may choose to host Service Unit events. All funds are run through the Service Unit.

Grade Level	Involvement Examples
Brownie (3 rd -4 th)	<ul style="list-style-type: none">• Develop rules of conduct for the event• Choose between two or three items, such as food options and/or activity options• Making name tags and invitations• Leading a flag ceremony at the event
Junior (4 th -5 th)	<ul style="list-style-type: none">• All of the Above• Developing the theme of an event• Leading activities for Girl Scout Daisies and Girl Scout Brownies• Leading opening and closing ceremonies• Those with Junior Aide training can be given even more responsibility
Cadette (6 th -8 th)	<ul style="list-style-type: none">• All of the above• Email, telephone, or personal contact with potential sites, vendors, and/or volunteers• Planning songs, activities, skits, and ceremonies• Sharing their skills and experiences in Girl Scouts• Those with Program Aide (PA) training can be given even more responsibility
Senior (9 th -10 th) Ambassador (11 th -12 th)	<ul style="list-style-type: none">• All of the above• Total planning of events with adult support and advice• Girls can earn Counselor in Training (CIT) I and II and Volunteer in Training (VIT)

MENTORING GIRLS DURING EVENT PLANNING

Planning and hosting Special Events, or when necessary, Money-Earning Activities, are wonderful ways to teach girls how to lead.

Ways to get started

- Use the Girl Scout Leadership Experience (GSLE) as your guide. What elements of planning and leading the event will help girls meet these outcomes?
- Ask girls for two or three ideas for a theme, activity, menu, etc. and ask them to present their ideas to the planning committee.
- Ask girls to pick their favorite (theme, activity, menu, etc.) from a list of choices.
- Ask open-ended questions to help girls review and evaluate their choices: "Have you considered how you will handle..." "What is your plan if..."
- A good idea is to visit the location and walk through every aspect of the event. This will help them create task and supply lists.
- Create a budget for the event.
- See Tips and Tools for a sample planning committee meeting agenda.

Throughout the process

- Once the girls decide, and the decision has been approved by the committee, you need to let girls own that entire aspect of the event.
- Ask girls to provide regular updates to the committee regarding progress.
- If problems arise, ask girls to brainstorm possible solutions.
- Depending on the level of the girls, they may be put in charge of buying necessary materials, managing funds for their aspect of the event (with adult supervision), as well as showing other volunteers what to do.
- Work with the girls to create a timeline and deadlines for when things need to be completed.
- Provide assistance, if necessary, but avoid doing things for the girls; they will learn a great deal from mistakes.
- Be patient.
- Be aware of girls' other commitments.
- Be a positive role model.
- At the event, make sure girls lead their aspect. Do not have girls plan an activity and then have adults lead it or vice versa.
- Make sure the girls know that not everything will go exactly as planned and that is okay. Most problems and issues that come up will be internal and their attendees will never know.

After the event

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

GIRL SCOUT EVENT VOLUNTEER POSITIONS

Depending on the size and length of the event, the following are some volunteer positions that will be helpful to ensure a successful event.

POSITION	DUTIES	ADDITIONAL REQUIREMENTS
Event Director (REQUIRED)	Makes schedules, assigns program areas, makes all-group kaper charts, plans all-group events (campfires, grace before meals, etc.) and coordinates the work of program consultants	Registered member and criminal background clearance on file (Recommended) Special Events/Money- Earning Activity Trained (Beginning Fall 2021)
Event Treasurer/Business Manager (REQUIRED)	Manages the finances for the event. Collects deposits the event fees from troops/groups and/or individuals and deposits revenue in a Council-authorized account. Pays the bills, processes any refunds, oversees budget, submits insurance application, completes and submits final budget	Registered member and criminal background clearance on file.
Offsite Emergency Telephone Contact (REQUIRED)	Relays messages to and from the event location. Serves as the emergency contact for volunteers and participants. Must be off-site	
First Aider (REQUIRED)	Provides First Aid services to participants at the event and assumes authority in case of emergency Refer to Volunteer Essentials Chapter 4: Safety-Wise “The levels of first aid for any activity take into account both how much danger is involved and how remote the area is from emergency medical services” Less than 30 minutes from EMS – First Aid More than 30 minutes from EMS – Wilderness and Remote First Aid For Large events – 200 people or more – there must be one first aider for every 200 participants	Registered member and criminal background clearance on file. The First Aider must be currently certified in First Aid/CPR/AED and certification must be on file with GSCM.
Waterfront Personnel/Lifeguards (REQUIRED-if water activities will be taking place)	Provides necessary supervision for water activities. Arranges for the proper adult coverage according to Safety Activity Checkpoints including certified lifeguards and water watchers. If skills are to be taught, arranges for instructors, ensures that proper safety procedures are known and followed by participants	Registered member and criminal background clearance on file. Must have current certification in American Red Cross (ARC) with Waterfront Module Water Watchers should

		have Basic Water Rescue (highly recommended)
Cook and Kitchen Staff	Oversees the purchase of food, preparation of meals and cleanup according to the food service guidelines, supervises kitchen helpers	First Aid/CPR/AED (recommended) Food License Serve Safe Certified (if required, commercial kitchens). Compliance with all county and state regulations.
Equipment Coordinator	Reserves, picks up, and returns borrowed equipment and supplies	None
Girl Program Planning Group	Plans and organizes the activities and program for the event	Registered member and criminal background clearance on file.
Greeter/Hostess	Greets participants upon arrival and directs them to the appropriate location	Registered member and criminal background clearance on file.
Day Volunteer/Helpers	Help out as needed on the day of the event	Registered member and criminal background clearance on file.
Maintenance/Clean Up Crew	Performs cleanup tasks throughout the event	None
Food Committee	Determines the menu and purchases the food for the event	Depending on location, a Food Handlers permit may be required
Photographer/Publicity Coordinator	Creates event publicity, contacts local Media, if applicable, and takes pictures on the day of the event. Communications to daily publications or network television should be sent to communications@gscm.org	Verify authorization to publish photos for each participant (Parent/Guardian Permission for Girl Scout Activities, Trips and Events).
Consultants	Prepare and present special programs as requested by the committee such as horseback riding, astronomy, nature, and archery. Reviews the Safety–Wise chapter in Volunteer Essentials, Safety Activity Checkpoints for any activities planned	None
Arts and Crafts Director	Has materials for arts and craft items available, arranges arts and crafts schedules for troops/groups wishing to participate, teaches the activities, and ensures that the arts and crafts area is clean at the end of the event	Registered member and criminal background clearance on file.

<p>Girl Aides:</p> <p>Junior Aide, Cadette Program Aide, Senior/Ambassador: Counselor in Training (CIT) I and II or Volunteer in Training (VIT)</p>	<p>A registered Girl Scout working under the guidance of an adult leader. She is given instructions and has a clear understanding of her authority, role, and responsibilities. The Girl Scout is at least two years older than the group she is serving and may not assume full responsibility for a group. Adult leaders should be present</p>	<p>Junior Aide, Program Aide, CIT I and II, or VIT</p>
Registrar	<p>Oversees preparation of flyers, registers troops prior to event, checks them in at time of event and submits money to the event treasurer/program director. See information regarding flyers and registration in the Tips & Tools section</p>	<p>Registered member and criminal background clearance on file.</p>
Housing Assignment Planner	<p>Assigns troops/groups to units, cabins, tent areas, etc., as appropriate to girls' age, experience, schools, etc.</p>	<p>Registered member and criminal background clearance on file.</p>
Safety Management Planner/Security	<p>Prepares contingency plans for emergencies and evacuation, shares developed plans with activity consultant, event planning team, and troop adults prior to the event, completes Event Safety Management Checklist (See "Tips and Tools") and has the committee review it prior to the event</p>	<p>Registered member and criminal background clearance on file.</p>
Program Instructors	<p>Lead/teach program activities and sessions</p>	<p>Varies depending on type of activity or session</p>
Checkout and Evaluation Coordinator	<p>Develops and carries out a plan for troops/individuals to clean up and leave the event site, as needed. Develops evaluation forms with open-ended questions to be completed at the event online or at a troop/group meeting. See Tips and Tools for more information</p>	<p>Registered member and criminal background clearance on file.</p>
Supply Shoppers	<p>Purchase all non-food supplies</p>	<p>None</p>
Set-Up Crew	<p>Sets up the site in preparation for the event</p>	<p>None</p>
Transportation Chairperson	<p>Ensures that GSUSA and Council guidelines for transporting girls are followed by troops/groups. Ensures that all troops/groups have transportation to and from the event, sees that parking is available for all vehicles remaining at the event site and directs parking as people arrive (back-in parking unless site owner does not allow it). If chartered buses are used, sees that Council procedures for chartering a bus and transporting girl's section of Volunteer Essentials are followed</p>	<p>Registered member and criminal background clearance on file.</p>

Souvenir Chairperson	Arranges for the design and printing of patches, t-shirts, buttons, or any other souvenir requested by the event committee, oversees the exchange of swap items, contacts the Service Center or Council Communications Department for guidance and support if considering the use of the official logo	Registered member and criminal background clearance on file.
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THE BENEFITS OF WORKING IN A COMMITTEE

- A group can generate more ideas than an individual person.
- Teamwork will help create a complete program and prevent details from being forgotten.
- The workload is divided among many people meaning less stress for everyone involved.
- Provides volunteers with opportunities for growth and leadership.
- Encourages collaboration among volunteers.

SOME IMPORTANT THINGS TO REMEMBER ABOUT EVENT VOLUNTEERS

- Include girls as much as possible. Looking over the list of positions, can you find any that girls in your troop or Service Unit might be able to fill?
- Be as specific as possible about volunteer roles and responsibilities when recruiting. How much time will they need to commit? What training is necessary? When must they be available?
- If volunteers must be trained and/or certified, be sure to verify that the training/certification is completed before the event.
- Remember: these positions do not have to be solely held by committee members. There may be some volunteers who are interested in assisting with these duties but are not interested in serving on the planning committee.
- For larger events, consider recruiting special interest volunteers to assist with the Girl Scout event. Special interest volunteers are individuals who want to share their talents, interest, and time with Girl Scouts on a flexible, as needed schedule.
- Remember: You will need a minimum number of adult volunteers present at the event to meet the Safety Activity Checkpoints required adult-to-girl ratio. These volunteers must be present at the event and may or may not hold some of the positions listed above. For more information on these required ratios, check Volunteer Essentials on the GSCM website.

GUIDELINES FOR MALES WITH GIRL SCOUT OVERNIGHT EVENTS

On trips where male volunteers are part of the group, it is not appropriate for them to sleep in the same space as girl members. Men may participate only if separate sleeping quarters and bathrooms are available for their use or specific arrangements have been made. In some circumstances, such as a museum or mall overnight with hundreds of girls, this type of accommodation may not be possible. If this is the case, men do not supervise girls in the sleeping area of the event, and the adult-volunteer-to-girl ratio is adjusted accordingly. Always avoid having men sleep in the same space as girls and women, but during family or parent-daughter overnights, one family unit may sleep in the same quarters in program areas. On camping trips where tents will be used, ensure male volunteers have their own tent situated in a logical area separate from the girls so that this adult can still count as part of the ratios. If setting up camp in a horseshoe method, designate an end for males, and inform girls so girls do not mistakenly enter that tent. There is no specific distance requirement for male tents.

Be prepared for creative accommodations. Some sites have "Men" designated restroom facilities; other sites are readily adapted by use of a temporary sign. Other sites will require "guarding" by a female adult when the male(s) are using the restroom facilities.

A question on the registration form will let you know if a troop/group will have a male(s) accompanying their group. Dads or other male relatives are often involved in the leadership of a Girl Scout troop. It is not uncommon for a man to be a leader, a troop committee member, a certified first aid adult, or the trained troop camper. There are no rules that preclude a male adult, who is invited by the troop, from troop camping with Girl Scouts. Common sense and prior planning will make camping with a male troop adult a positive experience. Follow these simple guidelines and enjoy your camping trip.

TIPS FOR WORKING EFFECTIVELY WITH VOLUNTEERS

Volunteers are invaluable resource and are essential to planning and delivering a successful event. However, to prevent confusion and frustration, it is imperative that expectations be made clear from the beginning.

All Volunteers

- Clearly explain the work that needs to be accomplished and specify what results are expected
- Establish a timeline for the completion of tasks
- Provide goals and deadlines
- Follow-up with volunteers frequently throughout the process; offer assistance/guidance if necessary
- Reinforce that all final decisions need to be approved by the event coordinator
- Show your gratitude for their hard work and dedication. Provide frequent verbal “thank yous” throughout the planning process and event. At the end of the event, provide a small token of appreciation such as a card, candy, or small item from the Girl Scout Shop.
- If you need to mediate a disagreement with another volunteer, do so privately.
- Be as inclusive as possible. There are many differences among the members of Girl Scouts including differences in geographic location, age, religion, race, ethnicity, sexual orientation, education level, physical abilities, socio-economic status, and experience with Girl Scouting. When recruiting volunteers for your event try to recruit adults and girls who reflect the diversity of your Service Unit/area.
- Hold a pre-event meeting for volunteers about a week before the event. This will give you a chance to discuss the details of the event and in turn will make volunteers feel more confident about their roles. Some things to include in a pre-event meeting:
 - Create a sense of a common purpose
 - Review expectations of the event- yours and theirs
 - Review general program content
 - Review site boundaries, schedule, and procedures
 - Review procedures regarding behavior and their consequences
 - Outline emergency procedures for the day of the event
 - If appropriate, discuss budget issues
- Consider nominating outstanding volunteers for a GSUSA or GSCM award. More information about these awards can be found in the Volunteer Recognition section of the GSCM website.

Planning Committee

- Include representatives from each Girl Scout grade level that will be invited to the event. For example, if you are planning an event for Girl Scout Daisies and Brownies; your committee might include Girl Scout Daisy and Girl Scout Brownie leaders.
- Define the structure of the committee.
 - Round-table committee - Everyone contributes to everything.
 - Positioned committee - Different people oversee different planning areas such as site, food, program activities
- Establish a meeting schedule and be sure to consider all committee members’ calendars.
- Value all committee members’ viewpoints.

RECOMMENDED GIRL SCOUT EVENTS

Service Units are encouraged to host events at the local level; however, each event is not limited to a single Service Unit-wide event. They can be planned in conjunction with another Service Unit(s), and can take many forms including small events for each Girl Scout grade level, or informal events at the troop level. Many of these events involve collaboration with other key Service Unit team members. In this case, the service team member is listed in parenthesis after the event type.

- Cookie Kick-Off-Rally Event: (Service Unit Product Program Manager)
- World Thinking Day Event (February 22) ([World Association of Girl Guides and Girl Scouts](#))
- Ceremony Events (Court of Awards, Investiture, Rededication, Bridging Ceremony)
- Recruitment Event (Service Unit Organizer/Recruiter)
- Juliette Gordon Low Birthday Event (October 31)
- Girl Scout Week/Birthday Event (March 12)
- Girl Scout Volunteer Appreciation Day (April 22)

COMMUNITY EVENTS AND BUSINESS TYPE VENTURES

Community events are just that, events that are open to the community. They could be car washes, yard sales, bake sales, etc. While these types of events may not warrant a flyer that other events require, they do require signage. Signs should include the GSCM Logo, troop/group identification, what the event is, and if desired, why you are having it. People are more apt to participate and donate if they know what they are giving to.

Troops may participate in community events without being the host. For example, hosting a table at a school carnival. If funds will be collected, then a SE/MEA must be filled. Again, no flyer is required, but the signage for the table should be attached. If no money is being collected by the troop, then no SE/MEA application is required.



EVENT SITES AND VENUES

All meeting places, camps, and other sites used for Girl Scout program activities must provide a safe, clean, and secure environment and allow for participation of all girls. Make sure that all places selected for activities are easily accessible to all members, including girls with disabilities. The location for the event is inspected in advance, with consideration for the following, as they apply:

- It is safe, secure, clean, properly ventilated, heated, lit, free from hazards, and has at least two exits
- Suitability to event size, age groups, and kinds of activities
- Availability of parking (accessible by car or bus)
- Is the site a “busy location?” Will there be other groups doing activities at the same time? How will that affect your plans?
- Close proximity to medical facilities
- Sufficient potable water and restrooms are available to participants and designed to accommodate those with disabilities. One restroom (toilet) per 50 participants for daytime events and one restroom (toilet) per 20 participants for overnight events
- Accessible by telephone or other communication equipment
- Emergency exits are functioning, easily accessible, adequate, and well-marked
- Fire safety and security arrangements
- Lighting for evening and indoor activities (if necessary)
- Vulnerability to inclement weather
- All pets are restrained away from the meeting area where girls are present

OTHER IMPORTANT ITEMS TO CONSIDER WHEN CHOOSING AN EVENT SITE

- Availability for your desired date
- Cost
- Sufficient sleeping arrangements (if necessary). Review sleeping arrangement guidelines in Safety Activity Checkpoints. Is there adequate space for each troop/group to sleep, cook, and do program without doubling up on space? Do indoor sleeping spaces have smoke detectors and emergency exits?
- Availability of special facilities if necessary (i.e. basketball court, fire ring, ice skating rink, etc.)
- Shelter available in case of inclement weather
- Occupancy limits are not exceeded for indoor gatherings and events
- An emergency evacuation plan is in place
- A food-preparation area used for large groups of people that meets state and local standards. If cooking, will each troop have its own area? What facilities will be in each cooking area (i.e., tables, cook stoves, storage, etc.)?
- Are there electrical outlets and water spigots where you want them? Is there a flagpole, campfire ring, check-in area, playfield, etc.?
- Provisions are made for garbage removal and site cleanup
- Can you get references from other youth groups using the site?

CONTRACT INFORMATION

There are a wide variety of contracts and agreements associated with volunteer-led events and services. Some event venues and service companies will require a contract while others will not. If the location does require a contract. Please carefully review all sections to ensure that you understand all regulations and restriction on use of the premise. Contracts must represent rules, terms and conditions established by the council. Contracts or Agreements will only be signed on behalf of GSCM if the agreements uphold council values and are protective of the council, its resources, and its membership. Contracts or Agreements for events or services obligating any GSCM entity, including but not limited to service units, troops/groups, volunteers, or individuals, will be considered supported by the council only when entered into with vetted parties or approved vendors. All contracts or Agreements for events or services obligating any GSCM entity, as referenced above, must be signed by the CEO of GSCM. Please submit the contract to GSCM via email to

membercare@gscm.org. If GSCM does not already have an established relationship with the venue or event service company (i.e. an approved meeting facility or program partner) you must obtain a Certificate of Insurance (COI), referencing Girl Scouts of Central Maryland as a certificate holder. The COI should be submitted with the contract to be signed.

Requests for a Certificate of Insurance from GSCM must be made by marking the appropriate box on the SE/MEA application. Requests for additional GSCM documents must be made in writing via email to membercare@gscm.org, preferably at the time the SE/MEA application is submitted. Written requirements for council documents can generally be found in the contract. If the only written version of the request for council documents is on the venue's website, please print out of that specific webpage. Requests for COIs and/or other documents will be issued by GSCM staff once the agreement/contract has been reviewed and event approval has been granted.

USING GSCM SITES

Reserve a council site by completing the [site reservation](#) form available on the GSCM website.

Tour the property to ensure that it has the correct amenities for the event. All fees are due at the time of reservation. Check the cancellation policy prior to making the reservation.

USE OF WATERFRONT FOR EVENT RECREATION

Regardless of whether your event is on Girl Scout property or a public beach, lake, pool, or other body of water there are certain requirements you must meet, in accordance with [Safety Activity Checkpoints](#). If you intend to use the waterfront for swimming, boating, wading, or other water activities, you must have a certified lifeguard present and additional water watchers in accordance with the number of participants. Again, it is your responsibility to review and comply with GSCM's [Volunteer Essentials](#) and [Safety Activity Checkpoints](#).

Ensure the presence of lifeguards. For swimming activities in public pools, hotel and cruise-ship pools, and backyard pools, ensure the lifeguards are at least 16 years old and have American Red Cross Lifeguard Training certification or the equivalent. For swimming activities in lakes, slow-moving streams, and rivers, ensure one adult lifeguard (certified in American Red Cross Lifeguard Training plus Waterfront Lifeguard course or the equivalent) is present for every 10 swimmers, plus one watcher. When girls are wading in water more than knee-deep, an adult with American Red Cross Basic Water Rescue certification or with documented experience is required. For swimming and wading activities, consult the "Swimming Lifeguards and Watchers Ratios" chart for standards.

Ensure the presence of watchers. A watcher is a person trained in the use of basic water-rescue equipment and procedures who works under the direction of the lifeguard. American Red Cross Basic Water Rescue certification or equivalent is appropriate. Lifeguards and watchers are stationed at separate posts and stay out of the water, except in emergencies. An American Red Cross Lifeguarding Instructor or American Red Cross Water Safety Instructor (WSI) can provide training in Basic Water Rescue.

Swimming Lifeguards and Watchers Ratios:

Number of Swimmers	Lifeguards	Watchers
1-10	1	1*
11-25	1	2*
26-35	2 persons, at least 1 is an adult; others may be 16 years of age or older.	3*
36-50	2 persons, at least 1 is an adult; others may be 16 years of age or older.	4*

NOTE: Some states allow watchers to be under the age of 18, but in all states, they must be at least 16 years of age. You are responsible for verifying the required age to comply with State Laws.

EVENT DATES

When choosing potential dates for a Girl Scout event, it is important that you are as inclusive as possible. Consider the following:

- Prohibited Event Dates
- Council-Sponsored Product Sales and related activities
- National & School Holidays
- Religious holidays (be sure to include the diverse faiths religious holidays)
- School breaks
- Major school events such as graduations, sports events, concerts, plays, final exams, etc.
- Other Girl Scout events (particularly if they are being held by a neighboring Service Unit)
- Community events
- Personal calendars of the committee members

Before confirming an event date, check for any potential conflicts. NOTE: It is nearly impossible to find a date that will work for every single person. Pick a date that allows the largest number of attendees to be able to attend.



EVENT BUDGETING

Fees should be based on estimated budget costs of the event. Event directors should know what the break-even point is (for number of participants) and may choose to publish minimum and maximum numbers on flyer.

Knowing how much to charge at your event means developing a budget. It is important to develop the budget first, and then set the price. Every item in the budget can be divided into two categories - an individual cost or a group cost.

- **Individual costs** include food, attractions, crafts, and patches. These are considered variable costs and are dependent on the number of people attending.
- **Group costs** include buses, site, materials, supplies, and speakers. These are considered fixed costs. (Whether or not the bus is filled, the cost does not vary).

How to figure costs: Make copies of the sample Girl Scout Event Budget Worksheet to use (in Tips and Tools). One side of the worksheet is individual costs and one side is group costs. Work through all the categories entering any fees you may incur in the correct column. You may also use the Girl Scout Event Budget Tool excel spreadsheet which can be downloaded from the GSCM website.

Food – A good guideline is \$5.00 per person for lunch, \$8.00 per person for dinner, \$1.50 per girl for snack or \$2.50 per girl if the snack includes a beverage. Remember this is a guideline!

Other things to consider:

- Food events or specialized cooking. If your event is international cooking and each girl (troop) is making something different you might want to increase your food budget
- If you have adults and girls who are leading the event who are not paying for meals, add these together and put them in the group column
- Have your troop donate/bake items to help save on costs.

Admission fees – Things like admissions to water parks, bowling or the movies will generally go in the individual column for paying participants, unless you have a required minimum, which transforms the individual cost into a group cost. Additionally, don't forget to consider if you have adults and girls who are leading the event who are not paying admission, add these together and put them in the group column.

Program supplies – These are consumables such as art supplies or science experiment supplies. This can be as little as \$1.00 per girl or much higher depending on the number of activities per girl. Remember to use your resources wisely and try to get a portion of the supplies donated. Also, be creative and think about ways to use low cost supplies but still yield a stellar product.

Insurance – If the event is going to include non-Girl Scouts, you must obtain additional insurance from Mutual of Omaha.

Girl Scout Recognitions– Include the cost of any petals, leaves, badges, journey awards, patches, and t-shirts items that you are going to give to the girls.

Site – Most sites charge per building, or per use; these go in the group column. If they charge per person put it in the individual column.

Bus – Call or send your dates, places, and routes to the bus company. Ask them for an estimate of cost. This is a group cost. Remember, all contracts must be signed by the CEO of GSCM.

Equipment supplies – These are non-consumables that can be used repeatedly, like projectors or sound equipment. Consider renting or borrowing whenever possible to decrease storage needs. This is a group cost.

Speakers/Resource people – If you are paying a naturalist, a lifeguard, or a speaker, they usually have one set price that would be a group cost. An honorarium is a payment to a professional person for service on which no fee is set and it also goes in this category.

Printing and Postage – This may be the flyer, promotion, confirmation letters, or thank-you notes to volunteers. Figure five cents per side for printing and add postage. Generally, \$1 per girl will cover a school/town with flyers and allow a one-page confirmation mailing. Remember to use your resources wisely and try to get some of the supplies donated.

CALCULATING THE AMOUNT TO CHARGE

- Add up the Group side of the worksheet.
- Divide the total Group amount by the estimate expected number of paying participants to arrive at an estimated cost that can be attributed to each individual.
 - The best way to estimate the number of potential guests is to use information from similar events. If you do not have such information, your estimate should be relatively conservative. Remember, not every girl in the service unit will attend.
- Add the estimated individual portion of the Group costs to the Individual side and total the column. This is the fee per girl. Round amount up to even dollar amount.

EVENT BUDGETING TIPS AND GUIDELINES

Remember that all Girl Scout events must be self-sustaining.

Remember that your budget is based on having a set number of participants attend the event. For the Girl Scout event to be self-sustaining, this is the minimum number of paying participants you need to break even. Closely monitor the number of participants. If the numbers are trending light, you may need to consider inviting girls from surrounding service units or you may need to consider cancelling the event

Budgeting Tips

Communicate the budget in writing to the event planning committee. Use the GSCM Budget Tool or create a similar tool to track the budget along with all of the actual expenses. Making this tool sharable will help the event stay on track and place less responsibility on one person. Review income and expenses on a regular basis with the event planning committee. This helps to avoid any surprises. If registrations are lower than budgeted for, determine what expenses can be reduced for expenses to not exceed revenue. If registrations are higher than budgeted and there is a surplus, determine what can be added to the program that brings value. Individuals making purchases need to have approval from the event coordinator. This approval must be obtained before the purchase takes place. Receipts for all transactions need to be kept ensuring good management practices and to keep an accurate account of funds. If a receipt is lost, a Lost Receipt Form must be completed.

Payment for the event

Participant fees can be paid in various forms, including checks made payable to the host troop or service unit (not to an individual), cash (receipts should be given for cash payments), or payment service (e.g. Cheddar Up, PayPal, Square, etc.). Use of a payment service must comply with [Volunteer Essentials](#), including establishing a business account and the request of a “bank letter”. If using such services, you must recognize that you are acting as an extension of GSCM, in that capacity you are a business offering a service. Therefore, you are subject to fees being charged. Many of these services offer a discounted rate to non-profits; accordingly, you should contact the payment service to ensure that you are charged fees in accordance with their non-profit fee structure. As the company providing a service, you are responsible for the payment of these fees and you should consider the fees when arriving at your cost. Regardless of the payment method(s) the event registrar should give participant

payments to the event treasurer in a timely manner.

After the event

Collect evaluations from attendees (girls and adults). Sample evaluations are listed in Tips and Tools. Complete a [Special Event and Money-Earning Activity Reconciliation](#) within 60 days of the program and email the completed form to membercare@gscm.org.

The Special Event and Money-Earning Activity Reconciliation requires the following information:

- Total number of attendees
- Total number of girls attended by level
- Total number of registered adults and non-registered children and adults.
- Total income of the event
- Total expenses for the event
- What will be done with the balance of funds if the net income is positive
- What did your group learn from running the event?
- Summarize the Girl/Adult feedback
- Do you have any photos from the event you would like to share?

EVENT PUBLICITY

GENERAL INFORMATION

- Events should be promoted to ALL of the girls in your Service Unit at the appropriate Girl Scout grade level. For example, if the event is designed for Girl Scout Daisies, you should promote the event not only to Girl Scout Daisy troops, but also to independently registered girls (i.e. Juliette's) , in special interest groups, and staff-led community partnership troops.
- Begin advertising as soon as you have all necessary information and your event, and the associated flyer have been approved. This may be four to six months before the event.
- Use a variety of communication methods (i.e. flyers and posts on social media). Attend service unit leader meetings and announce your event.
- Distribute flyers via e-mail or post information on your Service Unit's website or social media pages. If the event is open council-wide, you can request to have it posted on the Council website.
- Notify the local community newspapers and online neighborhood news like [The Patch](#) or [Next Door](#) about the event. This is especially useful if the event will involve recruiting girls. You might also inquire as to whether the paper is interested in covering the event. Check with your Service Unit manager to see if there is a communications representative in the Service Unit who might be able to assist with this. If you want to publicize your event in a daily publication or on network television, e-mail communications@gscm.org before you send your announcement.
- When you create publicity for your Girl Scout event, you not only influence people's perception of your Service Unit, but also of the Girl Scout organization. You want to create a positive impression, so you will want to ensure that your publicity is well designed, free from errors, and reflective of Girl Scouts' commitment to inclusivity. Refer to the Girl Scouts of Central Maryland [Branding Basics](#) for guidance.
- Changes to your event should be made to the public as soon as possible.

CREATING YOUR EVENT FLYER

- Identify the audience of your flyer.
- Determine the most appropriate writing style. For example, you would not use the same language in a flyer designed for an eight-year-old girl as you would in a flyer designed for an adult.
- Determine the purpose of the flyer. What do you want the flyer to accomplish? Is the flyer designed to give information? Recruit volunteers? Persuade people to attend?
- Determine how the flyer will be distributed. If you are mailing the flyer, you will need to consider the

placement of address labels and postage.

- Gather all essential event information and follow the Event Flyer Checklist (in Tips and Tools):
 - Branding? Girl Scouts of Central Maryland logo or watermark
 - Host? Troop, Service Unit, Specialty Group
 - What? Event title and Purpose of the event (description of activities, if necessary)
 - Who? Target participants (who is invited to attend?)
 - When? Date and time (include year)
 - Where? Location and complete address
 - Cost?
 - Payment/Registration details, include registration deadline*
 - Items to bring (be sure to include any necessary forms)
 - Contact person for additional information*
 - Event cancellation, refund, and Tagalong policy*
 - Safety-Wise, ratios, or required trainings*
 - Offsite Emergency Contact (either list the name and phone or that it will be provided upon registration)

TIPS FOR WELL DESIGNED FLYERS

- Margins of full-page flyers (8.5 X 11) should be at least .5 inches wide.
- Do not fill every bit of space on your flyer. Some white space will make your flyer easier to read.
- When choosing images for a flyer, select clip art/photos that are inclusive and will reproduce well.
- Organize your flyer around one large visual element rather than several small visual elements.
- Do not use copyrighted material (cartoon characters, song lyrics, etc.) without seeking permission from the copyright owner. If permission is granted, you must credit the source in your flyer.
- Avoid handwritten text.
- Avoid script font styles and small font styles.
- Arial is the standard font that should be used.
- Use decorative lettering sparingly.
- Select a paper color that is appropriate for the intent and audience of your flyer.
- Proofread, proofread, and proofread. Have multiple people check the flyer for typos and other errors
- When providing your flyer with your application, attach a PDF file. This ensures that the flyer looks as the designer has intended.

GIRL SCOUTS BRANDING

The Girl Scout service Mark should be used on all event flyers, except any flyer associated with a restaurant night. Use the Girl Scouts of Central Maryland Branding. Use the Girl Scouts of Central Maryland lock-up (below) ensuring that it appears on either the top left or bottom left of your document.



Additional branding, including that associated with the Girl Scout Gold Award, Girl Scout Silver Award or Girl Scout Bronze Award, may be necessary. All Special Events/Money-Earning Activities should bare the following disclaimer on the bottom of the flyer:

"This event has been created, organized and offered by girls and volunteers who are members of Girl Scouts of Central Maryland. Please direct any questions or comments regarding this event to the contact person listed on this flyer."

OTHER IMPORTANT CONSIDERATIONS

EVENT REGISTRATION

To minimize errors and streamline the registration process, you will want to choose an event registrar. Depending on the type of event, you may choose to have girls register individually or as a troop. Regardless of the type of registration, create a registration form that includes the following:

- Name of participant
- Participant contact information
- Girl Scout grade level
- Troop number (if applicable)
- Registration deadline
- Cost per girl/adult
- Payment Method(s)
- Parent and guardian permission for participation and the use of any photos
- Identification of any food allergies, dietary restrictions, or health concerns
- Choice of food, activity, or session (if applicable)
- Cancellation/Refund policy

Determine the event's cancellation/refund guideline well in advance of registration. Often if an individual or troop cancels, the registration fee is not refunded unless someone from the waiting list fills the spot. Whatever your troop/group guideline, the guideline must be clearly stated on the registration form and flyer. While you are permitted to establish your own participant cancellation/refund guideline, if you are required to cancel your event for any reason, you must refund the entire registration fee. Similarly, if your event is postpone for any reason, you may offer your participants the opportunity to participate on the rescheduled date; however, if the participant is unable to participate on the new date, you must offer the participant a full refund.

Create a roster as individuals and troops register. In addition to the standard information, such as name and contact information, consider including important dietary information on this list. Event registration status should be regularly communicated to the balance of the event team. The team should use this information to make decisions about increasing publicity, closing registration, or cancelling the event if necessary. Once the registration max has been met, a waitlist should be developed. The waitlist can be used to fill spaces left open by cancellations. Anyone who is placed on the waitlist should be immediately notified that they are on the waitlist. If all spaces do not fill, the committee should decide if they will accept late registrations to fill open spaces. Only complete registrations, with full registration fees should be accepted and all funds received should be submitted to the treasurer in a timely manner.

Prior to the event, registered participants should receive a confirmation package, which includes:

- Welcome note
- Map with directions to the event location
- Check-in and check-out times and locations
- Emergency number at site and/or number of off-site emergency contact person
- List of equipment or supplies to bring
- Information about food (if applicable)
- Schedule of activities
- Contact information of person to call in case of questions
- Girl Scout and Adult Volunteer Agreements (especially important if non-members are attending) see samples of agreements in Tips and Tools.

POST EVENT

Congratulations, your event is over, and you are almost finished! A few more steps and your event is finalized!

- Collect evaluations from participants (girls and adults).
- Hold a post event debriefing with your girls/team to evaluate event and make recommendations for future events.
- Thank volunteers and give them a token of appreciation.
- Return all borrowed items.
- Pay all remaining expenditures.
- Replenish consumed resources (first aid supplies, etc.)
- Complete the [Special Event and Money-Earning Reconciliation Form](#) and file with GSCM via membercare@gscm.org.

SHOWING/USING COPYRIGHTED ENTERTAINMENT MOVIES AND IMAGES

All exhibitions of copyrighted materials (i.e. movies) outside one's personal residence are "public performances" and must be licensed. Showing copyrighted entertainment movies without a public performance license is copyright infringement and is illegal. Therefore, Girl Scout members showing copyrighted entertainment movies at any event must purchase a Public Performance License, unless the facility at which the showing will take place is licensed and that license covers outside groups.

The [Motion Picture Licensing Corporation](#) and [Swank Motion Pictures, Inc.](#), grant public performance rights.

The Motion Picture Licensing Corporation is an independent copyright licensing service exclusively authorized by major Hollywood motion picture studios and independent producers to grant Umbrella Licenses to nonprofit groups, businesses, and government organizations to ensure that the public performances of home videodiscs and videocassettes comply with the Federal Copyright Act.

Swank Motion Pictures, Inc., is a major movie distributor and a public performance-licensing agent in non-theatrical markets where feature entertainment movies are shown. Swank Motion Pictures, Inc., has exclusive distribution arrangements in many markets with most American movie producers for the motion pictures seen in theaters. Creating an account requires basic information (shipping and billing addresses, contact person, telephone number, fax number, and an e-mail address), and pricing varies by format, title, and venue.

Licenses do not permit outdoor showings; admission or other fees charged, and advertising/publicizing to the general public.

Images on flyers download from the web must be checked for usage rights. Anyone can browse the Web, but usage rights come into play if you're looking for content that you can take and use above and beyond [fair use](#). Site owners can use licenses to indicate if and how content on their sites can be reused.

The usage rights filter on Google [Advanced Search](#) page shows you pages that are either labeled with a [Creative Commons](#) license or labeled as being in the public domain. Here are the different usage rights options available:

- **Free to use or share** Your results will only include pages that are either labeled as public domain or carry a license that allows you to copy or redistribute its content, as long as the content remains unchanged.
- **Free to use, share, or modify** Your results will only include pages that are labeled with a license that allows you to copy, modify, or redistribute in ways specified in the license.

FOOD SAFETY







The information below should be read and understood by any event volunteers involved in the preparation and service of event food. For additional food safety information, visit the Maryland State Department of Health, Food Safety, website, <https://phpa.health.maryland.gov/OEHFP/OFPCHS/Pages/Food-Safety.aspx> and read the food safety regulations, https://phpa.health.maryland.gov/OEHFP/OFPCHS/Shared%20Documents/plan-review/COMAR_101503_FSF_UnofficialVersion_EmergRegsEffective100110.pdf and call your local Department of Health office. You are responsible for ensuring that any food service offering meets all state and local requirements, including any certification requirements.

Food Safety Fact Sheet
<p>Foodborne illnesses are caused by microorganisms present in food</p> <p>Foodborne organisms may be bacteria, such as <i>Salmonella</i>, <i>Shigella</i>, or <i>E. coli</i> O157:H7, virus, and parasites. They can contaminate many different foods—meat, milk, fish, shellfish, poultry, eggs, fruit, and fresh vegetables, to name a few. These organisms, or toxins they produce, may make you sick.</p> <p>Many foodborne illnesses occur because of the way food is handled and prepared</p> <p>You can help prevent these infections by not giving harmful microorganisms a chance to multiply and/or contaminate foods. If you suspect that you have handled or prepared any food incorrectly, it is better to throw it away or consult a food safety information service before serving or eating it.</p> <p>Tips for keeping food safe:</p> <ul style="list-style-type: none">■ Wash hands with soap and warm water:<ul style="list-style-type: none">▪ Before and after preparing food▪ After handling raw meat or poultry▪ Before handling ready-to-eat food, such as salads or sandwiches▪ After handling anything that may contaminate your hands■ Prevent cross-contamination of foods with raw foods<ul style="list-style-type: none">▪ Keep raw meats and poultry separate from other foods.▪ Thaw foods on a plate in the refrigerator on the lowest shelf possible. Don't allow their juices to drip on other foods.▪ Clean and disinfect cutting boards and kitchen surfaces after preparing different food. It is best to clean with hot soapy water, then sanitize with a bleach solution. Be sure to rinse well.■ Cook foods thoroughly<ul style="list-style-type: none">▪ Cook meat and poultry thoroughly. Using an accurate meat thermometer is the best way to ensure that food is thoroughly cooked.▪ Do not taste or eat raw, rare, or even pink ground meat or poultry in any form.▪ Cook seafood until it is opaque and flaky.▪ Do not eat raw shellfish, such as oysters or clams, even if it is marinated.▪ Cook eggs thoroughly; they should be firm and not runny.▪ Avoid eating foods that contain raw or undercooked eggs, like some Caesar salad dressings.■ Store foods properly<ul style="list-style-type: none">▪ Refrigerate and freeze perishable foods right away.▪ Thaw frozen food in the refrigerator or microwave oven, not the kitchen counter or sink.▪ Keep hot foods hot and cold foods cold after they are prepared.▪ Do not leave perishable food at room temperature for longer than two hours.▪ Refrigerate or freeze leftovers in shallow containers or tightly wrapped bags.

Maryland Department of Health & Mental Hygiene ♦ Epidemiology & Disease Control Program

May, 2002

Inclusiveness in food

	Kosher foods are foods made in accordance to the Kashrut, the body of Jewish dietary laws. There are many different elements of keeping kosher including: abstaining from all pork products, certain animal parts, and non-kosher grape beverages, as well as never eating meat and dairy together.
	Halal foods are foods made in accordance to Islamic Law. There are many different elements of keeping halal including: abstaining from all pork products and alcohol and only eating animals that have been slaughtered in the name of Allah.
	Food allergies must be taken very seriously as allergic reactions range from rash and itchy eyes to anaphylaxis (shock). The most common food allergens are milk, eggs, peanuts, wheat, soy, tree nuts, and shellfish.
	Vegetarians are individuals who abstain from eating all meat (beef, pork, poultry, game, and fish) or any other product that involves animal flesh (gelatin, lard, etc.).
	A gluten-free diet is a diet that excludes gluten, a protein composite found in wheat, barley, rye, and all their species and hybrids (such as spelt , kamut , and triticale).
	Vegans abstain from eating all animal products including meat, dairy, eggs, and honey.

Tips for event food and inclusiveness

Provide an area on the registration form for participants to note any food allergies and food restrictions that individuals involved in planning and preparing the event's food are made aware of any food allergies and restrictions. For more information about food allergies, visit <http://www.foodallergy.org/>. If you are unsure as to the extent of someone's food allergies or food restrictions, contact the individual before the event to gather more information. They may also be able to help you to find foods that will meet their needs (for example, gluten-free bread, tofu, or Halal beef). Due to the potential severity of an allergic reaction, the committee may wish to avoid high allergy items, such as peanuts, when planning a menu. If the menu item includes meat, consider also offering a vegetarian or vegan offering.

Other useful event food information

- Serve kid-friendly food. Adults will often eat food that kids like, but the reverse is not always true.
- Make sure that the menu is based on a healthy balanced diet including a variety of fruits and vegetables.
- Have plenty of beverages available at all times. It is important for both adults and girls to stay hydrated during all seasons.
- If buying only one type of milk, one percent is a good option that will suit most participants.
- Review menus and make sure that you purchase necessary ingredients including basics such as salt, pepper, and oil.
- Prepare a chart that lists out the basic menu for each meal of the day. These lists can be displayed in the kitchen, so volunteers have a visual record to work from for each meal. Be sure to note the time that each meal needs to be served. If the meal is being served in shifts, be sure to include the number of people in each shift.
- Before ordering or purchasing food, determine the number of servings required (make sure you include volunteers and committee members). Assume one serving per person unless you are only offering one dish in which case you might need to adjust higher
- If purchasing food, round up quantities to the nearest package or case; it is better to have a little bit extra than not enough.

MONEY-EARNING ACTIVITY (MEA) GUIDELINES

A Money-Earning Activity (MEA) refers to activities that follow a planned budget and are carried out by the girls and adults, in partnership, to earn money for the troop/group. All MEAs are Special Events, but not all Special Events are MEAs. The guidelines in this section apply specifically to MEAs. MEAs should be consistent with the Program Standards and Council policies on money-earning. *All [Safety Activity Checkpoints](#) and Council policies and guidelines must be followed.*

Money-Earning Basics

All girls are encouraged to fully participate in council-sponsored product sale programs. These programs are designed to permit girls to fund their dreams, while also teaching them valuable skills that will be beneficial throughout their lives. From time to time, however, girls planning a trip or other special program activity may require funds in addition to those earned through the council product program sales. Using the troop budget, the girls should first set goals for their participation in all council-sponsored product sale programs any shortfall should be closed by planning other money-earning activities. Troops/groups are generally limited to two (2) additional money-earning activities per year. Any troop/group needing to participate in more than two (2) additional money-earning will be required to provide a detailed explanation of their need.

Process Summary

All events, Special Event and Money-Earning Activities must be approved by GSCM before the event/activity may be advertised or held. Any troop/group/individual seeking to hold an event, Special Event or Money-Earning Activity, must receive preliminary approval from its/her service unit manager and final approval from council staff. Requests for approval must be submitted to council via membercare@gscm.org and received council no less than thirty (30) days before the event. Please plan accordingly to ensure that you are able to obtain preliminary approval from your SUM and submit your request to council prior to the submission deadline. Council will review and approve or deny the request within ten (10) days.

Please note that any entity, including service units, troops, groups, and individuals, requesting permission to host a MEA must be in good financial standing with the Council or the request will be denied.

Please ensure that your application contains all necessary information and documentation, including but not limited to, contracts, Certificates of Insurance listing GSCM as a certificate holder from all venues and service companies with which you intend to contract; as well as requests for any additional documents that you need from GSCM, including but not limited to, Certificates of Insurance, and requests for additional insurance.

All Troop members requesting to participate in the MEA must be registered GSUSA members and have the requisite [Parent/Guardian Permission for Girl Scout Activities, Trips and Events](#) signed.

All questions must be answered thoroughly. Incomplete applications will be returned without approval.

MEA Criteria

- Be a valuable program activity for girls that will generate additional funds for a specific planned activity.
- Be suited to the ages and abilities of the participating girls and consistent with the principles of the Girl Scout Program.
- Be a girl-led activity – planned, generated, produced, and performed by girls, with supervision from leaders or other adults.

Eligibility for Participation

- All Troop members requesting to participate in the MEA must be registered GSUSA members and have the requisite permission form signed.
- The requesting entity (e.g. service unit, troop or group) must have prior year's Year-End Financial Report on file with GSCM.
- The requesting entity (e.g. service unit, troop, or group) must submit a current bank statement, an explanation of need and a budget. Bank account numbers may be redacted prior to submission.

- Troops must participate in the Cookie Sale Program, with the exception that if a troop was unable to participate in the cookie sale they would need to participate in the MagNut sale to be eligible to participate in additional money earning projects. Participation in the council-sponsored cookie program is defined as 75% of the registered girls in the troop participating. Participation in the MagNut sale is defined as 50% of the registered girls in the troop participating.
- Individually registered Girl Scouts (i.e., Juliettes) who participate in the Cookie Sale Program, are eligible to participate in additional money earning projects. Girls who join Girl Scouts after the completion of the Cookie Sale Program, but who participate in the MagNut sale are also eligible to participate in additional money earning projects.
- Troops must have a purpose and a demonstrated financial need for the MEA. All money earned by the girls must support Girl Scout Program experiences, such as camp, travel, and program events, but not scholarship or credits toward outside organizations.
- The income from the MEA **does not** become the property of individual girls but is part of the troop, group or Service Unit treasury.

Helping Girls Reach Their Financial Goals

In order for a troop/group to participate in additional MEA, there must be a need. One of your opportunities as a volunteer is to facilitate girl-led financial planning, which may include the following steps for the girls:

- **Set goals for the MEA** – What do the girls hope to accomplish through this activity? In addition to earning money, what skills do they hope to build? What leadership opportunities present themselves?
- **Create a budget** – Use a budget worksheet that includes both expenses (the cost of supplies, admission to events, travel, and so on) and available income (the group's account balance and projected proceeds from the cookie and spring product program).
- **Determine how much the group needs to earn** – Subtract expenses from available income to determine how much money your group needs to earn.
- **Make a plan** – The group can brainstorm and make decisions about its financial plans. Will cookie and spring product program sales—**if approached proactively and energetically**—earn enough money to meet the group's goals? If not, which group MEA might offset the difference in anticipated expense and anticipated income? Will more than one group MEA be necessary to achieve the group's financial goals? In this planning stage, engage the girls through the Girl Scout processes (girl-led, learning by doing, and cooperative learning) and consider the value of any potential activity. Have them weigh feasibility, implementation, and safety factors.
- **Write it out** – Once the group has decided on its financial plan, describe it in writing. If the plan involves a troop/group MEA, the troop/group must submit a current bank statement evidencing the troop's finances with the SE/MEA application for approval from Council.
- **Remember:** It's great for girls to have opportunities, like the Girl Scout Cookie Program, to earn funds that help them fulfill their goals as part of the Girl Scout Leadership Essentials (GSLE). As a volunteer, try to help girls balance the money-earning they do with opportunities to enjoy other activities that have less emphasis on earning and spending money. Take Action projects; for example, may not always require girls to spend a lot of money!

Large multi-level troops (mix of younger and older girls in excess of 25 members), Senior and Ambassador Troops, and Specialty Troops/Groups (Travelers, Trailblazers & Mariners) may run up to four (4) MEAs in addition to Council's product program sales for a total of six (6) money-earning opportunities per Girl Scout Year (October 1st through September 30th).

Other troops not falling under one of the above categories may run up to two (2) MEAs plus the council's product program sales (cookies and fall product sales) for a total of four (4) money-earning opportunities per Girl Scout Year (October 1st through September 30th).

Any troops/groups in this category wanting to run more than the maximum number of MEAs, will have the opportunity to submit a request to membercare@gscm.org for approval of additional MEAs. Generally, no more than two (2) additional MEAs will be approved in any given year, unless the MEAs are specifically tied to the

earning of highest awards. Troops seeking approval of additional MEAs must submit their reasons for needing more than the designated maximum number of MEAs and detail the nature of the additional proposed events. A troop/group/individual requesting to host additional MEAs must be able to clearly articulate how they participated proactively and energetically in their prior MEAs and how despite those best efforts, they are still left with a budgeting shortfall. It will be up to the discretion of GSCM to approve or decline.

Additional GSCM Money-Earning Clarifications and Guidelines:

- GSCM approval is required before you begin advertising an event. Failure to abide by this requirement that results in any loss incurred is not the responsibility of Council
- All Troops/Groups participating in MEAs are expected to abide by the Girl Scout Law and represent the Council in the best possible light. Girls and adults should be dressed appropriately and should wear the Girl Scout pin, sash/vest, or troop uniform (if the activity permits) during the MEA.
- While GSCM must approve all MEAs, GSCM is not responsible for ensuring that a profit is realized, and any loss incurred from planning or hosting an MEA is a financial loss to the organizing party. The organizing party may not seek financial support from GSCM for any loss sustained, including refunds to registered participants.
- Additional money-earning activities designed to generate a profit, must not coincide with council-sponsored product programs. However, events for which a fee is being charged, but only to cover the costs of hosting the event (i.e. break-even events) are permitted during this time.
- GSCM will not approve any MEA incorporating the use of a games of chance.
- Girl members may not engage in any direct solicitation for money except for Girl Scout Seniors and Ambassadors, who may solicit philanthropic donations to their councils of cash or in-kind goods for Girl Scout Gold Award projects, provided they have secured prior written permission from the council staff member authorized to approve such solicitation. Additionally, the National CEO in consultation with the National Board Chair may give permission for girls to raise money in times of a major national or international emergency, with prior written notice to the National Board. If Girl Scouts of Central Maryland is notified of such an approved fundraising effort, the council will notify its members. Girls may participate in money earning activities, as defined in subsequent portions of this manual, which they plan and carry out to support their troops' activities.
- All money earning activities planned by troops, Service Units, and girls who are raising funds for their Bronze, Silver and/or Gold Award Projects need to be approved by council prior to carrying-out the activity.
- Individually registered girl members (i.e. Juliettes) may not raise money outside of the GSCM Cookie Sale Program; however, if a girl is working on earning her Bronze, Silver, or Gold Award and needs to raise funds to carry-out the project, she may do so with the approval of GSCM.
- Service Units may hold restaurant night fundraisers; since this type of event is a fundraiser vs. a money earning event it is not an appropriate money earning activity for troops.
- A non-Girl Scout group or organization may not raise funds on behalf of a Girl Scout troop, group, or service unit (for example, under the auspicious of 'Friends of Girl Scouts,' etc.).
- There are a few specific guidelines—some required by the Internal Revenue Service—that ensure that sales are conducted with legal and financial integrity. To that end, consider the following reminders and cautions:
 - All rewards earned by girls through the product-sale activities must support Girl Scout program experiences (such as camp, travel, and program events, but not scholarships or financial credits toward outside organizations).
 - Rewards are based on sales ranges set by councils and may not be based on a dollar-per-dollar calculation.
 - Troops and Groups are encouraged to participate in council product sales as their primary money-earning activity; any group money-earning shouldn't compete with the Girl Scout Cookie Program or other council product sales.

- Obtain approval from GSCM before a group money-earning event. Please submit a request for approval using the Permission for Troop/Group Money Earnings form.
- Girl Scouts of Central Maryland does not permit the use of games of chance.
- Girl Scouts forbids product demonstration parties where the use to of the Girl Scout trademark increases revenue for another business (For example: In home product parties). Any business using the Girl Scout trademark must seek authorization from GSUSA.
- Group money-earning activities need to be suited to the age and abilities of the girls and consistent with the principles of the GSLE.
- **All money and other assets, including property, that are raised, earned, or otherwise received in the name of and for the benefit of Girl Scouting must be held and authorized by Girl Scouts of Central Maryland. Such money and other assets must be used for the purposes of Girl Scouting. They are the property of and are administered by the council and shall not be sold, given, transferred, or conveyed to a third party for less than fair market value. Such assets are not the property of individuals, troops, geographic units, subordinate units, or communities within the council. Money earned is for Girl Scout activities and is not to be retained by individuals. Girls can, however, be awarded incentives and/or may earn credits from their Girl Scout product sales. Funds acquired through group money-earning projects must be reported and accounted for by the group, while following council procedures.**

APPLICATION REQUIREMENTS AND PROCESS

Girl Scout Special Events and Money-Earning Activities hosted by troops, special area groups and individuals, are first reviewed and approved by the Service Unit Manager. Once approved by the SUM, the application must be submitted for review by GSCM Staff. ONLY GSCM staff members may give the final approval for a SE/MEA to proceed. Generally, submissions are reviewed and approved or denied within three (3) business days; this is contingent on completeness of the application and whether there are additional documents requiring review and approval. SE/MEAs being organized by a Service Unit may be submitted directly to GSCM for review.

Girl Scouts of Central Maryland reserves the right to deny any SE/MEA if it is deemed not in compliance with GSUSA and GSCM [Safety Activity Checkpoints](#), [Volunteer Essentials](#) and any other relevant policies, standards, guidelines, or procedures.

A completed [Special Event/Money-Earning Activity Application](#) must be submitted for approval at least thirty (30) days prior to the activity.

GIRL SCOUT EVENT SUBMISSION AND APPROVAL PROCESS

Submit the [Special Event/Money-Earning Activity Application](#) that includes:

- Names, emails and phone numbers of Event Director(s), Financial Manager, Event Emergency Contact and First Aider.
- First Aid information (One (1) Trained First Aider is required for each 200 participants)
- Budget
- Roster
- Event Flyer (PDF format is preferred)
- Event Contract, if applicable. Please provide a scanned copy. All contracts must be signed by the CEO of GSCM.

All events must follow the established council event guidelines found in the [Volunteer Essentials](#) and [Safety Activity Checkpoints](#).

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: My event has pre-meetings; do I have to fill out an application for each meeting?

A: No, a Special Event/Money-Earning Activity application is only necessary for the actual event, not the planning meetings.

Q: We are having a community event; do I have to list the off-site emergency contact on my flyer?

A: No, we realize that community events are different from a standard Girl Scout Event and the off-site emergency contact is not required on the flyer.

Q: I don't know my Service Unit Number or I am unsure of the name of my SUM. May I submit the application directly to GSCM instead?

A: No, if you do not know your Service Unit Number, call or email your SUM and ask. If you do not know how to contact your Service Unit Manager, please contact membercare@gscm.org and we will be happy to provide you with the contact information.

Q: What is a "EN" Number?

A: This is the number your event was assigned when you successfully submitted your application. It will appear in the acknowledgement email you receive and any correspondence regarding your Special Events/Money-Earning. We always include it in any email to help us make sure we are referencing the correct event.

Q: What if I misplaced my email with the EN Number?

A: Send an email to membercare@gscm.org with the name of your event, date, troop number or Service Unit name.

Q: We're doing an event that will not have a flyer. What do we submit in lieu of a flyer?

A: A flyer is just a form of advertisement therefore we want an example of any advertising that you will do to promote your event.

Add your own frequently asked questions.



Tips & Tools Appendix

MEETING NAME AGENDA

Location: Address or Room Number

Date: Date

Time: Time

Facilitator: Name(s)

Agenda Items

Start Time – End Time	[Opening Welcome and Meeting Group Agreement (turn-off/mute cell phones, only speak one at a time, etc.)]	[Location]
------------------------------	---	------------

Start – End	Introductions, if necessary	[Location]
--------------------	-----------------------------	------------

Start – End	Topic 1 [Theme? Event Focus?]	[Location]
--------------------	-------------------------------	------------

Start – End	Topic 2 [Possible event dates?] – Consider Product Program Dates	[Location]
--------------------	--	------------

Start – End	Topic 3 [Girl involvement?]	[Location]
--------------------	-----------------------------	------------

Start – End	Topic 4 [Committee Member(s) Responsibilities/Reports?]	[Location]
--------------------	---	------------

Additional information

Adult/Girl Agreements (See Sample)

SAMPLE ADULT GIRL SCOUT CODE OF CONDUCT

Note: This form may be used as an example. Have volunteers create their own form, as this will help them to “own” the Code of Conduct. You may also consider involving the girls in the creation of the adult Code of Conduct – a great way to lead by example.

I understand that as a [leader/assistant leader/volunteer assistant] of a Girl Scout troop, I play an essential role in the success of this troop. I also understand that my attitudes, behavior, and responsibilities as a role model are critical to the success of the troop and the well-being of the girls. I, therefore, agree to do the following:

- I will treat every girl and adult with respect.
- I will be sensitive to the needs of each girl participant.
- I will respect the places and the people with whom I come in contact in my role as a Girl Scout adult.
- I will abide by all GSUSA and GSCM policies, standards, guidelines and procedures.
- I will use and follow GSCM *Safety Activity Checkpoints* and *Volunteer Essentials*.
- I will not use any illegal drugs or alcohol during Girl Scout activities and I understand that the use of any such substances will result in expulsion from the troop.
- I will not smoke around, or insight of, the girls.
- I understand that if I am dismissed from this committee [group? troop?] due to a serious misconduct, it will be immediate. I will have the option of filing a grievance complaint with the council.
- I will abide by the Girl Scout Promise and Girl Scout Law and demonstrate such behavior for the girls to follow.
- [Additional guidelines that the committee feels are important]
- [Additional guidelines that the committee feels are important]
- [Additional guidelines that the committee feels are important]
- [Additional guidelines that the committee feels are important]
- [Additional guidelines that the committee feels are important]
- [Additional guidelines that the committee feels are important]
- [Additional guidelines that the committee feels are important]

<div></div>	<div></div>	<div></div>
Printed Name	Signature	Date

SAMPLE GIRL SCOUT CODE OF CONDUCT

Note: This form may be used as an example. Have girls create their own, as this will help them to “own” the Code of Conduct.

The Girl Scout Promise

On my honor, I will try
To Serve God and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

I will do my best to be honest and fair, friendly and helpful, considerate and caring,
courageous and strong, and responsible for what I say and do and
to respect myself and others, respect authority,
use resources wisely,
make the world a better place
and be a sister to every Girl Scout.

As a Girl Scout, I understand the Girl Scout Promise and Girl Scout Law. I will do my best to uphold the values of Girl Scouts and therefore agree to the following:

- I will be honest in all event transactions.
- I will be considerate of any rental spaces and equipment that are used during our event.
- I will reimburse the troop/group for any losses incurred because of my failure to properly care for the equipment and facilities of others.
- I will show respect to the adults and girls facilitating, planning, attending, and supervising the event.
- I will keep track of my responsibilities and I will strive to execute them to the best of my abilities.
- I will be responsible for my personal belongings.
- I will follow all safety requirements, whether such requirements have been put in place by GSUSA, GSCM, facilitators or volunteers.
- I agree to be helpful and understand it is part of being a Girl Scout to help clean up.

_____	_____	_____
Girl Scout Printed Name	Girl Scout Signature	Date

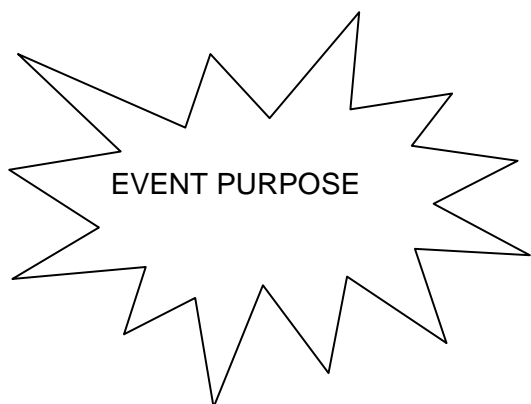
I understand and agree with the above responsibilities expected of my Girl Scout.

_____	_____	_____
Parent/Guardian Printed Name	Parent/Guardian Signature	Date

EVENT PURPOSE AND GOALS WORKSHEET

Directions: Use this worksheet with your event planning committee to determine the purpose goals of the event.

<p>What Girl Scout Leadership Experience Outcomes does this the event support?</p> <p>Discover: Connect: Take Action:</p>	<p>What elements of the Girl Scout Leadership Experience Leadership Essentials does this event support?</p>
<p>Is this event designed to serve current membership, recruit new members, or both? What grade levels?</p>	<p>How can girl-planning/leadership be incorporated?</p>
<p>Is this event inclusive in terms of being welcoming, accessible, food being served, etc.?</p>	<p>Are there specific journeys or badges, related to the event? What program materials/activities do we emphasize?</p>
<p>Are there organizations in the community with whom could collaborate to do the event?</p>	<p>What impact will this event have on Girl Scouts?</p>



SAMPLE EVENT BRAINSTORMING SESSION

Use this sample worksheet to answer questions about your event. Do not limit your team to these questions, come with questions of your own that complement your event. Then use this form along with your event budget to complete the application.

Remember, you should be planning with girls!

Planning Committee

- Director
- Co-Director
- Team
- Treasurer

Event Team

- Registrar
- First Aider
- Facilitators
- Emergency Contact

Event Details

- Title
- Purpose and goals
- Potential dates for the event
- Start/End Time
- Registration timeline
- Location? Contract?
- Activities? Facilitators? High Risk?
- Insurance?
- Does your event require special equipment? If yes, where are you getting them? Purchasing, renting, borrowing?
- What is the maximum number of girls you can serve? (Keep in mind site capacity, fire safety codes as well as adult to girl ratios.
- What is the minimum number of girls you can serve and stay within the budget? Don't lose money!
- What supplies are needed for the event? Create a checklist and assign who is taking care of items.
- Donations? If soliciting donations, follow the sample letter and provide copies to GSCM.

EVENT BUDGET WORKSHEET

To create your budget, you can download the [Microsoft Excel Girl Scout Event Budget](#), or you may use a similar tool to create your budget. If necessary, you may print this form for use.

To use the worksheet:

1. Enter all information **after receiving estimates**.
2. Add the costs associated with the Individual-Cost Items and enter the total in Box A.
3. Add the costs associated with Group-Costs Items and enter the total in Box B.
4. Determine the number of paying participants. You need to have an idea of how many participants are coming, so if you have an event that normally attracts 50 participants, plan for 50. But if you're holding a new event, plan for about 1/2 to 3/4 of the members in each troop invited. Enter the number in the instruction field (highlighted yellow) associated with Box C.
5. Take the total group cost in Box B and divide it by the number of paying participants that you plan on attending, write that total in Box C.
6. Add Box C and Box A together. Place your total in Box D.
7. The total in Box D will then be your final total cost per paying participant.

Individual-Cost Item: (Cost that is incurred on a per person level)	Notes:	Cost:	Group-Cost Item: (Cost that is set and not specifically based on number of people)	Notes:	Cost:
Food		\$	Site Rental		\$
Attraction Fees		\$	Bus Rental/ Transportation		\$
Program Supplies		\$	Equipment Rental		\$
Badges/Patches/etc.		\$	Additional Event Insurance	Minimum is \$5.00	\$
Publicity		\$	Other		\$
Payment Service Fee		\$	Other		\$
Other		\$	Other		\$
Other		\$	Other		\$
Total Individual Cost (total of the above)	Box A →→→→→	\$	Total Group Cost (total of the above)	Box B →→→→→	\$
Box B ÷# Participants	Box C →→→→→	\$			
Total Cost per Paying Participant Box A + Box C	Box D →→→→→	\$			

SAMPLE EMERGENCY PLAN

Every event should have a plan for emergencies. Large events have additional needs to develop an Emergency Plan and should take additional time in the planning process to develop a more comprehensive emergency system. Be able to fill in the blanks to make the plans for your event safe. Adjust the plan as necessary to meet the needs of your event type.

The fire department serving the location of our event is _____. We have sent them a letter requesting assistance in case of fire and notifying them of the dates, number of people on site and name of the person in charge.

The emergency signal will be _____. This signal will be heard at no other time. The person(s) to sound the alarm is _____. The alarm is located _____. The drill will be held _____. Note: Tell the site manager your signal and when you plan the drill, so they are prepared. When the alarm is sounded:

- Troop leaders are responsible to assemble the girls quickly and quietly into a buddy line and take a count of girls and adults present. All troop adults assemble with the troop. Others on site, (program, administrative and kitchen staff) assemble_____.
- Walk quickly and quietly to the assembly area and report the count to_____, the person in charge or send a pre-designated runner to report and receive instructions. (Note: The layout and distances on your site will help you determine which plan to use. The important thing is to be able to quickly account for each person at the event including those on out on hikes, etc. Have a procedure for individuals and groups to check out if they are leaving the main area.)
- The person responsible for determining that everyone is present and accounted for is _____. This person is in charge of the group. (Note: This should not be the Event Director. The Director will be needed elsewhere in case of a real emergency.)

In the event of a temporary or permanent evacuation:

- The Director is the on-site contact for the Girl Scouts in dealing with fire and emergency personnel. She/he coordinates the efforts of others on the Girl Scout team.
- _____ is responsible to assure that there is a first aid kit and roster available to take with the evacuating group. The roster should include the name and number of the event in-town contact, the names and numbers of the troop/group in-town contacts and basic information on participants. If time permits, she/he takes health histories and emergency medical treatment forms on everyone, and any prescription medications used by participants.
- The communications coordinator will be _____. This person is responsible to notify the Council according to the [Council Crisis Plan](#).
- Report your location, status, name and phone number of the in- town contact for the event, evacuation center if known and telephone number where you can be reached. If cell phone service is not available, stay by the telephone to receive communication and relay information to the Event Director. Have coins or credit card available if using a pay phone.
- The site security person will be _____. This person is responsible for coordination with the event team and dealing with any media contact until a Council spokesperson arrives, as specified in the [Council Crisis Plan](#). If possible, arrange for drinking water and snacks to be taken to the evacuation site. Remind leaders: panic is your own worst enemy. Keep the children and others calm. Sing, talk quietly, and keep yourselves organized and ready to immediately follow instructions. You will receive instructions about what to do about the "things". Do not risk injury to yourself or others by returning to the site to gather possessions.

Fire at the site

- The planning team must gather information from non-Council owned sites as to their preparation for

emergencies. Girl Scout adults should be aware of the location of fire extinguishers and other firefighting tools provided by the site. Girl Scout adults' first responsibility is the safety of the girls.

- Know the location of the telephone and if cell service is available. Post the name, address and nearest cross streets or directions to the site. When dialing 911, don't panic; stay on the phone to give the dispatcher location, circumstances, number of persons involved, and other information requested.
- Become familiar with the area surrounding the site. Select a location you could reach by walking if it became necessary to evacuate because of a fire in the site. The location should be large enough to accommodate the entire group and be clear of flammable materials.

Missing Person

- The use of the buddy system, a check in/out system, and adequate adult supervision must be thoroughly covered in the pre-event information. Encourage the leaders to review with the girls what to do if they become separated from the group (stay put, hug a tree) and to orient them to the site when they arrive so the girls will know where their area is in relation to other facilities.
- In the event a person is reported missing:
 - Obtain a description of the missing person - hair, eyes, clothing, weight and height.
 - Determine when and where the person was last seen. Stay calm so you don't frighten other children.
 - Discover, if possible, the state of mind of the missing person. Was she depressed, angry or threatening to run away? Did she fall behind on a hike or leave to visit a friend in another area?
 - Conduct a thorough search of the missing person's area, toilet facility, sleeping area, etc. Missing children have been found napping in their sleeping bags inside messy tents!
 - If the person cannot be found, conduct an all-site fire drill. Use extra adults to conduct a wider search of the property and return to search the missing person's area. If appropriate, use lines of rescuers working side by side to sweep the area.
- If the person cannot be found, the emergency communications coordinator contacts the Council according to Council Crisis Plan. The Director should make contact requesting assistance from the site ranger/manager.
- Do not ignore the remaining participants. Be calm and positive. Acknowledge their fears and move on to another activity.

Unfamiliar person/intruder on the site

- All visitors should check in with the site headquarters. When the visitor is a person not familiar to most of the adult participants, the visitor should be accompanied by a staff member or have some identification that they "belong" on site.
- Obtain information for the site manager/ranger so you will know if any deliveries, repairmen, or others are expected on the site during your stay.
- During the pre-event information session, remind the adults that their sleeping area assignment will be made so they can readily detect intruders and offer immediate help to the girls if need be.
- Intruders should be questioned to ascertain who they are and why they are on the site. Be polite, but firm. Maintain some distance from the person or vehicle. Give assistance if reasonable, i.e., directions, but do not reveal anything but general information about the Girl Scout group event. Do not allow the person to use the telephone within a cabin or area where girls are present. Escort the person from the site or observe to be sure they have departed. Record the vehicle information.
- Event staff should not endanger themselves or the girls by attempting to pursue or apprehend an apparent prowler. Contact the site manager/ranger and/or seek help from law enforcement officials by dialing 911.

SAMPLE GENERAL EVENT SAFETY MANAGEMENT PLAN & CHECKLIST

This form should be altered as necessary to suit the needs of your event.

Event:											Date(s):		
Purpose:											Time:		
Location:											Site Phone:		
#Participants	#Girl Scouts		#Non-GS		#Adult Female		#Adult Male		Site Contact:				
Age Levels:	#Daisies		#Brownies		#Junior		#Cadettes		#Seniors		#Ambassadors		
1 st Aider:													

Activity Information:

Activity:		Facilitator:	
Activity:		Facilitator:	
Activity:		Facilitator:	
Activity:		Facilitator:	
Activity:		Facilitator:	
Activity:		Facilitator:	

Program Equipment/Supplies Checklist:

Vendor Facilitator Contact Information:

Company Name:	Vendor Type:	Contact Name:	Contact Phone:	Contact Email:	Contract?

Volunteer Facilitator Contact Information:

Volunteer Name	GSCM Approved?	Phone:	Email:	Certification:

Accommodations Checklist:

Accommodations Vendor Contact Information:

Company Name:	Vendor Type:	Contact Name:	Contact Phone:	Contact Email:	Contract?

Food/Beverage Checklist:

Food/Beverage Vendor Contact Information:

Company Name:	Vendor Type:	Contact Name:	Contact Phone:	Contact Email:	Contract?

Volunteer Food/Beverage Contact Information:

Volunteer Name	GSCM Approved?	Phone:	Email:	Certification:

Transportation Checklist:

Transportation Vendor Contact Information:

Company Name:	Vendor Type:	Contact Name:	Contact Phone:	Contact Email:	Contract?

Volunteer Transportation Contact Information:

Volunteer Name	GSCM Approved?	Phone:	Email:	Certification:

Information Troops Need Checklist (i.e. skills, equipment, clothes, food, etc.)

Miscellaneous Checklist

	Safety Activity Checkpoints reviewed for each activity	Site visited and hazards noted.
	Volunteer Essentials reviewed to ensure rations, transportation, first-aiders etc.	Parking adequate, plan in place for arrival/departure
	Troops notified of skills expectations, equipment, clothes, food, accommodations, etc.	Accommodations in place for male participants/volunteers
	Facilitators in place for all programs	Adequate Restrooms
	Contracts in place for all vendors	Ample access to fresh water
	Emergency Plan in place and communicated	First aid supplies in ample supply
	Additional insurance obtained (if necessary)	Pre-bound Journal (i.e. Composition Book) for Medical Log
	Safety drill scheduled	

MEDICAL LOG

Directions: Record all injuries and treatments provided during the course of the event. In cases of emergency medical care, record the hospital and the doctor used. If First Aid is given, submit this document along with the Mutual of Omaha claim form (if applicable) to GSCM in compliance with the Crisis management Plan. This form is used to help with patients' insurance needs and as a written reference in a dispute. You can download the [Medical Log](#) on the GSCM website.



Medical Log

Event Name: _____					
Location: _____					
First-Aider(s): _____					
1	Date:	Time/Start:	Name:	Time/End:	
	What Happened?:				Girl <input type="checkbox"/> Adult <input type="checkbox"/>
	Verify and check box: <input type="checkbox"/> Over-the-Counter (OTC) & Provided Prescription <input type="checkbox"/> Health History <input type="checkbox"/> Parent called <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Treatment:				
2	Date:	Time/Start:	Name:	Time/End:	
	What Happened?:				Girl <input type="checkbox"/> Adult <input type="checkbox"/>
	Verify and check box: <input type="checkbox"/> Over-the-Counter (OTC) & Provided Prescription <input type="checkbox"/> Health History <input type="checkbox"/> Parent called <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Treatment:				
3	Date:	Time/Start:	Name:	Time/End:	
	What Happened?:				Girl <input type="checkbox"/> Adult <input type="checkbox"/>
	Verify and check box: <input type="checkbox"/> Over-the-Counter (OTC) & Provided Prescription <input type="checkbox"/> Health History <input type="checkbox"/> Parent called <input type="checkbox"/> Yes <input type="checkbox"/> No				
	Treatment:				
					Done by: _____

ACCIDENT/INCIDENT REPORT

The Accident/Incident Report form can be downloaded from the forms section of the [GSCM website](#). Complete the form and submit to GSCM in compliance with the Crisis Management Plan.

(For your records only)

13 | Appendix

SAMPLE EVENT TASK LIST & TIMELINE

These documents are intended to help you stay organized while you plan your Special Event or Money-



Event Planning Task List

Event Name:

Event Date:

Event Location:

Event
Coordinator:

[illegible]

Earning Activity. The documents may be found [here](#) and may altered as necessary.



Event Planning Timeline

Event Name:

Event Date:

Event Location:

Event

Coordinator:

[illegible]

SAMPLE POST EVENT EVALUATIONS

All events should include post event evaluations. The questions should be related to the purpose of the event. Evaluations can be filled out at the event itself in troop meetings (good for the girls) or online (adults and older girls). The adults' evaluation will be more comprehensive and include questions on the planning process, communications, scheduling, site, fees, quality of the experience, and food service as well as program activities. The girls' evaluation could be done as individuals, buddies or whole troop. Questions should be few, simple and related to things in which girls were directly involved.

SAMPLE GIRL EVALUATION

Event Name:	
Event Date:	
Girl Scout Level:	
Completed by:	<input type="checkbox"/> Individual Girl <input type="checkbox"/> Troop

Things I Liked:

Things I Did Not Like or Would Change:

Circle one:

I would attend this event again.

I would NOT attend this event again.

SAMPLE LEADER/ADULT POST EVENT EVALUATION

Thank you for completing this survey. Your responses will help us to improve our events. All answers you provide will be kept confidential.

Event Name:	
Event Date:	
Girl Scout Level:	
Completed by:	<input type="checkbox"/> Troop Leader <input type="checkbox"/> Parent/Guardian <input type="checkbox"/> Other Adult

How did you learn about our event?

- ☐ Troop Leader/Email
- ☐ Service Unit Website
- ☐ Service Unit Meeting/Email
- ☐ Council Website/Email
- ☐ Other: _____

How satisfied were you with the amount of information provided before the event?

- ☐ Excellent
- ☐ Good
- ☐ Fair
- ☐ Poor
- ☐ Terrible

We would now like to know how you enjoyed our event. Please select your level of happiness with the following aspects of the event:

	Very Happy	Happy	Indifferent	Unhappy	Very Unhappy
Cleanliness					
Originality					
Event Length					
Price					
Safety					
Venue/Location					
Value					

Based on your experience, how would you rate your overall satisfaction level with the Event?

- ☐ Very Satisfied
- ☐ Satisfied
- ☐ Neutral
- ☐ Dissatisfied
- ☐ Very Dissatisfied

What did you like most about the event?

What did you like least about the event?

EVENT FLYER CHECKLIST

Items in **Boldface** are required, other items are recommended only.

For all events (excluding yardsales, bakesales and restaurant nights) use the full name of the organization, **Girl Scouts of Central Maryland** (upper case, lower case - not all capitals). **Do not use the abbreviation GSCM to identify the organization. You may use the Girl Scouts of Central Maryland logo from above or the standard Girl Scouts logo.**

Underneath **Girl Scouts of Central Maryland**, put the group or individual sponsoring the event (i.e., service unit name, troop/group name or number). Examples: **Service Unit 123 (OR GSCM Troop 1234 OR GSCM [Insert branch of Trefoil Adventure] Troop 123 OR Sally Sue, Girl Scout Gold Award Candidate)**

What - Name of the Event

Purpose of the event, description of activities if necessary.

Who - Target participants (the level of Girl Scouts served by the event)

Example: Girl Scout Brownies or Brownie Girl Scouts (either is accepted); Tagalongs, or no Tagalongs, Parents and Family

When - Date & Time of event, including the year

Where - Location of the event (complete address with zip code & current phone number)

Cost - amount and what it includes; i.e., patch, snack, etc... and the **event refund policy. If event is a money-earning activity, the troop/group/individual must note how the funds will be used.**

Payment details (Troop Check Payable to: _____ or Payment Service (see *Volunteer Essentials*))

Registration Method (online form/mail form/email form). If standard mail, include full mailing address. If email, include email address.

Contact for Questions: List complete name, email address and/or phone number.

Registration dates, including deadline.

- Examples:
 - Registration accepted after May 1, Limited space - register ASAP
 - Registration accepted after May 1. Must register by May 31. No late registrations will be accepted.

Safety-Wise Information and Girl/Adult Ratios: Minimum adults? Extra adults needed? Tagalongs need an accompanying adult, not included in ratios for girls.

- Examples:
 - Troop responsibility to maintain proper Adult/Girl Ratios.
 - Only adults necessary to meet ratios are permitted.
 - Drop-off event – Adults attendance not necessary.

Level of **required training** for participation.

- Examples:
 - Camp Certified Adult Required
 - Troop First Aider Required
 - Camp and Tent Certified Adult Required

Medium-Risk and High-Risk Activities: If the event involves Medium-Risk or High-Risk Activities (see Safety Activity Checkpoints) include a statement that the event includes a medium-risk and/or high-risk activity, and that it has been approved by council.

Supply list (i.e. what participants are expected to bring / supply).

- Examples:
 - Each participant must bring a labeled refillable water bottle and a packed lunch.
 - Troops are responsible for providing their own tents and sleeping bags.

Event Off-Site Emergency Contact - Include Name / Phone number / Cell number

If the leader can look at your flyer and be able to fill out a Parent/Guardian Permission for Girl Scout Activities, Trips or Events or Event Registration form completely, then it's a good flyer!!!

Volunteer Run Event Disclaimer required on all flyers except an approved restaurant night, which may not reference Girl Scouts or Girl Scouts of Central Maryland.

“This event has been created, organized and is being offered by Girl Scouts and Volunteers associated with the Girl Scouts of Central Maryland. This event has not been created or organized by the Girl Scout of Central Maryland council office. Accordingly, any questions or comments regarding this event should be directed to the contact on this flyer and not the council office.”

Clear, easy to read. No background graphics. Not too crowded. No more than two fonts.

SAMPLE DONATION REQUEST LETTER



Girl Scouts of Central Maryland
4806 Seton Drive
Baltimore, Maryland 21215
410.358.9711
gscm.org
EIN: 52-0780207
TIN: 310000574

Date

Recipient Name

Title

Address

Address

Re: Request for In-Kind Donation

Dear Recipient Name,

I am a Girl Scout Senior seeking to earn my Girl Scout Gold Award. Gold Award Girl Scout are young women who are driving meaningful and sustainable change in our communities and beyond. The Gold Award is the mark of the truly remarkable, earned by a high school Girl Scout who addresses an issue she's passionate about in a way that yields real and lasting impact. Whether it's on a local, national, or global level, Gold Award Girl Scouts provide innovative solutions to significant challenges. As a Gold Award Candidate, I am working to create a sustainable solution to (INSERT ISSUE). In order to create this lasting change, I (INSERT ASK).

If you are able to accommodate my request, please contact me via email: (INSERT EMAIL), or via telephone: (INSERT PHONE NUMBER). Thank you for your time and consideration. It's thanks to the support of people like you that young women, such as myself, pursue this amazing and far-reaching accomplishment.

Yours in Girl Scouting,

Sender Name



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

ADDITIONAL INSURANCE

Activity Accident Insurance Comparison Chart *(summary)*



	Plan 1 Basic Plan	Plan 2	Plan 3E Accident & Sickness	Plan 3P Accident & Sickness	Plan 3PI Accident & Sickness Insurance for International Trips	International Inbound Accident & Sickness Insurance for Girl Guides/Girl Scouts Visiting the USA
ELIGIBILITY	All registered Girl Scouts (girl and adult).	All participants (Members and Non-members) of Girl Scout Council sponsored/supervised events.	All participants (Members and Non-members) of Girl Scout Council sponsored/supervised events.	All participants (Members and Non-members) of Girl Scout Council sponsored/supervised events.	All participants (Members and Non-members) of Girl Scout Council sponsored/supervised events.	Councils who are hosting Girl Guides/Girl Scouts visiting the United States
COVERAGE (any approved and supervised Girl Scout Activity)	Lasting two consecutive nights or less	Members - For events lasting more than two consecutive nights Non-members - no event duration timeframe	Lasting more than two nights	Lasting more than two nights	Lasting more than two nights	Coverage provided 24 hours a day for Girl Guides/Girl Scouts visiting the United States including travel directly to and from the insured's home and the United States.
PREMIUM RATES	The cost is paid by Girl Scouts of the USA	The cost is \$0.11 per participant per calendar day or portion thereof	The cost is \$0.29 per participant per calendar day or portion thereof	The cost is \$0.70 per participant per calendar day or portion thereof	The cost is \$1.17 per participant per calendar day or portion thereof	The cost is \$3.30 per person per calendar day
Non Duplication Provision	First \$140 then medical expenses excess to other insurance	First \$140 then medical expenses excess to other insurance	First \$140 then medical expenses excess to other insurance	NOT APPLICABLE	NOT APPLICABLE	NOT INCLUDED



**UNITED OF OMAHA LIFE
INSURANCE COMPANY**
A MUTUAL of OMAHA COMPANY

Plan 2

Enrollment Form For Girl Scout Councils



1. Submit the completed enrollment form through the Girl Scout Council for approval.
2. Following Council approval, the Council will send the completed enrollment form and premium (made payable to United of Omaha Life Insurance Company) directly to: Mutual of Omaha Companies, Special Risk Services, P.O. Box 31716, Omaha, NE 68131. **Enrollment form and premium must be received by Mutual of Omaha prior to 12:01 a.m. of the first day of the Girl Scout event.**

FROM: GSCM 4806 Seton Drive, Baltimore MD 21215 membercare@gscm.org

Council approval is required—forms without the appropriate Council signature cannot be processed; troop leaders should not submit enrollments directly to Mutual of Omaha Companies.

Council Code No. 218

Leader name or name of person submitting this for form _____

Check made payable to UNITED OF OMAHA LIFE INSURANCE COMPANY for the **TOTAL PREMIUM** shown below is enclosed. **MINIMUM PREMIUM is \$5.00**, except that several enrollment forms included in one submission may be combined to meet the minimum.

Schedule of Each Event

Name and Location of Event	Beginning Date	Ending Date	(1)	*(2)	(3)	(4)	(5)
			Number of Participants	Number of Days	Number Participant Days (1x2)	Premium Each Day @ 11 ¢	Total (3 x 4)
Sample: Camping, Camp Conowingo, 46 Shadowbrook Rd, Conowingo MD 21918	2/5/xx	2/8/xx	10	4	40	11 ¢	40 x 11 ¢ =\$4.40 (Min \$5)
1.							
2.							
3.							
4.							
5.							
TOTAL	N/A	N/A					

*(2) Please count each day of a trip even if it starts at 10pm

Please provide Accident Insurance to cover all enrolled participants in the following approved, supervised Girl Scout activities (except statutory employees covered under workers' compensation):

Council Signature _____ Title _____ Date _____

Underwritten by United of Omaha Life Insurance Company

M19059 0412



**UNITED OF OMAHA LIFE
INSURANCE COMPANY**
A MUTUAL of OMAHA COMPANY

Plan 3E

Enrollment Form For Girl Scout Councils



1. Submit the completed enrollment form through the Girl Scout Council for approval.
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FROM: GSCM 4806 Seton Drive, Baltimore MD 21215 membercare@gscm.org

Council approval is required – forms without the appropriate Council signature cannot be processed; troop leaders should not submit enrollments directly to Mutual of Omaha Companies.

Council Code No. 218

Leader name or name of person submitting this for form _____

Check made payable to **UNITED OF OMAHA LIFE INSURANCE COMPANY** for the **TOTAL PREMIUM** shown below is enclosed. **MINIMUM PREMIUM is \$5.00**, except that several enrollment forms included in one submission may be combined to meet the minimum.

Schedule of Each Event

			(1)	*(2)	(3)	(4)	(5)
Name and Location of Event	Beginning Date	Ending Date	Number of Participants	Number of Days	Number Participant Days (1x2)	Premium Each Day @ 29 ¢	Total (3 x 4)
Sample: Camping, Camp Conowingo 46 Shadowbrook Rd, Conowingo MD 21918	2/5/xx	2/8/xx	10	4	40	29 ¢	40 x 29¢ = \$11.6
1.						29 ¢	
2.						29 ¢	
3.						29 ¢	
4.						29 ¢	
5.						29 ¢	
TOTAL	N/A	N/A					

*(2) Please count each day of a trip even if it starts at 10pm

Please provide Accident Insurance to cover all enrolled participants in the following approved, supervised Girl Scout activities (except statutory employees covered under workers' compensation):

Council Signature _____ Title _____ Date _____

Underwritten by United of Omaha Life Insurance Company

M19060 0412



**UNITED OF OMAHA LIFE
INSURANCE COMPANY**
A MUTUAL of OMAHA COMPANY

Plan 3P

Enrollment Form For Girl Scout Councils



1. Submit the completed enrollment form through the Girl Scout Council for approval.
2. Following Council approval, the Council will send the completed enrollment form and premium (made payable to United of Omaha Life Insurance Company) directly to: Mutual of Omaha Companies, Special Risk Services, P.O. Box 31716, Omaha, NE 68131. **Enrollment form and premium must be received by Mutual of Omaha prior to 12:01 a.m. of the first day of the Girl Scout event.**

FROM: GSCM 4806 Seton Drive, Baltimore MD 21215 membercare@gscm.org

Council approval is required—forms without the appropriate Council signature cannot be processed; troop leaders should not submit enrollments directly to Mutual of Omaha Companies.

Council Code No. 218

Leader name or name of person submitting this for form _____

Check made payable to UNITED OF OMAHA LIFE INSURANCE COMPANY for the **TOTAL PREMIUM** shown below is enclosed. **MINIMUM PREMIUM is \$5.00**, except that several enrollment forms included in one submission may be combined to meet the minimum.

Schedule of Each Event

			(1)	*(2)	(3)	(4)	(5)
Name and Location of Event	Beginning Date	Ending Date	Number of Participants	Number of Days	Number Participant Days (1x2)	Premium Each Day @ 70 ¢	Total (3 x 4)
Sample: Camping, Camp Conowingo, 46 Shadowbrook Rd, Conowingo MD 21918	2/5/xx	2/8/xx	10	4	40	70¢	40 x 70¢ = \$28
1.						70 ¢	
2.						70 ¢	
3.						70 ¢	
4.						70 ¢	
5.						70 ¢	
TOTAL	N/A	N/A					

*(2) Please count each day of a trip even if it starts at 10pm

Please provide Accident Insurance to cover all enrolled participants in the following approved, supervised Girl Scout activities (except statutory employees covered under workers' compensation):

Council Signature _____ Title _____ Date _____

Underwritten by United of Omaha Life Insurance Company

M19061 0412



**UNITED OF OMAHA LIFE
INSURANCE COMPANY**
A MUTUAL of OMAHA COMPANY

Plan 3PI

Enrollment Form for International Trips For Girl Scout Councils



1. Submit the completed enrollment form through the Girl Scout Council for approval.
2. Following Council approval, the Council will send the completed enrollment form and premium (made payable to United of Omaha Life Insurance Company) directly to: Mutual of Omaha Companies, Special Risk Services, P.O. Box 31716, Omaha, NE 68131. **Enrollment form and premium must be received by Mutual of Omaha prior to 12:01 a.m. of the first day of the Girl Scout event.**

FROM: GSCM 4806 Seton Drive, Baltimore MD 21215 membercare@gscm.org

Council approval is required—forms without the appropriate Council signature cannot be processed; troop leaders should not submit enrollments directly to Mutual of Omaha Companies.

Council Code No. 218

Leader name or name of person submitting this for form _____

Please provide Accident and Sickness Insurance to cover all enrolled participants in the following approved, supervised Girl Scout trip (except statutory employees covered under workers' compensation).

Trip Schedule

Name and Location of Event	Beginning Date	Ending Date	(1) Number of Participants	*(2) Number of Days	(3) Number Participant Days (1x2)	(4) Premium Each Day @ \$1.17	(5) Total (3 x 4)
Sample: Royal Caribbean Cruise, Port of Baltimore, Port King's Wharf Bermuda, Port of Baltimore	2/5/xx	2/8/xx	10	4	40	\$1.17	40 x \$1.17=\$46.8
1.						\$1.17	
TOTAL	N/A	N/A					

*(2) Please count each day of a trip even if it starts at 10pm

ATTENTION TROOP LEADER:

Please attach the trip roster to this enrollment form. (See format on Instruction Sheet.)

Important Note to Leaders: Please prepare and bring a list of emergency parental, guardian or other personal contacts and their telephone numbers for all participants with you during the trip.

Council Signature _____ Title _____ Date _____

Underwritten by United of Omaha Life Insurance Company

M19062 0412

SPECIAL EVENT/MONEY-EARNING ACTIVITY APPLICATION



Girl Scouts Central Maryland
4806 Seton Drive
Baltimore, MD 21215-3247
T 410.358.9711, F 410.358.9918
www.gscm.org

SPECIAL EVENT/MONEY-EARNING ACTIVITY APPLICATION

All Special Events/Money-Earning Activities must be approved by council staff prior to advertisement or execution of the program. All contracts must be signed by the CEO of Girl Scouts of Central Maryland. Contracts will not be executed without approval of the event.

Special Event/Money-Earning Activity Applications, **MUST** have all necessary signatures and be submitted to GSCM via membercare@gscm.org for approval not less than **30 days** prior to the activity.

Today's Date:		Service Unit:		Troop/Group:	
Event Name:		Event Location:		Event Date: Event Time:	
Person in Charge Name:		First Aider Name:		Emergency Contact Name:	
This event is for:	<input type="checkbox"/> Girl Scouts ONLY	# of Girls: # of Adults		Contracts to be signed (venue, equipment, transportation)? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	<input type="checkbox"/> Tag-a-long/Family	Transportation Provided?			
		<input type="checkbox"/> Yes <input type="checkbox"/> No			
		Additional Insurance:			
<input type="checkbox"/> Application/Check Attached		<input type="checkbox"/> Proof of Purchase Attached			
Have you reviewed GSCM Volunteer Essentials and Safety-Wise requirements and does your event plan and safety plan comply with the requirements?		Are any of your activities considered high-risk?		Do you have permission slips for all girls participating in the running of this event?	
<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No		<input type="checkbox"/> Yes <input type="checkbox"/> No	
				Is your event virtual or in-person? <input type="checkbox"/> Virtual <input type="checkbox"/> In-person	
If your event is in-person, have you reviewed GSCM, State, Local and Federal COVID-19 guidelines for in-person activities? <input type="checkbox"/> Yes <input type="checkbox"/> No Please describe your plan to limit risk below. If necessary, use an additional sheet.					
Provide a description of the event and the girls' responsibility in carrying it out:					
Is event a MEA (Fee charged?)		<input type="checkbox"/> Yes <input type="checkbox"/> No		Did girls meet product sale participation guidelines?	
<input type="checkbox"/> Net Profit (Fee charged to make a profit)		<input type="checkbox"/> Net Zero (Fee to cover cost of event ONLY)		<input type="checkbox"/> Yes <input type="checkbox"/> No	
If MEA, is event net profit or net zero?				What is amount necessary to fund girl plans?	
				How many MEAs has (or will) your troop offer this year?	
What is the reason you are seeking additional funds outside of the council-sponsored product programs? If you are seeking to participate in more than two (2) MEAs, in addition to council-sponsored product sales, please explain in detail why. Attach an additional sheet if necessary. If seeking to host an event that is net profit, you must provide a troop/group budget.					
Signatures (Event organizers who sign below certify that they have accurately answered all of the relevant questions listed above. SUMs and Staff who sign below certify that they have reviewed the information provided and that the information complies with GSCM Policy, Guidelines, Standards and Procedures).					
Event Organizer:		Date:			
Service Unit Manager:		Date:			
Council Staff (M&R):		Date:			
Council Staff (Prog):		Date:			

Do you have all necessary attachments?
☐ Flyer, ☐ Insurance application, ☐ Contract(s) to be executed, ☐ Roster and ☐ Budget

GSCM Revised 09/2020