

Service Unit Program and Event Planning Form

Instructions:

Complete this form and return to your SU special events coordinator along with your itinerary/agenda and draft promotional flier, at least four months before your event. Along with your agenda, please include a logistics plan with a schedule of activities, arrival/departure details, how to set up registration, etc. You may not promote this event, collect fees, and/or registration prior to review by the service unit special events coordinator.

Name of Event _____ Date of Event _____ Time _____

Service Unit _____ Promote outside of service unit? _____

Event Chair _____ Troop Number _____

E-mail Address _____ Phone Number _____

Event Site _____ Address _____

Approved certificate of insurance? _____ Yes _____ No Waiver required? _____ Yes _____ No

Contract required? _____ Yes _____ No Deposit required? _____ Yes _____ No

Total cost _____ Estimated cost per girl _____ Estimated cost per adult _____

Program age level(s) that will be attending _____

Participants: Maximum _____ Minimum _____ Break-even _____

Are non-Girl Scouts (parents, siblings, special guests) invited to participate? _____ Yes _____ No
If yes, you will need additional insurance. See Volunteer Essentials for details.

What is the proposed outcome or purpose of this event? How are you incorporating the GSLE with its three keys to leadership – Discover, Connect, Take Action? Will the girls DISCOVER? Will the girls CONNECT? Will the girls TAKE ACTION? Which of the 15 leadership outcomes will the girls achieve from this event?