

# Event Planning Guide

This guide is for any troop or service  
unit planning an event.



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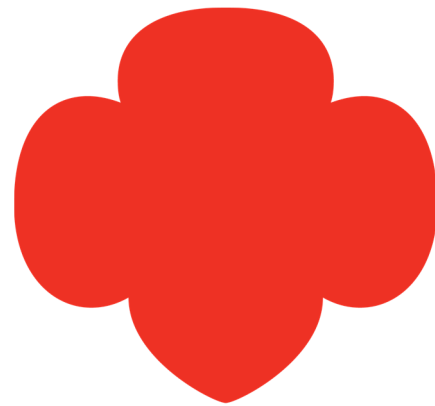
Page 19-24...A Virtual Experience

### Essential Event Planning Resources

- Safety Activity Checkpoints
- Volunteer Essentials
- Fundraising Facts - Q & A Grid

### Important Forms

- Permission Slip
- Incident/Accident Report Form
- Additional Insurance Form
- Certificate of Liability Insurance Request Form
- Medical History and Release Form



## Top 10 Reasons to Host an Event

1. Fun. Merriment. General enjoyment.
2. Connect girls with larger sisterhood, other Girl Scouts in their community and beyond.
3. Engages families with Girl Scouts.
4. Create leadership opportunities for older Girl Scouts.
5. Leaders can connect and network with other leaders in their area.
6. Gives leaders an opportunity to observe the Girl Scout Leadership experience in action.
7. Enables girls to be part of traditional Girl Scout events beyond the troop.
8. Improves community visibility.
9. Promotes retention.
10. Provides opportunity to recruit new girls.

# Group Events

## Seven Key Events

World Thinking Day  
Ceremonies  
Cookie Rally  
Volunteer Appreciation  
Girl Recognition  
Daisy Launch  
Invite-a-Friend

Service units and troops can flourish by offering these seven traditional group events: World Thinking Day, Ceremonies, Cookie Rally, Volunteer Appreciation, Girl Recognition, Daisy Launch and Invite-a-Friend. Offering traditional group events gives the girls a sense of history and provides them the opportunity to network with other Girl Scouts that can inspire them to be the best they can be.

Group events help reinforce the Girl Scout Leadership Experience.

Groups are not limited to just these seven events. The sky's the limit!

When planning your events, consider how you will arrange your group event in one of the following ways:

**Stations**—Allotted amount of time at each station and switch, groups are assigned where to go. Follow a rotation.

**Round Robin**—Everyone can travel from station to station on their own. Choose your own ending.

**Formal Agenda**—Opening Ceremony, Main Event, Refreshments

**Open House**—Come and go as you please and participate at your leisure.

**Break Out Session**—Come together as a group, let the girls pick the session they are interested in

Highlight the important role Juliette played in the development of the Girl Scout movement by incorporating these traditions:

**Girl Scout Promise:** Start each Girl Scout event with the Girl Scout promise to remind us what Girl Scouts represents and our agreement about how we will act everyday and toward one another.

**Friendship Circle:** the Friendship Circle involves Girl Scouts standing in a circle, crossing their right arms over their left, and clasping hands with their friends on both sides. A friendship squeeze is passed from hand to hand around the circle.

**SWAPS:** Small tokens of friendship to exchange with the Girl Scouts they meet while traveling. These little gifts are called "SWAPS," which stands for "Special Whatchamacallits Affectionately Pinned Somewhere."

## Tips for a Successful Event Schedule

- Participants often start arriving 30 minutes before events are scheduled to begin. This is a good time to begin check-in, so the event can start on time. Plan a simple activity (songs or icebreaker games) to keep early arrivers engaged.
- Allow 5 to 10 minutes at the beginning for late check-ins and opening activities—such as a flag ceremony and recitation of the Girl Scout Promise, introductions, and announcements.
- Allow enough time for a snacks and bathroom breaks, if needed.
- If planning an event with a "round-robin" format, allow enough time for groups to move between activity stations and for station facilitators to prepare for the next group.
- Whenever possible, alternate active, hands-on activities with more stationary activities, such as presentations or craft projects.

# Traditional Group Events

## Ceremonies

Traditions give Girl Scouts a sense of history—and inspire them to be the best they can be.

Sharing traditions with other Girl Scout helps remind girls they belong to a big, powerful, and inclusive sisterhood.

## Investiture and/or Rededication Ceremony

Purpose: To welcome new girls and volunteers into Girl Scouts and reflect on the meaning of the Girl Scout Promise and Law with returning girls and volunteers.

### Activity Ideas:

- “Welcome to Girl Scouts” ice cream social or swimming party at start of the membership year
- Service unit lock in with Investiture and Rededication Ceremony and Girl Scout activities
- Founder’s Day event tie in: see previous page for event ideas and incorporate an Investiture/Rededication ceremony into the festivities

## Founder’s Day (October 31)

Purpose: Learn about the legacy of the founder of Girl Scouts in America, Juliette Gordon Low. Celebrate her birthday and our sisterhood!

### Activity Ideas:

Plan a dress-up party: have a party where the girls dress up as their favorite Girl Scout badges and let the girls guess which each other are or wear a fancy dress and have a birthday party

Community service project: explore causes relating to Juliette Gordon Low’s life, such as breast cancer treatment and research, the empowerment of women and girls, hearing loss awareness and support or create a ‘birthday in a bag’ and collect items for a birthday party for those who can’t afford it.

“Meet Juliette” event: explore activities from the late 1800’s and early 1900’s.

Pass on the Past: for experienced members to share Girl Scout traditions with new members: incorporate signs, slogans, ceremonies, SWAPS, and more—contact your local Archives Committee volunteers for suggestions and support!

## Girl Scout Week/Girl Scout Birthday (March 12)

Purpose: Celebrate the birthday of Girl Scouts in the USA, which began on March 12, 1912. Girl Scout Week begins on the Sunday prior to March 12 and ends on the Saturday following.

### Activity Ideas:

- Connect with community organizations to celebrate or provide service according to the daily themes of Girl Scout Week.
- Partner with faith organizations to celebrate Girl Scout Sabbath and Girl Scout Sunday. Ask if your faith community would be willing to recognize Girl Scouts during one of its services.
- “Girl Scouting Through the Years” event: try activities from past Girl Scout handbooks
- Show your Girl Scout pride—encourage troops to wear Girl Scout uniforms, shirts, and other insignia at work, school, and in the community.

## Cookie Rally (usually prior to start of Cookie Program)

### Activity Ideas:

- Round robin event (could be an overnight or lock in!) with activities centered on the 5 Skills.
- Cookie Rallies can be family events. Invite caregivers to be part of the fun and gain perspective about what their girl will learn from the sale, what her goals are, and how she can achieve them.
- Be sure to review the annual Cookie Rally Guide to get important updates and activity ideas.

## Cookie Rally

It's an event to prepare your girls to launch their Cookie Business into a bright future! It's a great opportunity to join with other Girl Scouts and learn about the 5 Skills of the Cookie Program, help girls gain confidence and get excited about their goals.

# Traditional Group Events

## World Thinking Day

February 22 is a day to celebrate being part of a global sisterhood, as you learn about Girl Scouts and Girl Guides in other countries. Girls come together to take part in activities that promote changing the world for the better.

## World Thinking Day (February 22)

Girl Scouts and Girl Guides from 150 countries celebrate World Thinking Day (That's one big celebration!). World Thinking Day is a way to celebrate with girls all over the world by doing the similar activities.

### Activity Ideas:

- Trip Around the World: troops set up displays and booths to share snacks, activities, games and songs from communities around the world. Think about using this as an opportunity to explore our WAGGGS World Centers and USA Girl Scouts Overseas!
- WAGGGS World Thinking Day badge: Every year, World Thinking Day has a different theme that Girl Guides and Girl Scouts around the world can learn about and take action on
- GSUSA World Thinking Day Award: backed by 10 million Girl Guides and Girl Scouts in locations worldwide, GSUSA provides outlines for workshops

based on the yearly theme. Global Action Award: Girl Scouts' Global Action award calls for girls to address the Sustainable Development by discovering, connecting, and taking action in their communities and beyond.

## Bridging Event

Purpose: Celebrate the accomplishments of girls in their previous level and welcome them into the next.

### Activity Ideas

- "Bake a Batch of Brownies" ceremony for bridging Daisies
- "Leaving the Nest" fly-up ceremony for bridging Brownies
- "The Twelve Candles of Girl Scouting" for bridging Seniors
- "Take My Hand" ceremony for multiple levels of bridging Girl Scouts

## Court of Awards

Purpose: Recognize and honor girls' accomplishments and can be celebrated multiple times a year (ex: completing a service project, earning awards and badges). A Court of Awards may be combined with a bridging ceremony when girls are ready to bridge to the next level of Girl Scouting.

### Activity Ideas:

- Family potluck dinner with presentations from troops about what they have done as Girl Scouts
- Ice cream social or summer picnic at a local park with presentation of girls' achievements

## Girl Recognition

An event that recognizes the girls accomplishments throughout the year.

Celebration should be fun, personalized, and memorable for everyone involved. And most of all, it should be designed by the girls in true partnership with adults.

## Volunteer Appreciation

An event to celebrate the meaningful and inspiring contributions our volunteers make all year long. Because without their unwavering commitment, there would be no Girl Scouting.

## Girl Scout Leader's Day (April 22)/Volunteer Appreciation

Purpose: Recognize and thank Girl Scout leaders for their hard work and dedication.

### Activity Ideas:

- Overnight retreat for adult volunteers.
- Leader/Girl campout or workshop for volunteers and their girl to share quality time.
- Day trip or activity for volunteers and their families.

# Journey Jumpstart

## Event Description

A Journey Jumpstart is a short-term (one day or weekend) opportunity for girls to work towards completing the Discover and Connect part of a Journey Award set, leaving the Take Action Award implementation for individual girls or troops to plan and complete after the Jumpstart.

## Planning:

Determine which age levels will be attending your event and what timeframe best fits that age level for a Journey Jumpstart.

Review Journey options and topics for target age levels with a girl planning committee.

- These 4 Journeys work best for multi-level event.
  - Think Like a Programmer
  - Think Like an Engineer
  - Think Like a Citizen Scientist
  - Outdoor

3. Visit the VTK and pull the first three meetings of the Journey from each grade level to begin planning your event.
  - Break down each award individually. Select the 3-4 activities you know you can complete within the timeframe allotted that works with that age level's attention span. Try to use this pattern: something educational, something fun, something hands on, and something memorable. What does that mean?
    - ◇ Something educational! A video, a short story, a guest speaker from a relevant field that fits the Journey topic.
    - ◇ Something fun! You will not make it through a Journey without FUN. Try a game, an active activity to get them moving, a goofy story or a science experiment.
    - ◇ Something hands on! Girls (and adults) learn and remember by DOING. So one of the activities should be something they have to touch, do, create.
    - ◇ Something memorable! This can be part of one of the other activities. A hands-on craft that makes something of substance that they can take home. A game that makes them laugh or a speaker that inspires them. Be intentional in creating a memory for them. At the least, take photos!!
4. Utilize the Journey Jumpstart planning worksheet template available on the next two pages.
5. Consider building in opportunities for leadership awards such as the LIA that connects older Cadettes work with younger Brownies earning their Journey Award.

## Utilize the Event Planning Guide to plan the remaining steps:

6. Schedule your event. Find a location that can accommodate all the girls. Does this topic and age group work best as a day event, an overnight or a weekend?
7. Meal planning
8. Purchase supplies for event
9. Debrief and evaluate

## Ideas:

- Identify guest facilitators/ partners to lead sessions. These help the topic really come alive for girls!
- Break into small groups/ rotations if applicable- when planning rotations consider scheduling Discover based activities first, with Connect activities later so girls are learning about an issue before they are finding ways to connect it to their local (or global) area.
- Ensure overall girl/adult ratio is being met
- Just like any event, identify who is going to help and what they need to do- book a location, collect fees, order supplies, etc. communication, set up, coordinate meals, etc.

## Important Links for Resources:

- <https://www.gsw.org/en/girls-families/journeys.html>
- <https://trailhead.gsnorcal.org/tips-to-complete-a-journey-in-a-weekend-with-your-older-girl-scouts/>
- <https://trailhead.gsnorcal.org/journey-weekend-service-unit/>
- <https://www.gskentucky.org/en/for-volunteers/gSLearn.html>

# Journey Jumpstart Planning Sheet

Journey: \_\_\_\_\_

Event Date: \_\_\_\_\_

Adults Helping: \_\_\_\_\_

Activity Title	Activity Grade Level	Description	Activity Time	Leader	Supplies	Resources (VTK or Book)*	Notes
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\*Note: If you are using the VTK, make sure you have the plans printed for each leader. If you are using the books write down page numbers to find things with more ease.

## Journey Jumpstart Planning Sheet Cont.

Activity Title	Activity Grade Level	Description	Activity Time	Leader	Supplies	Resources (VTK or Book)*	Notes
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# Membership Growth Events

## Daisy Launch

Give Pre-K girls and their caregivers an opportunity to get started in Girl Scouts so they have a circle of friends and a fun learning experience that will help them transition to a great year in kindergarten.

## Daisy Launch Event

Purpose: Girls and caregivers are already preparing to enter kindergarten in the fall and we want to welcome them to Girl Scouts with a special event in their community. Girl Scouts allows girls and caregivers to develop friendship and learn new things before starting kindergarten so they're ready to hit the ground running in the fall.

### Activity Ideas:

Partner with your Membership and Program Specialist to offer a council supported annual themed Daisy Launch.

- Make it a big sister/little sister event. Host an event in the spring where older girls can invite their Pre-K sisters and they can participate as a team and can do some fun introductory Girl Scout activities.
- Host a family event. Invite families from your community to attend a Girl Scout

themed spring event.

- Invite Pre-K girls to attend one or all days of your Service Unit Day Camp.

### Special Considerations:

If the girls will not be registered you will need to purchase additional insurance. Form is located on last page of guide.

## Invite-a-Friend Event (all year)

Purpose: An opportunity for girls to expand their networks and experience cooperative learning! To actively engage more girls and adults in your community by building more diversity into your troop.

### Activity Ideas:

- Let girls invite friends to an already established Service Unit event. A great time of year would be late fall.
  - \* Girls really enjoy being outdoors.
  - \* Host a Kick-off event at the beginning of the Girl Scout year to encourage new troop formations.
  - \* Invite them to an event that highlights Girl Scout traditions such as Juliette Gordon Low's Birthday or World Thinking Day

### Ways to Invite Them:

- Let the girls make personal invitations
- Make a flyer and have the girls hand it out to their friends at school
- Make a public Facebook event and let adults invite their friends and girls to attend.

### Things to Remember:

- For girls to receive their invite-a-friend patch or add-ons complete the form
  - \* Both the girl who invited and the new girl who joined can receive the patch.
  - \* Girls who have left girl scouts and then returned can be counted towards your add-a-friend incentive.

### Incentivize It!:

- Check in with your Membership Specialist on current Invite-a-Friend promotions offered through GSKWR or GSUSA.
- Service Units can offer their own incentives such as a Service Unit specific patch
- If they bring a friend to the event they can attend for free, otherwise offer a fee to girls who don't bring a friend.

## Invite-a-Friend

Share the Girl Scout Leadership Experience with girls in your community by hosting an event where girls can invite their friends to attend. Each girl who brings a friend who registers can receive a fun patch!

# Fun with a Purpose

## Using Three Program Processes at Your Event

The Program Processes are the secret sauce of Girl Scouting, and it's easy to see why. When girls step up and take ownership of their decisions, they grow into confident leaders who can make informed and empowered decisions—a valuable skill they'll carry throughout their lives.

It might be tempting for adults to take over, but remember that giving them space to make their own decisions—and mistakes—is how they'll tap into their most confident selves.

### Girl Led:

Girls shape their experience by asking questions, offering ideas and using their imaginations.

- **Girls can help choose events.** Before planning goes on, it is important to find out what kind of event girls would like to attend. You could invite girls to a service unit meeting and have them brainstorm. Have each troop brainstorm ideas at a troop meeting, then submit their top three.
- **Girls can communicate the event to the rest of the service unit by creating fliers,** distributing them, and answering any questions regarding the event. They can connect with participating leaders through e-mail and relate event specific information.
- **Cadettes, Seniors and Ambassadors can lead younger girls in some of the activities** during the event! Remember that older girls love to help with events but they also like events specifically designed for them. Have older girls plan activities around their interests. Talk to them about what they value and what they want other Girl Scouts to experience. Be there when they need advice or words of encouragement if they encounter roadblocks in their planning.
- **Younger girls can lead too,** with Daisy, Brownie and Juniors you can consolidate their ideas and offer guided questions to help them reach decisions. Focus their thoughts about what they'd like to do, but they may need some support as they start planning activities. Remember to be patient and understand that not everything will be as organized as you intended, and that's OK! What really matters is that the girls are empowered to make age-appropriate decisions about activities.
- **Incorporate the Girl Scout keys to leadership** by helping the girls discover, connect activities to their every day life and choosing a Take Action project to do as group.

### Learning by Doing:

Girls learn through hands on activities, talking about what they did and reflecting on how they would do it different next time.

- **Start a girl planning committee.** Encourage each troop to choose at least one representative to be part of the committee and recruit an adult to be the advisor. Having girls plan your event may seem daunting right now, but don't worry. You are not turning over the coordination of the entire event. You are getting their input on the various aspects of the event.
- **Give tasks to a smaller group of girls;** such as each group of girls could be in charge of a station.
- **Debrief the event** by giving each girl a survey to complete.
- **Let the older girls be role models.** They can demonstrate stations for younger girls, broadening their view of Girl Scouting and expanding their knowledge of our extensive sisterhood.

### Cooperative Learning:

Girls work together to brainstorm ideas and problem solve their way toward a common goal.

- **Girls can shop for event materials with the money budgeted.** They also can help in the actual set-up of the event with tables and decorations. During the event, they can run the stations and help with the cleanup. They can help finalize paperwork from the event and report the evaluations.
- **Make sure some activities are hands-on** to give the girls a personal experience they can take with them.
- **Let girls experience trial and error.** Let girls try new ideas. At the end of each event debrief about what went well, what didn't work and what you would change for the future.
- **Learn that there is more than one way to do something.**

# Girl Scout Leadership Experience

## Three Keys to Leadership

Through community exploration and the Girl Scout Journeys, girls:

**Discover:** Girls discover their interests and values.

**Connect:** Girls connect with others in their community and identify needs.

**Take Action:** Girls take action to improve their communities and beyond.

It's not just what girls do, but how you engage them that creates a high quality experience. In Girl Scouting, girls enjoy activities based on the three keys to leadership. Discover, connect and take action.

The Girl Scout Leadership Experience is designed with girls learning, growing and taking on more responsibility and leadership within their troop. It also strengthens individual experience as they develop their skills. Events are a great way to reinforce these skills.

The Girl Scout program, regardless of the topic, is designed to lead the girls to five leadership outcomes or benefits.

## Five Leadership Outcomes



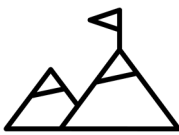
Strong Sense of Self



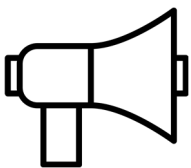
Positive Values



Healthy Relationships



Challenge Seeking



Community Problem Solving

## Put it All Together

### Discover

Sense of Self: Girls have confidence in themselves and their ability, and form positive identities.

Positive Values: Girls act ethically, honestly, and responsibly, and show concern for others.

Challenge Seeking: Girls learn to take appropriate risks, try things even if they might fail, and learn from their mistakes.

### Connect

Healthy Relationships: Girls develop and maintain healthy relationships by communicating their thoughts and feelings directly and resolving conflict constructively.

### Take Action

Community Problem Solving: Girls desire to contribute to the world in purposeful and meaningful ways, learn how to identify problems in the community, and create "action plans" to solve them.

# Make it a Family Event

Families who participate in Girl Scouts together are more likely to stay involved and volunteer. Family engagement also helps our mission in building girls of courage, confidence and character. Hosting a family event helps offer families the opportunity to connect with each other, reinforces the value of Girl Scouts to parents/caregivers and provides information and resources to increase parent/caregiver involvement. Girls love to do things with their families, and it gives them a sense of pride.

Ways to make it a family event:

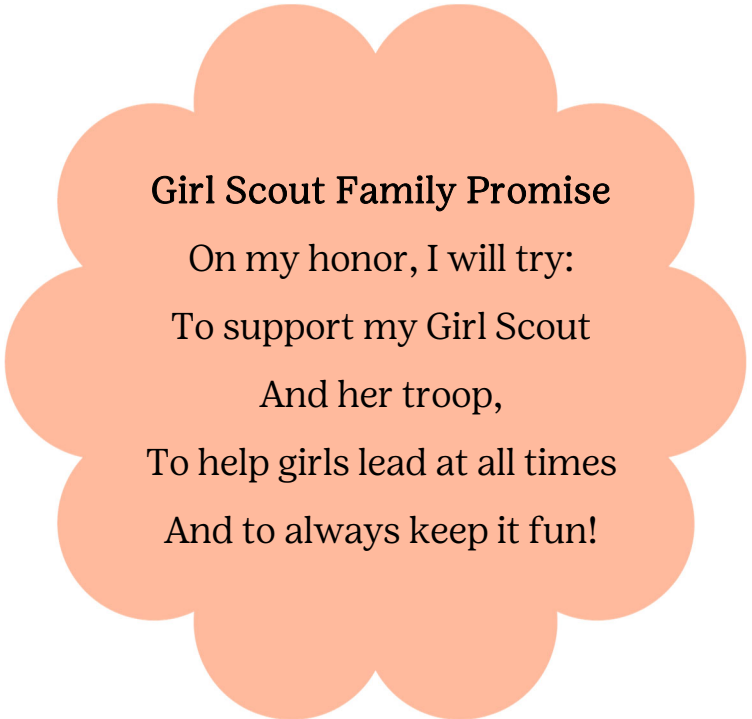
- **Bridging event**—Invite the whole crew to celebrate their girl’s accomplishment at a Service Unit Bridging/Court of Awards event.
- **Parent/Caregiver and Daughter Event**—An event where the girl can have special one on one time with one of their caregivers. This could be a Father/Daughter dance, Mother/Daughter sleepover, etc.
- **Competitive Event**—An event where families can work together to compete with other families in the Service Unit or area. Examples: Pinewood Derby, Family Fishing Derby, Girl Scout Olympics, etc.
- **Cookie Rally**—Doesn’t have to be just for the girls, this is a great way to help the parent’s understand more about our cookie program and all the benefits it has to offer girls. Invite families to go station to station with their girls.
- **Traditional Girl Scout Events**—Invite families to be part of your traditional Girl Scout events and partake in the activities with the girls. Events could include: Juliette Gordon Low Birthday Party, World Thinking Day, Girl Scout Week, etc..
- **Reverse event**—Host an event where the roles are reversed, the girls get to take the role of the adults and guide their caregivers through different activities.

Other ways to engage families:

- After a service unit event send home a handout to reinforce what the girls did at the event. It could include debriefing questions for the family or similar activities they could do together at home.
- Encourage the girls to “be the expert” at home by explaining or teaching a new skill she’s learned to the rest of the family.
- Help families stay connected with the service unit through social media, email newsletters, etc.
- Share special Girl Scout holidays and ways girls can celebrate at home.

## Girl Scout Family Promise

On my honor, I will try:  
To support my Girl Scout  
And her troop,  
To help girls lead at all times  
And to always keep it fun!



# Event Planning Timeline

## 4 To 6 Months Prior To Event

- Form a committee. Decide the responsibilities of each person in the group.
- Make a list of facilities/locations and reserve one. Determine the maximum number of participants allowed based on the facilities capacity. Complete any required paperwork. Confirm who will open and close the facility.

## 8 To 12 Weeks Prior To Event

### Communications

- Plan a promotion and recruitment strategy. How will this event be advertised (e.g. Facebook, email, fliers)? What will you do if the event needs to be postponed or cancelled and include with advertising.

### Logistics

- Plan specific objectives and activities. Determine the badge or award links, based upon the planned activities. Will people with specific experience, skills, or specialized training be needed?
- Determine details and contact person for registration. Consider how many additional adults are needed, troop and/or individual registration logistics, and registration deadline.
- Create an event timeline.

### Budget

- Create a budget.
- Determine sources of funding for event (Will there be registration fees or will the troop, service unit or circle covers costs?)
- Finalize agreements about how purchases will be handled. Who is responsible? How will reimbursements be handled? Who will collect receipts?
- If donation solicitation is necessary, contact your Membership Specialist for guidelines.

## 6 To 7 Weeks Prior To Event

### Logistics

- Determine who is responsible for bringing a first aid kit.
- Food. If food will be sold at the event, check with the countyboard or Department of Health for local food handler regulations.

**It takes a team! Events include many details. A successful event requires the help of others. Delegate, delegate, delegate!**

# Event Planning Timeline

## 4 To 5 Weeks Prior To Event

### Communications

- Communicate with target audience about approaching registration deadline.

### Logistics

- Review the schedule and activities. Develop list of tasks that need to be completed. Decide on how facility will be set up (food, first aid station, and parking).

### Budget

- If needed, purchase additional insurance for non-Girl Scout participants. Form can be found at <https://www.gskentucky.org/en/our-council/forms-and-documents.html>

## 2 To 3 Weeks Prior To Event

### Communications

- Send confirmation/reminder to participants.

### Logistics

- Develop a comprehensive check-in procedure.
- Design an evaluation form for participants.

### Budget

- Purchase or follow purchasing timeline for perishable and non-perishable supplies.

## 1 Week Prior To Event

### Logistics

- Confirm speakers or activity providers.
- Print registration list.
- Print copies of the required health and safety forms available at <https://www.gskentucky.org/en/our-council/forms-and-documents.html>.

## Day of Event

### Logistics

- Review the crisis management plan with all volunteers.
- Have the participants evaluate the program at the conclusion of the activity. Provide pencils if needed.
- Set a final meeting to debrief.

## 1 To 2 Weeks after Event

### Communications

- Send thank-you notes to donors, activity providers and/or speakers, volunteers, and facility staff.

### Budget

- Pay outstanding bills. Create a final budget report and an event summary and file for future reference.
- Celebrate your success and start planning the next event!

# Sample Event Budget

<b>1 Participants</b>		<b>3 Fee per Participant</b>	
_____ # of girls		<b>Total Expenses</b>	\$ <input type="text"/>
_____ # of adults		$\div$	
_____ # of tagalongs	<i>A tagalong is any person, child or adult, who is not a registered Girl Scout member.</i>	<input type="text"/>	<b>Total Number of Participants</b>
_____ # of other		$=$	
<input type="text"/>	<b>Total Number of Participants</b>	\$ <input type="text"/>	<b>Fee per person</b>

<b>2 Expenses</b>			
Item	Quantity	Cost	Total
Food/Beverage (everything edible)			
Admission Fees			
Facility Rental Charges			
Supplies for event activities			
Supplies for first aid			
Supplies for cleaning			
Supplies for decoration			
Recognition Items (t-shirt, patch, badge, etc.)			
Equipment (portable toilets, etc.)			
Insurance			
Printing & Postage			
Thank You Gifts			
Other			
<b>Total Expenses</b>			<input type="text"/>

**4 What is Event Revenue?**

Total Number of Paying Participants X Fee per person =

**5 Will Event Break Even?**

Event Revenue — Total Expenses =  Profit/Loss

*Zero-Based Budgeting*—Service Units are not intended to be money earning entities. Events need to be accessible to all girls. Registration fees are to be used responsibly and event budgets should be designed to break even. If an event is intended to raise money for specific initiatives, such as the SU's Family Giving goal, the portion of proceeds being donated should be disclosed on all event materials. See *Volunteer Essentials* for more details.

## Service Unit Event Group Evaluation Template

Give the form to troops at the event or in registration packets. Ask to have evaluation returned at close of event (schedule time in your program for completing evaluations, if appropriate).



# Adult Evaluation

<b>Location:</b>	<b>Date:</b>
<b>Number of girls in your troop attending:</b>	<b>Number of adults in your troop attending:</b>

**What did you and your girls like best about the event?**

**What would you and your girls change about the event?**

How strongly do you agree with these statements?	Strongly Agree	Agree	Neither Agree nor Disagree	Disagree	Strongly Disagree	N/A
The registration process was smooth.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The event was well planned.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communication prior to the event was	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
The event met my expectations.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**Please provide any suggestions or ideas you have for future events like this one!**

**If you're interested in helping at future events, please provide your contact info below.**

Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Email: \_\_\_\_\_



# Service Unit Event Individual Evaluation Template

Give the form to girls at the event or in registration packets. Ask to have evaluation returned at close of event (schedule time in your program for completing evaluations, if appropriate).

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## Girl Evaluation

<b>Location:</b>	<b>Date:</b>
<b>Your Girl Scout Level:</b>	<b>Your grade:</b>
<b>Your Troop Number:</b>	<b>Your Zip Code:</b>

<p>What did you like about this event?</p>	<p>What would you change about this event?</p>
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## REQUEST FOR NON-SCOUT INSURANCE

*Additional insurance must be purchased for all non-registered person(s).*

**There is a \$5.00 minimum on all insurance purchases. All insurance forms are due at least 2 weeks in advance of event date. Insurance cannot be purchased with cookie dollars.**

Plan 1 – Basic coverage:

To properly calculate to the amount, you will need to know:

- Total number of non-scouts attending
- Multiply the non-scout number by the number of days, not nights, of the event
- Multiply that number by 0.11 to get the correct total.

Number of Non-Scouts:

Date(s) of Event:

Event:

Location:

Date(s):

Mentor/Coordinator Name:

Troop #:

Phone:

Email:

Mentor/Coordinator Signature:

Date:

**We accept check, money order, Visa and MasterCard.  
Make checks and money orders payable to GSKWR.**

# Service Unit Events—A Virtual Experience

## Host event:

- Events can be done completely solo and/or virtually. Girls will participate in these events and you can determine how they will share their results/findings/accomplishments with the service unit.
- If hosting the event virtually, make sure you have different people leading different parts of the event. Have someone monitoring the question log.
- Provide an introduction on how to use the platform you are using. Provide information about how to ask questions, how to mute/unmute yourself, where handouts are saved, how to complete an event survey.

## Why host a virtual service unit event?

When girls take the lead, great things happen! Even though your service units annual events might have changed, there are many ways girls can still participate at the service unit level. Here are a few resources and ideas for service units to utilize to keep the girls in your service unit connected.

## Determine which virtual platform you will use to broadcast the event:

Tool	Basic Features	Links
Zoom	Video conferencing with up to 100 participants and the ability to screen share. There is a 40-minute limit on group meetings (paid version available with unlimited time).	<a href="https://zoom.us/">https://zoom.us/</a>
Google Meet	Video call one-on-one or invite friends for a group call with up to 10 people.	<a href="https://meet.google.com/">https://meet.google.com/</a>
Google Duo	Simple, high quality video calls for up to eight people.	<a href="https://duo.google.com/about/">https://duo.google.com/about/</a>
Skype	Host a video or an audio conference with up to 50 people.	<a href="https://skype.com/en/">https://skype.com/en/</a>
YouTube Live Stream	Host a livestream to communicate with a larger group of people at a certain time.	<a href="#">YouTube Live Streaming</a>
Facebook Live	Live video stream within Facebook groups.	<a href="https://www.facebook.com/facebookmedia/solutions/facebook-live">https://www.facebook.com/facebookmedia/solutions/facebook-live</a>
Facebook Messenger Rooms	A new way to join private group video calls with up to 50 people.	<a href="https://www.messenger.com/rooms">https://www.messenger.com/rooms</a>

## How to host blended (partially in person, partially virtually) event:

- Follow the current guidelines set forth by GSKWR and Kentucky Department of Health with the amount of people that are permitted to meet in person.
- Think about letting the girls participate with their troops together in person and connect virtually with all the other troops.
- Think about hosting an event outdoors and sharing all the preparation work virtually.

Resources to use when hosting a virtual event:  
 Safety Activity Check Points to Hosting a Virtual Event  
 Girl Scouts at Home

# Service Unit Sleepover

## Event Description

We know that getting together with the girls in different grade levels at a service unit sleepover is one of our time honored service unit traditions. We can't let our distance keep us from these, so let's make it a virtual sleep over. Invite the girls in your service unit to attend a virtual sleepover that begins in the evening and ends the next morning.

## Planning:

- Determine which age group you would like to invite to the Service Unit Virtual Sleepover.
- Set the dates for your event.
- Determine your virtual platform.
- Invite girls to the event and provide them a way to RSVP. With the invite, send girls an outline of what time things will be happening so they can tune in.
- Provide a materials list with things they will need to bring to the event.

## Ideas:

- Open the event with Girl Scout Law and Promise.
- Send girls snack ideas so they can join in on the fun.
  - \* Teach the troop to make a s'more in the microwave.
- Plan an activity, with materials list for girls to do together.
  - \* Sing camp songs around a virtual fire.
- Have time where girls can just chit chat with each other.
  - \* Show and tell—what is your favorite thing you brought to our campout?
- Have the girls build a pillow fort, pitch a tent in the back yard.
- End the evening with taps before they go to bed.
- Share a recipe the girls could make for breakfast with their family.

## Example Outline:

7:00-7:15 p.m. – Welcome – Girl Scout Promise and Law

7:15-7:30 p.m. – Review event time line and determine an agreement with rules for the sleepover

7:30-8:00 p.m. – Craft

8:00-8:30 p.m. – Snack

8:30-9:00 p.m. – Let the girls show where they are sleeping tonight

9:00-9:30 p.m. – Scavenger Hunt

9:30 – 10:00 p.m. – Campfire songs around the virtual campfire, end the evening with Taps

Remind the girls if they would like to bring breakfast, we will be meeting at 8:00 a.m., they can use the breakfast recipe we shared in the event invite.

8:00-8:30 a.m. – Breakfast and chat about their night

8:30-9:00 a.m. – Craft

9:00-9:30 a.m. – Goodbyes and Friendship Circle

**Girl-led:** Let girls vote on activities, crafts, recipes by sending a survey ahead of time to determine the popular vote.

**Debriefing:** Send the girls a survey they can complete. Ask for ideas for next years sleepover when you can be in person again.

# Kindness Hunt

## Planning:

- Plan your time frame for when the hunt will occur and when point submissions are due.
- Develop a checklist of items that includes service projects, exciting activities, and challenges.
- Brainstorm prizes for the troops with the most amount points from the checklist.
- Create a system for how girls will report their progress.
- Host a virtual closing ceremony where you announce the winners, service projects completed and new girls that attended.

**Ideas:** Here is an example list of things that's girls might hunt for with the accompanying point values (feel free to make it your own):

### Kindness:

Leave at least five kindness messages for others to find. (10 points)

Write thank you notes to your local service workers. (15 points)

Make bookmarks with happy messages, donate them to the library. (5 points)

Write five things you love about yourself. Place it somewhere you see daily. (10 points)

### Donate:

Donate at least two items to a local food bank. (15 points)

Donate at least two items to an animal shelter or rescue. (15 points)

Go through your closet and donate items no longer worn to a homeless or women's shelter. (15 points)

Go through your old toys/games/books you no longer use and donate them. (15 points)

### Education:

Research basic first aid techniques. Show us what you learned! (5 points)

Tell a family member what you can do to live more sustainably. (5 points)

Research the Suffrage movement and share at least two facts you learned. (5 points)

Show us how you practice at least one of the seven principles of Leave No Trace. (5 points)

### Girl Scout Specific:

Make a video of you singing your favorite camp song. (5 points)

Show us what "make the world a better place" means to you. (5 points)

Show us how you are considerate/caring and courageous/strong. (5 points)

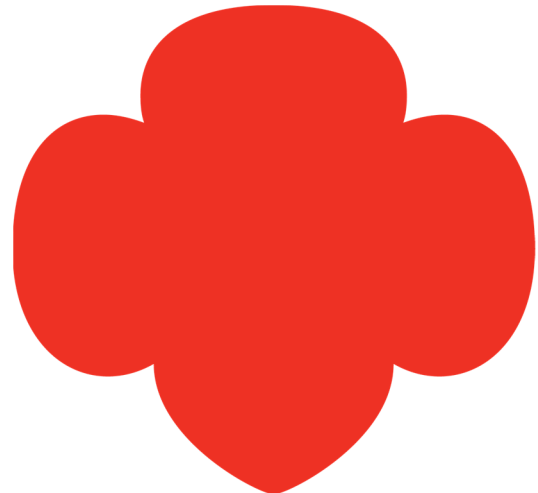
Show off your Girl Scout Pride! Take a photo in your favorite Girl Scout gear. (5 points)

## Event Description

The Kindness Hunt is a great way to promote service projects, get girls engaged in their community and show their Girl Scout pride. It is a fun and healthy competition where girls will be able to be creative and help others within their neighborhood. This will include all girls in the Service Unit and would be a great Invite-a-Friend event!

**Girl Led:** Before creating the checklist of items do an all-call to your Service Unit to see what ideas girls can come up with for the challenges! When completing the activities make sure that girls are taking creative liberties in completing the tasks and able to decide what they wish to participate in.

**Debriefing:** Within the closing ceremony/celebration you can start the debriefing process. Asking debriefing questions with the girls about what they enjoyed, what was challenging, and what they learned. You can also create and send out an evaluation after the event to get feedback about the event.



# Bake Off

## Event Description

Every year, Girl Scouts around the world honor the memory of our founder, Juliette Gordon Low, on her birthday, October 31. This can be an event for all ages. A great way to celebrate Juliette Gordon Low's birthday is a bake off. A bake off is a competition in which girls will submit things they have baked, such as cookies, pies, or breads. The baked goods will then be judged, and the best recipe/food product will be determined. In our new virtual world, it is best to judge the appearance of the baked good.

## Planning:

- Decide what baked goods you will be competing with in your competition; for example: cookies, pies, or cakes.
- Will the contestants provide their own baking materials, or will the Service Unit/troop provide the contestants with the materials they will be using?
- Pick a date for your contest and set up a Zoom meeting (or any virtual platform you would like to use).
- Determine what the prizes will be. They could be certificate girls can print at home or prizes can be dropped off at the winners' houses.
- Who will be competing? Will this event be for all Girl Scouts or a certain grade level?

- Have a set criterion for the judges. Will they be judging the packaging, consistency, appearance, or taste? With a virtual event, stick with the appearance and packaging. Make sure the contestants know the criteria beforehand.
- Create a schedule for the day of the event. Who will present their baked goods first?
- Let the judges evaluate all the baked goods and decide on a winner!
- Have the girls decorate their baked goods, then come together virtually for the judging and winner announcement.
- When a winner has been chosen, present them with an award to commemorate their outstanding baking achievements!

**Ideas:** Ways to make the event virtual

- **Cupcake decorating contest** – Girl will decorate cupcakes with the ingredients given and the cupcakes will be evaluated by judges.
- **Cookie decorating contest** - Girl will decorate cookies with the ingredients given and the cookies will be evaluated by judges.
- **Decorated Focaccia bread contest** – Girls will decorate focaccia bread with the vegetables provided. A group of judges will evaluate.

**Girl Led:** Before deciding on which contest to hold, have the girls in your service unit vote on which contest sounds the most fun to them. The girls will then use their creativity to decorate whichever baked good is chosen.

**Debriefing:** You can start the debriefing process during the judge's deliberation. Ask debriefing questions about what the girls enjoyed, what was challenging, and what they learned. You can also create and send out an evaluation after the event to get feedback about the event.

# Thanksgiving Baskets

## Planning:

- Select a service unit point person.
- Point person connects with local food pantry/food bank.
  - \* What size families do they see most often?
  - \* Family 2-3, 4-6, 8-10?
- Would they have space for Thanksgiving Baskets?
  - \* Boxes troops create for families with all the items needed for a Thanksgiving Dinner minus the Turkey.
- Talk with location about desired number of each size box.
  - \* Create sign-up for troops to select basket(s).
  - \* Sign-up Genius so SU can track who has what size box.
- Troops create and organize box.
  - \* Have troops donate the items on the list to be placed in the basket.
- Troop leaders can create a sign-up for families to donate specific items.
  - \* Designate one leader's house to be drop zone, and have families drop off the items they have chosen
  - \* Girls and families can also create cards to be shared with the family that will be receiving the basket.
- Troop assembles basket(s).
- Troop leader or designated person will drop off basket at food pantry (specific date and time that is organized with Pantry).

## Event Description

Thanksgiving is a great time for your service unit to complete a service project. It shows the community that Girl Scouts is present, gets girls engaged in their community, gives back locally, and shows their Girl Scout pride. Girls can work with their family or troop to make Thanksgiving baskets for your local food pantry that include all they need for a Thanksgiving meal and fun cards and drawings.

**Girl Led:** Girls can choose which items they would like to donate and they can create notes or cards to be placed in the basket for the family that will receive the basket. Also, a troop could be the ones to organize this for the service unit.

**Debriefing:** Talk with girls about what this time of year means to them. What did they like most about this Service Project and what type of impact they believe it will have on their community? Would the troops or girls change anything about this service project?

**Note:** We have found that Thanksgiving is a great time of year to do this, but work with you local food pantry to figure out what time of the year would work best.

Item	Family Size & Number of Items		
	2-3 People	4-6 People	8-10 People
Mashed Potatoes	1 box	2 boxes	3 boxes
Crackers	1 box	1 box	1 box
String Beans	2 Cans	3 Cans	4 Cans
Corn	2 cans	3 Cans	4 Cans
Cranberry Sauce	1 Can	1 Can	2 Cans
Stuffing	1 Pkg	2 Pkgs	3 Pkgs
Pears	1 Can	1 Can	2 Cans
Mandarin Oranges	1 Can	1 Can	2 Cans
Apple Sauce	1 Jar	1 Jar	2 Jars
Jell-O	1 box	1 box	2 boxes
Cheese	1 pkg	1 pkg	2 pkgs
Bread/Rolls	1 pkg	1 pkg	2 pkgs
Butter/Margarine	1lb/tub	1lb/tub	1lb/tub
Cream of Mushroom Soup	1 can	1 can	2 cans
Mac & Cheese	1 box	1 box	2 boxes

# Minute to Win It Family Olympic Event

## Event Description

Bring your Girl Scout families together for this one of a kind virtual family event. Girls will have a chance to create games, then come together to compete with other families in the service unit. This event is great for people of all ages and requires minimum supplies and set. Hilariousness is sure to ensue as you navigate this virtual family event.

## Planning:

- Girls are encouraged to design a game at home using household items or items that can be purchased at the dollar store that take a minute to win.
- Each girl can submit the games to the Service Unit.
- Service Unit volunteers can vote on their favorite games. Once the games have been determined the service unit is now ready to prepare for the Minute to Win It Family Olympics.
- Assign the following roles to volunteers: host, question monitor, score keeper, tie judge.

## Criteria for girls that must be met when creating a game:

- Uses no more than two house-hold items.
- Give an alternative item to use if families don't have/can't find them
- Can complete the game/challenge in one minute or less
- Games must be able to be completed by a five year old
- List specific criteria/ dimensions, measurements to complete the challenge
- Explain how we will score the event when using it as one of our Minute to Win It Family Olympic events
- Girls are encouraged to compete with their families and have a representative from their home compete in each event.

## Ideas:

- A troop can host a virtual opening/ closing ceremony
- Have a score keeper who keeps track of the team scores
- Have an adult monitoring questions and comments.
- Give virtual awards to families
- Provide a supplies list one week prior for families to prepare
- Don't let families know which games will be played prior, so they are all surprised and learning about them at the same time.
- Remind girls that part of the Girl Scout Law is being honest and fair and that the results will be based on families submitting them honestly.
- Create a sudden death event in case there is a tie at the end of the evening, if you would like to have one winner.
- Have fun.

**Girl Led:** As girls submit their game ideas to the service unit, they are really taking the lead on how this event will shape out.

**Debriefing:** At the end of the event do a quick check in with the families, thumbs up if they had a great time, thumb to the side if it was fun and could use some improvements, thumbs down if they didn't care for the event.

*Thank you to our friends at Girl Scouts of Western Ohio for sharing their event planning resources included in this guide.*