

Event Guidelines

1. Event chair **MUST** attend or send a representative from the committee to a Volunteer Support Team meeting three months prior to the event to present the idea. It is highly recommended the committee be represented at future team meetings to provide updates.
2. Keep SU Program Coordinator involved as the plans start to evolve and any problems arise.
3. Secure location and firm date at least 2 months in advance (2 service unit and team meetings in advance).
4. Event fees are discussed with SU Program Coordinator and SU Treasurer prior to creation of the event flyer. Try to budget the event so individual cost is no more than \$3.00 per person.
5. Events must be age appropriate or include age-appropriate activities for all age levels participating.
6. Many events require a Level 2 first aider. This is due to the size of the crowd and/or activities. Assume you need one and let the SU Event Coordinator know who it is.
7. Tell SU Coordinator at least 72 hours before the service unit meeting if you need time to present the event at the meeting, and if you need anything added to our printed agenda/info sheet. Be prepared to promote your event at least 2 months prior to registration for the event to give leaders time to encourage their girls to attend.
8. All flyers and forms need to go to SU Program Coordinator for review before being distributed. This needs to happen at least two weeks prior to the SU meeting at which they will be distributed to give time to make corrections. (Final version no later than the morning of Friday before the SU meeting.)
9. Unless food is the main activity (Mother/ daughter lunch, picnic, etc.) do not go overboard with refreshments. Storage and disposal of leftovers is problematic.
10. Seek donated goods and services.
11. Avoid costly rentals of school and county facilities.
12. Sign ups for events will be held online. Contact the SU Web Manager to make arrangements for online sign ups.
13. All girls turn in a permission slip to event chairperson. Health forms will be held by the troop leaders and given to the first aider in the event of an emergency. Health and permission forms are required at all events including those where the parents are present.
14. Event Report is submitted via e-mail to SU Program Coordinator, SU Treasurer 72 hours after the event. Turn in the original form with budget, first-aid record, attendance information, original receipts to the SU Treasurer within 2 weeks for reimbursement.

Service Unit events are for registered members only. Girls in grades K-12 are not allowed to attend unless registered as a Girl Scout. Siblings and friends are not allowed to attend. Due to space and crowd control there may be a limit on the number of non-registered adults attending. We encourage all event volunteers to become Girl Scouts.