

GUIDELINES FOR PLANNING EVENTS

Put a check beside each item completed in preparation for planning and carrying out this event. **Return this checklist with your evaluation form.**

THIS EVENT IS BEING PLANNED IN ACCORDANCE WITH COUNCIL AND SAFETY-WISE POLICIES AND STANDARDS.

- The event meets all of the appropriate program standards listed in Safety-Wise.
- Council policies and standards are being followed as they relate to event planning.
- Procedures for handling accidents, illnesses and emergencies have been arranged.
- Troops know to bring their First Aider to the event.
- A First Aider 2 and a First Aid Station will be available at the event if 200+ participants are in attendance.
- A phone is available and emergency numbers posted.
- Council staff are informed of any changes in plans as related to the application approval.
- Parent permission forms have been secured by the participating troop leaders.
- Photo releases from parents have been secured if pictures are being taken for future use.

THE EVENT PROVIDES OPPORTUNITIES FOR GIRL-ADULT PLANNING

- Girls are able to work successfully in groups and mature enough to accept the responsibilities for planning and carrying out an event.
- At least one trained leader/adult is willing to advise and support the girls throughout the planning and carrying out of the event.
- Task groups have been appointed to handle the planning items that include the following: promotion to include refund statement, registrations, confirmation and directions, ordering recognitions, opening and closing, program activities/stations, recruiting program consultants, securing the site, taking pictures, getting snacks, first aid, clean up, evaluation tools and thank you notes.
- Plans take into account the religious, ethnic and special needs/diversity of the participants.

THE EVENT PROGRAM PLANNING IS SOUND

- Determine the program level that the troop would like to plan an event for.
- Review that program level handbook and recognition book (Try-Its, Badges, Interest Projects, Studio 2B Focus Books).
- Select a focus/theme for the event and determine what the recognition item will be: Try-It, Badge, Interest Project, Studio 2B Charm, event patch, certificate, etc., and how/when to order. **Note: Remember to maintain the accuracy of completing the requirements. They should be done correctly.*
- Develop a schedule for the day to include arrival, opening, program activities/stations, snack time and break, closing, evaluating and clean up. If this is an outside event, have a Plan B in case of bad weather.
- Determine a minimum and maximum number for participation.
- List equipment and materials that will be needed at the event.
- Assign troop members to program activities, who will do what.
- If outside community program consultants are needed, determine who will contact them.
- Arrange for a First Aider/emergency medical personnel to be present.

- Be familiar with the site’s emergency plan, or develop a plan to address fire, shelter from storms, medical, personal safety issues and concerns.
- Secure copies of certifications if needed for high risk activities such as water activities, ropes, climbing wall, archery, etc. If these activities are a part of the event, leaders should attach an Activity Approval Form found in Going Places to the Application Form.
- Develop a promotional plan and develop tools as needed for registration.
- Determine the process for accepting reservations and monies, confirmation notices, refund policy in writing.
- Develop a simple evaluation process/form for participants to complete at the end of or following the event.

THE EVENT HAS INCORPORATED BUSINESS AND MONEY MANAGEMENT

- Develop a detailed and realistic budget to included site rental, materials and equipment costs, recognition items, Program Consultant fees, first aid items, snacks, promotional items, evaluation tools and thank you notes.
- Decide how bills are to be paid prior to and following the event.
- Determine income sources - event fees, sponsors and troop funds.
- Determine the minimum number of participants needed to make a profit and/or break even as well as a maximum number that can attend and participate in the program safely.
- Have a plan to absorb the financial losses if that happens.
- If the site owner requires that a Hold Harmless Agreement be signed and an insurance notification be provided prior to an approval be given to use the site, contact the Girl Program Director at the Council Office as she will need to review the requests. Leaders should never sign anything without approval from the Council Office.
- Check on United Way campaign dates and don’t solicit funds or donations from the community during these times. Reminder: Only adults can make requests for donations. GSUSA prohibits girls from doing so.

Note: Girl Scouts, Tarheel Triad Council, Inc., is not responsible for budget expenses and/or losses.

THE EVENT PROVIDES PARTICIPANTS WITH PRE-EVENT INFORMATION

- What the program activities will be and the recognition item participants will receive.
- What clothing to wear and what to bring.
- Location of the event and directions.
- Plan B if there is a weather or site problem.
- Specific times for arrival and departure.
- Who to call if they have questions.
- Refund policy for cancellations or no-shows.

THE EVENT PLAN HAS BEEN SUBMITTED TO AND STATUS CONFIRMED BY THE COUNCIL OFFICE.

- Application has been completed and submitted to the Council Office.
- Status of the Application - confirmed, pending or not approved - has been received by the Leader via a written response.
- The Leader, once the Application has been confirmed, receives a Council Evaluation Form with a self-addressed return envelope to use and return to the Office within two weeks of the completion of the event.

Leader Signature _____
Troop # _____ Date _____