

EVENT PACKET

Oakland Service Unit Oakland, Piedmont and Emeryville

An “event” is any activity open to **more** than two troops, requires pre-registration and/or involves a budget over \$100.

Questions? Contact the Service Unit Program Support Manager see Service Unit Team Roster

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Oakland Service Unit Team (SUT)

Key Contacts for Event Planning Are:

**Service Unit Program Support Manager
Leader Support Manager
Service Unit Treasurer**

All of whose information can be found on the Service Unit Team Roster.

**SUT Meetings: presentations at 7:00pm
Location: Park Blvd. Presbyterian Church, 4101 Park Blvd., Oakland
Dates: December 12, 2017
January 23, 2018
February 13, 2018
March 13, 2018
April 10, 2018
May 8, 2018
June 12, 2018**

EVENT TIMELINE AND CHECKLIST

3 MONTHS PRIOR TO EVENT

- ❑ Identify trained Event Organizer for your Troop. Event Organizer needs to complete “Event Organizer” and “Safety-Wise” Trainings. They are available on-line if needed.
- ❑ Determine Event theme and Event participation.
 - ❑ Which program level(s) will be attending? How many participants will this event accommodate?
- ❑ Will your Event support the Girl Scout Learning Experience?
 - ❑ **Girl Led** – Girls learn how to be leaders by leading themselves, **Learning By Doing** – Girls learn new things through hands-on activities and **Cooperative Learning** – Girls work together toward a common goal
 - ❑ Will the girls Discover, Connect and/or Take Action?
 - ❑ Which of the 15 leadership outcomes will the girls gain from this event (see evaluation, page 9)?
- ❑ Secure site: see "Event Site Checklist" pg. 4.
- ❑ Develop event budget: see online form "Event Budget Worksheet" at GSNC.
 - ✓ For a large event (budget over \$2500), choose separate people to be Event Organizer and Event Treasurer
 - ✓ Be sure to include facility use charges in your budget.
- ❑ Create Event Flyer: see "Flyer Checklist" and “Sample Flyer” pgs. 5 - 6.
- ❑ Contact Service Unit Program Support Manager:
 - ✓ **Email the Flyer, Event Budget and your Emergency Plan to the Service Unit Program Support Manager at least 7 days before the SUT meeting at which you will be presenting.**
 - ✓ Determine adult/girl ratio _____
 - ✓ Consult Council Resource Guide, determine applicable safety requirements:
 - ✓ Non-member Insurance needed? _____ Purchase additional insurance a month before event.
 - ✓ Name of Event First Aider _____
 - ✓ Other required training? **Every event must have one person who has taken Event Manager and Safety-Wise Training.** Other specific events might require training such as: Outings, Short Trips & Overnights, Troop Camping, etc. _____
- ❑ Decide on Event patch style. (Advantage Emblem, Snappy Logos, Joy Crest, etc)
- ❑ Contact possible donors via telephone for supplies (snacks, gifts etc.)
- ❑ **If Event is a Money Earning Event**, submit a Money Earning Application (required by Council for approval - see GSNC online forms). As a reminder, Money earning events may not take place during the initial order periods or public sales periods of the Fall Sales or the Cookie Sales. Some exceptions may be made with prior approval from Girl Scouts of Northern California. Check the Guide for more info.

2 MONTHS PRIOR TO EVENT: SUT and LEADER MEETINGS

- ❑ Present Event Flyer, Emergency Plan and Budget Worksheet at SUT meeting. Bring **5 copies of each** for SUT members.
 - ✓ Presenter should be Event Organizer or another member of the event committee able to answer questions regarding any aspect of the event. Approximate length of presentation is 5 minutes.
 - ✓ If girl-sponsored event, girl(s) are encouraged to make presentation.
 - ✓ Insurance for non-Girl Scout members should be purchased at this time.
 - ✓ Approved flier, with any final SUT modifications, may be posted to the Yahoo Group and presented at the next Leader meeting.
 - ✓ Email the approved final flyer to Service Unit Program Support Manager.
 - ✓ Flyer may be posted by the SUT on the Oakland Service Unit web site after the Leader meeting
 - ✓ Your Troop will be on the agenda for the upcoming Leader Meeting for your presentation.
 - ✓ For girl-sponsored events, girls are encouraged to present the event at the Leader Meeting.

1 MONTH PRIOR TO EVENT

- ❑ Begin to process registrations:
 - ✓ Set up registration log (track totals, use for check-in at event; see sample pg.7)
 - ✓ Send out confirmations and/or additional information, if appropriate. Remind troop leaders to bring forms (Health History, Permission Slips and Roster of Attendees).
 - ✓ Make timely deposits to your troop account.
 - ✓ Product Sales Rewards Cards may be used for qualifying GSNorCal sponsored events and/or qualifying Oakland Service Unit events. Rewards may not be used toward troop activities. A [Product Sale Reward Card Payment Request](#) must be filled out for any Reward Card used to pay for events. Print a copy of the submitted form for your event records.
- ❑ Order patches (custom patches may take longer.)
- ❑ Complete Event Notification Form online (info needed on pg. 9). This is a Council requirement.
- ❑ Print several copies of the Media Information Form.
- ❑ Purchase and/or get confirmation on all supplies and donations. Stay within budget when making purchases.
- ❑ Prepare event evaluation form (see example, pg. 10); copy or create your own.
- ❑ Prepare troop registration packets (to distribute at check-in), if appropriate.
- ❑ Do "dress rehearsal" of ALL planned activities!

DAY OF EVENT

- ❑ Collect Troop Roster Sheets upon arrival, and Evaluation Forms at end of event.
- ❑ If emergency results in media contact, please refer to the Media Information Form, with instructions to hand out to the media.

Within 3 WEEKS AFTER THE EVENT

- ❑ Prepare 3 sets of Final Financial Report for Events (pg. 12) and submit one to the SUT Treasurer. Second set goes to Program Support Manager. Third set is for your Troop Records.
 - ✓ **Keep copies** of all receipts, budget, and financial report for your records.
 - ✓ Event Financial Report needs to be submitted within 3 weeks of event to the PSM.
- ❑ Evaluate the event
 - ✓ Within first few days, write brief personal evaluation of event
 - ✓ Complete Event Evaluation Summary (), using participants' evaluations.
- ❑ Compile Event Folder, including:
 - ❑ Flyer, Confirmation, Registration packet, Evaluation Summary and/or handouts
 - ❑ Event Financial Report
 - ❑ Patch (if applicable) picture
 - ❑ Anything else that would be useful to someone running this or similar event in the future.
- ❑ Submit final event report to Service Unit Program Support Manager. Include:
 - ✓ Copy of Final Financial Report
 - ✓ Event Evaluation Summary
 - ✓ Your personal evaluation of event
 - ✓ Event Folder
- ❑ Return any equipment purchased with event funds to Oakland Service Unit Program Support Manager.
- ❑ Write thank-you notes to the donors who sponsored the event, volunteers or anyone that helped.

CONGRATULATIONS - YOUR EVENT IS COMPLETE!

EVENT SITE CHECKLIST

General Site

- ❑ Is the Event site easily accessible to all members, including those with disabilities?
- ❑ Is there enough parking for the expected attendees?
- ❑ Is the proposed site safe (free from obvious hazards,) secure and clean?
- ❑ Is the site well-lit (especially if the event extends past dusk)?
- ❑ Will the site be suitable in all weather conditions, or is there a rain check policy?
- ❑ Does site require a 'facility use form'? If so, file and obtain approval for use.

Building/Activity Area

- ❑ Is the site large enough to accommodate the expected attendees (fire marshal limits)?
- ❑ Is the area large enough for the planned activities? Is the site properly ventilated and heated?
- ❑ Are there at least two exits (from the building)? Are the emergency exits functioning, easily accessible, adequate, and well marked?

Site Facilities

- ❑ Does the food preparation area meet state and local standards? Is there enough potable water for the expected participants?
- ❑ Are there enough toilets and sanitary facilities for the expected attendees?

Your planning

- ❑ Is there First Aid equipment on hand? If not, you must provide it.
- ❑ Have you planned for proper disposal of all waste materials and site clean-up?
- ❑ The safety rules specific to the Event activities must be **posted**, understood and practiced by all.
- ❑ See Council Resource Guide for precise guidelines for your particular activity.

FLYER CHECKLIST

UPPER (INFORMATIONAL) PART OF FLYER should include the following:

- ❑ **“GIRL SCOUTS OF NORTHERN CALIFORNIA, OAKLAND SERVICE UNIT”**
must be at the top of the flyer.
- ❑ **EVENT SPONSOR:** Service Unit, school, troop, etc.
Indicate if the Event is a Bronze, Silver or Gold Project, if applicable.
- ❑ **WHAT:** event name, brief description
- ❑ **WHO can attend:** level (D, B, J, C, S, A), Oakland Service Unit, your school, public, etc.
- ❑ **WHEN:** day of the week, date, time
- ❑ **WHERE:** location name and address
- ❑ **HOW MUCH:** cost per girl; cost per adult; what is included with cost
- ❑ **REGISTRATION LIMITS:** any limits on attendance (i.e., "limited to 100 girls & adults")
- ❑ **REGISTRATION DEADLINE:** usually 2-3 weeks before your event
- ❑ **PROCEEDS:** What is the reason for the event?
 - ✓ If event is a Troop Money Earning event, this must be specifically stated, along with description of what funds will be used for. Example: "This Event is a money earning event to benefit our trip to Disneyland." Troop must participate in Product sales to have a money earning event. As a reminder, Money Earning events may not take place during the initial order periods or public sales periods of the Fall Sales or the Cookie Sales, without special permission from Girl Scouts of Northern California. Is it a Bronze, Silver or Gold Award Event? Event **cannot** be a money earning event.
 - ✓ Leadership or Service hours?
 - ✓ For all other events, if excess funds will go anywhere other than the Service Unit general treasury, it must be explicitly stated on the flyer. Example: "Excess funds will be donated to a local animal shelter." **Specific charities and organizations cannot be referenced.** Excess funds need to be used to purchase a specific item for the beneficiary. Cash cannot be given.
- ❑ **CONTACT NAME, EMAIL ADDRESS and/or PHONE NUMBER:** Person to call with questions – usually event organizer. If contact is a girl, specify: *Contact Senior Girl Scout, Jane Smith, etc.*

LOWER (REGISTRATION) PART OF FLYER should include the following:

- ❑ **Registration form:** Include spaces for:
 - ✓ Troop info: Troop number, contact name, email address, phone number, mailing address (if needed, i.e., to send out confirmation or other event info)
 - ✓ Number of girls attending (x cost per individual girl) = total due for girl registration
 - ✓ Number of adults attending (x cost per individual adult if needed) = total due for adult registration
 - ✓ If no fees for adults, space for number of adults attending (needed for Adult/Girl ratios and to insure you don't exceed building/location capacity)
 - ✓ Total amount due
- ❑ **Payment**
 - ✓ Checks payable to "Girl Scout Troop # ___"
 - ✓ Include the phrase, "One check per troop"
 - ✓ Event name, event date and Troop number must be on memo line of check
- ❑ **Submitting**
 - ✓ Registrar's name, mailing address, email address and phone.
 - ✓ Registration deadline (is it "first come-first serve? lottery? until filled? expected to fill quickly, register early?) Choose your words carefully.

The Jeweler in You!

A Bronze Award event hosted by Troop 30001

All Oakland, Piedmont and Emeryville Brownie Girl Scouts are invited to attend!

Date: Friday, May 15, 2009

Time: 4:00pm–5:30pm

Place: Dimond Rec Center, 3860 Hanly Road, Oakland

Cost: \$5.00 per girl Includes: crafts, activities, “Jeweler” badge and snack

This event is limited to 100 girls.

Please register by Friday April 24, 2009.

Questions? Please contact Susie Smith, 999-9999 or susie@yahoo.com

----- separate here -----

Registration for *The Jeweler in You*

Friday May 15, 2009

Troop # _____ Contact person _____ Phone: _____

Contact person email: _____

Level (circle all applicable): 2nd grade 3rd grade

_____ # of girls attending x \$5.00 each = \$ _____ enclosed

_____ # of adults attending (no charge) – (due to space, please limit to *Adult/Girl* ratios)

Please make check payable to **Oakland Service Unit** (one check per troop)

Return registration form and check by **Friday, April 24** to:

Susie Smith, 1234 Any Street, Some Town, CA 99999

We will confirm receipt of your registration by email.

Register early! Space is limited and will fill up fast!

Per our Council requirements, all events need to be submitted on-line using the Event Notification Form, found on the GSNC website. This online form is used to submit your Service Unit or Troop event information to our Council, Girl Scouts of Northern California, and will be automatically added to our private emergency calendar.

How to complete the Event Notification Form

- 1) **EVENT TITLE**
- 2) Is your event involve **High Risk Activities**?
- 3) If so, indicate which activity.
- 4) Is your event a **Money Earning** event?
- 5) If so, complete all the applicable forms and check the boxes.
- 6) Check you have completed all the additional applicable forms for your event.
- 7) Is this **Vendor/Certified Instructor** on the approved list?
- 8) Enter **Vendor/Certified Instructor Information**, if applicable.
- 9) Enter Estimated Fees/Contributions.
- 10) Enter Estimated Expenses.
- 11) Enter Additional Money Earning.
- 12) Enter **Description** of Event (brief summary)
- 13) Enter **Start Date** of your Event. Enter the **Start Time** of your Event
- 14) Enter the **End Date** of your Event. Enter the **End Time** of your Event
- 15) Enter the **Location** of your Event (location, and full address)
- 16) Enter the **Minimum and Maximum # of participants** (girls and adults)
- 17) Enter the **Program Manager Name** see SU Roster for name
- 18) **SERVICE UNIT EVENT INFORMATION** Enter Oakland Service Unit #303
- 19) Enter **Staff Name** See SU Roster for name
- 20) Enter **Phone Number** see SU Roster for number
- 21) Enter **Staff email** see SU Roster for email
- 22) Enter **Event Manager Name** (probably your name), **Phone Number and Email**.
- 23) Enter **First Aider Name, Phone Number and Email** if applicable
- 24) **ADDITIONAL INFORMATION Event Type** select the choice that best describes your event.
GSNorCal would like to know what this event is planning for the registrants.
- 25) Is your event working on or completing requirements for **badges**? If so, select which award from drop down choices: if not select Participation Patch.
- 26) Select which **GSLE outcomes** you are planning to share during your Event.
- 27) Select **GSLE Processes** will be used during your Event
- 28) Select **Grade(s)** your Event will be open to
- 29) Select **Event Categories** that best describes your Event (relating to event attendees)
- 30) **AUTHORIZATION** Enter your name.
- 31) Enter the security word displayed.
- 32) Click **Submit**

Print this page for your records. Forward confirmation email to our Program Support Manager

Sample Event Evaluation Form

Give the form to troops at the end of the event, or in their registration packets. Ask to have evaluation returned at close of event (schedule time in your program for completing evaluations, if appropriate). If, due to the nature of your event, you'd like each participant to fill out her own evaluation, you may want 2 different forms: one for leaders including the logistics questions, another shorter and simpler version for the girls.

Event Name: _____ **Date** _____

Troop Level (if multilevel event): _____

Please circle responses:

1. Did you and your girls enjoy this event? Yes / No

2. Were the facilities appropriate for the program and number of participants? Yes / No

3. Was the event appropriate to the age level(s) it served? Yes / No

If no, please explain. _____

4. Did you receive enough information about the event? Yes / No

5. Did you feel this event was priced fairly? Yes / No

6. Was there adequate time allotted for the event activities? Yes / No

7. What did you and your girls like BEST about the event?

8. What did you and your girls like LEAST about the event?

9. Which of the 15 Girl Scout Leadership Experiences did the girls gain during this event? **Circle all that apply.**

1. Develop strong sense of self	2. Develop positive values	3. Gain practical life skills	4. Seek challenges in the world	5. Develop critical thinking
6. Develop healthy relationships	7. Promote team building/cooperation	8. Can resolve conflicts	9. Advance diversity in multicultural world	10. Feel connected to communities, locally and globally
11. Can identify community needs	12. Are resourceful problem solvers	13. Advocate for themselves and others	14. Educate and inspire others to act	15. Feel empowered to make a difference in the world

10. Comments? Suggestions?

11. Ideas for the future?

Oakland Service Unit Event Evaluation Summary

Event Name _____ **Date** _____
Event Organizer Name _____ Phone _____
Address _____ City _____ Zip _____

Other adults involved in event planning: include name, position and contact info.

Other key contacts/resources for event: include name, contribution and contact info.

Total number of troops participating _____

Total number of girls participating _____

Total number of evaluations received _____

Attach a copy of the evaluation form that participants/leaders (circle one) filled out.

- For each yes/no question: On the attached copy of your evaluation form, indicate the total number of yes responses and total number of no responses, for all evaluations received.
- Summarize the results for the GSLE. On the attached copy of your evaluation form, indicate the total number of responses for 15 possible outcomes. Which were you aiming to achieve with your event (usually 1 – 2 for events that are a couple of hours in length, 2 – 4 on overnight events)?

- For open-ended questions, summarize representative comments that were:

Positive:

Negative:

General Comments and Suggestions:

Ideas for future: