



# **Event Planning Guide**

July 2017

Thank you for your time and effort in deciding to do an event for your service unit. Service unit events are an opportunity for girls to have fun and to expand their friendship circle. Girl planned events are also important, these events help give the girls the opportunity to achieve their potential as future leaders.



# Event Planning 101

This guide is intended to offer clear information about how to plan a successful, girl led, and volunteer run event. You'll find the basic steps and important info to help you plan your event within the guide along with many helpful resources as links for you to reference as needed.

## Event Support

While there is lots of helpful information in this guide, you can access additional support from your service unit's event and travel coordinator or program department staff. You can email questions to [activities@girlscoutosw.org](mailto:activities@girlscoutosw.org) to be directed to the correct program staff smember who serves your service unit.

## Event Planning Steps

1. Develop a goal and theme for your event utilizing girl planning and Girl Scout programming, including [Journeys](#).
2. Ensure "The Basics" are included in your event planning (see next page).
3. Create an timeline for planning your event.
4. Create a budget.
5. Secure site/location.
6. Submit [Notice of Service Unit Event](#) (form # 223) to your event and travel coordinator to notify the service unit of your planned activity and to ensure your event isn't going to conflict with any others.
7. Purchase additional insurance if needed (see page 5).
8. Promote your event. Refer to the [Style Guide for Volunteers](#) when creating your flier. Be sure to send your materials to the event and travel coordinator for approval prior to distributing.
9. Create an event outline for the actual event to keep activities on schedule.
10. Purchase or order needed supplies.
11. Implement program.
12. Evaluate your program using the [Participant](#) and [Facilitator](#) evaluation forms. Share your evaluations with the event and travel coordinator to maintain in service team records for future reference.



# The Basics

Involve the following basic concepts in planning your event to ensure that you are following the Girl Scout Mission and planning for a successful event.

## Event Committees and Girl Led

When planning an event, consider putting together a committee. Girl Scout volunteers will be necessary for your committee; however, girls are an imperative addition. The [Girl Scout Leadership Experience](#) is a core component of the [Girl Scout program](#), whether girls are involved with initial planning or accept specific responsibilities during the event. These are experiences that enable girls to discover themselves, connect with others, and take action to make the world a better place. Adult support in event planning will depend upon the age or grade level of your girls. Younger girls will likely need volunteer support to draft a loose framework or idea but they can help fill in a ideas and event activities. Older girls may not want you to draft any sort of idea in advance. Simply leave your own preconceptions behind and let them take the reins. Involving girls empowers them, encourages cooperative learning, and promotes fun and friendship which is so integral to Girl Scouting.

## Progression

Progression is an important concept in Girl Scout program, as we want to make sure that girls are having progressive experiences as they bridge from grade level to grade level. This is true with events as well. Event facilitators should be sure that their events are appropriate for the level of girls they will be serving and as girls gain skills and grow in age, they also have the opportunity to practice their leadership skills by participating in the planning of events.

## Being Inclusive

An inclusive event is one that was planned to make everyone feel welcome! Examples of ways you can be inclusive include the name of your event (“My Guy & Me” vs “Father/Daughter Dance”) and making sure the facility is accessible to everyone, including girls with disabilities.

## Individually Registered Girls

Girl Scouts offers many pathways for girls to participate. Individually registered girls, formerly Juliettes, may also choose to participate in events sponsored by a service unit or the council. In addition, girls that normally attend events with their troop may also choose to participate on their own. It is important to include individual girls when planning, promoting, and facilitating events. Facilitators may want to include this information on fliers for the event so that parents can be prepared to attend before registering their daughters.

## Questions To Review:

- *How can you involve girls in planning?*
- *How does progression impact your planning?*
- *What do you need to consider to ensure an event is inclusive?*

# Health, Safety and Insurance

## Safety

The troop/person coordinating the event is responsible for complying with all the safety standards that apply to the event. **This responsibility can not be delegated.** All forms and safety guidelines are truly to protect the safety of the girls. This is to be accomplished by ensuring:

- Leaders, Co Leaders, troop assistants and girls are registered annually and are adhering to the *Council Volunteer Policies and Procedures* (including background checks and training requirements).
- Adherence to the guidelines in [Volunteer Essentials](#), and [Safety Activity Checkpoints](#) (girl-adult ratios, activity standards, etc.); working with the service unit event and travel coordinator to ensure following all policies, procedures and laws.
- Girls are taught safety awareness, first aid skills and how to make activity decisions based on [Volunteer Essentials](#) and [Council Volunteer Policies and Procedures](#) and self-government skills so that they learn to work as a team and become responsible for their own well-being.
- Parents are informed of troop/group activities and are involved in troop/group support.
- Required approval is obtained for travel and money-earning activities.
- Girls have completed the appropriate progression to complete/participate in the activity.
- Permission slips are obtained from event participants for events that do not require a parent or leader to attend.

## Money Handling

The event facilitator must work with the service unit treasurer and the event and travel coordinator to make sure they are following the policies and procedures for money handling.

## Certificate of Insurance

Some facilities or organizations require a Certificate of Insurance. If you are requested to provide one, contact the Portland Service Center at 800-338-5248 to request a copy. The staff member will need information from event planners to complete the request, including but not limited to an address of where the Certificate of Insurance should be sent and which Girl Scout troop/group, service unit or event is making the request. Upon approval, the Certificate of Insurance is mailed directly to the organization.



# Health, Safety and Insurance

## Insurance

Basic insurance for every registered Girl Scout girl and adult is an activity insurance to cover injuries (not illnesses) during approved Girl Scout program. It is a “secondary” insurance, covering those expenses not covered by the family insurance of the registered girl or adult.

## Non-Member Insurance

*Council Volunteer Policies and Procedures* requires that a Girl Scout troop, group or service unit purchase “non-member” insurance to cover any participant that is not a registered member at any Girl Scout event. This covers injuries, just like the basic insurance but only covers the date for the specific event for which it is purchased. Often, it is much more worthwhile to register the girl or adult so that they are covered for all activities they might participate in during a given membership year. Contact the staff member who handles Girl Scout insurance at the Portland Service Center for purchasing information, costs and deadlines.

NOTE: Tag-a-longs are children who are not registered Girl Scouts. A tag-a-long is only covered by non-member insurance policies for a program designed specifically for them to participate.

## Extended Insurance

Extended Insurance must be purchased for any event or trip lasting three nights or more, as well as international trips. If a trip lasts more than two nights, the entire event is excluded from the basic plan, including traveling to and from. Medical insurance is available to cover illness at an additional fee. Contact the Portland Service Center for purchasing information, costs and deadlines.

Portland Service Center  
1-800-338-5248 or 503-977-6800

## Emergency Procedures

Procedures to be followed in the event of a serious accident, emergency, or fatality:

1. First adult – give priority attention to providing care for the injured person.
2. Second adult – call 911 to secure police, ambulance, fire, etc.
3. Call Girl Scouts of Oregon and Southwest Washington (GSOSW) 24-hour emergency number.
4. Give YOUR name, troop number, exact location and phone number where you can be reached.
5. Stay by the phone until you receive a return call from a Girl Scout representative. That individual will guide you and secure additional assistance as needed. If you cannot stay by the phone, leave all important information with the answering service.
6. Work with emergency personnel. Refer all media inquiries (press, radio, TV) to GSOSW. Do not speak to the media.

Emergency 24-hour Answering Service 800-626-6543



**Girl Scouts of Oregon and  
Southwest Washington**

9620 SW Barbur Boulevard  
Portland, OR 97219  
503-977-6800  
800-338-5248  
girlscoutsw.org

**Bend Service Center**

3188 N Highway 97, Suite 109  
Bend, OR 97703  
541-389-8146

**Eugene Service Center**

72C Centennial Loop, Suite 300  
Eugene, OR 97401  
541-246-1240  
541-485-5913 fax

**Medford Service Center**

2001 N Keene Way Drive  
Medford, OR 97504  
541-773-8423  
541-857-8525 fax

