



# GSHG Event Director Manual

# **Event Director Manual**

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Dear Event Director,

Welcome! **Thank you** for taking on this exciting volunteer position with Girl Scouts of Historic Georgia. Your leadership will make more wonderful Girl Scout experiences possible for girl scouts and adults alike.

GSHG Event Directors are the ones who take responsibility for a Girl Scout event from start to finish. But that doesn't mean that you'll be the one doing everything! Instead, you'll be leading a team of adult volunteers, Girl Scouts and community partners who will all contribute to the success of your event. The most successful Event Directors find that working with others as you develop your leadership skills is the most rewarding part of the position. Your leadership is needed from start to finish - from finding out, as Juliette Low asked, "What do the girl scouts want to do?" to the run of the event day(s), to evaluating the results.

With this Event Director Manual and your Event Director training, we've given you the basic information you'll need to begin planning fun and impactful events for the Girl Scouts you serve. Much more program information can be found on [girlscoutscouts.org](http://girlscoutscouts.org), [gshg.org](http://gshg.org), the VTK and the Girl Scouts Guides to Girl Scouting and badge resources. And your Girl Scout Program staff members are ready to answer any questions and to assist with event planning. Please keep us informed of the great things you are doing!

For all the Girl Scouts and volunteers who will have a better Girl Scout Leadership Experience because of your commitment, we say: **thank you**. We couldn't do this without you.

Sincerely,

Your Program staff partners on the Girl Scouts of Historic Georgia Team

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**Service Area Event Director  
Position Description**

**Volunteer Position Summary:** Lead a team of volunteers to plan, facilitate and evaluate events, camps and programs for a Service Area, based upon girl interest.

**Appointed by:** \_\_\_\_\_ Service Area Leadership Team \_\_\_\_\_  
**Name Position Date**

**Supervised by:** \_\_\_\_\_ Service Area Leadership Team /Program Staff \_\_\_\_\_  
**Name Position**

**Specific Tasks:**

- Seeks girl input, promotes girl planning and involvement
- Organizes and implements Service Area events for girl scouts based upon the GSLE.
- Recruits and supports volunteers to help plan and run the event.
- Ensures quality of key event pieces including budget, registration, training, facilities, logistics, publicity, event design, merchandise, girl planning board, program, final reports and evaluations.
- Oversees site location and reservations for event/camp.
- Complies with all Council policies and procedures, and Safety Activity Checkpoints.
- Uses Girl Scout program resources to deliver a quality well-rounded program.

**Requirements:**

- Uphold the Girl Scout Promise and Law
- Compile and report all event information to Service Area Team and attend service team meetings as requested.
- Complete Event Director and other trainings as required or recommended.
- Represent Girl Scouting in a professional and enthusiastic manner to girl scouts, adults and the community.
- Possess good verbal and written communication skills

Volunteer agreement between Girl Scouts of Historic Georgia, Inc., and:

**THE COUNCIL AGREES TO:**

- Provide the volunteer with a copy of the volunteer policies.
- Provide a position description.
- Provide a volunteer agreement and/or a letter of appointment.
- Provide orientation to the position, the council and the Girl Scouts.
- Offer relevant training for the position.
- Provide an adult record form for recording volunteer service.
- Give recognition for time and energy devoted to the position.
- Implement ongoing affirmative action for volunteers.
- Carry liability insurance and supplementary accident insurance as part of the national and/or council membership.
- Provide ongoing support, guidance, and performance appraisal.

**THE VOLUNTEER AGREES TO:**

- Meet membership requirements and register as a member of the Girl Scout movement.
- Devote sufficient time and energy to fulfill outlined position requirements.
- Support the purpose and values of the Girl Scout Movement.
- Comply with council and GSUSA policies and standards.
- Be supportive of the council and its activities and goals.
- Meet with appropriate groups on a regular basis for ongoing support and evaluation.
- Affirm that the Girl Scout Movement actively seeks members of every racial, ethnic, religious, and socioeconomic group.
- Recognize that the Girl Scout Movement is a voluntary service and does not expect or solicit monetary compensation.
- Complete position-related training.
- Perform all duties in a timely manner.
- Support Friends and Family Campaign.

**My signature on this document signifies that:**

I have read and agreed to the Position Description and Volunteer Agreement.  
I understand that my name, address, telephone number and email address may be distributed within GSHG for Girl Scout purposes.  
I hold harmless Girl Scouts of Historic Georgia Council, Girl Scouts of the USA, and the officers, employees and volunteers thereof, except in the case of gross negligence or willful misconduct.  
I will notify my volunteer supervisor if I am unable to perform the duties as agreed upon and outlined in my volunteer position description. If I am not performing my duties as agreed, GSHG has the right to release me from the position.

X \_\_\_\_\_

# Girl Scout Leadership Experience Outcomes

**What girls gain by participating in Girl Scout programs.**



## **Sense of Self**

*Girls have confidence in themselves and their abilities, and form positive identities.*



## **Positive Values**

*Girls act ethically, honestly, and responsibly, and show concern for others.*



## **Challenge Seeking**

*Girls take appropriate risks, try things even if they might fail, and learn from mistakes.*



## **Healthy Relationships**

*Girls develop and maintain healthy relationships by communicating their feelings directly and resolving conflicts constructively.*



## **Community Problem Solving**

*Girls desire to contribute to the world in purposeful and meaningful ways. They learn how to identify problems in the community and create “action plans” to solve them.*

## Why are the GSLE outcomes important?

**Only programs that purposefully aim for these outcomes are Girl Scout program events.** As Girl Scout program and event planners, it's up to us to make sure that each planned activity will support one or more of these outcomes. We also should plan to include outcome questions in our evaluations. Beginning our plans with the end in mind keeps us on track to provide mission-driven, impactful Girl Scout experiences for our girl and adult members.

Examples:

### Me and My Girl Scout tea party outcomes

1. **Sense of Self:** girls will learn manners and etiquette which will help them to be comfortable in social situations they may encounter in the future.
2. **Healthy Relationships:** girls will participate in positive bonding activities with their mothers or other female caregivers

### Service Area Camping Weekend outcomes

1. **Sense of Self:** girls learn to take care of themselves (with adult leader supervision) without their parents/guardians over the course of a weekend.
2. **Challenge Seeking:** girls try new outdoor activities like archery or canoeing in a supportive learning environment.
3. **Community Problem Solving:** by doing nature activities, girls begin to understand some of the problems facing the environment and our camps. Through a service project or a take action project, they help to solve these problems.

In both of these examples, the events could happen without any included outcome based activities and girls will still have a good time. But it would not be purposeful Girl Scout program. **As Program and Event planners, it's our job to include GSLE outcome based activities in all of our plans.** If you'll have badge and journey activities included, you've got this base covered – badges and journeys have outcomes wrapped up in them every time. If you don't plan to use the badges or journeys, you can refer to the examples above to see how simple it can be to include outcome based activities in your event.

## Which GSLE outcomes will you include in your next event?



# Girl Scout Leadership Experience Processes

## How girls learn and achieve outcomes in Girl Scouts

### 1. Girl Led

*All girls have the chance to make decisions and shape their own experiences. Leaders structure the conversation while still giving girls choices. Different grade levels have different abilities to decide; Daisies can decide between two or three choices while Seniors and Ambassadors may plan an entire event.*

### 2. Cooperative Learning

*Cooperative Learning happens when all members of a group are working together towards a common goal. Cooperative Learning promotes sharing of knowledge, skills, and learning in an atmosphere of respect and cooperation as girls work together on goals that can only be accomplished by working together as a team. Additionally, working together in all-girl environments encourages girls to feel powerful, emotionally and physically safe, and to experience a sense of belonging even in the most diverse groups.*

### 3. Learning By Doing

*This is especially important for girls – to have a safe place where they can try new things, solve real-life problems, make mistakes, fail, and have time to reflect on what they did and try again. When they “do” and then “reflect” girls get to explore their own questions, discover answers, gain new skills, and share ideas and observations with others.*

## Why are the GSLE processes important?

Only programs that purposefully include these processes are *Girl Scout* program events.

As Girl Scout program and event planners, it's up to us to make sure that each planned activity will include one or more of these processes. This is the way we make sure our program events and activities achieve the Girl Scout Leadership Experience outcomes.

If you need help putting the processes into practice, please contact your local GSHG Program Staff member for assistance.

## How will you include the GSLE processes in your next event?

**All Girl Scout events are council events!  
Some are volunteer- led, some are staff-led,  
and some are done with vendors and  
collaborators. All are council events and must  
follow the same council procedures and  
guidelines if they are to be called Girl Scout  
events.  
This is a GSUSA requirement.**

## **The Importance of Volunteer-Led Programs and Events**

When events and programs happen locally, there are more opportunities for utilizing local resources, girl- led planning and a wider variety of fun and engaging programs. Volunteer-led events increase the programs available for Girl Scouts, troops and families. More local events also make Girl Scouting more visible and show that Girl Scouting is relevant and vital to the well-being of communities.

## **Volunteer Event Directors are responsible for informing GSHG staff about local Girl Scout events.**

It's important that GSHG staff have information about all events for Girl Scouts. It helps staff answer questions from parents, provides emergency contact information, and helps to ensure Girl Scout insurance coverage. This is one of the ways Volunteer Event Directors can help us all "be prepared".

Six weeks or more ahead of the event, Volunteer Event Directors will inform the council staff of upcoming Girl Scout events by using the [Program Event Submission Form](https://bit.ly/3xyjVtv) (online version preferred). <https://bit.ly/3xyjVtv>

Within two weeks after the event, Volunteer Event Directors must submit an [Event Director Event Report Form](https://bit.ly/2TX19hO) (online version preferred). <https://bit.ly/2TX19hO>

Please contact your local GSHG Program staff member with any questions.

## Different Types of Events

**A Service Area Event** is designed, planned, and carried out by a committee, a sub-group of the service area leadership team, a troop of girl scouts, or any other group who wants to help meet the needs of their service area. The event may be grade level specific, or it may be open to the entire membership of a service area.

**A Regional or Council Event** is one in which all members of one or more grade levels throughout the region or the council have been invited.

All events must follow the guidelines at [www.gshg.org](http://www.gshg.org):

1. Girl Scouts of Historic Georgia [Operational Volunteer Policies and Procedures](https://bit.ly/3fCRPHM) <https://bit.ly/3fCRPHM>
2. Girl Scouts of Historic Georgia [Volunteer Essentials](https://bit.ly/3s0cMBh) <https://bit.ly/3s0cMBh>
3. Girl Scouts [Safety Activity Checkpoints](https://bit.ly/3fEJbIv) <https://bit.ly/3fEJbIv>
4. Girl Scouts of Historic Georgia [Social Media Guidelines for Volunteers](https://bit.ly/2VuEqKQ) <https://bit.ly/2VuEqKQ>
5. Girl Scouts of Historic Georgia [COVID-19 Guidance](https://bit.ly/3ioI6GB) <https://bit.ly/3ioI6GB>

# Time to Start Planning!

All event plans should answer these five questions.

1. **What?** What are our event's goals and how will our event reach them?
2. **Who?** Who will help to put on this event?
3. **When?** Time of year, time of week, time of day.
4. **Where?** Location, location, location.
5. **How?** Step by step plan for your event. Finances, publicity, behavior management, and working as a team.

## 1. What?

The best Girl Scout programs and events are the ones that respond to the needs of girl scouts. The first thing to ask, just like Juliette Low asked long ago, is "What do the girl scouts **want** to do?"

To find out what girl scouts want, we need to ask them. Girl scouts will think of things that may never occur to adults. When adults decide on events and activities, we aren't implementing the "Girl-Led" GSLE process, and we risk spending time and energy on events that no one will attend.

There are many ways to find out what the girl scouts in your area would like to do.

- Attend troop meetings and talk to girl scouts.
- At Service Area meetings, prepare surveys for leaders to take back to their troops, returning the results to you.
- Do an online survey with Survey Monkey, in your local Girl Scout Facebook or Instagram group, or through some other virtual platform. Older girl scouts would probably be happy to help with this if you asked. Remember the GSHG [Social Media Guidelines](https://bit.ly/2VuEqKO). <https://bit.ly/2VuEqKO>
- At other events, include an evaluation question that asks, "What other Girl Scout events would you like to see offered?"

Criteria for Quality Programs and Events

- addresses current needs of the girl scouts and the community
- provides opportunities for personal growth, exploration, and discovery
- has activities appropriate to the targeted grade level(s)
- is affordable
- has girl input
- is inclusive of all members
- has well trained and prepared volunteer staff
- **is fun!**

## 2. Who?

Most events and programs will require more than one person to effectively deliver. Working with adult and girl volunteers to create a great program is an impactful, gratifying way to give service to Girl Scouts while working alongside other adults and girl scouts with the same interests.

### Recruiting Event Volunteers

Event volunteers can come from inside and outside of Girl Scouts. Area leaders and parents may be interested in helping, and other community minded people outside of Girl Scouts may be interested in volunteer opportunities that do not involve the commitment of leading a troop.

College campuses, civic clubs, and service sororities and fraternities are all great places to advertise a need for volunteers. Remember, if you involve an outside program vendor or volunteer that is not a GSHG approved volunteer, they may only deliver program for Girl Scouts in the presence of a background checked GSHG approved volunteer, and never left alone with girl scouts. Of course, the best solution is that all of our event volunteers become members and approved volunteers, and we should always extend the invitation to them.

### Event Volunteers

Depending on the type and duration of your event, you may need any or all these volunteers. For smaller events, volunteers may have more than one role. There must always be enough adults (18 years and older) to meet adult-girl ratio in accordance with Volunteer Essentials and Safety Activity Checkpoints. If there are not enough adult volunteers to help with the event, the event will have to be postponed or cancelled.

Depending on the type of event, you may need volunteers for some or all of these roles: Assistant Event Director, Business Manager, Registrar, Childcare staff, Cooks, Emergency phone contact, Equipment Manager, First Aider, Clean Up Crew, Publicity, Program Specialists, Shoppers, Transportation and other roles determined by the event needs.

### Training/Preparing Event Volunteers

**Event Volunteer training should be included on your event planning timeline.** How will you share the information with them? Set aside enough time to be thorough and generate excitement for your event while respecting volunteers' time.

- In person meeting?
- Conference call?
- Email?
- Zoom meeting?
- Service Area meeting?

**Determine what your event staff needs to know.** At the training, work to create a team feeling and a sense of common purpose. Take input from your volunteers. Allow space for

conversation and suggestions. Listen.

- Purpose of the event and target audience, GSLE targeted outcomes
- Overview of the event - who, what, when, where, how and why
  - o site information and boundaries
  - o registration procedures
  - o timeline of the day
  - o discipline
  - o emergency procedures
  - o weather conditions
  - o budget- how to handle unplanned and planned expenses
  - o site policies (use, smoking, alcohol, etc.)
- Girl Scout recognitions earned if any
- Planned activities
- Duties of event volunteers
- Specific job description information

**After the training, follow up to ensure volunteers are ready.** Determine any areas where more information or improvement is needed. Circulate during the event to make sure volunteers are ably performing their assigned duties. Adjust roles as needed.

Depending on the size of the event, the Event Director shouldn't have any assigned event duties other than making sure the event volunteers are doing what they need to do to make the event a success. The Event Director should be able to step in and assist in any area.

### **The Girl/Adult Partnership**

Event planning is a great way to put the process of Girl Led into action. It gives Girl Scouts a chance to learn valuable skills for life, while working as a team to create impactful experiences for others. Girl Scouts of all ages can - and should! - help with event planning. Here's what to expect from each grade level:

Daisy Girl Scouts: Can choose between two or three things, such as menu items.

Brownies: Usually give enthusiastic support for any event that involves them individually or as a troop. Brownies can make important choices. Examples:

- choosing basic theme or idea
- rules of conduct
- name tags/invitations
- doing flag ceremony, etc.

Juniors: Can be active support as teams, patrols or troops for an event. Examples: All of the above plus...

- development of theme
- teaching Brownies songs, games, crafts
- short-term planning
- teaching ceremonies, skills, plays, etc.

Cadettes: Can help with planning support as individuals, teams, patrols, or troop for events (their time involvement may be limited). Those with Program Aide Training can be given more responsibility. Examples: All of the above plus...

- telephone or personal contact (with adult supervision)
- working well with adults
- planning songs, skits, ceremonies, events, etc.
- sharing their skills
- sharing their experiences

Seniors/ Ambassadors: Great event planners - individually, in teams, patrols or troops (Their time may be limited). Examples: All of the above plus...

- total planning of some events with adult support and advice
- Know your individual girl scouts - their abilities and experience vary widely.
- When delegating tasks to girl scouts,
  - give one task at a time
  - spread out the task give a timeline
  - follow up to see if they need help

### **Program Aides, VITs and CITs**

Girl scouts who are Program Aides (PAs), Volunteers in Training (VITs) and Counselors-In-Training (CITs) have experience in leading Girl Scout activities and want to be involved in bringing Girl Scout program to younger girl scouts. Their youth and enthusiasm can be tapped to assist in facilitating opportunities for our younger members and leaders alike. They can lead the songs, teach geocaching, start the fire, lead the Brownie Program, deliver the STEM activities, and administer an entire day camp program with style and excitement. In addition to their leadership role, they should be given time and space to experience the event, the camp, outdoor skills, swimming and simply enjoying being a Girl Scout. Work and learn cooperatively with your PA, CIT or VIT and you'll have a strong hand in building not just one girl of courage, confidence, and character, but all the girl scouts they also reaches.

Program Aides: PAs are Girl Scout Cadettes, who plan and lead activities and events for Girl Scout Daisies and Brownies, both within and outside of a camp setting. To earn the Program Aide Award, girl scouts must do the following steps in order:



1. Complete one LIA award (requirements found in Cadette Journey books, Brownie Journey Leader books, and VTK)
2. Attend council Program Aide training
3. Plan and complete six program activity sessions with Daisies or Brownies.

The complete requirements to earn the Program Aide Award can be found in *"The Girl's Guide to Girl Scouting for Cadettes"*. PA training is offered regularly around the council. Check our Program and Resource Guide or the [GSHG website](#) for details.

Volunteer-In-Training: VITs are Girl Scout Seniors and Ambassadors.

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for high school girls who'd like to mentor Girl Scout Daisies, Brownies, Juniors or Cadettes outside of the camp experience. To earn VIT, a girl must have completed 9th grade, take the council VIT training, and do a VIT mentoring project, which typically lasts for three to six months. The complete requirements for VIT can be found in "*The Girl's Guide to Girl Scouting for Seniors*" or "*The Girl's Guide to Girl Scouting for Ambassadors*".

Counselor-In-Training: CITs are Girl Scout Seniors and Ambassadors who are interested in mentoring younger girls in a camp setting as they build skills toward becoming a camp counselor. The complete requirements for CIT can be found in "*The Girl's Guide to Girl Scouting for Seniors*" or "*The Girl's Guide to Girl Scouting for Ambassadors*". CITs must have completed 9<sup>th</sup> grade. CIT training is being offered at resident camp this summer – see our website for more information.

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## Diversity

As an Event Director, you need to be aware of the uniqueness of each girl and adult. Differences among us include geographic location, age, religion, ethnic group, education level, physical abilities, economic level, number of years in Girl Scouting, and countless other differences that enrich the overall Girl Scout experience.

Our girls and adults share many similarities as well as differences. With attention to your overall program goals and sensitivity to both differences and similarities, your event is sure to be a success.

## 3. When?

There are several things to consider as you decide when to hold your event.

**Lead time:** Leaders and troops request that they know of upcoming events at least two or three months in advance, so that they can plan accordingly and communicate with parents.

**Calendar conflicts:** Check the school, community and council calendars to make sure your event isn't competing with another event in your area for the same target audience. School events and testing, council events and product sales, community parades and festivals, and college football schedules are some of the many things that may be conflicts for the people you'd like to have at your event. Though we can't avoid all schedule conflicts, it's important to be aware and plan accordingly.

**Weather:** The weather for an outside event will probably be much more comfortable in spring or fall than in winter or summer.

**Time of Day:** Family schedules, and grade level differences of your target audience should be considered. Research tells us that younger girl scouts are more awake and alert in the morning hours while older girl scouts are more engaged after noon.



## 4. Where?

**Where to Start:** Review Volunteer Essentials & Safety Activity Checkpoints, review event purposes and goals, and make a list of all possible sites.

Points to be considered when choosing a location for your event.

- Capacity
- Accessibility
- Written permission to use the property has been obtained from the property owner
- Climate controls, electricity, ventilation, lighting, kitchen, toilets, and water are in accordance with local fire and health regulations and local building codes
- Adequate water supply is available and is certified as safe by a government or private laboratory as required by local city or county regulations (drinking water must be tap or bottled).
- At least one toilet facility and one adjacent hand-washing facility are provided for every 15 persons in an overnight site or for every 30 persons for a day event
- Provisions have been made for proper disposal of garbage and recycling
- Areas for campfires are well cleared with firefighting equipment nearby
- There is a plan in case of inclement weather
- One story buildings are preferred and must have two or more accessible exits. If upper story is used, it must have two or more exits, remote from each other.  
Exits are by stairs, not ladders, with well secured handrails or guards. One exit is an outside staircase.
- If beds are used: a bed for each person is provided that is no more than two beds high, with two feet between beds and a minimum of 40 square feet per person
- Sufficient area is provided for group activities - cooking, eating, games, meetings, etc.
- Local law enforcement and fire protection agencies are known and notified of the event if the area is at all remote
- All toilets meet state health standards of construction, maintenance, and cleanliness
- Swimming and boating areas meet Safety Activity Checkpoints standards

## **Girl Scouts of Historic Georgia Properties**

Girl Scouts of Historic Georgia has several camp properties and program centers which can be rented for a nominal cost for program events. To find out more, email [reservations@gshg.org](mailto:reservations@gshg.org).

### **Girl Scouts of Historic Georgia Camps**

#### **Camp Low**

Located on Savannah's south side on 300-acre Rose Dhu Island, Camp Low has tents, cabins, and a cottage for rent. There is a challenge course, rock wall and zipline, pool, archery field, canoeing, hiking and abundant marshland nature.

#### **Camp Martha Johnston**

This scenic 165-acre camp in Crawford County has been owned and operated by Girl Scouts since 1922. It has units with climate-controlled cabins and Sweetwater Retreat, a climate-controlled facility with meeting rooms, a dining hall, and dorm-style sleeping quarters. Canoes, kayaks, archery, low challenge course, geocaching, letterboxing are available.

#### **Camp Robert Lewis**

The roar of camp's Mulberry Falls in Harris County provides a stunning backdrop for Girl Scout events. Known as one of the most scenic properties along the Chattahoochee Riverway, it encompasses 40 acres of pristine, unspoiled riverfront. There is a unit house, bathrooms and showers, archery and hiking.

#### **Camp Tanglewood**

Located in Columbia County on 184 acres of hilly woodland, Camp Tanglewood has low challenge course, pool, lakes, archery field and a basketball court. There are cabin units, an accessible cabin and a dining hall and lodge.

**Want to reserve a GSHG property for your event or camp? Much more information can be found [on our website](#).** Any questions about property reservations should be directed to [reservations@gshg.org](mailto:reservations@gshg.org).

## 5. How?

### **Registration Guidelines**

The guidelines below are suggested for a hassle-free registration. All volunteer run event monies should be run through a GSHG troop, service area or council checking account. If you choose to use the council registration system for your event, a link will be created for online registration, and you may easily accept debit and credit cards as payment. A small fee per transaction will apply (the fees that are charged by the banks and credit card companies for accepting those types of payment).

- Assign someone to handle registrations for the event (Registrar).
- Set a deadline for registration.
- Send a confirmation prior to the event.
- Keep a list of the troops or individuals participating. The list should include the name, address and phone number of the person making the reservation, troop number, and number of girl scouts and adults participating.
- Keep a waiting list. This waiting list may be utilized to fill spaces created by cancellations. Troop/individuals should be notified that they are on a waiting list.
- Set a policy for refunds. Refer to the council policy for refunding program registration fees.

### **Registration form for events should include (as needed):**

- Name(s) of participant or leader's name and number of girl participants.
- Address
- Telephone: Cell/day/evening numbers
- Email Address
- Service Area
- Grade or program level
- Troop number
- Payment information
- Space to indicate dietary restriction or other special needs
- Parent/guardian permission for participation and for use of any photos
- Permission for daughter to join Girl Scouts (if applicable)
- Other choices on event, such as workshops, t-shirt sizes.
- Items to bring (if applicable, including medical forms)
- If overnight event, description of lodging
- Registration deadline
- Event cancellation and refund policy

### **Confirmation Packets should include:**

- Welcome note
- Complete address of event location
- Check-in and check-out times and locations
- Information about any meals provided
- Emergency number at site or emergency contact person

- List of equipment to bring, including parent permission slips
- Schedule for event
- Who to contact with questions, email and/or phone number
- Balance due on registration, if appropriate

## **Promoting Your Event**

There are several ways to promote your event. Depending on time and budget you can use printed pieces like flyers. One of the best ways to promote your event is to use social media, such as posting it to your Service Area's Facebook group, creating an event page on Facebook, and using Instagram or Twitter to get the word out. Once you have created a flyer, you can use email and attach the flyer to the email to help spread the word. Word-of-mouth is always a great way to promote your event, too. Members of your committee can go to local troops and SAs to let leaders know about the event you have planned. Timing of your information is important. Six to eight months ahead of your event is not too soon.

Don't forget to let your local community know about your event if it is open to non-Girl Scouts. If you would like your local media to know about your event for publicity purposes before and after the event, please contact a member of the GSHG Marketing/Communications team to help you with a Media Alert/Press Release.

You can also send pictures and press releases to your local newspaper, council publication (Five on Friday) or SA webpage or Facebook page or ask them to come out and cover your event. You will have more success in getting coverage if you can give the editor at least two weeks advanced notice and if you suggest times during the event when activities that are especially exciting will be happening. Check with your SA or Membership Manager to see if you have a volunteer Communications Manager for your area to help with local promotion. You may also ask your staff representative to forward information regarding the event to the council marketing and communications team.

## **How to Make a Girl Scout Flyer/Communication Piece**

GSUSA provides guidelines for the use of our brand which we must follow. Our goal is to ensure that our brand is used professionally and consistently within these guidelines.

All staff members and event director volunteers should send designs for print work (flyers, brochures, signs, t-shirts, patches) to one of the members of the GSHG MarComm team for approval: Maggie Reimer [mreimer@gshg.org](mailto:mreimer@gshg.org)

We've got lots of information to help you at our website's [Brand Center](#).

This site provides "cheat sheets" that will answer lots of your questions up front and make the design process easier.

Please submit designs to MarComm no later than 10 business days before they're needed. We will do everything we can to support you all and to help you make sure your designs are inviting and consistent with our brand guidelines.

Please see our website for more Girl Scout Branding guidelines tips and how to use the Girl Scout logo.

## **Information to include on a flyer:**

- **Title of Event**
- **What & Why:** Short description of event & why they should attend
- **Who:** Identify participants
- **Where & When:** Date/time/Place/address
- **Cost** (include availability of financial assistance, breakdown of what is covered in the fee, i.e. food/snacks, cost for adults, etc.).
- **Contact person(s)** for additional information
- **Registration deadline**
- **Girl Scout logo**

## **Design tips:**

- Keep your flyer short and to the point.
- Create visual interest with use of graphics and/or pictures. Do not use copyrighted materials without permission.
- Use of white space: Do not fill all of the space.
- Referencing our name: When mentioning our name in copy use either "Girl Scouts" or "Girl Scouts of Historic Georgia." Use initial caps in all text. (Only the logo image should be lowercase.)
- Do not refer to our members as "Scouts". We are always "Girl Scouts".
- Required fonts: Girl Scouts should use the Palatino or Georgia font and its variations for any design materials that are created.
- Paper color: select a color that is appropriate for the intent and audience of your flyer. Your favorite color may or may not be the most appropriate.
- Proofread! - Then proof again.
- Ask someone who is unfamiliar with the event to look at your flyer. Ask them if they would be interested in attending the event.

## **Copyright Regulations**

Copyright laws protect the authorship of materials in a variety of categories which include: written materials, graphics (including cartoons and cartoon characters), music (including accompanying words), dramatic works (including accompanying music), movies and other audiovisual works, recordings, computer programs, blueprints and maps.

Copyrighted Girl Scout materials include the corporate symbol (the trefoil) and most of the GSUSA program books and packets, including Journey and badge books. Council logos are corporate identification symbols as well and are covered by similar restrictions.

Girl Scout program and event directors should remember that locally reproduced songbooks, recipe books and program materials that include copyrighted elements without permission for use are illegal and place the person producing them in a position of liability.

If use of copyrighted materials is needed, contact the owner of the work (not necessarily the publisher) and request written permission to use. If permission is granted, remember to credit the source of the information you use.

# Event Finances

## Setting Event Fees

Fees should be based on actual costs of the event. Event Directors should know what the break-even point is (for number of participants) and publish minimum and maximum numbers on flyer. Budgets for all events must be approved by the Service Area Team before moving forward with an event. This must be done prior to submitting a Program Submission Form to staff. Event Directors are encouraged to delegate this responsibility to a volunteer with experience in financial forms and practices.

Financial aid may be possible from your Service Area funds. If you decide to offer financial aid for your event, publish the application guidelines with your other event information, and decide ahead of time how you will decide to award it in a fair and equitable way. For help with this, contact your local Program Staff member.

## Budgeting and Record Keeping

Keeping accurate records and receipts of all transactions for your event is required and will ensure good management practices and help to keep the event on budget. Review the budget items below to help you plan expenses. Some examples of budget planning sheets are included in this manual, and there are also numerous examples online. The important thing is to use something that works for you, and to keep track of all expenditures and income. You'll have to submit your budget results when your event is over.

## Expenses

1. Promotion, Photography, Registration - Promotion: cost of flyers, artwork, posters, etc. Photographs are an excellent way to promote an event the next time around. How will you share these? Review GSHG social media guidelines.
2. Office Supplies - Most events need a few small items: name tags, stationary, paper, etc. Include printing costs, mailing labels, etc.
3. Postage - Will you mail registration flyers? Will you mail confirmation of registration?
4. Medical Supplies - The Service Area may have a large well-stocked first aid kit for events. Be sure kit is up to date before and after event and replace used items. For any event, a bound journal with pages numbered consecutively should be used to record first aid treatment given at the event. (May be used year after year.)
5. Training Costs - Staff training and recruitment materials: easel paper, marking pens, hand-outs, snacks, etc.
6. Program - This is a big item and should reflect the event goals. Art supplies, equipment for special programs, repair of equipment, speaker's fees, resource publications, hand-outs, participation incentives such as badges and patches.

7. Housekeeping - This includes clean-up supplies, paper towels, trash bags, etc., that you'll need to keep things neat and be able to clean up after the event.
8. Tokens of Appreciation, or TOAs - Given by Event Director to event volunteers. Patches, certificates, or other tokens of appreciation. Letters from girl scouts are always appreciated. There are many ways to show appreciation.
9. Transportation - Includes buses, ferry fares, tolls, parking, drivers, etc.
10. Insurance - Supplemental Insurance is needed for any activity where participants will include people who aren't registered members of Girl Scouts. It's also needed for events that last longer than two nights, whether the participants are registered members or not. Supplemental insurance will cover the costs of medical care beyond what a participant's primary insurance will cover. To order supplemental insurance for your event, fill out our [Request for Supplemental Insurance form](https://bit.ly/3AhMsW3): <https://bit.ly/3AhMsW3> Contact your local Program Manager if you have questions. The cost is minimal, but you'll be grateful you have it if it's ever needed.
11. Food and Beverages - Will depend on the number and type of meals and snacks, girl menu-planning. Make sure your registrations include a way for participants to let you know of any food allergies or dietary restrictions. Consider sack lunches vs. cookouts, milk vs. fruit juices, coffee, tea, cocoa. Will you need cooks? If you are using an industrial kitchen, you must have at least one volunteer who is ServSafe approved. Learn more about this online training on the [ServSafe website](#).
12. Meeting Space and Equipment Rental - Cost of using building, site and/or other facilities, electricity, tables/chairs, projectors, screens, etc.
13. Miscellaneous - This is for anything else that doesn't fall into the other categories.
14. Child Care for Volunteers if needed
15. Volunteer Reimbursement for their expenses

### **Income**

1. Program or Registration Fees
2. Contributions - These can be monetary or in-kind. Check with your membership staff or Service Area Manager for policies on monetary contributions. If Service Areas have a large amount of money in the bank, it should be used to offer girl programming, and should be included in this line item.

# Event Health and Safety Guidelines

## GIRL SCOUT SAFETY GUIDELINES

Every adult in Girl Scouting is responsible for the physical and emotional safety of girl scouts, and we all demonstrate that by following these guidelines at all times. (Note: See [Volunteer Essentials](#) for details on each standard.)

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints, available from your council. Read the checkpoints, follow them, and share them with other volunteers, parents, and girl scouts before engaging in activities with girl scouts. For safety questions, contact your council staff support person or email [safety@shg.org](mailto:safety@shg.org).
2. **Arrange for proper adult supervision of girl scouts.** Your group must have at least two unrelated, non-cohabitating, approved adult volunteers present at all times, plus additional adult volunteers as necessary, depending on the size of the group and the ages and abilities of girl scouts. Adult volunteers must be at least 18 years old (or the age of majority defined by the state, if it is older than 18) and must be screened by your council before volunteering. One lead volunteer in every group must be female.
3. **Get parent/guardian permission.** When an activity takes place that is outside the normal time and place, advise each parent/guardian of the details of the activity and obtain permission for girl scouts to participate.
4. **Report abuse.** Sexual advances, improper touching, and sexual activity of any kind with girl members are forbidden. Physical, verbal, and emotional abuse of girl scouts is also forbidden. Follow your council's guidelines for reporting concerns about abuse or neglect that may be occurring inside or outside of Girl Scouting. Council guidelines are listed under GSHG Policy 1.16 Child Abuse on Page 14.

### **Reporting - Child in Immediate Danger:**

If a volunteer witnesses a situation in which a child is in immediate danger, they should call 911 immediately, then report the situation to the council by calling the GSHG emergency hotline, 1-866-236-7944.

### **Reporting - Child not in Immediate Danger:**

Volunteers who witness or suspect child abuse or neglect must report it within 24 hours by calling the GSHG emergency hotline, 1-866-236-7944. The Council emergency contact provider will take the information from the caller and notify the Leadership Team member on call to follow up and ensure the proper agency is notified.

5. **Be prepared for emergencies.** Work with girl scouts and other adults to establish and practice procedures for emergencies related to weather, fire, lost girl scouts/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girl scouts' families.



6. **Travel safely.** When transporting girl scouts to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be at least 21 years old and an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Insist that everyone is in a legal seat and wears their seat belt at all times and adhere to state laws regarding booster seats and requirements for girl scouts in rear seats.
7. **Ensure safe overnight outings.** Prepare girl scouts to be away from home by involving them in planning, so they know what to expect. Avoid having men sleep in the same space as girl scouts and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters in program areas. When parents are staffing events, daughters should remain in quarters with other girl scouts rather than in staff areas. Within a camp or overnight setting, males and non-related females must have separate sleeping, dressing, and restroom facilities. At all times, girl scouts must remain under the supervision of at least two approved, unrelated, non-cohabitating, registered adult volunteers.
8. **Role-model the right behavior.** Never use illegal drugs. Don't consume alcohol, smoke, or use foul language in the presence of girl scouts. Do not carry ammunition or firearms in the presence of girl scouts unless given special permission by your council for group marksmanship activities.
9. **Create an emotionally safe space.** Adults are responsible for making Girl Scouting a place where girl scouts are as safe emotionally as they are physically. Protect the emotional safety of girl scouts by creating a team agreement and coaching girl scouts to honor it. Agreements typically encourage behaviors like respecting a diversity of feelings and opinions; resolving conflicts constructively; and avoiding physical and verbal bullying, clique behavior, and discrimination.
10. **Ensure that no girl is treated differently.** Girl Scouts welcomes all members, regardless of race, ethnicity, background, disability, family structure, religious beliefs, and socioeconomic status. When scheduling, helping plan, and carrying out activities, carefully consider the needs of all girl scouts involved, including school schedules, family needs, financial constraints, religious holidays, and the accessibility of appropriate transportation and meeting places.
11. **Promote online safety.** Instruct girl scouts never to put their full names or contact information online, engage in virtual conversation with strangers, or arrange in-person meetings with online contacts. On group websites, publish girl scouts' first names only and never divulge their contact information. Teach girl scouts the Girl Scout Online Safety Pledge and have them commit to it.
12. **Keep girl scouts safe during money-earning activities.** Girl Scout cookies and other council-sponsored product sales are an integral part of the program. During Girl Scout product sales, you are responsible for the safety of girl scouts, money, and products. In addition, a wide variety of organizations, causes, and fundraisers may appeal to Girl Scouts to be their labor force. When representing Girl Scouts, girl scouts cannot participate in money-earning activities that represent partisan politics or that are not Girl Scout-approved product sales and efforts.

## **Managing Behaviors for the Best Girl Scout Events**

Like all adventures, working with girl scouts can present some interesting challenges. Anything from mild to extreme behavior issues can impact your event plans and the overall experience for all of participants. Fortunately, there are steps we can take to prevent and reduce the work and worry of such challenges.

### **1. Create a Safe Space for Girl scouts**

Review the guidance in [Volunteer Essentials](#) for some great tips on communication and building trust with girl scouts. (p 15-18)

### **2. Take Time - So Everyone Knows What to Expect**

Work with the girl scouts at their grade level to understand and live the Girl Scout Promise and Law. Using the Promise and Law, the girl scouts should build a list of behavior expectations or "Group Agreement". Some key points to include:

- Always treat everyone with respect, including showing respect for others' personal space and belongings, privacy and feelings.
- Girl scouts follow the Girl Scout Promise and Law
- Girl scouts will not use obscene or foul language or gestures.
- Girl scouts will not engage in any activity which may put themselves or others at risk.

The following behaviors are considered very serious and will result in immediate expulsion from the group meeting or event:

- Possession or use of weapons, illicit, illegal drugs or other controlled substances, tobacco products of any kind and alcoholic beverages.
- Physical abuse of any kind including hitting, kicking, biting or pushing another person.
- Failure to follow adult instructions thereby resulting in situations that put themselves, others in physical danger.
- Leaving the immediate program area without the permission of the adult supervising the area or activity.
- Verbal abuse of the other participants.
- Behavior that is constantly interfering with the quality of program for other girl scouts or adults.
- Girl scouts threatening to harm themselves or others.

In addition to the Girl Scout Promise and Law and the group agreement, you may want to consider using a Behavior Agreement that girl scouts and their caregivers are both required to sign.: While it's not required, it may help prevent some awkward situations and reminds the caregivers and girl scouts about the expectations before any overnight trips or large events.

### **3. Manage Overnight Events**

Overnight and weekend events provide their own rewards and challenges. With all the options and wide-open spaces, it's usually difficult to see everything going on. But there are a few ways you can ensure your girl scouts are safe and feel safe. Take time to listen and be present with them. Involve all adults in this effort.

A few ways to accomplish this:

- Create a "Group Agreement" with the girl scouts at the beginning of the event to remind everyone of the expectations.
- Make sure girl scouts know that if they have an issue or challenge that there are adults there to help them. Identify the specific adult(s) a girl can come to with issues, anytime, day or night.
- Take a pause in the day. Maybe during mealtime or Turtle Time (free time). Have designated adults check in with each girl in small groups and keep it casual. "How is your day going?" "Are you having fun?" "Is there anything you would like me to know or help you with?" Follow up with individuals who express concerns.
- Have the adults divide up the girl scouts and engage each one of them in casual conversations every day.
- Group circle with the girl scouts allowing each to share a high and a low of their day. Follow up on the "lows".
- Offer hugs, handshakes, or check-in each night before bedtime so the girl scouts have a chance to tell you about any challenges they may have. This will also give you a chance to do a head count and make sure all the girl scouts are settled and where they are supposed to be in their own rooms/cabins/tents and bunks. Remember, nighttime is when the girl scouts feel the most vulnerable and are most likely to share.
- Create a drop box where girl scouts can share challenges anonymously and check it twice or more a day.
- For a multi-day event, have a daily/nightly check-in with all the adults to review anything anyone might have noticed and to work solutions together.

#### **4. Take Note**

Pay attention; changes in behaviors can be subtle and are sometimes the only indication we get that something may be wrong. The girl scouts may even tell us they need help, or something is bothering them, but we've got so much going on we can't stop at that moment. So, we need to take note, write a note to ourselves, and let the girl know we think the situation is important and we want to talk about it a little later. If okay with the delay, carry on. If not, let another adult take over the program and take time with the girl right then. Show the girl scouts we believe their feelings are important.

#### **5. Take Action - Now**

Follow through, regardless of how hard a situation may seem, or how complicated feelings and beliefs may get. Following through is the best course. Girl Scouts of Historic Georgia has resources, training, staff, and volunteers who can help. You are not alone. If any of us believe a situation is out of our depth or comfort zone, we can turn to the support of council staff. The key point to remember is that we owe it to every girl and volunteer to take action to help everyone.

It all comes back to the Girl Scout Promise... "...to help people at all times..." By taking time to work with the girl scouts and set expectations, taking note of any issues and taking action to ensure we're all doing well we really do make the world a better place.

## **Health and Safety Issues at the Event Site**

**The Event Director is responsible for maintaining all standards in [Volunteer Essentials](#) & [Safety Activity Checkpoints](#) that apply to the event. This is a responsibility that cannot be delegated.**

Health and safety guidelines must be followed at every Girl Scout activity. It is only by following these policies and procedures that we maintain an excellent safety record.

### **Site Security/Hazards**

Security should not be taken for granted. Council-owned camps are usually secure, but common sense should always apply. Lock your car, watch your belongings.

Be aware of someone who appears to be loitering in the event area and report their presence, if necessary, to the site manager or park ranger. Train your volunteers and girl scouts to do the same.

### **Non-Council-Owned Sites**

Use of non-council-owned sites imposes additional security precautions. If the site is open to the public, participants should be trained and behave in ways that keep them safe. From whom do you get help if needed (e.g. police, park ranger, school custodian, etc.)? Event staff should have an emergency communication plan.

### **Site Hazards and Boundaries**

Prior to the event, tour the entire site. Note all hazards, such as traffic patterns for cars and people, ruts and holes, logs, exposed tree roots, nettles, beehives, drop-offs, marshy areas, etc. Write these down and share them with your participants and staff.

Especially important with a public area is to establish boundaries - the perimeter of the event site and areas off-limits to participants. Site rules should also be discussed at this time.

### **First Aid**

At all times during an event (day camp, encampment, one-day events, etc.), you are required to have a first aider on the site. The first aider must be currently certified as either a Level I or Level II First Aider. Consult Safety Activity Checkpoints for the level of certification needed for your event. The First Aider should not have additional event responsibilities.

#### **The designated first aid station should have as a minimum:**

1. Quiet area for potential patients.
2. At least one cot with blankets
3. List of all emergency phone numbers, driving directions to nearest hospital.
4. All accident and insurance claim forms available.
5. A well-stocked first aid kit (items for first aid kit should be purchased by sponsoring group, i.e. service area). Refer to [Volunteer Essentials](#) for suggested contents.

6. A bound and numbered journal to enter all treatments given to participants and staff. Each entry should include participant's name, type of injury, aid given, time in/out, and your initials. Date each entry. Remove no pages.

7. Any girl scouts who are taking prescribed medications (for example, allergy pills) should inform adult leaders. Any over the counter or prescribed medications should be in the original container and administered in the prescribed dosage by the responsible adult as per the written instruction by parent or guardian. All medications brought to the event should be stored in a locked box with the first aider. Clear, concise directions and the person's name must be on the medication bottle.

8. Health forms/registration forms must be kept on hand by either the troop leader present or the first aider for both girl scouts and adults. Make special note of special needs/limitations of each person present, including adults. Share this information individually with unit staff, if applicable, on a need-to-know basis. Keep all health information private and secure.

9. A vehicle must be on hand for use by the first aider to use within the event area and, if necessary, to transport participants to medical facilities. If it is necessary to transport participants, the first aider should remain at the event and another person should do the transporting.

### **Emergency Procedures**

All events whether one day or several, should have well publicized emergency procedures posted and discussed in staff training. Girl scouts also should be made aware of "what to do if..." cases. Having a fire/emergency drill during a multi-day event should be incorporated into your planning. Remember to tell girl scouts after the drill that it is the only drill to be held, and if they hear the alarm again it will not be a drill, but the real thing.

In the case of a critical accident, serious injury, harm, or fatality, ensure that the council "Crisis Communication and Emergency Procedures" are followed. Refer to the information above for these procedures.

### **Use of Waterfront for Event Recreation**

Regardless of whether your event is on Girl Scout property or a public beach, lake or pool, there are certain requirements you must meet, in accordance with Safety Activity Checkpoints. If you intend to use the waterfront for swimming, boating, wading, or other water activities, you must have a currently certified lifeguard and additional spotters in accordance with the number of participants. (Check [Safety Activity Checkpoints](#) for the appropriate number and levels of lifeguards required.)

Failure to adhere to Safety Activity Checkpoints procedures may make you liable if an accident should occur. Girl Scout Activity Insurance requires compliance with Safety Activity Checkpoints.

## **Procedures for Accidents**

At the scene of an accident:

1. Provide any possible immediate care for the sick or injured person. In the case of a fatality, do not disturb the victim or surroundings.
2. Have a responsible adult remove uninjured girl scouts and adults to a safe place.
3. Have someone at the scene dial 911 or contact local emergency responders to report the emergency and to request medical assistance. Always report a serious accident or fatality to the police. Follow their instructions.
4. Dial the emergency council number, **1-866-236-7944**. The emergency service will immediately contact the appropriate council staff members.
5. Once informed, Girl Scout staff will assist you in contacting parents/guardians or others who need to be informed.
6. Make sure that a responsible adult remains at the scene of an accident until the police and emergency personnel have completed their reports.

You must always have on hand the council emergency number and the names and telephone numbers of parents/guardians. Where there is no 911 service, you must also have the numbers for local emergency services such as police, fire department, or hospital emergency physicians. The council will provide an emergency calling card listing the council's emergency number.

**The toll-free emergency number is 1-866-235-7944.**

Do not share information about an accident or incident with anyone but the police, your council, and, if applicable, insurance representatives or legal counsel. Only the council CEO or their designated spokesperson is authorized to talk to the media. Refer all media questions or requests for interviews to council staff.

## **Insurance Claims**

Every registered girl and adult member of Girl Scouts of the USA is covered by accident insurance for any authorized and supervised Girl Scout activity lasting two nights or less, including travel to and from the activity. The cost of this coverage is included in our annual membership registration.

As a volunteer, you should be familiar with this plan and the coverage it provides. It is designed to ensure that each member can receive needed and immediate medical attention. Refer to your GSHG website for information.

Insurance claim forms and brochures describing this coverage are available from Council and are on the GSHG website. Be sure you take [accident report forms](#), parent permissions, and the troop first aid kit with you on any outing.

If an accident necessitates an insurance claim, contact the Council immediately for further instruction.

To insure non-registered individuals who participate in Girl Scout activities, or if you are planning a trip that lasts more than two nights, you should obtain [extra activity insurance](#), using the procedures outlined above.

## Forms

**This section has event planning forms. You may choose to use some or all of them. To reduce paper, required reports are also available as online forms, and we encourage you to use those instead of paper whenever possible. Starred paperwork is required.**

- Program Event Submission Form ([online form](#) preferred). \* **Required.**
- Event Planning Budget
- Event Planning Worksheet
- Budget and Expense Report
- Program Sign-in Sheet
- Kaper Charts
- Sample Flyers
- Sample Confirmations
- Overnight Packing Checklist
- Sample Evaluations
- Program Event Report ([online form](#) preferred). \* **Required.**
- Event Checklist
- Event Wrap-up

Program Event Submission Form

---

ProgramEventContactName:

Contact Email:

Contact Phone Number:

This is a:

Troop Event       Service Area Event       Council Event

Program Title:

Program  
Description:

Date of Event:

Time:

Registration Deadline:

Program Delivery Site (Please Provide full address):

Grade Level:

Program Fee (per

girl/adult): Minimum (# of girl scouts & adults if applicable):

Maximum (# of girl scouts & adults if applicable):

Adult/Girl Ratio Requirements (Ex: Registered/Screened Adults, Additional adults allowed, independently registered girl scouts allowed, etc):

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Targeted Girl Scout Outcomes:

- Strong sense of self
- Positive values
- Challenge seeking
- Healthy Relationships
- Community problem solving

Service or Take Action Project:

Confirmations (send-out date):

Council Trained Event Director Name:

I understand I need a First Aider for this event.



First Aider Name:

I have read the Safety Activity Checkpoints for activities that apply to this event. Additional certifications are:

- Needed for this event
- NOT needed for this event

Name of other specially trained volunteers for the event (i.e. Archery, Lifeguard, Outdoor Skills, Ropes, etc.)

Do you need the council's Certificate of Liability for this event?

- Yes
- No
- Unsure

Do you need Supplemental Insurance for this event?

- Yes
- No

Agency/Site Contact Information - If Applicable (Name, phone, email):

Please attach flyer. For maximum marketing opportunities please submit 3-4 months prior to event.

Name of Person submitting this form:

Signature:

Service Area:

Service Area Manager Signature:

Date

## EVENT PLANNING BUDGET

Use this Planning Budget sheet to estimate income and expenses for each event. Complete the Event Report at conclusion and submit to the appropriate staff member.

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

Location: \_\_\_\_\_

### Anticipated Income:

(# of participants    x fee    -   )

\$ \_\_\_\_\_ (grant money/in kind donations, Service Area funds used, /etc.)

\$ \_\_\_\_\_

### Anticipated Expenses:

Transportation \$ \_\_\_\_\_

Site Fee \$ \_\_\_\_\_

Advertising/Printing \$ \_\_\_\_\_

Equipment \$ \_\_\_\_\_

Food/Ice \$ \_\_\_\_\_

Program Supplies \$ \_\_\_\_\_

Program Fees \$ \_\_\_\_\_

Patches \$ \_\_\_\_\_

Other: \$ \_\_\_\_\_

Total Anticipated Expense: \$ \_\_\_\_\_

Difference between Income and Expenses \$ \_\_\_\_\_

(Balance should be zero if possible)

# Event Planning Worksheet

Use this checklist to plan your next event. It can help you decide what is feasible for you. It is also a great way to keep your event information in one place. Read through the entire worksheet prior to starting your planning so that you know what steps are ahead of you in this process.

## 3-6 months prior to the event

**What** grade-level are you targeting?

- Daisy
- Brownie
- Junior
- Cadette
- Senior
- Ambassador
- Adults

**Who** will be invited to this event?

- Will you hold a Service Area, or Council-wide event? \_\_\_\_\_
- Girl Scout members? Non-Girl Scout members?

**When** is the best time to offer this program for your area?

- Before programs start in the fall? Before camp? All at once or over a few weeks?

**Event Date:** \_\_\_\_\_ **Event Time:** \_\_\_\_\_

**Where** can you hold this event?

- Reserve a space for the event. Think about your local church, school, community building, or camp. Are overnight accommodations needed? When will you be able to access the space to set-up?
- Define a minimum and maximum number of participants based on the space and resources you have available to you. **Min** \_\_\_\_\_ **Max** \_\_\_\_\_

**How** will you make this event happen?

- Develop a budget. Before you can advertise this event, you need to know how much money it costs to run this event per person. Use the budget spreadsheet attached and the material list in the facilitator manual to see where you will spend your money.
- Advertise your event. As soon as you know the major details of your event send out the information to your target market. Use what resources you already have - Email lists, council social media websites (twitter, FB),
- Recruit volunteer help. Many volunteers are needed to make events a success. What volunteer help will you need?

Responsibility/Job	Volunteer Name	Time Commitment

- Develop a program confirmation.
- Review Safety Activity Checkpoints and Volunteer essentials for first aider requirements, and girl/adult ratios.
- Solidify a cook for your event, if necessary. Can you find a volunteer to handle this position, or do you need to include catering in your budget? Do they need to be ServSafe certified?  
If so, require that they submit a copy of their certification of completion by a specified date.

## **2 Weeks Prior to the Event**

- Confirm location date and time with the facility.
- Obtain your final roster from the registrar once the registration deadline has been met. Things are bound to go awry with registration. Plan your registration deadline so you have enough time to order patches, program supplies, etc.
- Printing. Don't wait until the last minute to print- too many things can go wrong.
- Contact and confirm your volunteer help. Emergencies do happen. It is important to make sure you have the help you need on the day of the event.
- Develop a menu with your cook for the meals and snacks for your event.
- Purchase program supplies and food and beverage.
- Develop a schedule and check-in worksheet for the event that you will have available for the volunteer doing check-in and the program participants.
- Create your event evaluation. They are key to ensuring a quality experience through program.
- Review your facilitator's manual with the facilitator's so that they understand which sessions they are responsible for and that they are prepared for the event.

## **Day of the event**

- Review your supplies list and activity sessions. Is there something you forgot?
- Move tables and chairs as necessary to insure an inviting space for the girl scouts. A circle is always great or U-shaped set-up so that everyone can see each other, including the facilitator.
- Set-up your arrival activity where everyone can see it. Make sure post-it notes and pencils are available at each table.
- Make sure you have everything for your check-in table. Remember extra health-history and accident/incident forms. Ensure that you have a check-in worksheet.
- Remember to pass out evaluations after the program to ensure that the girl scouts experience is captured as well as the volunteer's.

## **The event is over. What's next?**

- Review your Budget and Expense Report. Adjust as needed, compile receipts, and along with your event report, submit to your local staff member.
- Review your event evaluations. What went well? What can be improved upon for next time? Remember to write your own evaluation of the program.
- Send thank-you letters to your volunteers. Make sure they know that their efforts are appreciated and that the event would not have run so smoothly without their help.
- **Enjoy your success!!!**



# KAPER CHARTS

## Dividing Responsibilities & Opportunities

A kaper is a job or chore that must be done. In Girl Scouting, a kaper chart is prepared which indicates all the jobs available and who is responsible for each one. In other words, a kaper chart is a way of dividing the jobs so that each girl has a part.

To make a kaper chart, first decide:

1. Which kapers should be divided
2. Whether the kapers should be handled by groups or individuals
3. If groups, group size
4. What type or style to use
5. How to rotate the girls

Keep in mind that kaper groups allow leaders to mix the girls in different ways. Typically, groups would stay together for a few times and then are mixed up again. Sometimes, however, girls are rotated more often to give them an opportunity to meet lots of different girls.

Sometimes, groups use a combination of kaper charts for different functions: e.g. one for groups splitting major jobs, one for flag ceremony jobs

Don't forget: You can have kaper charts for adults too!

### KAPERS FOR GROUPS:

**NOTE:** You probably wouldn't have all these jobs—choose the ones that work for your troop size and needs

**Opening:** Choose and lead the opening. Will it be a flag ceremony, a favorite game or song, the Promise, or ???

**Business Assistants:** Pass out and collect papers, take attendance, collect dues

**Passers:** Pass out any supplies during the meeting

**Hostesses:** Prepare and pass out snack, lead grace

**Clean Up:** Everyone cleans, but these girls make sure it gets done

**Closing:** Choose and lead the closing. Will it be a song, talking about living the Promise, Friendship Circle?

**Out:** Large troops might need to rotate groups out

### KAPERS FOR INDIVIDUALS:

**NOTE:** Choose the kapers that work for your troop, perhaps combine some

**Opening Kapers:** Promise leader, Law leader  
flag holder, flag ceremony caller, Color Guards, Good Deed Roll Call, Bridge of Silence (2) -These girls make a bridge prior to the flag ceremony and everyone files through underneath, when the girl passes under she stops talking.

**Business Kapers:** Secretary-attendance, treasurer—dues

**Misc. Kapers:** Line leader, hand out craft supplies, Game Girl-chooses a game, Song Singer—chooses a song, Share Bear-gets to tell a story on the topic of their choice, Historian-takes 3-4 photos at each mtg, floater-fill in in case someone is absent, Free-no job this time

**Snacks Kapers:** Bring/pass Snack, bring/pass drinks, table wipers, lead grace

**Clean Up Kapers:** Push in chairs, or stack them  
Queen of Clean-cleans up after snack, Kaper Keeper-moves kaper assignments at the end of the meeting

















### Closing Kapers:

Friendship Fairy-starts the friendship squeeze,  
Out Scout-starts GS Out Game at closing

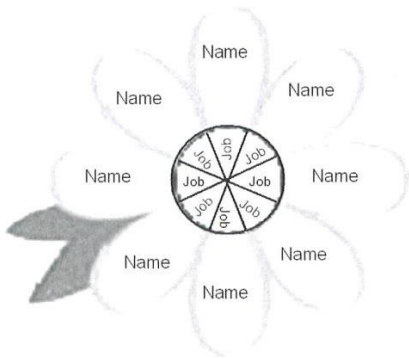


Even the youngest girls can and should be responsible for the chores involved in running their troop. They can also be taught that doing these kapers is fun!

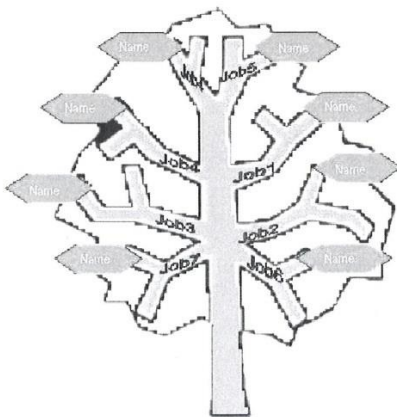
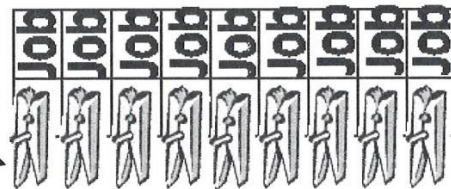
# KAPER CHARTS: Styles and Types

	Opening	Hostesses	Clean Up	Closing
Sept 15				
Sept. 30				
Oct. 15				
Oct. 31				
	Bears: Christina Stephanie Brooke Brittany Suan	Songbirds: Jessica Taylor Daniela Rebecca Kristin Laura K.	Raccoons: Karen Lizzie Marie Sarah Deena	Ladybugs: Laura R. Sabrina Sofia Hayley Lauren

Guess what? The girls can learn to make their own kaper charts and will love to be creative and decorate them!

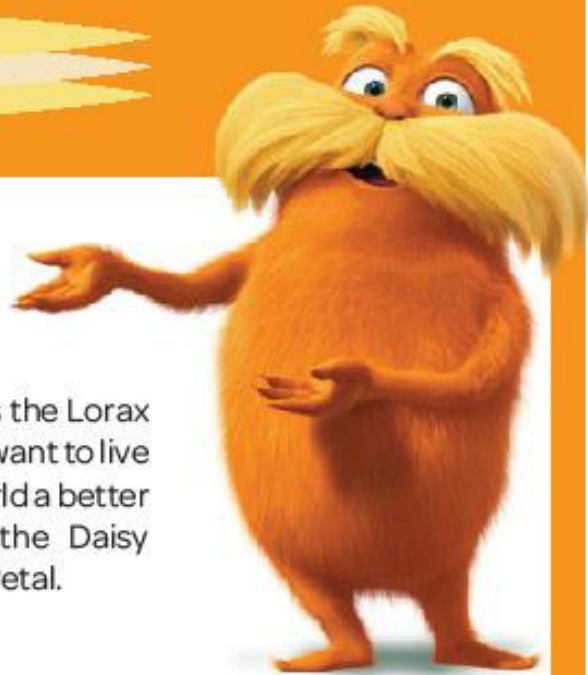


Girls' names on clothespins—rotate each meeting



More info on making kaper charts can be found in the Guide for Daisy Girl Scout Leaders and tons of ideas can be found on the internet. Type kaper chart into your search engine!

# DAISY DAY WITH THE LORAX



Take a walk with the Lorax as you and your Daisy friends explore the relationship between you and your community. Decorate your very own Truffula Tree Cupcakes and listen in as the Lorax speaks for trees. Create the world you want to live in and show how you will make your world a better place! This program complements the Daisy Rose (Make the World a Better Place) Petal.

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

Time: \_\_\_\_\_

Location: \_\_\_\_\_

How to Register: \_\_\_\_\_

Registration Deadline: \_\_\_\_\_

Cost: \_\_\_\_\_

Event Director Contact Information: \_\_\_\_\_







(Sample Day event confirmation)

January 22, 2017

\_\_\_\_(Program Name)\_\_\_\_\_CONFIRMATION

We are so excited that you will be joining us on \_\_\_\_\_(date)\_\_\_\_\_ at our Program Activity Center located at \_\_\_\_\_(Full Address)\_\_\_\_\_.

**Parking:** Follow the signs to the Parking area. Please Carpool if possible as we may not have ample parking for everyone. We ask that you back in when parking your vehicle.

**Check in:** Check in will begin at \_\_ (time) \_\_\_\_\_(Location)\_\_\_\_\_. Please ensure that you have a completed Health History for each member of your group on your person during the program. These will be kept with the Group/Troop Leader during the event. Tagalongs or non-registered girl scouts will NOT be allowed. If you registered your child individually, an adult must remain with them to serve as their chaperone. If your Group/Troop is interested in hosting a Juliette with your Group/Troop, please let us know by reply email to \_\_\_\_\_(Program Lead)\_\_\_\_\_, or at Check in.

**What to Bring:** This event will be held at one of our Outdoor Program Activity Centers. Please remember to wear only Closed toe shoes only (no flip flops, crocs etc), If the program involves canoe/kayak activities, remember to bring water shoes that can stay on your feet. Bring along your water bottle, this is a must. Remember to watch the Weather channel and dress/pack appropriately.

**Specific Program Information:**

**Meals:** A light snack will be provided during the event. (Please notify us of any food restrictions/allergies)

**Facilities:** Most of the Outdoor Program Activity Centers are not temperature controlled. Please take this into consideration when dressing for the program.

**Expectations of Adults:** Ensure that all Group/Troop Leaders/chaperones help direct the girl scouts with a special emphasis on safety rules and attentiveness to the direction of the program staff. Some areas may be self-guided, and we rely on the Leaders/Adults to ensure proper usage of materials. We look to all adults to assist with the running of program areas, set up/clean up and general troop management during the event as many hands are needed to make these events a success. If any of the adults attending have a specialized interest/training and willing to assist in those area, please let us know as soon as possible.

If you have any questions/concerns, please contact\_(Program Lead)\_\_\_at \_\_\_\_\_(email)\_\_\_\_\_.



### **Name of Program CONFIRMATION**

We are so excited that you will be joining us on March 28-30, 2014 at our Program Activity Center located at Address of Program.

**Parking:** Follow the signs to the Parking area. Please Carpool if possible as we may not have ample parking for everyone. We ask that you back in when parking your vehicle.

**Check in:** Check in will begin at time and location. Please ensure that you have a completed Health History for each member of your group on your person during the program. These will be kept with the Group/Troop Leader during the event. . If the Girl scouts have Medications, they are to be brought in original containers and placed in a zip-lock style bag with the girl scouts name on it. These will be turned in to the First Aider upon check in. Do not place medicines in the Luggage. Tagalongs or non-registered girl scouts will NOT be allowed. If you registered your child individually, an adult must remain with them to serve as their chaperone. If your Group/Troop is interested in hosting a Juliette with your Group/Troop, please let us know by reply email to e m a i l or at Check in.

**What to Bring:** This event will be held at one of our Outdoor Program Activity Centers. Please remember to wear only Closed toe shoes only (no flip flops, crocs etc), If the program involves canoe/kayak activities, remember to bring water shoes that can stay on your feet. Bring along your water bottle, this is a must. Remember to watch the Weather channel and dress/pack appropriately. A packing list will be included to assist you.

#### **Specific Program Information:**

**Meals:** Light Snack will be provided Friday Night, please eat prior to arrival. Breakfast, Lunch and Dinner will be provided Saturday and Breakfast on Sunday. (Please notify us of any food restrictions/allergies)

**Facilities:** Most of the Outdoor Program Activity Centers Sleeping Quarters are not temperature controlled. Please take this into consideration when packing/dressing for the program. Shower/Toilet facilities are available.

**Expectations of Adults:** Ensure that all Group/Troop Leaders/chaperones help direct the girl scouts with a special emphasis on safety rules and attentiveness to the direction of the program staff. Some areas may be self-guided, and we rely on the Leaders/Adults to ensure proper usage of materials. We look to all adults to assist with the running of program areas, set up/clean up and general troop management during the event as many hands are needed to make these events a success. If any of the adults attending have a specialized interest/training and willing to assist in those areas, please let us know as soon as possible. If you have any questions/concerns, please contact Name at email.

## OVERNIGHT PACKING CHECKLIST

Plan for all weather conditions. Old clothes are strongly recommended. All items should be labeled with the camper's name.

WASHING MACHINES ARE NOT AVAILABLE TO THE CAMPERS DURING THEIR STAY.

<b>CLOTHES ( I always recommend one extra outfit just in case)</b>	
<b>Shirts or T-shirts</b>	
<b>Jeans or long pants (at least 1 pair)</b>	
<b>Underwear</b>	
<b>PJ's</b>	
<b>Shorts</b>	
<b>Socks (will be worn at all times)</b>	
<b>Bandana or hat</b>	
<b>Raincoat or Poncho (if needed)</b>	
<b>Light Jacket for nighttime activities</b>	
<b>Swim Wear (One Piece Suit please or Tankini)</b>	
<b>SHOES</b>	
<b>Shoes - NO OPEN TOES SHOES</b>	
<b>Shoes to wear in the water (old tennis shoes or water shoes, no flip flops)</b>	
<b>Shower shoes</b>	
<b>LINENS</b>	
<b>Sleeping bag or sheets (twin) ~ watch temperatures, may need blanket</b>	
<b>Pillow</b>	
<b>Wash cloth/towel</b>	
<b>Swim towel</b>	
<b>Laundry Bag</b>	
<b>TOILETRIES</b>	
<b>Toothbrush/toothpaste</b>	
<b>Soap / deodorant</b>	
<b>Sanitary supplies</b>	
<b>Sunscreen</b>	
<b>Insect repellent (non-aerosol)</b>	
<b>NECESSITIES</b>	
<b>Water bottle</b>	
<b>Flashlight (extra batteries)</b>	
<b>Great Attitude and Be Ready for Fun</b>	

Sample Daisy- Brownie Evaluation

**What Do YOU Think?**

**Program Event Name:**

**Date:**

Please **circle** which best describes how you feel for each statement...

- 1. I had fun today   
  - 2. I met new friends   
  - 3. I think I can take what I learned today and help others   
  - 4. I think I could be a leader   
  - 5. I am a part of a bigger Girl Scout Community
-    What was your favorite part of today?

Is there anything else

[Grab your reader's attention with a great quote from the document or use this space to emphasize a key point. To place this text box anywhere on the page, just drag it.]

that you would like to share?

Sample Junior- Ambass Evaluation



Grade level / Adult: \_\_\_\_\_

WHAT DO YOU THINK?

(Insert Event Name & Date)

On a scale of 1 to 10, tell us how you feel about what you did today. Circle your rating.

(Didn't like it!) 1 2 3 4 5 6 7 8 9 10 (AWESOME!)

After participating in this event, I feel that I ... (check all that apply)

- \_\_\_ Had fun \_\_\_ Learned a new skill / activity
\_\_\_ Met new people / friends \_\_\_ Am / could be a leader
\_\_\_ Met other girl scouts with the same interests \_\_\_ Am part of a bigger Girl Scout community
\_\_\_ Think I can take what I learned, and help others \_\_\_ Think I can share some of what I learned with someone else

\_\_\_ Event Specific Statement / Outcome \_\_\_ Event Specific Statement / Outcome

What was your favorite part?
What is one new thing you learned?
Is there anything else you'd like us to know or ideas you would like to share?

ROOs

We've pulled together a few conversation starters we call ROQs (Reflective Outcomes Questions). You'll start seeing these occasionally sent home with your Girl Scout as our way of keeping the experiences going and letting you know the impact their Girl Scout Leadership Experience is having in their life and how you may choose to explore that with them. Either way, a great conversation with your Girl Scout is always a bonus. Again, thank you for entrusting us with the most important resource on the planet... your girl!



## Event Report

- Service Unit
- Regional (Multi-SU)
- Council

Councils are often requested to provide information to various groups (GSUSA, United Way, news media, etc.) about the number of girls and adults involved in their programs. Your assistance is needed to collect this information. Please take a few minutes to complete this summary for any Service Unit, Regional, or Council event. This form should be completed two weeks after the event and returned to your Membership or Program Representative.

Name of Event: \_\_\_\_\_ Year(s) Event Done: \_\_\_\_\_

Event Director: \_\_\_\_\_ Service Unit/County: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Grade Level(s):  DA  BR  JR  CD  SR  AM

Statistical Information (#): African American \_\_\_ American Indian \_\_\_ Asian American \_\_\_ Caucasian \_\_\_ Hispanic \_\_\_ Other \_\_\_

Number of troops participating: \_\_\_\_\_ Number of Service Units: \_\_\_\_\_

Detailed description (including program delivery address and building space): \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

If a recruitment event, the number of girls recruited: \_\_\_\_\_ Number of adults recruited: \_\_\_\_\_

What methods were used to recruit girls? Publicity, fliers, articles, etc. (please attach copies if available): \_\_\_\_\_  
 \_\_\_\_\_

What Girl Scout Leadership Objectives were met?

DISCOVER (What did girls discover?) \_\_\_\_\_

CONNECT (What connections took place?) \_\_\_\_\_

TAKE ACTION or SERVICE (List projects done and results.) \_\_\_\_\_  
 \_\_\_\_\_

Revenue:	Identify Resources	Actual
Girl Fees:	Girls Paid Attended X \$ _____	\$ _____
	Girls Paid Not Attended X \$ _____	\$ _____
Adult Fees:	Adults X \$ _____	\$ _____
Other revenue:	_____	\$ _____
	_____	\$ _____
	Total Revenue:	\$ _____
<b>Expenses</b>		<b>Total</b>
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
_____		\$ _____
Total Expenses:		\$ _____
<b>Balance:</b>		\$ _____

In-kind donations and contributions: \_\_\_\_\_  
 \_\_\_\_\_

Were any community organizations or agencies involved?  Yes  No

If yes, please list name, email and phone: \_\_\_\_\_  
 \_\_\_\_\_

Recommendations to improve the event using Evaluation Summaries: \_\_\_\_\_  
 \_\_\_\_\_

### **Pre-Event Checklist**

Keeps an accurate, up-to-date notebook of event planning for present and future reference.

- The purpose of \_\_\_\_\_ event is \_\_\_\_\_
- Review evaluation forms from past events for ideas and tips.
- Location reserved.
  - Time: \_\_\_\_\_
  - Place: \_\_\_\_\_
  - Deposit sent \$ \_\_\_\_\_
  - Approval obtained \_\_\_\_\_
- Flyer printed
- Brief event volunteers on job description; requirements; expectations
- Emergency procedures established.
- Expenses and income determined?
- Is publicity planned?
- Confirmation packets put together, including maps
- Registration update (is event a go?)
- Health histories of participants
- Are patches needed? If so, have they been ordered?
- Event staff training/meeting
- Follow-through on all items (make a list and check it twice!)
- Have all resource people been confirmed?
- Food
- Resource books
- Equipment
- Printed forms/handouts/evaluations
- Supplies
- First aid kit
- Additional insurance if event is more than two nights
- Non-member insurance requested and paid for?
- Notes on improvements for next event.

### **Event Checklist**

- 1 Arrive early
- 2 Circulate, inspire, communicate.
- 3 Be enthusiastic!
- 4 Trouble shoot - don't make hasty decisions. Think through the consequences of a decision.
- 5 Delegate tasks that suddenly occur - don't fall into the mind trap "Only I can do this."
- 6 Give staff liberal doses of comfort and caring, T.L.C., etc.
- 7 Relax - the event will take care of itself if preliminary work was done thoroughly.
- 8 Enjoy the event.
- 9 Solicit volunteers for next event if the event is held regularly.
- 10 Ensure all participants (girl scouts, adults and staff) fill out evaluation forms.

## Post-Event Checklist

- \_\_\_\_\_ Return all borrowed items
- \_\_\_\_\_ Refurbish consumable resources (i.e., first aid kits)
- \_\_\_\_\_ Read participant and staff evaluations
- \_\_\_\_\_ Meet with event volunteers to review evaluations and to celebrate a job well done
- \_\_\_\_\_ Send thank-you's to outside resources as well as event volunteers
- \_\_\_\_\_ Complete finances
- \_\_\_\_\_ File financial report
- \_\_\_\_\_ Complete a wrap-up report
- \_\_\_\_\_ Send copy to person to whom you are accountable
- \_\_\_\_\_ Pat yourself on the back.

## YOU DID IT!

### Event Evaluation/Wrap up Report and Recommendations

Your wrap-up report can be used in planning future events and should include comments on the following:

Event Dates

Planning committee members

Please comment and make recommendations in the following areas: Planning

Overall Planning Phase

Budget Process.

Publicity/flyers, etc. What methods were used to recruit girl scouts?

Registration and record keeping.

Event volunteer recruitment/pre-program

training. Implementation

Operation of your program/what took place?

Site facilities.

Health and safety

Participant's evaluations: highlights, successes and improvements.

Additional comments/recommendations.

## Council Forms

The following forms are needed, but each council will have their own, including details specific to your council's operational procedures. Refer to the GSHG website for these forms or SU/SA/District Managers generally have a supply on hand or they will know how to help you.

- ◆ Permission Slip
- ◆ Girl and Adult Health History Forms
- ◆ Troop/Group Event/Trip Form
- ◆ Financial Assistance Application
- ◆ Incident/Accident Report



GSHG Program Event Checklist

Program: \_\_\_\_\_ Date: \_\_\_\_\_ Time: \_\_\_\_\_  
 Registration Deadline: \_\_\_\_\_ Fee: \_\_\_\_\_ Program Delivery Site: \_\_\_\_\_  
 Program Director: \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_  
 Daisy  Brownie  Junior  Senior  Cadette  Ambassador  
 Vendor(s): \_\_\_\_\_ Phone: \_\_\_\_\_ Email: \_\_\_\_\_

6-12 Months	3 Months	3 weeks Before	Day Before	Event Date	2 Weeks After
<input type="checkbox"/> Reserve Location (If you cancel event, cancel property) <input type="checkbox"/> Property List of needs (lodging, equip) <input type="checkbox"/> Safety Activity Checkpoints 1. 2. 3. <b>Advertising</b> <input type="checkbox"/> Membership <input type="checkbox"/> Flyer <input type="checkbox"/> Mass Email <input type="checkbox"/> Mass Media <input type="checkbox"/> Social Media <b>Service or Take Action project</b> <input type="checkbox"/> Site Manager <input type="checkbox"/> Equipment <input type="checkbox"/> Supplies <input type="checkbox"/> Safety	<input type="checkbox"/> Cook <input type="checkbox"/> Catered <input type="checkbox"/> Attach Certification <input type="checkbox"/> Food Budget \$ _____ <input type="checkbox"/> Confirmation <input type="checkbox"/> First Aider and FA Supplies <input type="checkbox"/> Alternate Inclement Weather plan <input type="checkbox"/> Detailed expectation to volunteers <input type="checkbox"/> Event planning meeting/call/email	<input type="checkbox"/> Final Meeting at Location Date: Time: _____ <input type="checkbox"/> Contact/Confirm vendor/hires <input type="checkbox"/> Develop Event Evaluations <input type="checkbox"/> Food order <input type="checkbox"/> Purchase Supplies <input type="checkbox"/> Activity Insurance <input type="checkbox"/> Send confirmation to participants	<input type="checkbox"/> Supplies to location	Check-In Table <input type="checkbox"/> United Way Surveys <input type="checkbox"/> Extra Health History <input type="checkbox"/> Accident/Incident Reports <input type="checkbox"/> Assign Kapers	<input type="checkbox"/> Event Report <input type="checkbox"/> Scan Event Evaluations <input type="checkbox"/> Thank you letter(s) <input type="checkbox"/> Site comments / concerns <input type="checkbox"/> Financial Follow-Up (bills)

GSHG Program Event Checklist

Last Contact \_\_\_\_\_ Next Meeting \_\_\_\_\_

Adult Volunteers

1. Name: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Certifications: \_\_\_\_\_  
 Last Contact: \_\_\_\_\_
2. Name: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Certifications: \_\_\_\_\_  
 Last Contact: \_\_\_\_\_
3. Name: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Certifications: \_\_\_\_\_  
 Last Contact: \_\_\_\_\_
4. Name: \_\_\_\_\_  
 Responsibilities: \_\_\_\_\_  
 Certifications: \_\_\_\_\_  
 Last Contact: \_\_\_\_\_

Schedule

Program Delivery Site	Activity					

GSHG Program Event Checklist

**Budget**

Fee \_\_\_\_\_ X Participants \_\_\_\_\_ = \_\_\_\_\_

Fee \_\_\_\_\_ X Adults \_\_\_\_\_ = \_\_\_\_\_

**Max Budget = \_\_\_\_\_**

EXPENDITURES	VENDOR	PO	Ordered	Received	Budget	Actual
Program Supplies						
Food (Caterer)						
Badges/Patches/T-Shirts						
Non-Staff Contract Hired						
Site Rental						
Transportation						
Clean-up						
Misc						
<b>TOTAL</b>						

Attach: Flyer, Event Report, Confirmation Packet, and Certifications.

## **Additional Resources**

- Daisy Day with the Lorax
- Survivor Event
- Active U Multi-Age Event
- Amaze Weekend

## Daisy Day with the Lorax

**Thank you** for participating in this program opportunity provided by the [Girl Scouts of Historic Georgia](#)! In this box you will find resources for your Daisy Girl Scouts that will help them explore and better understand the issues impacting their local communities. It will also help them to identify ways in which they can Take Action to make their world a better place. Not only does this program work with the elements of the Rosie Pedal it also introduces them to the [Girl Scout Leadership Experience](#) where program is girl-led, cooperative learning where Girl scouts learn by doing!

### Through this program girl scouts will:

**DISCOVER by...** seeking challenges in the world and developing their critical thinking.

**CONNECT by...** resolving conflicts and feeling connected to their communities, locally and globally.

**TAKE ACTION by...** identifying community needs, being resourceful problem solvers, advocating for themselves and others, locally and globally, education and inspiring others to act, and feeling empowered to make a difference in the world.

### In This Box

*Activity Booklet*  
Name Tag Outline  
Safety Pins  
*Girl*) The Lorax Book & Movies  
Challenge Cards  
Markers (20  
*count*)  
Scissors (10 *count*)

### What You'll Need

Drawing Paper (1 per 5 Girl scouts)  
Truffula Tree Cupcake Supplies (See Pg 3)  
Clay (a ball the size of your fist per

### Program Suggestions

**Program Length:** 3-4 hrs.

**Objective:** Use the Lorax book or movie to talk about how Daises can make the world a better place with Rosie the petal.

**This workshop compliments:** Rosie Petal - Make the world a better place

**Space Requirements:** Large room; 1 table per 5 girl scouts; Room for reading or viewing movie

**Supervision:** Two unrelated adults (at least one of whom is female) for every 6 Girl scouts plus **one** additional adult for each additional 4 girl scouts. For a group of 20 Girl scouts you will need 6 adults.

**Program Usage Log**

<b>Check-Out Date</b>	<b>Volunteer Signature</b>	<b># of Girl Scouts</b>	<b>Check-In Date</b>	<b>Program Team Signature</b>
<b>1</b>				
<b>2</b>				
<b>3</b>				
<b>4</b>				
<b>5</b>				
<b>6</b>				
<b>7</b>				
<b>8</b>				
<b>9</b>				
<b>10</b>				
<b>11</b>				
<b>12</b>				
<b>13</b>				
<b>14</b>				

## Activity: 1

**Name**

**Tags:**

**Preparation:** Save time by cutting out the name tags prior to the start of your program. Keep in mind that using scissors is a great way for girl scouts to develop their fine motor skills.

**Instructions:** Use crayons or markers to color your name tag. Cut out the name tag along the outer black lines. Carefully pin the name badge to your shirt.

### What You'll Need:

Name Tag Outline  
(1 per girl)  
Safety Pins (1 per girl)  
Crayons/Markers



## Activity 2 Truffula Tree Cupcakes

**Preparation:** If you have a large group pre- make the cupcakes. Have 10 or less? Making cupcakes together is a great way to talk about measurement with you girl scouts AND get a little messy!

**Instructions:** Move icing from container into a gallon sized zip lock bag. Seal the bag. Using scissors cut one of the bottom corners of the bag. Squeeze icing from the plastic bag

### What You'll Need:

Cupcakes (1 per girl)  
Icing (green looks like grass!)  
Cotton Candy (small first size per girl)  
Pretzel Rods (1 per girl)  
Gallon sized zip lock bags (1 per 5 girl scouts)

onto your cupcake.

Make a ball of cotton candy. Squeeze a pinch of icing into your ball of cotton candy. Insert a pretzel rod into your cotton candy ball. Insert the opposite end of your pretzel rod into the center of your cupcake. Pull your cotton candy ball so that it looks like the top of a tree!

## Activity 3 Lorax Reading or viewing

**Instructions:** Read or watch the Lorax while the girl scouts eat their Truffula Tree cupcakes.

**\*Ask:** Who is Rosie? How does the Lorax help Rosie make the world a better place? How can you help the Rosie make the world a better place?

#### Activity 4 Community Needs

**Instructions:** In groups of 3-10 ask the girl scouts to draw their community. Give them freedom to brainstorm what it takes to make a community. There are a few examples: parks, schools, libraries, police station, farms, etc. After they have had time to complete their community hand each group a Challenge Card. Girl scouts will brainstorm ways to solve their Challenge Card by writing it on the back of their Community Drawing.

**\*Do:** Make sure they are on the right track. They may be tempted to draw plenty of trees just like the Lorax.

**\*Ask:** Who will keep you safe? What will people do? What keeps a community clean?

**\*Have more time?** Pin each girl scouts ideas on the wall. Ask them to share their challenge and solution to the rest of the groups. Does another group have another solution?

#### What You'll Need:

Large paper (*1 sheet per 5 girl scouts*)

Crayons/Markers

Challenge Cards

#### Activity 5 Clay

**Instructions:** Give each group enough clay that each girl can have enough to build a small figure. The group will then choose whether they want to build one piece or do it individually. Ask girl scouts to build their solution to their Challenge Card. Example: If the Challenge Card reads: "Your community has a growing homeless population. How can YOU help?" a girl may create food to feed the homeless.

**\*Have more time?** Ask a few girl scouts to share what they have made.

**\*\*To save on money** you can use toothpicks & washable glue instead of clay.

#### What You'll Need:

Clay (*a ball the size of your fist per Girl*)

*To save on money: Use toothpicks and washable glue instead of clay!*

#### Great ways to take it further...

Make your own air dry clay to save time and money. Even better? Make it with your girl scouts. This is a great time to talk about measurement while having a little fun.

Mix 1 cup water, 1 tbsp. vegetable oil, ½ cup salt, 1 tbsp. cream of tartar, 1 cup flour in a pot. Heat until solid. Remove from heat and allow to cool. Knead like dough when cool to touch. Store in an air tight container.

#### Activity 6 Closing Friendship Circle

**Instructions:** Stand in a circle with your girl scouts. Direct your girl scouts to take their right hand and put it behind the person to their right. Pat them on the back. Direct your girl scouts to take their left hand and put it behind the person on their left. Pat them on the back. While patting each other's backs pick a word that summarizes their experience today. On the count of 3 cheer the word they vote on.



## Want to do MORE with your girl scouts?

### Explore Air Quality with the

#### Lorax What You'll Need:

Clear plastic cups

Large, Clear Mixing

Bowl Food Coloring

Different size balls (tennis, bouncy)

**Instructions:** Give each girl a plastic cup. Fill cup half way with water. Each girl drops 3-4 drops of food coloring in their cup. Have each girl pour their cup into a large, clear mixing bowl. Label each ball with a compound in the air (ex: CO<sub>2</sub>, H<sub>2</sub>O). Drop each ball in the bowl.

### Take a page out of Rosie's Story

In Step 3 of earning the Rosie Petal, Rosie asks Daisies to practice making the world a better place. Here's what they suggest: Go on a walk outdoors with your Daisy friends. You may want to go to a park or the beach. As you enjoy the fresh air, look for places where trash is lying on the ground. Can you help by picking it up and throwing it away? Are there places where you could plant flowers or trees to make a place look more beautiful?

**\*Add:** Make it a challenge to see who can pick up the most pieces of trash.

#### What is happening?

The clear water represents the air your Girl scouts breathe. Each color is something in the air that takes up valuable space! It could be exhaust, smog, etc. This helps the girl scouts see how important it is to be proactive about air pollution. More and more the air is being compromised by run-off from us!

**Use this program evaluation at the end of the program. Please return to the Service Center when you return the program box...**

**What Do YOU Think?**

**Daisy Day with the Lorax**

**Date:** \_\_\_\_\_

Please **circle** which best describes how you feel for each statement...

1. I had fun today



2. I met new friends



3. I think I can take what I learned today and help others



4. I think I could be a leader



5. I am a part of a bigger Girl Scout Community



What was your favorite part of today?

Is there anything else that you would like to share?



**Survivor**

Schedule

**Arrival/Check-in:** Activities will begin in the Lodge at 10 AM. The gate into camp will be open by 9:30 AM. Please check in at the Lodge.

**10:00 Welcome**

- Rules of the Game
- General Overview of the challenges
- Divisions of Tribes (Melding of Tribes)
- Flag Share – New Tribe Names Share

**10:30 Group Challenge  
Adult briefing**

**11:00 Tribe Challenges Begin**

Two 30 Minutes or so sessions Rotations

**12:00 Lunch at Base Camp** – Check in at the base camp (Dining Hall)

**12:45 Tribe Challenges**

three 30 Minutes or so sessions Rotation

**2:15 Challenges end - Check in at the base camp** – bring your tokens, & trash bag

**Token Add Up**

**Snacks**

**Challenge Debrief - All**

**High Scoring Team announced Patch presentations 3:00**

**Program closing** – Flag Retired by High Scoring Team

**Tribe Challenge Rotation:**

Challenge		Pirate Ship Play Ground	Egg-zactly Pool	Gimme Theater Flagpole	Fire-Nut Fire Ring by Science center	Knots Dinning Hall Porch
10:30-11:00		1	2	3	4	0
11:30-12		4	3	0	1	2
12-12:45	Lunch	Lunch	Lunch	Lunch	Lunch	Lunch
12:45-1:15		3	0	4	2	1
1:15-1:45		0	1	2	3	4
1:45-2:15		2	4	1	0	3
2:15-3:00	Closing	Awards	evaluations	snack		

## Survivor

**Activity Details: There will be more at camp during the briefing.**

### GPS – Go-To

ONLY VOLUNTEERS COMFORTABLE WITH GPS UNITS WILL BE ASKED TO HELP WITH THIS ONE... Thank you, but no worries.

### **Meet up/start: Sports field (open grassy field as you drove into camp)**

Global Positioning System uses satellites to determine where you are on the earth. It's a bit like playing Marco Polo with the satellites; it calls out and gets feed back. Sometimes the area where you're standing can have an effect on your signal strength. If the signal is spotty or weak, try moving to a location without any overhead obstructions. Both trees and canyon walls can interfere with the GPS's ability to communicate with satellites. Move into a meadow or a parking lot while the GPS system locks onto the satellites. Once it has locked on, the receiver usually can maintain a connection when you enter the woods.

Two important functions of a GPS receiver are the waypoint and the go-to functions. Waypoints are points that you can enter into the memory of your GPS for a particular journey. They may be the spot you plan to camp, where you parked your car or other interesting places along the trail. You can enter more than one waypoint for each trip. While you're hiking, you can see the waypoints and your relationship to them on the GPS screen.

The go-to function guides you exactly where you want to go. When you're ready to head to camp or home, simply press the go-to button, and a selection of waypoints will appear on your screen. Select the waypoint you want, and the GPS receiver will immediately let you know how far away it is and what direction you need to travel to get there. It will continually update as you hike, so you'll know if you're drifting off course and how much farther you need to travel.

GPS technology has greatly improved in the past several years, but receivers still get confused. The motion of swinging your hand while hiking can be enough to confuse it and it may not hold a connection with the satellites. If this happens, hold it steady, don't turn and it will lock the satellites back in.

For today's session, we're going to use that Go To feature. We've programmed our "cache" location in the GPS units you hold now. They are listed under # 2 and 3.

### **Please share this rule with the girl scouts:**

- *Everyone must participate – if not, lose 1 token*

Give the girl scouts a quick lesson on "Page", "Enter" and holding the units still for a moment to let it set direction using the GPS. Have them find the way point #2 they'll be given information where to set the next go-to and that is the actual "cache". (do not tell them that number 2 is just a waypoint or they will automatically go to #3). The instructions in the "cache" will tell

them to proceed to you and say the Girl Scout promise. We will have two cache courses for the two teams per group.

If they find the cache and perform the stunt as a team – 4 tokens  
If they don't work together, take too long or argue – no tokens

## **Pirate Ship**

**Location: balance board –Play Ground**

**Please share these rules with the girl**

### **scouts**

- *If girl scouts are seen touching or playing on any other low ropes elements, they lose 3 tokens*
- *Girl scouts must enter and exit from the side of the “ship” (the balance point). If they enter or exit from the ends, they lose a token.*
- *Everyone must participate – if not they lose 1 token*

Girl scouts must work together to balance the ship (neither side touching the ground) long enough to sing “Row, row, row your boat” for the number of rounds indicated

**Juniors** – sing one round (4 tokens)

**Cadettes** – sing 2 rounds (4 tokens)

1 round (2 tokens)

**Older girl scouts** – 3 rounds (4 tokens)

2 rounds (2 tokens)

## **Egg-zactly**

**Meet up/start: Pool**

Place an egg on each “nest” for the group to try to move. Nest and boundaries will be set up prior to your arrival.

The five tribe members that will handle the egg are blindfolded. Juniors may have two of the nest “handlers” sighted. That would mean that three of the handlers are blindfolded instead of five. All five still need to have a part in the relocation.

You explain, as dramatically as you like, that the team was stranded on the island and several of the castaways have contracted a disease that temporarily blinds them. A few people don't have it, but they have been weakened so badly that they can't lift a thing... literally nothing. So, they can only give non-touch instructions to their blindfolded team mates to get the egg nest to safety.

They will need to use the items found at the site as this was all salvaged from the wreckage. They may not physically touch the nest or egg. Because of their disease, they'll need to keep

away from the egg and nest and so may not step foot in the containment area (marked by the rope around the nest). The team will need to move the entire nest from one end of the containment area to the disk at the other end without touching the nest directly.

5 tokens if all members participate

4 tokens if all members participate but they drop the egg. They can restart and go for the five tokens.

2 tokens if most but not all members participate

## **Gimme Theater**

### **Meet up/Start: Science Center**

#### **Please share these rules with the girl scouts:**

- *Everyone must participate – if not, lose 1 token*
- *After the challenge has been met, the tent must be taken down and laid out as it was found. If not, lose one token*

Tarps, rope and a few sticks will be by flagpole. Each group gets four sticks, a tarp and 4 ropes. The girl scouts must work together to set up the theater. This is a timed event. The finished product should keep sun and rain off of the entire group and withstand a firm, but not harsh, shake from the judge/volunteer as if it was a wind.

**Juniors** – 20 minutes or less – 5 tokens

Up to 22 minutes – 3 tokens

Up to 24 minutes – 2 tokens

Stop the group if they haven't accomplished it by 24 minutes – 0 tokens

**Cadettes** – 17 minutes or less – 5 tokens

Up to 20 minutes – 3 tokens

Up to 22 minutes – 2 tokens

Stop the group if they haven't accomplished it by 22 minutes – 0 tokens

**Older girl scouts** – 15 minutes or less – 5 tokens

Up to 17 minutes – 3 tokens

Up to 19 minutes – 2 tokens

Stop the group if they haven't accomplished it by 19 minutes. – 0 tokens

## **Fire - Nut Challenge**

#### **Please share these rules with the girl scouts:**

- *Everyone must participate – if not, lose 1 token*
- *They will only get 2 matches*

Give the tribe 2 fireplace matches, one crayon, small piece of wax paper and explain that this is a timed event. They are to build a fire under the nut tied with string as quickly as they can and when the string burns and drops the nut, they are done. They cannot build the fire up so high that it touches the nut. The group may not use the match to simply light the string.

**Juniors:** 10 minutes or less – 4 tokens  
Up to 15 minutes – 3 tokens  
Up to 17 minutes 1 token

**Cadettes:** 8 minutes or less – 4 tokens  
Up to 10 minutes – 3 tokens  
Up to 12 minutes – 2 tokens

**Older Girl scouts:** 6 minutes or less - 4 tokens  
Up to 8 minutes – 3 tokens  
Up to 10 minutes – 2 tokens

### **First Responder**

Everyone must participate – *if not, lose 1 token*

Using the materials, they have and items from nature, girl scouts must apply the following first aid:

**Juniors** – Sling for a broken arm

**Cadettes** – Splint a broken leg (so that it and the splint do not move)

**Older girl scouts** – sling a broken arm, Splint a broken leg

4 tokens if the sling/splint are perfect

3 tokens if the concept is good, but it needs work.

If they can't even get the concept, 0 tokens.

### **Knots**

Everyone must participate – *if not, lose 1 token*. They may help each other.

**Juniors** – tie 3 knots successfully (overhand, square, figure 8) – 5 tokens

**Cadettes** – tie 5 knots successfully (overhand, square, figure 8, slip, clove hitch) – 5 tokens

**Older girl scouts** – girl scouts pair up. 1 partner is blindfolded: the other talks their through tying the figure 8 knot. Blindfolded girl scouts tie knot successfully – 5 tokens.

### **Target Practice**

**Please share these rules with the girl scouts:**

- *Each tribe gets to practice one two throws each person before we begin.*

- *Each tribe gets to throw 5 throws total (they'll need to pick who throws – each thrower can only throw once)*
- *They may only count points from 3 of the throws*
- *They must decide whether they're going to keep or discard the throw after each throw (they **can't** tally up points from 5 throws and discard 2 at the end)*
- *They must decide, without fighting who is going to throw – up to 5 girl scouts may throw.*

More than \_\_\_\_ points – 8 tokens  
 \_\_\_\_ points – 5 tokens  
 \_\_\_\_ - \_\_\_\_ points – 4 tokens  
 \_\_\_\_ - \_\_\_\_ points – 3 tokens  
 \_\_\_\_ - \_\_\_\_ points – 2 tokens  
 \_\_\_\_ - \_\_\_\_ points – 1 token

### **How to lose points:**

- *Don't abide by the Girl Scout Promise and Law*
- *Don't follow the safety rules*
- *Don't travel as a tribe – leave someone behind.*
- *Argue, call someone a nasty name, etc.*
- *Cheat*
- *Don't follow instructions*
- *Mess stuff up for other tribes*
- *Let an adult help you (these aren't their challenges, they're yours!)*
- *Leave your stuff behind, don't clean up after yourself, litter*

### **Extra credit tokens: Event director distributes these**

- **On time for lunch** – 5 tokens (check in at the base camp table – bring your score card)
- **On time for finish line check in** – 5 tokens (check in at the base camp table – bring your score card)
- **Pick up litter** – 5 tokens for at least 10 pieces - bring this to the base camp table at the end of the event.
- **Being especially helpful/kind** – 5 tokens – this is discretionary. Please let Sandy know if a tribe is deserving of these tokens



## **“Active U” A Multi-Age Level Event**

**Times:** 9 AM to 12 Noon (no lunch – light healthy snack)

### **Confirmation Details to Include:**

1. Directions to specific site
2. Bring a towel or yoga mat
3. Dress is casual and that will let you move
4. No flip flops or sandals aside from heel strap sport sandals such as Tevas.
5. Bring water bottles – a must!
6. No unsupervised child – troop/group adult or parent must stay and enjoy and/or help.
7. Attend with health care forms; note that these will only be collected if the child/adult injures themselves or requires treatment. Must have at check in.

### **ROQ (Reflective Outcomes Questions)**

### **Supplies and Equipment:**

1. Check Nature Games/Crafts for additional supplies list.
2. Possible sound system or music box for yoga instruction
3. Table for check-in
4. Water (if site does not have water access for participants to refill water bottles)
5. Snack items
6. First Aid Kit & Treatment Log
  - o Please remember we need to keep a copy of the health forms of anyone treated for anything as well as note it in our log.
7. Blank copies of health history/permission to treat forms (20 or so)
8. Pens for check in and health history completion
9. Evaluation forms

### **Things to do now:**

1. When recruiting content experts:
  - a. Mention the age level aims listed by the activities in the Round Robin – Wide Game section. It will give them an idea of what we’re looking for.
  - b. Depending on your number, you may need a few instructors so that they may work with the high number of girl scouts. Note: You’ll want smaller groups (25-50) so you may need multiple Yoga/Tai Chi sessions happening at once. Thus, each instructor has a small group, but you may have three instructors to run a large number in smaller groups. See Sample Session Map at end.
  - c. Sessions will have 25 to 50 girl scouts with supervising adults/parents
  - d. Sessions are 35 minutes long
  - e. Content Experts flyers/contact information or whatever they wish to handout may be placed at check in out check out table, but session time should not be used for this.
  - f. Let them know where their session space is and reconfirm a week out.

- g. Remind them that their groups will be age groupings as best as we can manage and to try to speak/teach/reach that age level.
- 2. Content Experts you'll need:
  - a. Secure Yoga instructor(s)
  - b. Secure Self-defense instructor(s)
  - c. Secure Orienteering volunteer(s) (maps and compass)
  - d. Secure Nature/Game Specialist(s)
  - e. Secure First Aider
- 3. Secure Site large enough to accommodate participants –please contact Patti Lester to reserve council properties.
- 4. Secure staff/volunteers for Event Assignments/Tasks

**Tasks to be completed week prior to event:**

- 1. Separate patches and book by troop/group
- 2. Secure event roster
- 3. Reconfirm content experts
- 4. Produce health forms
- 5. Purchase supplies (if needed) – including snacks
- 6. Secure supplies/equipment
- 7. Produce take home ROQs
- 8. Divide attendees into age level groups so the content experts will get groups by age. If you have a small amount of one age group, try to mix them in with the closest age group. If you have a great amount of one age group, split them. A group too large or too small will offset the sessions.
- 9. Create Session Map for participants (see Sample Session Map) specific to your offerings to give to each group/troop/independent participant.
- 10. Produce evaluations

**Schedule:**

**Times:** 9 AM to 12 Noon (no lunch – light healthy snack) Session

break out: 9 to 9:15 introduction and group break out.

Four session break out: 9:15 – 9:50, 9:55 – 10:30, 10:35 – 11:10 and 11:15 – 11:50 (Breakout sessions 35 min. each)

Snacks: Pick a session that can end five minutes early and take that time to send one group to go get their snack. The snacks should be monitored as some take more than their share if not reminded.

11:55-12:00 Closing

- Handout evaluations and exchange completed evaluations for a fun patch (if available), take home ROQ and dismiss

## **Round Robin Sessions:**

### Self-defense:

As training would dictate, but a basic age-appropriate confidence and caution session to give them a taste of the idea as well as one “move/trick” they can practice on their own would be great. Maybe some resources of where they can learn more.

### **Remind all content experts of the Girl Scout Grade Levels:**

- Girl Scout Daisy, grades K-1
- Girl Scout Brownie, grades 2-3
- Girl Scout Junior, grades 4-5
- Girl Scout Cadette, grades 6-8
- Girl Scout Senior, grades 9-10
- Girl Scout Ambassador, grades 11-12

### Yoga or tai chi:

As a practice, what are the benefits to their age and in the future? Why are these disciplines considered “lifelong practices”? Why is it that youth and the aged may practice yoga and tai chi?

Tip: If the groups are so big you need two sessions happening simultaneously; some can do yoga and some tai chi. Not everyone needs to do every activity with the same instructors.

### Orienteering (map and compass):

Cover why map reading or orienteering is helpful to them now and in the future.

There is at least one content expert in each of our areas and every region has campuses. Still, if your session only did map reading and created maps for the basic interest and to get girl scouts moving around, it will be successful.

The site or the content expert might be more conducive to cartography: You would be surprised by how fun this is. You can simply create your own maps of the landscape as you explore it. It turns your walk into more of an adventure. Write on the map things other than terrain features. You can add landmarks, interesting trees, big stone outcroppings, the locations of animals and nests. Whatever you want to put on your map is ok.

Content experts should stress the exercise happens almost unnoticed while the “hiker” has fun learning about a new place and enjoying nature.

### Nature Games and/or Craft:

We have some options there... all of them may be used for different age groups throughout the day. Doing all of them won't be possible as we only have 35 min. a session.

### **Observation game: Stick-in-a-box**

This activity encourages participants to think outside of the box and works best in forested areas with lots of sticks around.

The adult draws a box/square in the dirt and selects a unique stick. They then explain that the stick will be hidden somewhere within this box. When the girl thinks they have found the stick, they should come whisper it in the adult's RIGHT ear.

Remind the girl scouts to whisper quietly, and when they do find it, step out of the box, and remain silent.

Have the girl scouts step outside the box, turn around, and close their eyes.

Place the stick behind your RIGHT ear (see where this is going...). Make sure you stay in the box and tell the girl scouts they can begin their search.

Make sure the girl scouts don't tell once they find out, and sometimes the last child to catch on can catch some flak, so try to put a stop to that as soon as possible. Obviously, it only really works once.

This could also work in non-wooded areas... just mark off an area and use pencils or anything available.

Debrief: sometimes we think we know what we're looking for, but nature can surprise us. When we're out and about, keep a keen eye out for nature's little tricks and treasures.

### **Seeing Colors**

Take a walk around your house. That was easy, wasn't it? Now, do it again. This time look around at all the different colors you can see in nature. Non-nature things don't count. For example, don't use the house, or the sidewalk, or telephone poles, or anything like that.

Take that walk for a third time. This time take a pad and a pen or pencil. Write down a color at the top of the page. If you wrote down yellow, for example, then you will write on your pad everything in nature that is yellow that you can see on your little walk. All shades of yellow count. See how it works? To complete this nature activity, do this for every primary color of the rainbow.

Debrief: How did it go? Did you find all that you were looking for? What color did you see most? Were there any you could not find at all? Do you think wild animals can see as well as you?

**Pounding flowers onto paper** — can be irresistible to kids. Primroses, pansies, and irises passed along their colors brilliantly; roses and daisies didn't print as well for us.

Materials

- Scissors or clippers
- Jar with water
- Heavy board or sturdy worktable (one you can pound on)
- Watercolor paper
- Stack of newspapers
- Paper towels
- Hammer
- Tweezers
- Clear acrylic coating spray (available at craft and hardware stores)
- Pencil

## Instructions

1. Cut flowers from your yard or pick a few common and abundant wildflowers and weeds, such as dandelions. Place stems in the jar of water as soon as they're cut.
2. On the board or worktable, set a sheet of watercolor paper on the newspaper.
3. Place a flower on the paper and cover it with a paper towel. Use the hammer to tap it gently and repeatedly, making sure you tap the entire flower and the stem, if desired. Peel back the paper towel to see how well the color is transferring. If the paper towel looks saturated, the watercolor paper will be too. When you're satisfied with the color, remove the paper towel and the smashed flower, using tweezers if necessary.
4. Repeat step 3 with the other flowers.
5. To protect the colors, spray the paper with the clear acrylic coating and let dry, then write the flowers' names in pencil.

Capped Acorns (fun craft for Daisy or Brownie): <http://familyfun.go.com/crafts/home-garden-projects/gardening-nature-crafts/nature-crafts/acorn-necklaces-932875/>

## Snacks:

Each area may decide for themselves, but healthy snacks are ideal.

1. No sodas, cool aid or juice... water only and ask them to bring water bottles. Igloo coolers and bottled water for those that forgot to bring water bottle.
2. Celery, cut apples and peanut butter.
3. Watermelon and cantaloupe
4. Sliced oranges or small tangelos (kids eat them if they are small or cut up... no uncut large oranges)
5. Small gala apples or cut apple slices (no large uncut apples)
6. Trail mix (using carob chips/not chocolate chips)

## Event Assignments/Tasks:

- Check-In/Registration:
  1. Ensure health form/permission to treat
  2. Adult supervision (parents/leaders)
  3. Listed on participant roster
    - Hand out "Session Map/Schedule" Assign group number/name
- Evaluation
  - o Recommend handing out patch as incentive for evaluation
- Round Robin support: Assist content experts
- Photography: document action shots... fill the frame close ups and action
- Snacks: set up and clean up
- General pack up/clean up
- Unpack/restore any materials used/bought

## Resources:

GA Yoga Instructors: <http://www.yoga-centers-directory.net/usa/georgia.htm>

Tai Chi Instructors:

[http://worldtaichiday.org/schools\\_listings\\_classes\\_events\\_lessons/chi-gong\\_qigong\\_tai-chi.php](http://worldtaichiday.org/schools_listings_classes_events_lessons/chi-gong_qigong_tai-chi.php) How to make a compass:

[http://oceanservice.noaa.gov/education/for\\_fun/MakeyourownCompass.pdf](http://oceanservice.noaa.gov/education/for_fun/MakeyourownCompass.pdf)

Daisy Healthy Habit Booklet: <http://www.girl>

[scoutscouts.org/program/journeys/booklets/HWCF\\_Daisy.pdf](http://scoutscouts.org/program/journeys/booklets/HWCF_Daisy.pdf)

## Sample Session Map (one per group/troop or independent)

Check-In starts at 8:45 AM

9 – 9:15 Event Director Welcome and Introduction

Activity	9:15-9:50	9:55-10:30	10:35 – 11:10	11:15 – 11:50
Self Defense – Driftwood Unit House	Group A	Group B	Group C	Group D
Orienteering – Flagpole behind Dining Hall/Lodge	Group D	Group A	Group B	Group C
Yoga – Dining Hall/Lodge	Group C	Group D	Group A	Group B
Nature Games – Sports Field/Game Sheet	Group B	Group D	Group D	Group A

11:55 – 12 Noon Closing

Your evaluations will be exchanged for your group/troops Take home resources:

- One patch per girl (if possible)
- One ROQ take home per girl

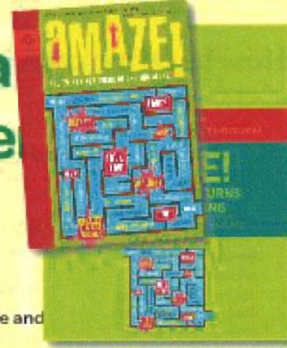
### **Welcome to Active U!**

Today’s event is a series of activities designed to create healthier options for our girl scouts and ourselves. The program activities are taken straight from some of the Journey books and badges. When you’re working with your Girl Scout and these resources, you’ll see you’ve already had a taste of the fun to be had.

Please note your groups name on the chart above and prepare to enjoy an Active U!

### **Thanks for coming!**

## How to Offer aMAZE! as a Event for Middle-Schoolers



First, attract girls by promoting the weekend with a fun title and something like:

### **An Insider's Guide to Middle School: An aMAZEing Weekend Adventure, or Acing Middle School: An aMAZEing Weekend Adventure**

*Find out how to navigate the twists and turns of getting along in middle school and in your life—by being a leader! Have fun exploring everything from making good first impressions to making genuine, long-lasting friendships, from peer pressure to no pressure to passing it forward. It's all here in one fun-filled weekend!*

Next, plan your schedule for the full weekend. Here's a sample schedule to use in full or adapt as you see fit.

## How to Offer aMAZE! as a Weekend Event for Middle-Schoolers

### MATERIALS

**Beneath the Surface:** inflatable beach ball marked with "Beneath the Surface" questions (page 31, adult guide)

**What's in Your Maze:** paper and markers

**Peacemaker Kits:** an assortment of small empty containers (tins from mints, jewelry-size boxes, even small take-out food containers), odds and ends for decorating the containers (beads, buttons, stickers, wrapping paper) and glue, CDs and player

**Going for Goals:** paper, pens, and envelopes

### MATERIALS

**Circle of Friends and Peacemaker Kits:** paper, markers, pens

**Design-your-own note cards:** paper, envelopes, assorted craft materials (stickers, stamps, ink pads, colored paper, etc.)

**Cliquish?:** large paper and marker

### SAMPLE SCHEDULE

#### FRIDAY NIGHT (activities relate to Girl Scout Discover leadership outcomes)

Total time: Two hours

**Opening Ceremony** 10 minutes (page 31, aMAZE! adult guide): Icebreaker that uses "Beneath the Surface" activity with beach ball. Girls start off by introducing themselves, then peel masking tape off the ball to uncover a question, answer the question, and toss the ball to another girl. Then move on to Beneath the Surface/First Impressions discussion for 15 minutes (page 36, adult guide).

**What's in Your Maze?** 30–45 minutes (page 32, adult guide): Introduce the theme and the idea that transitioning to middle school is like entering a brand new maze full of twists and turns, and they'll be learning new skills and strategies to bring more confidence to their relationships and create better relationships that can actually improve the world around them.

**Peacemaker Kits** 30–45 minutes (pages 39–40, adult guide): Girls decorate empty containers, which become their "scrapbooks." If the girls want some music, they can suggest songs that inspire them (page 95, girls' book) or play songs about friendship such as "Umbrella" by Rihanna, "You've Got a Friend" by James Taylor, or "With a Little Help from My Friends" by The Beatles, or others of their choice.

**Closing Ceremony** 15 minutes: In Going for Goals (page 37, adult guide), girls brainstorm the relationship issues that most affect them, each girl chooses which issue (or two) she wants to solve for herself and writes it on her sheet of paper and seals it in an envelope addressed to herself. (They'll unseal the envelopes at the end of the weekend.)

#### SATURDAY MORNING (activities relate to Girl Scout Connect leadership outcomes)

Total time: Two hours and 30 minutes

**Opening Ceremony** 10 minutes: Girls' choice, or girls can go around the circle and name one quality they look for in their friends.

**Circle of Friends** 20 minutes (page 44, adult guide): Girls recognize the characteristics they look for in a friend, and identify the qualities they bring to a friendship.

**Craft time** 40 minutes: Girls create design-your-own note cards, then write notes to three friends, telling them a few specific qualities the girls enjoy about them and their friendship, and encouraging the friends to pass the gesture forward (pages 31–21, girls' book). Note: This fulfills one of the Interact Challenge requirements.

**Cliquish?** 20 minutes (page 54, adult guide): Activity and discussion about cliques and circles of belonging, then practice I-Statements. The Key to Resolving Conflicts for 30–45 minutes (page 55, adult guide): During this activity, girls gain confidence in communicating difficult feelings with sensitivity and respect.



**Closing Ceremony** 15 minutes: In the For Peacemaker Kits activity (page 47, adult guide), girls share skills or tips they thought about today that they can use in their lives and pass on to others. Once written down, the girls put the tips in their peacemaker kits.

**SATURDAY LUNCH**

Total time: About an hour

**"Twists and Turns" food ideas:** Spaghetti (twirled and twisted on a fork!), fusilli, gemelli, or corkscrew pasta dish, tossed green salad, cheese sticks made from frozen puff pastry dough and grated parmesan cheese.

**Snack idea:** whole-wheat pretzels.

After lunch, the girls can get up and moving with Friendship Games (page 51, adult guide), a hike, or maze-like obstacle course.

**MATERIALS**

Movie  
DVD player  
TV or screen to view movie

**SATURDAY EVENING**

Total time: Three hours and 45 minutes

**Opening Ceremony** 10 minutes: Girls' choice, or girls name a quality they value or admire in a new friend they've met during the weekend.

**Definitions, Please** 15 minutes (page 60, adult guide): Girls explore bullying behavior, and then spend 30 minutes on Take Back the Power (page 62, adult guide). They discuss ways to respond to bullying behavior, and then Flip the Script for 45 minutes (page 63, adult guide) and role-play bullying scenarios (pages 85–87, girls' book).

**Movie** 90 minutes–2 hours: Girls view a movie that features cliques, then discuss how the cliques resemble (or not) those they know at school. They see if they can think of even one small thing to do to try to shift a real-life dynamic they dislike. (Movies to consider: *Mean Girls*, *Clueless*, *The Princess Diaries*, *Confessions of a Teenage Drama Queen*, and *Bratz*. Note: This fulfills another Interact Challenge.

**Closing** 10 minutes: Girls sing a round or two of "Make New Friends, But Keep the Old."

**MATERIALS**

**For Peacemaker Kits:** paper and pens  
**Where Do You Stand?:** masking tape, paper, marker  
**Life is a Maze:** paper and pens, assorted art materials

**SUNDAY MORNING**

Total time: Two hours and 30 minutes

**Opening Ceremony** 15 minutes: Using Take a Peace Break (page 94, girls' book) as a guide, engage in a simple yoga session or spiral maze meditation (walking along a spiral path or viewing a spiral painted on canvas or a drawn on a blackboard).

**Peacemaker Kits** 15 minutes: Girls reflect on what they've learned so far, and add to their Peacemaker Kits.

**Where Do You Stand?** 40 minutes (page 52, adult guide): Girls take a stance on peer pressure. Move on to How Do Relationship Skills Impact the World? for 15 minutes (page 72, adult guide), and spend 20 minutes on Who Is a Real Leader? (page 72, adult guide). During this time, girls get involved in thinking big about linking the relationship skills they've explored to examples of leadership skills to make the world better.

## How to Offer aMAZE! as a Weekend Event for Middle-Schoolers

### MATERIALS

**Going for Goals:**  
envelopes from Friday  
night

**Closing:** Interact and  
Peacemaker awards

**Craft/art activity** 40 minutes (page 33 sidebar, adult guide): Girls create "Life is a maze" poems, drawings, or song lyrics on their own or in small teams.

**Closing Ceremony** 10 minutes: Girls share their creations and say what they mean, what their inspiration was, or how they hope to use the meaning behind their creations in middle school and/or beyond.

### SUNDAY AFTERNOON

Total time: 1 hour and 15 minutes

**Going for Goals** 15 minutes: Girls gather in a circle, receive the Going for Goals envelopes from Friday night, and have a moment to review what they'd written and how they've progressed toward their goal. They can share their goals with the group if they like.

**Girls' choice of Interact Challenges** 30 minutes: Girls pick one of the challenges and complete it. Note: This fulfills the third Interact Challenge.

**Closing** 30 minutes: Invite girls to create a little ceremony to share some of the ideas they have put in their Peacemaker Kits, and how they might use those ideas going forward. The girls earn their Peacemaker and Interact awards.

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**Don't have a whole weekend?** Here's an easy way to spread the activities over six afternoon sessions:

**Session 1:** Beneath the Surface; First Impressions; What's in Your Maze?; Going for Goals

**Session 2:** For Peacemaker Kits, Circle of Friends

**Session 3:** Cliquish?; I-Statements

**Session 4:** Definitions, Please; Take Back the Power; Flip the Script

**Session 5:** Where Do You Stand?; How Do Relationship Skills Impact the World?; Who is a Real Leader?

**Session 6:** Going for Goals; award ceremony of girls' choice.

Keep it all girl led by asking the girls to create their own opening and closing ceremonies. Invite them to add to their Peacemaker Kits and complete Interact Challenges as time allows or on their own.