

# LCF Service Unit Event Director Financial Policy & Planning Guidelines

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## OVERVIEW

These guidelines have been prepared to help Event Directors (leaders who have accepted the responsibility for planning and carrying out events for the La Canada Service Unit (SU)). If you have any questions about these guidelines, please contact the SU Event Coordinator, a Service Unit Manager (SUM), or the SU Treasurer. You must complete the MANDATORY online training for Event Directors, available on the council website at [www.girlscoutsla.org](http://www.girlscoutsla.org).

Upon acceptance of the responsibility to run an event, check our LCF Girl Scouts Events website at <https://sites.google.com/site/lcgirlscoutsevents/> to find information on the event you have chosen to run. This website contains project plans, budgets, tips, and other information from prior years to assist you in planning your event. **Please note:** *This website is new and we are in the process of gathering information from past event directors. If you don't find any information about your event on the website, contact the SU Event Coordinator and request a binder for your event. (For some events, there is no binder.)*

The following are a few tips to help your plan your event:

- ✓ Read the information about your event on the Events website or in the binder at least three months before your event. This will save you time and help you avoid surprises (like not having reserved a location, or booking a bus, etc.) when it comes time to run the event.
- ✓ Contact the previous Event Director for any tips, suggestions, or questions about the event.
- ✓ At least **90 days** before the event, complete and submit the online Special Event/Money Earning Application at <https://www.gsglavolunteerapps.org/special-eventmoney-earning-application/>. There is a link to this application on the LCF Girl Scouts website at <http://www.lcgirlscouts.net/> under "Event Directors".)
- ✓ When planning the date of your event, keep in mind that, if you need to reserve a school location, weekdays are generally more cost effective as the LCUSD will charge a fee for Saturday or Sunday events to cover their janitorial costs. No fee is charged for weekdays.
- ✓ Plan to promote your event at the Girl Scout Leader meeting **two months** in advance of the event date. Set your event date as early as possible, no later than this meeting date, as Leaders like to plan their activities in advance. Once you've received approval from Council, send a pdf file of your flyer to the SUMs to be posted on the LCF Girl Scouts website. Distribute flyers at the Leader meeting. You must adhere to the guidelines provided by Council (see the "Special Event Flyer Checklist" link on the LCF Girl Scouts website under "Event Directors").
- ✓ Upon completion of your event, request an event evaluation from participating troops.
- ✓ Within **30 days** after the event, send all documentation that may help the next director of your event to the Event Coordinator. You can send it by email, or on a flash drive that will be returned to you. (If you received an event binder, return it to the Event Coordinator within 30 days after the event.) Include all completed financial forms, maps for set ups, pictures, and any other information that may help the Event Director for the following year.

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## TYPES OF LCF EVENTS

Some events have been classified as money-earning events, and some have not.

### **Money-Earning Events:**

Daisy Fun Day  
 Brownie Fun Day  
 Brownie Skills Day  
 Junior Badge Day  
 Elementary School Overnights  
 Fall Encampment  
 Secret Safari  
 Career Day at LCHS 7/8  
 Father/Daughter Dances  
 International Tasting Bee

### **Break-Even Events:**

Daisy Bridging Ceremony  
 Brownie Fly Up Ceremony  
 Glenola Tree Lighting  
 Gold, Silver, Bronze Award Ceremony

### **No-Fee Events:**

7<sup>th</sup> Grade Welcome  
 Girl Scout Sunday  
 Memorial Day Parade

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## FINANCIAL MANAGEMENT REQUIREMENTS – ALL EVENTS

**All checks collected *must go through the Service Unit.*** Money may **not** be run through the Hosting Troop's checking account. If this happens, the event may not be eligible as a fundraiser for the troop, meaning that the troop may have to give up any surpluses.

If you host a "No Fee Event", these events are fully funded by the Service Unit and do not charge a fee.

If you host a "Break-Even Event" (listed above) and have money left over after the event, your troop may keep up to \$75. We realize that it is difficult to budget an event to break exactly even.

**SU Association Fee:** All events that collect fees **must** add \$1.00 to the cost for each girl attending, and that money goes to the SU. The SU Association Fee is used to cover SU expenses for events and items that do not generate income (for example, photocopying expenses for Leader meeting materials, cost of LCF website, e-news, awards, etc.).

**SU Pre-Approved Expenses:** If an expense is for items used by the girls attending the event, it is covered by the fee paid by them to attend the event. If an expense is for items that only the host troop will use at the event (for example, t-shirts, hats, jewelry), that specific expense is covered by the host troop's treasury; **NOT** by the fee charged to the attendees.

**Attendance Fees:** Collect payment for attendance fees **before** the event date. Checks are to be made payable to *LCFGS*. The Event Director must track and deposit all checks within 30 days after the event.

**Deposit Form:** This form must be submitted to the SU Treasurer within 30 days after the event.

**Reimbursement/Check Request Form:** Submit this form along with all original receipts (no receipt, no reimbursement!) at the same time the final SU Event Financial Report is submitted. The final SU Event Financial Report **must** be submitted before the Treasurer is allowed to reimburse expenses.

**Donation Receipt Request:** If you have a donor requesting a receipt for the items they have donated, a letter of acknowledgement needs to come from Council. The SU Treasurer can direct you where to call to get this done.

**SU Event Financial Report:** Use this report to list the checks received and the expenses incurred for the event. Complete and submit this form to the SU Treasurer within 30 days after the event.

The actual cost or estimated value of any donated item is to be recorded in the “Donation” section of the SU Event Financial Report worksheet. This allows for the most accurate recap of expenses for each event. If these donations are not included in the final cost of the event, the Event Director may not accurately estimate the budget the next year to cover those items.

**Refunds:** In general, most events will not issue individual or troop refunds due to unforeseen weather or natural disasters. Individual girl refunds are up to each Event Director. Most events have already spent the money collected from the attendees well before the event on supplies for the event and are not in a financial position to make individual refunds. **All** event flyers should include a “no refunds” line. From time to time, a participating troop may request a refund due to their inability to participate. It is the SU’s policy that refunds will be given only when the event has been sold out and that space has been resold.

**Losses:** If the Hosting Troop experiences a loss due to an expense overrun or poor planning of projected expenses, the Hosting Troop is responsible for covering the additional expenses, **not** the Service Unit. For example, you are hosting a Santa's workshop and you charge \$15/girl. You forget to budget for the gift wrap and you go over budget by \$3/girl. Even though this is an approved expense, your troop will be responsible for the overage.

**All forms referred to above are available at <http://www.lcgirlscouts.net/event-directors.html>.**

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## DIRECTORY 2016-17

### LCF Event Coordinator

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### LCF Treasurer

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### Council Information

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