

Event Director Packet

The following packet of information will summarize what you need to know for running a Service Unit event in La Canada and guide you in completing the online application.

It includes:

- Fundraising Guidelines & Contact information
- Flier Checklist
- List of Pre-Approved Expenses
- SEME Application Worksheet

You will also need to read and sign the 1-page Event Director Contract and return to the Service Unit Events Coordinator. This contract contains important links you will use in planning and completing final reports for the event. The contract is emailed directly to you when you sign up for a Service Unit Event. If you did not receive it or have any questions, contact the SU Event Coordinator:

lcfeventschair@gmail.com

For additional information on Special Event & Money Earning "SEME" Event guidelines, refer to GSGLA's SEME Manual.

La Canada Flintridge Service Unit Troop Event & Fundraising Guidelines

Certain events are open to our troops as fundraising opportunities or “Money Earning Activities.” Below are some important guidelines to be aware of when planning a Service Unit fundraising event.

Qualifications:

- Junior level scouts and above may run a Money Earning event. No Daisy or Brownie troops.
- Any troop or individual running an event must have participated in the fall product and cookie sales within the past 12 months. (Troop participation requires 50% of troop to have participated)
- Hosting troop must have submitted the most recent troop financial report on time.
- Hosting troops are limited to one Service unit event as a fundraiser per year (or will require approval of SUMs)
- Hosting troop must have completed all reports and financial business from any previous events run. Exceptions are at the discretion of Service Unit Managers.
- Hosting troops cannot run the same event in consecutive years.

Managing Funds:

- All LCF events will require a \$1.50 per girl Association fee to go to the Service Unit.
- Troops may earn a maximum of \$5.00 per girl in attendance.
- Troops may earn a maximum of \$500 for any single money earning event.
- All money/checks for events must be run through the La Canada Service Unit. Checks payable to “GSGLA La Canada Girl Scouts.” Expenses will be reimbursed through the Service Unit Treasurer.
- Money earning activities are intended to raise funds for a pre-determined purpose. The online application will request information on what funds are needed for your purpose, what has been raised and how much you intend to earn from this event.
- The International Tasting Bee (in celebration of Girl Scout’s “World Thinking Day”) has been designated as a fundraiser for the Juliette Low Fund. A percentage of the money earned from this event will be donated to the Juliette Low Fund.
- Cost and refund policy must be clearly stated on the event flier. Most fliers will state “no refunds.”
- Donation information is requested on the financial report to assist future troops in planning a similar event. Donations will not be reimbursed. For an item to be reimbursed, it must be an approved expense and listed with expenses and a receipt provided to the Service Unit treasurer.
- Approved expenses include expenses that will be used by those attending an event. Expenses only to serve the hosting troop - matching outfits, hosting troop snacks, etc. need to be paid out of the troops own account. For more details, see “Pre-Approved Expenses” page.
- 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.

Generally, sign-ups to run an event will be on a first come/first served basis. If more than one troop wants to host an event, the Events Coordinator will determine who will run the event, taking into consideration prior experience running an event and troop involvement in the Service

Unit. If necessary, there will be a drawing held by the Event Coordinator to see who will host the event.

Types of LCF Events

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:

- 7th Grade Welcome
- Girl Scout Sunday
- Memorial Day Parade

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.

DIRECTORY 2017-18

LCF Event Coordinator

Christy Stephen - Cmstephen91@gmail.com
lcfeventschair@gmail.com

LCF Treasurer

Arcelia Clemenson - arceclem@gmail.com

LCF Service Unit Mangers

Bryn Oh - bryn@alum.mit.edu
Julie Evans - kalijul@earthlink.net
Angelica Perez - aperez818@att.net

Council Information

Girl Scouts of Greater LA – Central Region 101
E. Wheeler Avenue
Arcadia, CA 91006
Phone: 626-445-7771
Hotline: 213-213-0123
Fax: 626-447-0683
Website: www.girlscoutsla.org



Girl Scouts of Greater Los Angeles Special Event

Flier Checklist

1. Include Girl Scouts of Greater Los Angeles or **Logo** (see above) at the top of the flier.
2. **Hosting group** name (troop, service unit)
3. **Name of the Event**
4. **Purpose** of the event, description of activities if necessary.
5. State **target** participants (the level of Girl Scouts served by the event) & Tagalongs, or no, parents, etc.
6. **Date & Time** of event, including the year
7. **Location** of the event (complete address with zip code & current phone number)
8. Type of money earning event - to raising money for? (if applicable)
9. **Cost** (and what it includes; i.e., patch, snack, etc...) and state refund policy.
10. Payment: How to pay, **check payable to**: "GSGLA La Canada Service Unit." Address where to send payment.
11. **Contact Information**: name, phone # for registration and questions
12. Registration start and end dates (state if there is a **deadline** or not)
13. Safety-Wise and Adult/Girl Ratios: Minimum adults? Extra adults needed? Tagalongs need an accompanying adult, not included in ratios for girls. First Aider necessary?
14. Level of **required training for participation**; i.e., must have a Level I Troop Camper. (if applicable)
15. What participants are expected to bring / supply
16. **Event Emergency Contact** - Include Name / Phone number / Cell number
17. Optional: Tear-off, includes Troop Emergency contact.

If all the above applicable information is included, the flier will be easy to approve. Any missing information will delay the approval process for your event.

A good flier will make it easy for a leader to fill out a "Parent Permission Form" or Event Registration form completely.

Keep it clear, easy to read. No Background graphics. Not too crowded. No more than two fonts.

Rev. 7/17

La Canada Service Unit

Pre-Approved Expenses for all SU Events

General Items

The following is a list of items that can be purchased by the hosting troop that girls attending the event would use or would need to aid in the running of the event. These items should be covered by the fee charged each girl attending the event.

- Patches/Badges
- Food and Drinks for girls attending (paying the fee)
- Paper goods to serve food/drinks
- Craft supplies for crafts done at the event by girls attending
- Decorations - recommended to not exceed 10% of the total budget
- Flowers - for Daisy Bridging, Brownie Fly-up & Gold/Silver/Bronze Ceremonies
- Photocopying - fliers and materials for the event
- Facility Fee - note: cost is much less at LCUSD schools on weekdays (Janitorial fee is needed on weekends and should be included in the cost of attending event)
- DJ for Dances.

Event Fees

This is the amount charged each girl attending the event and should cover all expenses for the event.

Hosting Troop Expenses

If the hosting troop chooses to purchase t-shirts or other items like hats, etc to wear at the event, these expenses must be covered by the hosting troop's treasury. Similarly, food purchased for the hosting troop only is to be covered by the hosting troop and is not an event expense. These are not reimbursable expenses.

Special Event Money Earning Application Worksheet

This form has the information that will be requested in the online application for events. Having the information handy before starting will expedite the application process. You will need to upload your flier and possibly a few more documents if applicable.

- Event start date _____ End Date _____
- Name of Event: _____
- Description of Event: _____

- Type/Group Hosting: (Troop, Service Unit, or individual) _____
- Region: Southeast
- Service Unit: La Canada
- Leader Info: Name & Phone # _____
 - Email: _____
- Event Info: Recruitment event? Y/N
 - Money earning? Y/N
 - Open to: SU, Region, Council, or Community (select one)
- Area of focus: Arts/culture, business/leadership or environment/outdoor adventure, STEM, or Wellness/healthy living (select all that apply)
- Event Location:
 - Phone _____
 - Address _____
 - City/State/Zip _____
- Closest Emergency hospital: _____
- Event Director Name & Phone # _____
 - Email: _____
 - Received SEME training: Y/N Training Date: _____
- Adult Co/assistant Event Director: Name & Phone # _____
 - Email: _____
 - Received SEME training: Y/N Training Date: _____
- Girl Troop Event Director (optional): Name, phone _____
 - Email _____
- Volunteers (number for each): Adults: ____ Junior Aides ____ Program Aides ____
 - Leaders in training ____ Counselors in training ____

- Off-site Emergency Contact: Name: _____
 - Phone _____ Alt. Phone # _____
 - Email _____

- Anticipated number of participants:
 - Daisy ___ Brownie ___ Junior ___ Cadette ___ Senior ___
 - Ambassador ___ Non-Scouts ___ Adults ___ Total _____

- Briefly describe girl involvement in planning process (optional):

- First aider (*cannot be the Event Director*):
 - Name & phone _____
 - Email _____
 - Med professional? Y/N
 - CPR Expiration Date: _____ First Aid Expiration Date _____
 - Wilderness & remote first aid training _____ (if EMS can't reach site in <30 min)

- Swimming? If yes, Lifeguard supplied by facility? or Event organizer? (select one)

- Additional Insurance required? Y/N
 - If yes, state date insurance will be obtained by: _____

- Does event require a signed contract? If yes, upload contract.

- Does event require a signed COI (Certificate of Insurance)? Y/N

- Upload Event Flier

- Finances (Money Earning Events Only):
 - Funds needed for your activity/trip (goal amount) \$ _____
 - Estimated profit from this event \$ _____
 - Current funds available for this activity/trip \$ _____
 - Reason Funds are needed: _____

- Soliciting in-kind gifts? Y/N
- Soliciting sponsorship? Y/N
- Comments: (optional)

Name & email of person submitting application _____

Submitter's comments (optional)