

Valley Lake Service Unit - Tips for a Great Event!

- See if the Service Unit Team (SUT) has any information from prior, similar events. We could at least direct you to troop leader(s) that have hosted similar events for any questions you might have.
- Once you've got a date selected, you'll want to find a location. If you decide to request a room at one of the local schools, the contact person is Shelly Nicklay, Shelly.Nicklay@district196.org. Please copy our treasurer, Cheryl Haggerty (cheryl.haggerty@charter.net), on any communications with Shelly, as any reservations by our service unit will be grouped together under one permit. The troop is responsible for payment. Please contact Cheryl to confirm you have arranged for payment.
- If you think the net profit of your event will be more than \$100, fill out a Troop Money-Earning Approval Form and submit it to council at least 30 days prior to your event. If you have not filed a current Troop Finance Report, your request will be denied until you do! Here's the link:
<https://volunteers.girlscoutsrv.org/reference/forms/money-earning-approval-form/>
- Be sure to get your troop parents on board early! Think through ways to involve your troop girls in the planning, too. Depending on their age level, girls could choose between a few options for a theme, food, or specific activities, all the way through making phone calls to reserve rooms, vendors, etc.
- Publicize early and often! If you put together a flyer, the SUT is happy to email it to all troop leaders, post it on the service unit Facebook page, and post it on our website. Just email us a copy!
- Will you provide patches to girls who attend your event? If so, will it be a custom patch? It's helpful to start on this task early. Vendors we've used in the past include Advantage Emblem (www.advantageemblem.com) and Snappy Logos (www.snappylogos.com)
- Will you be serving food? If so, consider food safety. Use gloves when serving, store food at safe temperatures, etc. Please also consider kids with food allergies (can you keep the food peanut-free? can you have an alternative to food prizes?). Lots of troops ask local businesses for food donations!
- The service unit has lots of supplies and equipment leftover from other events, especially those events that are held annually. Contact a member of the SUT if you'd like to use/borrow any of it!
- Make sure to consider safety! (1) Have a First Aid-trained volunteer present (there are many in the service unit, so just ask if you need help). (2) Meet Safety-Wise ratios on adult supervision. Please include a line on your flyer stating: "Troops should follow Safety-Wise guidelines on adult: child ratios." (3) If you'll have non-Girl Scout members present, please order Nonmember Insurance. It's cheap and easy – just order the "Mutual of Omaha Plan 2 Enrollment Form" at this link:
<https://volunteers.girlscoutsrv.org/reference/articles/safety-wise/#incident-insurance>
- Need help? Just ask! Any member of the SUT (and really, any troop leader in our service unit) would be happy to help, whether you need assistance before, DURING, or after the event!
- After your event, please fill out the VLSU Event Follow-Up form and return it to the SUT. This will allow other troop leaders to learn from your experience in planning future events!
- Council provides additional information about planning events at this link:
<https://volunteers.girlscoutsrv.org/reference/articles/service-unit-events/#event-guides>