



Girl Scouts of Yorba Linda, California
Service Units 2 and 3
Basic Event Packet

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For more information, forms and resources visit
The Yorba Linda Girl Scouts website at www.gsyl.org
Click on **Resources** and **SU2 & SU3 Event Packet**

The following forms and resources are available on the website

- **Event Roster Form (available in Excel format also)**
- **SU2 Check Request**
- **SU3 Check Request**
- **Tips for Creating Flyers**
- **How to Order Patches**
- **Check Deposit Record**
- **Facility Rental Information**
- **Council Accident Report**
- **Council Certificate of Insurance**
- **Council Accident Insurance**

Introduction and Event Checklist

Dear Event Chair:

THANK YOU for taking your valuable time to plan a Girl Scout event!

We truly appreciate the tremendous amount of time and effort that goes into planning a successful Girl Scout event and we want to help you in any way we can.

In order to make sure your event comes off with as few glitches or problems as possible we ask that you follow a few simple guidelines and submit certain paperwork at certain times in the process.

The items highlighted in yellow MUST be completed and submitted for approval to the SU Event Coordinator before an event can be publicized or opened for registration...

Event Checklist

Completed	Description
<input type="checkbox"/>	Organize your Committee and hold first meeting to plan event.
<input type="checkbox"/>	Complete the Event Plan Document and give to the SU Event Coordinator
<input type="checkbox"/>	Complete the Preliminary Budget Worksheet and give to the SU Event Coordinator
<input type="checkbox"/>	Prepare the Event Flyer to be posted on Website and email to the SU Event Coordinator
<input type="checkbox"/>	Reserve site (if not already done)
<input type="checkbox"/>	Order patches
<input type="checkbox"/>	Process Registrations
<input type="checkbox"/>	Turn in all checks received from troops along with a Check Deposit form to your Service Unit's Treasurer
<input type="checkbox"/>	Submit any unreimbursed expenses along with a check requisition form to your SU Treasurer
<input type="checkbox"/>	Complete Event Final Financial Report SU Treasurer and give the SU Event Coordinator
<input type="checkbox"/>	Complete Event Closing Report and give to the SU Event Coordinator

Who to contact if you have questions or need assistance...

SU Event Coordinator

SU2 & SU3

Wendy Klenha
 (714) 693-5567
wklenha@csiteks.com

SU Managers

SU2

Lori Sanford
 (714) 970-7660
Lori.sanford@sbcglobal.net

SU3

Melissa Teeling
 (714) 692-3335
mteeling@ymail.com

SU Treasurers

SU2

Mary Byrne
 (714) 719-9915
Mary.Byrne@gd-ais.com

SU3

Irene Goodman
 (714) 694-0517
imgoodman@att.net



**YORBA LINDA GIRL SCOUTS
Service Units 2 and 3**

Event Planning Document

This form must be submitted to the SU Event Coordinator for approval before any information is given to troops.

Event Name: _____

Purpose/Goal of the event: _____

Event Date _____ **Rain Date** _____

Site _____

Time of Event: _____

Program Level DA BR JR Cadette Senior/Ambassador

Event Open to: SU2 & SU3 Only All SUs in Association Other _____

Event Committee

Committee	Name	Phone	Email
Chair:			
Member			
Member			
Member			

Cost: Per girl \$ _____ Per adult \$ _____ Other \$ _____

Patches: Included in Fee Separate charge \$ _____ No Patches

Certificate of Insurance required: Yes No Not Sure (Please assist me)

Council Contract Approval Required: Yes No Not Sure (Please assist me)

Non-Member Insurance required: Yes No Not Sure (Please assist me)

Brief description of event: (Activities planned etc.) _____

Safety Wise Considerations (Adults ratios followed, lifeguards etc.) _____

Tag-A-Long Procedure No Tagalongs Tagalongs Allowed _____

Refund Policy: _____

SU Event Coordinator Approval _____ Date _____

SU Manager Approval _____ Date _____



YORBA LINDA GIRL SCOUTS
 Service Units 2 and 3
 Event Closing Report

Please turn in this form to the SU Event Chair upon completion of event

Congratulations! **You are almost done!** Please complete the following checklist to make sure that you have successfully closed out your event.

Completed	Description
<input type="checkbox"/>	I have collected all money that is owed from troops who attended the events and submitted it to my SU's treasurer.
<input type="checkbox"/>	I have distributed all patches to troops who attended the event
<input type="checkbox"/>	My committee has returned anything that was borrowed or rented
<input type="checkbox"/>	I have thanked all my volunteers
<input type="checkbox"/>	I have presented small thank you gifts to my committee members, including myself! (\$10 limit each.)
<input type="checkbox"/>	I (and my committee members) have submitted a check requisition form along with receipts to our SU's treasurer for payment of any unreimbursed expenses.
<input type="checkbox"/>	I have submitted a copy of the Final Financial Report to our SU's Event Organizer
<input type="checkbox"/>	I have sent a copy of this form along with a copy of my attendee's roster to my SU Event Coordinator.

Please help the next committee who chairs this event by answering a few simple questions about your event. (Use the back of this page if you have lots to say!)

- 1) Would you repeat this event again? Same Ages?

- 2) Was the site adequate?

- 3) Was the length of time enough?

- 4) How can this event be improved?

- 5) Any businesses that were very supportive or helpful?

- 6) Any major problems that could be eliminated?

- 7) Other comments that would be helpful?