



# SERVICE UNIT EVENT COORDINATOR

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*When asked what the girls should do, **Juliette** responded "What do the girls WANT to do?"*

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## **The Mission**

Girl Scouting builds girls of courage,  
confidence and character to make the world  
a better place.

## **The Girl Scout Promise**

On my honor, I will try:  
To serve God and my country,  
To help people at all times,  
And to live by the Girl Scout Law.

## **The Girl Scout Law**

I will do my best to be  
honest and fair,  
friendly and helpful,  
considerate and caring,  
courageous and strong, and  
responsible for what I say and do,  
and to  
respect myself and others,  
respect authority,  
use resources wisely,  
make the world a better place, and  
be a sister to every Girl Scout.

# Introduction

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If you are experienced or inexperienced in coordinating events you can run effective programs by following a few simple rules and guidelines offered in this guide.

Your position is to coordinate the planning, conduct the event and evaluate the outcome. To assist you; GSNETX will supply you with forms and guidelines to carry out your position. Volunteer Essentials and Safety Wise Activity Checkpoints will become your best source to find the rules and guidelines GSNETX has put in place.

Service Unit Event Coordinators (SUEC) help to plan and execute SU events. SUEC should think about hosting at least one event every other month. More if you have the bandwidth, it really depends on your schedule and the help you can get from a team of volunteers.

SUEC assist in the plans of every event within their service unit. For instance, you may have troops run events for the service unit. You would need to help coordinate the date and time of the event so it does not conflict with any dates the service unit may already have in place. There are also GSNETX events that you can offer to your troops, as an organizer for the event, but the event is planned for you!

Building the memories and establishing the traditions can be a fun and rewarding experience. Throughout the long history of Girl Scouts, certain traditions remain meaningful and important and are still practiced today. Be sure to look in *The Girl's Guide to Girl Scouting* and Leadership Journeys for more information on songs, historical anecdotes, traditions, and ceremonies.

# Purpose & Objectives

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In Girl Scouting, girls discover, connect, and take action as they become leaders. The entire Girl Scout program, regardless of the exact topic, is designed to help develop leadership outcomes that stem from these three keys.

- **Discover Key:** Girls understand themselves and their values and use their knowledge and skills to explore the world.
- **Connect Key:** Girls care about, inspire, and team with others locally and globally.
- **Take Action Key:** Girls act to make the world a better place.

When girls actively participate in meaningful activities and later reflect on them, they get a deeper understanding of concepts and mastery of skills. Having girls participate in the planning process for your service unit events and help run the event is a great way to help them learn leadership skills. By using the idea of “girl led” leadership, the events in your area will be more interesting, appeal to the girls in your community and girls will be more willing to participate.

Keeping the Girl Scout History alive is also important. Teach the girls about Juliette Gordon Low and how her traditions that have been passed down from generation to generation.



# SERVICE UNIT EVENT COORDINATOR

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# Event Coordinator Responsibilities

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## Job Responsibilities outlined:

- Recruits, coordinates and manages an event planning team.
- Determines the purpose and value of the event.
- With the event planning team, recruits qualified persons for adequate supervision of the event.
- Locates and secures sites for events with the help of the event planning team.
- Identifies and obtains all necessary resources for event activities
- Requests council approval for event/activities as appropriate, and follows up with any required reports in a timely manner.
- Works within an established budget, following all financial procedures.
- Manages event income and expenses and submits report with receipts to GS Service Unit Manager, GS Service Unit Treasurer, or other designated GS Service Unit Team Member.
- Promotes the event to the target audience with the help of the event planning team.
- See that girls are given responsibility and opportunities to gain leadership and decision making skills throughout the planning, implementation, and evaluation process.
- Perform other position-related duties as assigned
- Maintain confidentiality of all GS Adult Volunteer information received.
- Attend conferences, meetings and other scheduled events as appropriate, including but not limited to GSNETX Kickoff, VIP Meetings, etc.

# Event Coordinator Commitments

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## Your commitment expectation:

- Membership & Administration:
  - Have current GSUSA membership.
  - Ensure that compliance with the regulations governed by the following is met: GSUSA and GSNETX Policies and Procedures.
  - Complete the volunteer security process as required by position in order to help ensure the safety of the girls served through Girl Scouts.
- Time of Service: 1 year
- Complete GS Service Unit Overview Training (TR601) – Home Study as soon as possible after accepting the position and Adult Education and enrichment courses as needed to support continued effectiveness.
- By accepting any volunteer position with Girl Scouts of Northeast Texas I accept and agree to abide by the Girl Scout Promise and the Girl Scout Law. I will respect and maintain the confidentiality of all privileged information related to Girl Scouts, its' girl and adult members, volunteers and staff to which I am exposed while serving as a Volunteer.

# Planning Service Unit Events

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Event Coordinators manage the event and will oversee all aspects of the event from planning to execution. Your Event Finances, for most events, should be self-supporting. An event budget is supported by the event planning team.

Event Planning team are persons recruited and appointed by the event coordinator to help plan and conduct at the event.

- Allow ample planning time. Consider time to recruit/orient volunteers, order supplies, promote prior to registration deadline – a *minimum* of three to four months is needed.
- Recruit and engage volunteers on planning committee; determine meeting dates and begin meetings. Consider surveying girls for their interests and/or having girl delegates on your planning committee.
- Determine a purpose, goal and audience/level(s) for the event. Plan for diversity; be inclusive of racial/ethnic and special needs. Will you allow “tagalongs” at your event?
- Establish a theme/name. Consider holidays, earning Journey awards/badges/patches, Girl Scout days, sports, etc.
- Establish a date and time. Until venues, outside facilitators, etc. are confirmed, it is best to have several date options with which to work. Also – don’t forget a rain/bad weather date as necessary!
- Consider collaborating with other agencies, businesses, or organizations willing to offer their expertise.
- Choose a location. Factors to consider when securing a site: capacity, parking, restrooms, handicap accessibility, and any factors specific to your event. Consider using one of the many Diamonds Council properties for your event. (Usage and reservation information is included with your packet of information). For outside venues, inquire about usage guidelines, required deposits, fees, availability, flags, PA system, tables/chairs, when you could set up, etc. If possible, for any venue (council or other), visit the site before committing to determine its suitability, accessibility, etc. Once a venue is chosen, submit reservation promptly.
- Determine a service project to go with the event whenever possible.

## Suggested Timeline

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### 10 Weeks – 3 Months before the event

1. Look for location, date and time of event
2. Complete the Activity Approval Form and any contracts necessary. Remember, “Contracts” can only be signed by GSNETX. Call GSNETX at 972-349-2400 or 800-442-2260 for contact information.
3. Work on the budget for the event with the Service Unit Treasurer.

### 6 – 8 Weeks before the event

1. Present the flyer at the Service Unit Meeting – discuss if refunds are excepted
2. If you have a website or Yahoo group post to site
3. Begin keeping track of any registrations you receive in a specified event folder
4. Turn in any money received at every SU Meeting or Team Meeting to the Service Unit Treasurer
5. Attend the Service Unit Team Meeting to give the team an update and request any help you might need

# Suggested Timeline – cont.

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## 2 – 4 Weeks before the event

1. Attend any SU and Team Meetings with updates and reminders
2. Continue to turn in deposits to the Treasurer.
3. Make sure all supplies are ordered
4. Prep anything to be distributed at the event.
5. Confirm the location
6. Order the patch

## Week of the event

1. Make any last minute preparations including enough check-in volunteers for the events.
2. Purchase any additional insurance from GSNETX if necessary. See Treasurer for more information.
3. Pick up First Aid Kit and Evaluations for the girls and leaders to fill out at the
4. Print out check-in forms for the day of the event

# TROOP REQUIREMENTS

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**Parent Permission Slip Forms** are required for every girl that attends your events. The purpose of having the form is that gives the leader permission for their daughter to participate and gives the leader emergency information for that particular day(s). The leader holds on to the permission slip during the event and may choose to file them away or toss them out after the event is over.

**Forms can be found online under the volunteer tab.** *Remind your leaders to carry these for your event.*

**Health History Forms** The purpose of the Adult and Girl Health history forms is to safeguard the health of the individual by documenting allergies or activities that members should not participate in, and authorize first aid and emergency transport to a healthcare facility, if necessary.

For the girls and adults (including you) should be carried to all events in a specified binder. The Health History forms are to be kept up-to-date. Every year that a booster shot is required, a new health history form should be replaced in your binder. For Adults we recommend the health history forms are put in a sealed envelope, by the adult, and only opened should an accident or hospitalization happen. This keeps the information confidential. Additional information provided in the Health History Forms Best Practices found on line.

**Forms can be found online under the volunteer tab.** *Remind your leaders to carry these for your event.*

**GSNETX Emergency Procedure Card** is to be kept with each licensed driver transporting any girls. The card gives you information on what to do in the event of an accident.

**Forms can be found online under the volunteer tab.** *Remind your leaders to carry these for your event.*



# Hosting a Girl Led Event

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If you're working with girls who want to host an event—large or small—be sure girls are leading the event-planning. To get girls started, ask them to think about the following questions:

- What sort of event do we have in mind?
- Who is our intended audience?
- Does the audience have to be invited, or can anyone come?
- What's our main topic or focus?
- What's our objective—what do we hope to accomplish at the end of the day?
- Will one or more speakers need to be invited? If so, who? How do we find speakers?
- Where will the event take place?
- Is there a charge for this venue?
- Is the venue large enough to accommodate the audience?
- Do we have to obtain permission to use this venue? If so, from whom?
- Are there adequate facilities for the audience? If not, how much will extra portable toilets cost, and how many do we need?
- Is there adequate parking or a drop-off point for girls?
- Do we need tables? chairs? podiums? microphones? speakers?
- What sort of entertainment will we provide?
- Will we provide or sell refreshments? If so, what kinds?
- How many chaperones will we need? Who will we ask?
- What emergency care do we need to plan for? Is the event large enough that local police and fire departments need to be notified?
- Do we need to purchase additional insurance for non-Girl Scouts?
- How will we advertise the event?
- What decorations will we use?
- Will we give away any keepsakes?
- Will we charge for the event?
- Who will set up the event?
- Who will clean up after the event?
- How will we determine whether the event was a success?

## Event Ideas

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GSNETX program centers on something called the Girl Scout Leadership Experience—a collection of activities and experiences that will engage your girls with earning badges, going on exciting trips, exploring the outdoors, introducing STEM, and completing Take Action projects, all that will engage the girls in discovering themselves, connecting with others, and taking action to make the world a better place.

With you providing or adding some of these type leadership experiences, when you think about planning your next event, will help your girls and adults to think about what interests inspire them. See some ideas below:

# Event Ideas – cont.

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- **Girl Led – *to figure out the what, where, when, how and why of their activities***
  - Journey workshops
  - Skill building opportunities
  - Badge classes
- **Learning by Doing – *hands on projects***
  - Community Service
  - STEM events
- **Cooperative Learning – *working together toward a goal***
  - Outdoor adventures
  - Team building activities

## Girl Scout Calendar

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Girl Scouts celebrate several special days each year, which you're encouraged to include in your group planning or check [www.gsnetx.org](http://www.gsnetx.org) for any special council wide events.

- **February 22:** World Thinking Day (the birthday of both Lord Baden-Powell and Lady Baden-Powell, the originators of Boy Scouts and the Scouting Movement worldwide).  
**Activity ideas:**
  - Around the World in 80 minutes” event with international songs, stories and games
  - International Food tasting festival
- **March 12:** The birthday of Girl Scouting in the USA. The first troop meeting was held in Savannah, Georgia, on this date in 1912. Note that Girl Scout Week begins the Sunday before March 12 (a day known as “Girl Scout Sunday”) and extends through the Saturday following March 12 (a day known as “Girl Scout Sabbath”).  
**Activity ideas:**
  - Art workshops to design GS posters or murals (on butcher paper) for display during GS week
  - Community wide service project
  - Girl Scouting through the years event with activities from past Girl Scout years
- **Third week in April:** Volunteer Appreciation Week centers on the long-standing National Girl Scout Leaders’ Day (April 22), but expands the definition of volunteers beyond troop leaders to include all the volunteers who work in so many ways on behalf of girls in Girl Scouting.  
**Activity ideas:**
  - Overnight camp for just adults
  - Leader-daughter workshops, such as flower arranging, jewelry making, scrap booking or photography
- **October 31:** Founder’s Day (Juliette Gordon Low’s birthday)  
**Activity ideas:**
  - Community wide service project
  - Donations to the Juliette Low Friendship Fund
  - “Meet Juliette” event with activities from the late 1800’s or early 1900’s

# Time Honored Ceremonies

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Ceremonies play an important part in Girl Scouts and are used not only to celebrate accomplishments, experience time-honored traditions, and reinforce the values of the Girl Scout Promise and Law, but also to encourage girls to take a short pause in their busy lives and connect with their fellow Girl Scouts in fun and meaningful ways. Many examples of ceremonies—for awards, meeting openings and closings, and so on—are sewn right into the Journeys, including ideas for new ceremonies girls can create.

Girls use ceremonies for all sorts of reasons. Here's a brief list, in alphabetical order, so that you can become familiar with the most common Girl Scout ceremonies:

**GSNETX offers many opportunities for events so please check the website for event schedules.**

- **Bridging** ceremonies mark a girl's move from one grade level of Girl Scouting to another, such as from Junior to Cadette. (Note that **Fly-Up** is a special bridging ceremony for Girl Scout Brownies who are bridging to Juniors.)
- **Closing** ceremonies finalize the meeting, with expectations for the next. A closing ceremony may be as simple as a hand squeeze while standing in a circle.
- **Court of Awards** is a time to recognize girls who have accomplished something spectacular during the Girl Scout year.
- **Flag** ceremonies can be part of any activity that honors the American flag.
- **Girl Scout Bronze (or Silver or Gold) Award** ceremonies honor Girl Scout Juniors who have earned the Girl Scout Bronze Award (Cadettes who have earned the Silver Award; Seniors or Ambassadors who have earned the Gold Award), and are usually held for a group and combined with council recognition.
- **Girl Scouts' Own** is a girl-led program that allows girls to explore their feelings and beliefs around a topic (such as the importance of friendship or the personal meaning they get from the Girl Scout Promise and Law) using the spoken word, favorite songs, poetry, or other methods of expression. It is never a religious ceremony.
- **Investiture** welcomes new members, girls or adults, into the Girl Scout family for the first time. Girls receive their Girl Scout, Brownie Girl Scout, or Daisy Girl Scout pin at this time.
- **Opening** ceremonies start troop meetings and can also begin other group meetings.
- **Pinning** ceremonies help celebrate when girls receive grade-level Girl Scout pins.
- **Rededication** ceremonies are opportunities for girls and adults to renew their commitment to the Girl Scout Promise and Law.

# Activity Approval

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Before most trips, you and the girls will need to obtain GSNETX permission. Trips that are for one day with no overnight stay will not require an activity approval, unless it is sensitive or controversial in nature. For clarification check with your Service Unit Engagement Coordinator whether specific forms must be filled out before traveling.

To register for a Girl Scout Service Unit Campout at any GSNETX property see instruction on line on how to register for a SU campout. (Attached)

**GSNETX Low Risk Activity Approval** is the form used to acquire GSNETX permission for the following activities:

- This is an overnight activity of 1-2 nights, within council geography, but not at a GSNETX Camp Facility
- This activity involves subject that maybe considered sensitive or controversial in nature
- This is a money earning activity

**GSNETX Medium-High Risk Activity Approval** is the form used to acquire council permission for the following activities:

- Events of 3 nights or more. Upon approval of this form, you will receive an Extended Trip Packet.
- This activity requires a signed contract – all contracts must be signed by the Chief Program Officer.
- This activity includes travel outside of council geography to non-council hosted activities.
- This activity requires specific certified instruction: Equestrian, Archery, Lifeguard, Kayaking and Canoeing only if these activities are not packaged with camp reservation at council sites. All other activity certifications require the medium-high risk form.
- Any other groups, organizations, consultants, or resource people who will be involved
- Participants' skill levels, if applicable (language skills, backpacking or camping experience, and so on)
- Any specialized equipment that will be used, if applicable
- Required agreements or contracts (for example, hiring a bus, use of premises)

**ACTIVITY APPROVAL FORMS CAN BE FOUND ONLINE AT [WWW.GSNETX.ORG](http://WWW.GSNETX.ORG) and classes are Offered for Signing Activity Approval forms which you should consider taking.**

# Prohibited Activities

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There are some activities that are prohibited by GSUSA. These are listed in Volunteer Essentials and in the Other Land Sports section of the Safety Activity Checkpoints.

**Warning:** The following activities are never allowed for any girl:

- potentially uncontrolled free-falling
- bungee jumping,
- hang gliding,
- parachuting,
- parasailing,
- go-karting, and
- trampolining;
- creating extreme variations of approved activities (such as high-altitude climbing and aerial tricks on bicycles, skis, snowboards, skateboards, water-skis, and wakeboards);
- hunting;
- shooting a projectile at another person;
- riding all-terrain vehicles and motor bikes; and
- taking watercraft trips in Class V or higher.

## Following the GS Safety Guidelines

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Every adult in Girl Scouting is responsible for the physical and emotional safety of girls, and we all demonstrate that by agreeing to follow these guidelines at all times.

1. **Follow the Safety Activity Checkpoints.** Instructions for staying safe while participating in activities are detailed in the Safety Activity Checkpoints (**found at the GSNETX website**) – Read the checkpoints, follow them, and share them with other volunteers, parents, and girls before engaging in activities with girls.
2. **Be prepared for emergencies.** Work with girls and other adults to establish and practice procedures for emergencies related to weather, fire, lost girls/adults, and site security. Always keep handy a well-stocked first-aid kit, girl health histories, and contact information for girls' families.
3. **Travel safely.** When transporting girls to planned Girl Scout field trips and other activities that are outside the normal time and place, every driver must be an approved adult volunteer and have a good driving record, a valid license, and a registered/insured vehicle. Suggestions for carpooling would be – there is no carpooling! Each driver should have the driving instructions, phone numbers of the other drivers, health history forms for girls, parent permission forms and GSNETX emergency card. If needed, make plans for a meeting spot along the way.
4. **Ensure safe overnight outings.** Prepare girls 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 girls and women. During family or parent-daughter overnights, one family unit may sleep in the same sleeping quarters. Daughters should remain in quarters with other girls rather than the family unit.
5. **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 girls to participate. Parent permission slips can be found on line (attached)

# Evaluating and Reporting After the Event

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Getting feedback from the girls and adults attending your event is very helpful for planning future events. That which can be measured can be improved, and in event planning, measurement is critical for evaluating the event's success and for creating actions to improve future events.

The ideal moment to hand out your evaluation forms is at the end of the event. A small incentive works great for getting forms turned in; like handing out the event patch when forms are turned in!

A sample evaluation form attached - you can use or create your own.

## What you might not know

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- Event Coordinators are required to take SU position training in order for their Service Unit to qualify, for one section of their application, for the President's Award
- Outdoor Education in Girl Scouting is a great resource for camping and outdoor adventures. Can be purchased at our GS shops
- Volunteers can earn the Troop Camp Trained award for taking their troops on an outdoor adventure and participating in a SU campout (or on their own) that are held at a GSNETX property
- To register for a Service Unit Campout, at one of our GSNETX properties, submit your reservation paperwork to GSNETX Camp Registrar in March for camp dates in September through March the following year. GS SU deposits are \$200 and are non-refundable. For general camping questions, you can email [camp@gsnetx.org](mailto:camp@gsnetx.org).

## Resources Available online

[www.gsnetx.org/forms](http://www.gsnetx.org/forms)

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- Low Risk Activity Approval Form
- Med-High Risk Activity Approval Form
- Camp Reservation/Approval form at GSNETX property
- Sales Tax Exempt Form
- Suggested First Aid Kit Supplies
- Non-Member Insurance Form
- Event Evaluation Form – Adult
- Event Evaluation Form – Girl
- Parent permission slips
- Accident / Unusual Incident Report