

## TOP 10 LIST FOR PLANNING A GIRL SCOUT EVENT

This packet contains a wealth of valuable information, please read it carefully. These Top 10 Pointers are provided to keep you on track to a successful event.

### 10. FLYERS:

The Finance Ambassador **MUST** approve **all** flyers prior to distribution, **NO EXCEPTIONS!** All distributed materials must have the Girl Scout Logo. All materials must reference the VISTA ie: "This event was brought to you by volunteers of VISTA 13.

### 9. PATCHES

If you plan on distributing patches at your event, order them a minimum of 2 months prior to your event.

### 8. BUDGET:

The budget must be realistic. Refer to past event budgets if you are unclear. You cannot spend more money than you collect, our VISTA has no reserves to reimburse you. All money collected must be spent on the girls. If your expenses come considerably under your expectations talk to the finance ambassador about your options.

### 7. EXPENSES:

All event funds **MUST** be deposited **IMMEDIATELY** using 5/3 deposit slips, for the VISTA Account. All money collected must be in the form of a TROOP CHECK. Under no circumstances are any funds to be used as "petty cash". Expenses should be turned in to the treasurer as they occur. Under normal circumstances expense vouchers can be paid in a timely manner, but can take 2 weeks...be prepared!

### 6. SPACE:

Registration for your event must not exceed the maximum capacity of your designated event venue. Contracts for building usage must be signed by council only. Woodland School building usage forms & rates are available through Kathie Rutkowski @ 847-662-7144

### 5. SAFETYWISE:

You must have adequate adult supervision for the number of girls attending your event. Check SafetyWise. If any guests are attending other than **registered** Girl Scouts (adults or children) you must purchase additional insurance. Forms are available through the finance team.

### 4. SUPPLIES:

Our VISTA has many items already in stock, check the list to save time and money. For storage-shed procedures, please contact Sharyn Wilson @ 847-542-1862 or [wswilson0@yahoo.com](mailto:wswilson0@yahoo.com)

### 3. VOLUNTEERS:

Volunteers can make or break your event. Make sure you have plenty signed up, be sure to follow up to confirm.

### 2. FIRST AID:

A First Aid station is mandatory! Our VISTA first aid box is located in the storage shed. It is wise to make an announcement at your event as to where that location will be. All certified GS leaders would have access to the first aid box. If supplies are used, or first aid is administered, **PLEASE** fill out the proper forms and make the Large Events Coordinator aware of what needs to be replenished. Contact Sharyn Wilson @ 847-542-1862 or [wswilson0@yahoo.com](mailto:wswilson0@yahoo.com) to arrange pick up.

### 1. COMMUNICATION:

Communication is key! Make sure your volunteers, leaders and parents know the who, what, where, when and why of your event. Give them more information than they need, make sure your contact information is clear. It is a wise idea to collect email addresses from all leaders attending your event.