

Hopewell Valley Girl Scouts

Service Unit Event Policies and Procedures

Thank you for your willingness to plan an event for our girls! Offering a wide range of programming for the full range of Girl Scout Levels will benefit all of our girls, and helps to grow interest in Girl Scouting in the Valley. We couldn't do it without you! As with all scouting events, **girls should be involved in the planning, in an age-appropriate manner**. JoAnne Bush, our Service Unit Event Consultant (SUEC), is available to answer your questions as you plan. She can be reached at joanne.bush@verizon.net, or 609-730-0989.

This document is to help you plan your event in a way that will be safe and enjoyable, and also make it as easy as possible to complete all the required GSCSNJ paperwork. Paperwork may not be fun, but by doing it correctly, we are able to take advantage of the insurance and all of the other benefits of being a part of GSUSA. **It is recommended that you begin planning 3 months out in order to have all approvals in place BEFORE you start publicizing your event.** If you would like to plan an event within a shorter time frame, please consult with the SUEC, JoAnne Bush, before doing so.

1. Decide on the basic details of your event, and discuss with SUEC
 - **Name/Description**
 - **Levels** served
 - **Location**
 - **Date** - Check HVGS Calendar on www.hovalgirlscouts.org and HVRSD calendar for conflicts.
2. Draft a simple **budget**, in any format, and share with SUEC. Be sure to include:
 - Expenses (for example: space rental, patches, Plan 2 Insurance, supplies)
 - Where possible, get donated or loaned supplies – reach out to friends & the SU for help!
 - Income – per girl or per troop fee
 - Event should be planned for a net profit of \$1-\$2/girl for the service unit.
 - Free and/or SU subsidized events can be planned with prior SU approval.
 - Note that if a troop wants to run a special event as a fundraiser for their troop, they may be able to do so, but they must discuss with the SU Event Coordinator, and have SU approval.
3. Get your paperwork in order:
 - Confirm that the location has a [COI on file with GSCSNJ](#).
 - If they do not have a COI on file, request one [using this letter](#).
 - If the event requires a COI from GSCSNJ, request one from Donna Hoffman, dhoffman@gscsnj.org.
 - Submit any contracts to JoAnne Bush for review before you sign it. Most contracts can be signed by the Event Coordinator (you); some documents need signatures from council. Council signatures can be obtained through Donna Hoffman.
 - Submit a [SU Event/Troop Trip Form](#) and [Plan 2 Insurance Form](#) to joanne.bush@verizon.net. JoAnne will review and forward forms and payment to council. This approval process can take up to **3 weeks**.
4. Publicize your event
 - Make a flyer to be distributed digitally, and send a copy to HVGSEvents@gmail.com. We recommend you distribute hard copy flyers at leaders meetings. If you do not have access to free printing, please ask us! Be sure to include:
 - Time, Date & Location (with specific address)
 - RSVP Information & Deadline
 - Fee, if applicable, and deadline/instructions for payment
 - Girl Scout levels included
 - Bring-a-Friend information, if applicable

5. Day of Event Reminders

- Both girls and adults can (and should!) volunteer.
- Arrive in time to set up before event start. Parents often start dropping off 10 minutes early.
- Set-up a table for sign-in/registration and have volunteers at the table.
- Make sure you have volunteers to help with set-up and clean-up.
- Post signs at door so your event is easy to find (especially if the building has many entrances)