

SERVICE UNIT EVENT APPLICATION

POLICY: ALL girl program events must be approved in writing by authorized council personnel and must follow Council procedures.

PROCEDURES: Submit this application for approval BEFORE proceeding with planning.

Approvals: Council staff are authorized council personnel.

Program Event Coordinators are asked to submit this application to your regional office **2 months prior to event.**

Service Unit _____ Event _____

Event Date _____ Event Site _____

Program Event Coordinator _____

Email: _____

Main activities at event: _____

Is this also a recruitment event? _____ Yes _____ No _____ Not sure yet

Will event include any High Risk Activities? _____ Yes _____ No _____ Not sure yet

Expected # of participants: Min. _____ Max. _____ Will non-Girl Scouts attend this event? Yes No

All event **fliers** must be approved before distribution (including print or electronic distribution)

Any event including **high risk activities** must submit a High Risk application form.

All **contracts** must be submitted to Council for review. Only Council Staff can sign contracts to waive liability.

Submit contract as soon as possible and allow a minimum of two weeks prior to event for signature.

What is the primary audience? Check all that apply:

Daisy Brownie Junior Cadette Senior Ambassador Juliette Troops Families

Will this event conflict with any major religious holidays? _____ (please avoid major holidays)

Will non-Girl Scouts attend this event? Yes No (If yes, non-member insurance is required)

Is a contract required for use of facilities? Yes No (If yes, submit contract for CEO signature)

If using council camp facilities, complete reservation form and submit with this application.

For events offering experiences in the out of doors, required training/certifications must be met. Provide and attach copy of certification(s)

First Aid Lifeguard Cabin Camping Tents
 Primitive Camping Back Packing Archery Canoeing
 Other: _____ Other: _____

Names of certified volunteer staff:

FOR OFFICE USE ONLY

Date application received _____ Approved _____

Date flyer received _____ Approved _____