

Event Planning Manual



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EVENTS MANAGER

Service Team Position Description

SUMMARY Supervise and recruit volunteers to plan Service Unit events. Ensure safety, risk management, adherence to policies and connection to Girl Scout Leadership Experience outcomes.

SUPPORTED BY Member Support Executive (MSE) in partnership with the relevant GSACPC Program Staff.

APPOINTMENT Appointed by MSE in partnership with the relevant GSACPC Program Staff for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Working with the Service Team Manager, recruit and mentor Event Coordinators to help plan, implement and evaluate Service Unit events.
- » Support all Service Unit events, either through direct, hands-on planning or by consulting and supporting Event Coordinators
- » Work with Event Coordinators to ensure events support the Girl Scout Leadership Experience; encourage girl-led planning and execution of activities.
- » Work with the IGM Advocate to support IGM Participation in all events.
- » Involve the Service Unit Finance Specialist in all financial aspects of events.
- » Organize and maintain accurate records. Encourage event planning outlines and evaluations be collected to support succession of coordinators.
- » Ensure all applicable pre- and post- event budget paperwork is completed, submitted, and approved in a timely manner.
- » Ensure event flyers are approved.
- » Encourage leaders to participate in Service Unit events.
- » Participate as an active member of the Service Team by attending regular Service Unit and leader meetings.
- » Maintain Service Unit Program Calendar to reduce event conflicts.

REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Event Manager training.
- » Complete the annual [Volunteer Agreement](#).
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Events Manager Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!

EVENT COORDINATOR

Service Team Position Description

SUMMARY To direct a Girl Scout Event based on the established purpose and goals.

SUPPORTED BY Service Team Events Manager, Member Service Executive (MSE) in partnership with relevant GSACPC Program Staff.

APPOINTMENT Appointed by MSE for one year; reappointment based on annual evaluation.

RESPONSIBILITIES/DUTIES

- » Responsible for the overall management of the event. Work with event team to establish budget, purpose, and goals. Work with Events Manager to ensure events support GSLE.
- » Recruit a volunteer and older girl team to help manage general logistics, budget and financial management, registration process, activity schedule, communication with troops, purchasing, food planner, safety management, emergency planning and event evaluation.
- » Encourage girl-led planning and execution of activities.
- » Ensure correct required Volunteers are present and all required certifications are current (First Aider, TCC2, etc.)
- » Actively promote the event.
- » Maintain control and atmosphere of fun throughout the event. Responsible for committee morale and recognition.
- » Act as liaison for the event with Council Staff if program is held on GSACPC property.
- » Organize and maintain accurate records. Encourage event planning outlines and evaluations be collected to support succession of event coordinators.
- » Ensure all applicable pre-and-post event paperwork is completed and submitted in a timely manner, such as finance report, budget, medication log, or incident/accident report if they apply.
- » Participate as an active member of the Service Team by attending regular Service Unit team and leaders' meetings during the season of the activity.

REQUIREMENTS AND QUALIFICATIONS

- » Present a positive image of Girl Scouting to girls, volunteers, and community members.
- » Comply with all GSUSA and Council policies and procedures, including [Volunteer Essentials](#), [Safety Activity Checkpoints](#), and the [Volunteer Terms and Conditions](#); recognize, understand, accept, and support all Council goals and objectives, including the [Diversity, Equity, Inclusion, and Racial Justice Policy](#).
- » Be guided in all actions by the Girl Scout Mission, Promise, and Law.
- » Be a registered member of GSACPC with a current background check.
- » Complete Event Coordinator training.
- » Complete the annual [Volunteer Agreement](#).
- » Participation in Authentic Leadership Community workshops recommended.

By signing this agreement, I acknowledge that I have read, understand and agree to all responsibilities and requirements listed in the Event Coordinator Service Team Position Description. In addition, as a volunteer serving in a Service Team position, I understand that some of my work will involve access to information/records that are considered confidential. I acknowledge my responsibility to respect the confidentiality of all volunteer and troop records, to follow council procedures in order to protect privacy and to act in a professional manner. I further understand that if I am found misusing confidential material or not protecting the privacy of others through my actions, I may be released from my position immediately.

SIGNATURE OF VOLUNTEER _____ DATE _____

PRINTED NAME _____ SERVICE UNIT _____

Thank you for your time and commitment!

Involving Girls

The Girl Scout Leadership Experience

Girl Scout Leadership elements consist of activities, processes, and outcomes. In Girl Scouts, it's not just what girls do, but also how they're engaged in a girl-adult partnership that ensures all participants have a high-quality experience. Girls should be engaged in planning events whenever and wherever possible to accomplish the Girl Scout Leadership Experience. When utilizing the GSLE, volunteers can help build girls with a strong sense of self, positive ethical values, appropriate challenge seeking behavior, healthy relationships, and community problem solving abilities.

3 Keys of Leadership

Program activities are organized around the three leadership keys and are based on the values of the Girl Scout Promise and Law.

Discover

They'll find out who they are, what they care about, and how to best use their unique talents.

Connect

They'll collaborate with others, both locally and globally, to learn and expand their horizons.

Take Action

They'll do what Girl Scouts always do: make the world a better place.

3 Processes

The processes of girl-led, learning by doing, and cooperative learning are integrated into Girl Scout activities. These processes create an environment of fun and friendship for girls, determine the quality of an experience, and make Girl Scouting unique, while also allowing for further development of leadership skills.

Girl-Led

Girl Scouts follow their own lead. Girl Scouts have the chance to follow their dreams and grow their skills – and the confidence that comes with that.

Learning by Doing

Hands-on activities help Girl Scouts feel empowered to shape their own experience. Girl Scouts discover they can always dust themselves off and try again.

Cooperative Learning

Girl Scouts see firsthand that teamwork, respect, and collaboration can fuel them through any challenge that comes their way.

Involving Girls in your Event Planning

An important component of Girl Scouts is having girls involved in the planning and decision-making as much as possible. You could choose to involve Program Aides, Volunteers-In-Training, Counselors-In-Training, older girl Service Team members, or any Girl Scouts who want to participate!

Ensure that girls play an active role as the event is planned. There are plenty of opportunities for girls to be involved. These include sub-committees, program activities, theme/patch design, flyer design, facilitating activities, and registration.

Facilitating a Planning Session with Girls

Decide the grade level(s) of the girls who will help with the planning of the event. Invite the girls to the first planning session and communicate what they will be planning or how they will be contributing. Establish guidelines that will encourage and empower girls to:

Discover – Understand themselves and their values as they share knowledge, ideas, and skills.

Connect – Care about, inspire, and team with others in the group. Encourage girls to be open to new ideas that may be different from their own and value every suggestion.

Take Action – Let girls take ownership of the event by becoming resourceful problem solvers and making ideas into reality.

Opportunities for Girl Planning Prior to Event

For Daisy, Brownie, and Junior:

- » Survey the girls about which themes or topics they would like to do/see at the event. Give them choices.
- » Let them help choose the t-shirt or patch design.
- » Have the girls brainstorm for theme and program ideas, activities, crafts, projects, or topics.
- » Have the girls plan snack and food options.
- » Ask the girls to help with simple scheduling, such as what happens before and after lunch.

Girl Scout Cadettes, Seniors, and Ambassadors can often contribute in the same way as adult volunteers.

Opportunities for Girl-Led Processes at Event

For Daisy, Brownie, and Junior:

- » Designate time in the schedule for girls to lead during the event.
- » Try to make a special time when girls can help plan a Scout's Own ceremony.
- » Have the girls plan a flag ceremony, produce skits and songs for a campfire, or plan and work on a service project.
- » Set a time for girls to plan part of their own program or activity.

Girl Scout Cadettes, Seniors, and Ambassadors can often contribute in the same way as adult volunteers.

Don't forget your Independent Girl Members!

Independent Girl Members (IGMs) can also be included in the planning. Work with your IGM Advocate to involve any IGMs who may be looking for leadership opportunities. Event planning is a great way to keep them involved in the Service Unit and connect them with other girls in the area.

Definitions of Events

Council Sponsored Event/Program

An activity sponsored, planned, and staffed by professional staff and volunteer adult Girl Scouts. Can be day/evening, one/multiple days, one/multiple program levels. Event is located on council-owned sites or public property.

Community/Outside Vendor Sponsored Event

An activity sponsored, planned, and staffed by professional Girl Scouts and outside vendors. Can be day/evening, one/multiple days, one/multiple program levels. Event is located on sites not owned by Girl Scouts-Arizona Cactus-Pine Council.

Day Camp

Day Camps are multi-day programs, generally at the same time each day, where girls from different troops register as individual participants. Girls participate in activities both within smaller groups and also with the entire camp. The participants and adult volunteers plan and carry out activities in addition to participating in all-camp activities. There are council-sponsored Day Camps as well as Day Camps entirely planned and run by volunteers.

Day Trip

Daytime or nighttime (but not overnight) excursions away from the program delivery site or normal meeting place that occur for a single day and do not include an overnight stay.

Encampment

An outdoor-focused event for multiple troops to attend, usually hosted at council-owned properties and planned by Service Unit volunteers. Participating troops typically camp for two to three days and are hosted from within the same Service Unit or neighborhood, but often invite troops from other Service Units. Encampments are often based around a theme and include girl-planned and girl-led activities, with older girls (or troops) leading activities completed in rotations for younger girls. The Service Unit must have approval from the council to operate the event and must follow council guidelines and the [Safety Activity Checkpoints](#). Each troop needs to have appropriate leadership, including a trained leader in Troop Camp Certification and First Aid. They are usually responsible for some of their own plans or scheduling and take advantage of activities provided for the entire group. For more details on Encampment planning, please read the [GSACPC Encampment Guide](#).

Extended Trip

A trip lasting three or more nights. Trip attendees may be from a single troop or individual girls from multiple troops. Appropriate camp progression must be completed prior to extended trips.

Resident Camp

A camping experience in which the campers take up residence for several days at an established site with summer camp staff. Girls from different troops sign up as individual campers and are placed in temporary patrols. The girls and their counselors plan activities, taking advantage of the opportunities available to them. Resident camp is a council-sponsored program and provides all staff, facilities, and schedules. Resident camp opportunities can be found at the GSACPC website under [Summer Camp](#).

Service Unit Events

A special activity provided at the Service Unit level. These events usually have a central theme and may be held during the day or evening. These are events planned and executed by volunteers and girls and are generally promoted to girls/troops in a single service unit or a small number of nearby service units. Service Unit Events should be supervised by a Service Unit Event Coordinator. These events can encompass a wide variety of activities and can be aimed toward a single or multiple program levels.

Common Service Unit Events

World Thinking Day – On February 22, Girl Scouts and Girl Guides from 152 countries (so far!) celebrate World Thinking Day. Service Units can host World Thinking Day events for girls, adults, and families to participate in activities and earn the new patch released every year. It is a great opportunity to rally the global sisterhood around a particular theme and support girls as they travel internationally, connect with sister Girl Scouts and Girl Guides, and take action globally. (Typically planned by Service Team Events Manager and Event Coordinator.)

Recruitment Events – Promote Girl Scouts to non-members in the community. Some examples include Meet the Teacher nights, Bring-a-Friend promotions, Virtual Meet and Greets, or public movie nights, themed parties, and STEAM activities. More information on Recruitment Events can be found in the Recruitment Manager Manual. (Planned by Service Team Recruitment Coordinator and Event Manager.)

Renewal Parties – Celebrate the renewal for another year of Girl Scouting! Renewal parties should encourage current members to renew their Girl Scout membership and can also be used to recruit new members. Renewal parties can also be used as an incentive to renew early where troops who renew by the early renewal deadline get discounted/free program. (Planned by Service Team Registrar, Event Manager, and possibly Recruitment Coordinator.)

Cookie/Fall Product Rallies – A Cookie or Fall Product Rally is an event to kick-off the product sale, where girls and adults get excited to sell and training on the sale is provided. Hosting a Cookie and Fall Product Rally is a proven best practice embraced by some of the highest performing councils in the country. You can get more information by emailing the Council Product Team at productprogram@girlscoutsaz.org. (Planned by Service Team Cookie Program Rally Specialist, Fall Product Program Rally Specialist, and Events Manager.)

Other Events

Badge/Journey Workshop – Badges and Journeys are important parts of the Girl Scout experience. Workshops are often single-day events that are open to multiple Troops or individual girls from different troops. These can be planned on the Service Unit, Council, or even Troop level.

Virtual Programs – There are multiple platforms you can use for Virtual Programs. Zoom, Google Meet, and Microsoft Teams are all well-known platforms that have an option for free use. There may be a time limit or participant restrictions that you should check before determining which platform will work best for your needs. Virtual Programs can be one or more days, put on at any level, and include many elements of in-person events. Check out the [Virtual Meeting Tips and Tricks](#) for further ideas.

Ceremonies – From Bridging to Flag Ceremonies to Investiture and Rededication, ceremonies play an important part in Girl Scouts. They 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 and connect with their fellow Girl Scouts in fun and meaningful ways. Ceremonies can be planned at every level for every age group and are often 1-2 hour events.

Money-Earning Events – Money-earning projects may be part of a Troop's or Service Unit's fund development plan. For specific guidelines regarding money earning, please refer to [Money-Earning Basics in Volunteer Essentials](#). Money-earning events must receive approval from Council and should be planned in cooperation with the Service Unit Finance Specialist or Troop Treasurer.

Purpose and Goals

Deciding on the purpose and goals of your event is essential if you are to be successful. This should be the first step in your planning process. If you are unclear about your event, the messaging you send out will also be unclear. Volunteers should strive to ensure a wide variety of event types are available to girls in their area including STEM, art, outdoor, service, and more! Here are some questions to consider when determining the purpose and goals.

Why are we doing this?

- » What kind of event is needed in your area/community?
- » What are the desired outcomes?
- » How will girls be involved in the planning? How does this help create girls of courage, confidence, and character?
- » Is the event going to be sustainable, inclusive, and suitable for your target audience?
- » Is the event in alignment with current Girl Scout program standards and values?

What type of event is this?

- » Is it for girls or adults? Who is your target audience? Are you including Independent Girl Member? What age group is the primary focus?
- » Is it to serve current membership or is it to recruit new members or both? Is the public welcome? What about tagalongs?
- » Are there specific journeys related to the event? What program links do you want to emphasize?
- » Who are you inviting to the event? Will it be open to non-members as well as members? Could you invite girls or adults from other Service Units?
- » Will the event lend itself to newspaper articles or other public relations tools? Are there other agencies/organizations in the community with whom you could collaborate on this event? What impact will the event have on Girl Scouting?

Scheduling Events

Scheduling of your event is essential in securing attendance. Before setting the date of your event, check the following resources:

- » [Activities Calendar](#)
- » [Cultural Celebrations](#)
- » [Federal Holidays](#)
- » [Cookie Sale Important Dates](#)
- » [Fall Product Sale Important Dates](#)
- » Local School Calendars
- » Seasonal weather considerations
- » The event timeline for promotion, registration, and planning

Event Planning Timeline

Below you will find a suggested planning timeline for your event planning. All events are different, however, more time used to plan and prepare for the event will contribute to the best outcomes for everyone.

Before Event Planning Timeline Begins

- ☐ Establish the purpose and goals of the event you wish to hold.
- ☐ Determine the best time for such an event to take place (the specifics may change later due to location availability or scheduling conflicts, but the date should be tentatively set).

6 to 9 Months Before Event

- ☐ Recruit volunteers and girls to serve on an event planning committee.
- ☐ Choose the location of your event and visit the site to gather safety and program information.
- ☐ Estimate tentative number of attendees (girls and adults).
- ☐ Select concept or theme of the event.
- ☐ Determine the ideal budget (supplies, food, patches, site costs, etc.) for cost per person.
- ☐ Brainstorm possible activities and decide which to include.
- ☐ Review [Safety Activity Checkpoints](#).
- ☐ Create a *Save the Date* or other method of notifying your audience of the event basics.
- ☐ Connect with your Membership Services Executive (MSE) so they can provide additional support if needed.

4 to 6 Months Before Event

- ☐ Take all necessary certification courses (TCC1, TCC2, First-Aid/CPR*, Activity Specific, Food Handler's Certification, etc.) and ensure proper number of volunteers have required certifications.

**It is strongly advised that the primary planner of the event does not carry any other major responsibilities during the event. Every event must have someone identified as their "first aider" who is certified in First Aid/CPR that will support participants. For Girl Scout events that welcome 200+ people, an advanced level medic is required. Please connect with council staff for more information.*

- ☐ Set a firm registration deadline.
- ☐ Determine program and begin to secure commitments for any facilitators/staff that are needed.
- ☐ Finalize the budget of cost per person.
- ☐ Create Registration Flyer and begin to distribute to target audience.

3 to 4 Months Before Event

- ☐ Plan menu and how food will be prepared. Book caterer if needed.
- ☐ Create the event schedule and delegate roles.
- ☐ Create the emergency plans for the event. Council-owned properties typically have emergency plans already established. Check with the Camp Manager for a copy of the plans to modify for your specific event.
- ☐ Check the budget – Is cost per person on track, or does it need adjusting?
- ☐ Send confirmations to registered attendees and program facilitators. (For smaller/shorter events, this may be as little as 1 month before event, depending on Registration deadline.)

2 Months Before Event

- ☐ Order patches/shirts/swag.
- ☐ Collect final payments.
- ☐ Host information meeting for participants.
- ☐ Pay for additional activity insurance if there are non-registered people on site.
- ☐ Determine any equipment needs and who will be responsible for securing and setting up.

1 Month Before Event

- ☐ Host information meeting for all participants/troops.
- ☐ Send confirmation materials to participants and staff:
 - Map of the location and map to the location,
 - Check-in processes and expectations,
 - Role and Kaper assignments,
 - Property procedures and adult agreements,
 - Additional copies of all required documents.
- ☐ Check in with any staff/facilitators to:
 - Give final number of participants,
 - Reconfirm budget, material preparation, equipment needs, etc.,
 - Review emergency procedures,
 - Finalize event layout and schedule,
 - Review procedures for payment/reimbursement of purchases if necessary.
- ☐ Host final planning team meeting.
 - Confirm completion of all delegated tasks and assignments for “who brings what.”
 - Set wrap-up evaluation meeting date, time, and place.
 - Complete any last-minute tasks (such as preparing materials).
 - Develop evaluation for participants.
- ☐ Communicate any plans and updates to location staff – either Encampment Manager or Camp Manager.
- ☐ Pay for location in full.
- ☐ Collect copies of all proof of certification needed.
- ☐ Remind participants to submit Troop Trip Applications to Member Support Executive (MSE) if needed.
- ☐ Prepare materials needed at event:
 - Evaluations,
 - Site rules,
 - Patches,
 - T-shirts,
 - Program supplies.

Day of Event

- ☐ Event Manager/Coordinator should arrive before participants – recommended a minimum of 2 hours for large events and at least 30 minutes for small, local events.
- ☐ Bring the following supplies:
 - Rosters for check-in
 - Copies of confirmation email and attachments
 - Copies of certifications and cards
 - Adult and Youth information forms/permission slips
 - Copies of any additional required forms (e.g. Health History)
 - Extra First Aid Kit
- ☐ Meet and greet facilitators/staff.
- ☐ Set up program areas.
- ☐ Hold a meeting for any facilitators/staff to answer questions or go over details.
- ☐ Collect final roster.

- ☐ Circulate the event, inspire participants, communicate with staff/facilitators.
- ☐ Troubleshoot any issues with optimism and creativity.
- ☐ Show ample appreciation to all volunteers and helpers!
- ☐ Relax and enjoy the results of your hard work!

End of Event

- ☐ Give roster to location staff as needed (required on council properties).
- ☐ Complete any [Incident/Accident Report forms](#) and First Aid record.
- ☐ Collect evaluations from participants or distribute them for collection at a later date.
- ☐ Solicit volunteers for next event if it is to be held regularly.

Within 1 Month End of Event

- ☐ Submit a budget report to an appropriate Finance Specialist or Treasurer.
- ☐ Thank all volunteers/staff/facilitators involved.
- ☐ Clip and save any press coverage.
- ☐ Return all borrowed items.
- ☐ Host evaluation meeting with planning team.
 - Celebrate! Recognize a job well done!
 - Read participant and volunteer/facilitator evaluations.
 - Document feedback trends from participants, staff, and planning team for consideration for next event.
 - Give financial report.
 - Write tips for next event:
 - Planning process,
 - Recommended changes to program,
 - Final budget.
 - Make arrangements to pass feedback and lessons learned to next year's Event Coordinator.

Recruitment of Staff

As the Event Director (can be Events Manager, Event Coordinator, or anyone who is in charge of running your specific event), your job is to delegate and oversee the event, not do everything. When you delegate, remember to:

- >> Give a clear and brief description of the work that needs to be done.
- >> Establish specific goals/results for completion.
- >> Set a deadline for task completion.
- >> Provide guidance and assistance when needed.
- >> Follow up on tasks, timelines, and challenges.
- >> Give credit to those who do the job (a frequent verbal “thank you” goes a long way).

Many tasks can and should be delegated. Remember, the day of the event, the Event Director should not have any specific tasks assigned to them. It is vital that they are free to coordinate, direct, and handle any unexpected situations. Below is a list of tasks that could be delegated to others. These tasks can be assigned to either girls or adults based on ability.

- | | |
|---|-------------------------------|
| >> Finances (budget, purchasing, sales) | >> Day of Set-Up, Take-Down |
| >> Publicity/promotion of the event | >> Printed materials |
| >> Registration/name tags/schedules | >> Recognition/patches/awards |
| >> Activity areas | >> Food/Refreshments |
| >> Volunteer Recruitment | >> First Aid/CPR |
| >> Equipment procurement | >> Site coordinator |

Some roles you may assign include:

- | | |
|---|--|
| >> Apprentice/Assistant Event Director (in training for next year) | >> Business Manager |
| >> Registrar | >> Tagalong care staff |
| >> Cooks (if not catering) | >> Dishwashers |
| >> Emergency telephone contact at “home base” | >> Equipment Manager |
| >> First Aider (with certifications and transportation around location) | >> Greeter/Hostess |
| >> Maintenance/Clean-Up Crew | >> Meal Planner(s) |
| >> Photographer | >> Program Specialists |
| >> Shopper(s) | >> Transportation Chair |
| >> Patrol Leaders | >> Waterfront Personnel/Lifeguard |
| >> Kaper Crew | >> And Many More! Only limited by your creativity! |

Remember: You will also need enough Registered adults to meet the volunteer-girl ratio based on the nature of activity and in accordance with the [Safety Activity Checkpoints](#).

Event Director's Job Description

Purpose: To direct a Girl Scout event based on the established purpose and goals.

Accountable to: the assigning group asking you to direct the event, such as the Service Unit, troop, or council staff.

Principal duties:

See that everything that happens at the event helps participants to understand the values of the Girl Scout program.

1. Work with assigning group to establish purpose and goals.
2. Work with assigning group to select planning committee.
3. Work with planning committee to select, place, and train staff for event.
4. Working with planning committee, establish a budget, select a site, promote event, and register participants. Keep records and furnish reports to assigning group.
5. Working with planning committee, establish a program that supports the event purpose and goals.
6. Involve girls using the Girl Scout Leadership Experience wherever appropriate.
7. Maintain control and atmosphere of fun throughout the event.
8. Run the event, planning meetings, and staff meetings in a democratic manner. Always respect the rights of everyone and work towards positive volunteer morale and recognition.
9. Evaluate all aspects of the event including budget, registration/participation numbers, program, and goal attainment.
10. Thank everyone involved with the event. Return all borrowed equipment. Replace consumable items as needed such as First Aid supplies.
11. Have fun and learn something new!

Working with Volunteers

Girl Scouts is a volunteer-run organization. People volunteer for many reasons including wanting to connect with others, make a positive impact, or even for self-improvement. No matter the reason, volunteers don't continue volunteering when the endeavor is too stressful. Below are some tips to make sure you are providing your volunteers with a fulfilling experience, which in turn will make a better experience for you!

The first step in being an amazing volunteer leader is being a great Girl Scout leader in general! Remember the qualities a great Girl Scout leader uses to make a positive impact on those around them.

QUALITIES OF A GREAT GIRL SCOUT LEADER



With those qualities in mind, you can move forward with building and working with an effective, fabulous, and fun volunteer team!

Step 1 Ask for Help

Many people say they didn't volunteer because they weren't asked. Ask individuals directly if they would be willing to be on your planning committee or a part of your event staff. They will often appreciate that you thought of them and took the time to ask, regardless of whether or not they participate.

Volunteers will see your enthusiasm and dedication and reflect that back to you. Come into the project excited for the event and enthusiastic to work with such a wonderful group of people! Be organized and follow through on your commitments. Because you are happy to be a part of the team and dedicated to the tasks, many of your volunteers will be the same!



Step 2 Be a Model



Step 3 Provide Training

Training gets the group on the same page and creates a cohesive team. This can be as simple as a committee or staff meeting where you go over safety and necessary procedures, or as in-depth as an all-day workshop with program content, certifications, and whatever else is helpful. Make training engaging and don't forget to include some team-building fun!

If your volunteers are new to event planning or are girl members, they may need some guidance. Give them an open-door policy (through multiple communication methods when possible) to your help and assistance. Ensure they feel heard and give helpful feedback. If your volunteers are experienced, let them show their skills! Avoid micromanaging and utilize the different experience and knowledge that they bring to the team.



Step 4 Empower



Step 5 Connect

Possibly the most important aspect of being a great volunteer leader is connecting with your volunteers. As you get to know each individual, you can appropriately utilize their strengths, help them feel appreciated and valued, and share a feeling of mutual support and respect. The more you connect with each of your volunteers, the more fulfilling and productive the experience will be for you and them. Make sure to not leave a single volunteer out as you are building your community of support.

Diversity, Equity, and Inclusion

Please read this excerpt from the [Authentic Girl Scout Leadership Book](#) – “Girl Scouts – Arizona Cactus-Pine Council (GSACPC) values and honors diversity, equity, and inclusion among its staff, board, donors, girl, and adult volunteers and members. The Girl Scout Movement was founded to help all girls reach their full potential and to create a safe place for girls to foster their individual growth, character, self-sufficiency, and leadership. GSACPC values these founding principles and is committed to uphold them. GSACPC will not deny membership to staff, board, donors, girl and adult members, or volunteers into the organization because of race, color, ethnicity, religious or spiritual beliefs, age, national origin, socioeconomic status, documentation status, disability, gender identity or sexual orientation.”

We can all recognize the challenges to truly honoring all differences, due to the world we live in and the external pressures to conform. However, it is vital to the Girl Scout Movement that all voices be heard in a whole-hearted, authentic manner. When leading girls and other volunteers, you have a significant impact on how diversity is viewed and received. Some practical tips for fostering diversity, equity, and inclusion are as follows:

>> **Ask a variety of people to be involved.** Are there volunteers who don't look like me? Are there volunteers from different backgrounds, cultures, even social groups? Is there a voice we are missing when comparing our potential audience to those who are helping to plan the event? If an objective observer saw my planning committee or my staff, would they think certain people are not included?

>> **Emphasize equitable access.** Is our location physically accessible? Is our event cost affordable to all, and if not, are there ways to allow all to participate? Are we hosting events at different times, days, and locations to allow for a broader reach? Brainstorm what barriers may be present and what accommodations can be made.

>> **Look for opportunities to improve and include.** Is someone's voice not being heard? Has everyone been given space to share their thoughts and have them respected? Are there resources to help me learn more about my audience and their challenges?

Choosing a Location

When deciding on your location, review the [Safety Activity Checkpoints](#) regarding the specific activities you plan on having. Look over your purpose and goals of your event and then make a list of all possible sites. It is a good idea to check off these items during planning to confirm that all have been considered.

Points to be Considered in Choosing the Location

- ☐ Size – appropriate for expected attendance. Not too large, or too small.
- ☐ Wheelchair accessibility – doorways are wide enough and have automatic door openers, bathrooms are accessible, ramps available, terrain is without barriers, and/or vehicle access to hard-to-reach locations.
- ☐ Site-visit options – planning committee is familiar with site or had the ability to visit it.
- ☐ Permission – property owner will provide written permission for site use.
- ☐ Local fire and health regulations and building codes – the site is maintained and has been inspected. There are no known code violations or risks.
- ☐ Safety procedures – harmful insects, poisonous plants, and rodents are avoidable. Event attendees will be reasonably safe.
- ☐ Water supply – potable water is available or cost of bringing excess amounts of water for the event is accounted for.
- ☐ Bathroom facilities – at least one toilet facility and one adjacent hand-washing facility for every 15 persons in an overnight site or every 30 persons for a day event is available.
- ☐ Garbage disposal – receptacles available on premises or transportation of garbage after the event is arranged.
- ☐ Campfires – safe areas are established with appropriate fire safety equipment.
- ☐ Shelter – areas to shelter provided for inclement weather.
- ☐ Evacuation – multiple exits are required in buildings. Upper floors must have two or more exits separate from each other. Exits are by stairs, not ladders, and should have secured handrails.
- ☐ Beds – there are enough beds for each person, with no more than two beds stacked. Two feet must be between beds.
- ☐ Group spaces – space for all event attendees to gather; space for meals and any specific activities.
- ☐ Law enforcement, fire departments, and emergency care – in remote areas, these agencies are notified of the event.
- ☐ Waterfront – swimming and boating areas meet current GSUSA and Council safety standards.
- ☐ Parking/vehicle access – adequate parking is available and emergency vehicles can access the area. Accessible parking available close to activity sites.
- ☐ Cost – this includes the deposit, rental fees, contracts, hold-harmless agreements, and maintenance fees as well as any additional equipment that will need to be rented for the event.
- ☐ Timeline – the site is available during the date/time needed and the reservation can be made and paid for within the needed planning timeline.
- ☐ Site Coordinator – someone from the location is available for assistance if needed or is able to answer necessary questions.
- ☐ Hazards – potential hazards can be marked and adequate lighting is available.

Reserving a Council-owned Site

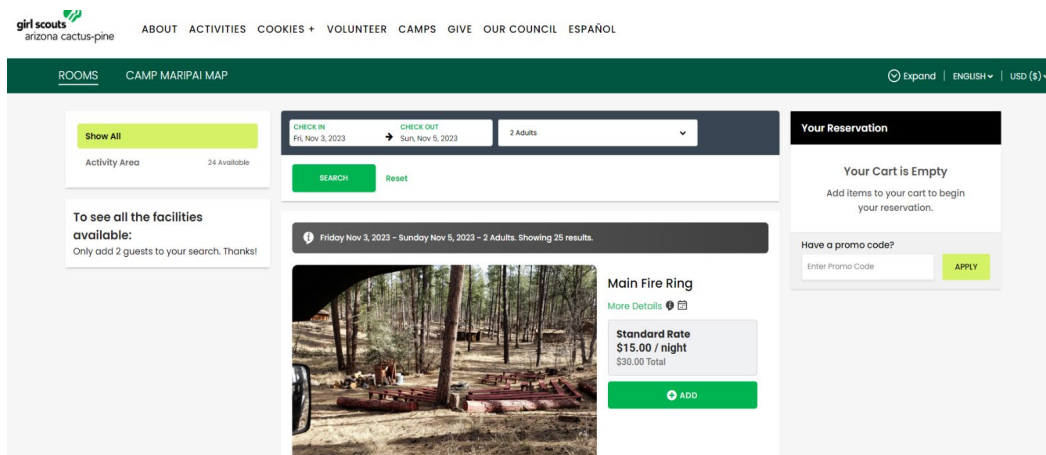
1. To reserve a council-owned site, go to the [Reserve Camp Property](#) page on the GSACPC website.
2. Select the Reservation Request button for the property you wish to use.

Girl Scouts-Arizona Cactus-Pine Council offers four picturesque camp properties for all your outdoor adventure needs! Our properties are well-maintained and easily accessible. Whether you stay for the weekend or just a day, you'll leave with memories that will last a lifetime!

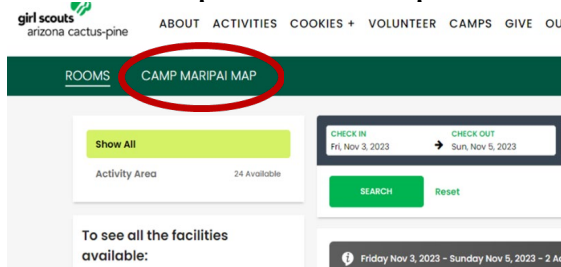
Our camp properties are currently open for reservations ([please follow Covid guidelines](#)).



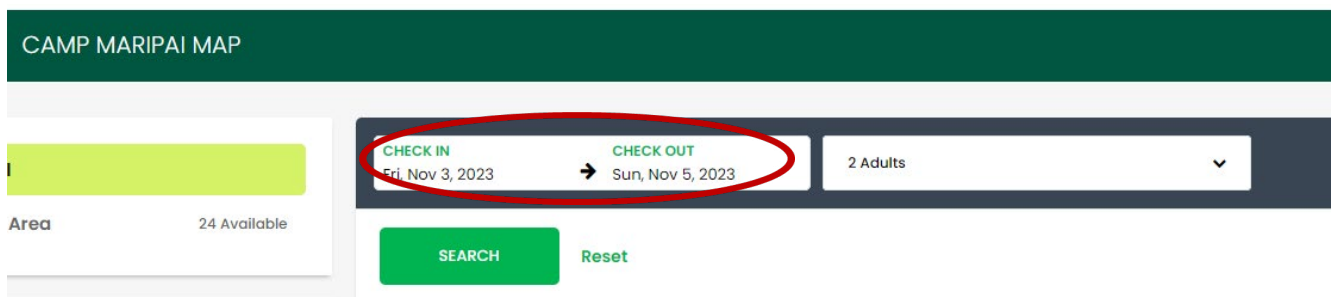
3. A new window will open with the ResNexus reservation system. You can view all the facilities available at the camp here.



4. Click the “Map” link at the top left to view where in the camp each facility is located.



5. Enter your check-in and check-out dates.



6. Enter “2 Adults” as the guests to see every facility offered You will give the expected amount of participants later.

7. Click “Search” and scroll down to view the available facilities.

8. Click “+ADD” to select any facility and add it to your reservation. (You can also view more pictures and more details from this page.)

9. Many of the facilities will have two different listings – one for “Day Use Only” and one that is for overnight. Pay attention to your selection so the facilities are reserved for the correct times.

10. When you have made all of your selections, click “Checkout” on the right side of the page.

11. Fill in your contact information on the next page. Pay special attention to the Estimated Arrival Time, Number of Participants, and Type of Reservation. Then click “Continue” on the bottom right of the page.

Guest/Purchaser Address

Street Address*
a

City*
a

State / Province*
Arizona

Postal Code*
12111

Country*
United States

Additional Info

Estimated Arrival Time*
3:00 PM

Number of participants (Children/Adults)
~100

Type of Reservation*
Service Unit

[Add Guest](#)

12. The next page will have all of the policies and procedures of the location. Please read over these carefully, and then select “Agree & Continue” at the bottom of the page.

Please deposit all garbage in the dumpsters located throughout the Camp. Garbage bags are provided. Food and other waste that may attract animals is best stored in a dumpster. Currently, only Parsons Leadership Center has recycling pickup (ask the Camp Manager or Ranger). If you are able, please consider taking your recycling home to dispose of it.

Required Outdoor Skills Training and Certifications

Troop Camp Certification (TCC)

These trainings prepare volunteers to guide girls in a fun and meaningful outdoor experience. There are two levels of Troop Camp Certification that may be required when visiting camp.

Each troop will need at least one TCC Level 1 when staying in cabins.

TCC Level 2 certified volunteers are required any time there is a campfire, outdoor cooking, or camping in tents, hammocks, or under the stars.

Both TCC 1 and 2 are offered as online courses. TCC Level 2 requires skills tests which can be found on the Activities Calendar on the Council website.

First Aid/CPR Certification

Per Safety Activity Checkpoints, each troop attending camp must have a certified first aider. It is strongly recommended multiple volunteers become certified in first aid and that the first aider and TCC certified volunteer not be the same person. The Service Unit Encampment Coordinator is responsible for verifying each troop's first aider and Troop Camp Certification. Verification must be provided to the Camp Manager.

Proof of current training must be from a recognized first aid/CPR course or an on-the-job first aid course. Cards or certificates should be issued by the organization that provided the course (e.g., American Red Cross.) If you are using a Registered Nurse or other medical professionals as your first aider, submit a current CPR/AED card and a copy of the RN or medical license. Council-provided CPR/First Aid/AED training is available through the Activities page of the Council website.

Food Handler Certification

All camps have permitted commercial kitchens that undergo County Health Inspections and with inspections results posted. Because of this, we follow their guidelines for who can work in the kitchen.

Each group wishing to use these kitchens have two options:

1. Find adult volunteers experienced working in a commercial kitchen and current Food Handlers Cards willing to help with shopping, food transportation and preparation. Certifications must be verified prior to arrival.
2. Hire a caterer from our approved list.

[← BACK](#) [AGREE & CONTINUE](#)

Subtotal \$450.00
Taxes \$0.00
Total Due \$450.00

Have a promo code?
Enter Promo Code [APPLY](#)

13. Enter the payment information on the next page and click “Finish” on the bottom right.

girl scouts
arizona cactus-pine

ABOUT ACTIVITIES COOKIES + VOLUNTEER CAMPS GIVE OUR COUNCIL ESPAÑOL

Payment Information

Camp Maripal
201 E Maripal Rd, Prescott, Arizona 86303 USA

Credit or Debit Card

Name on Card*

Credit Card Number*

Expiration Date* MM/YYYY

CVV*

Billing Information

My Address New Address

Full Name*

Street Address*

City* State / Province* Arizona Postal Code* 12111

Country* United States

Your Reservation

Commercial Kitchen Nov 03, 2023-Nov 05, 2023 2 Adults / 2 Nights	\$250.00 X Remove
Lodge Nov 03, 2023-Nov 05, 2023 2 Adults / 2 Nights	\$200.00 X Remove
Subtotal	\$450.00
Taxes	\$0.00
Total Due	\$450.00

! Your payment of \$450.00 will be collected when you complete your reservations.

Have a promo code?

Enter Promo Code [APPLY](#)

TOTAL COST **\$450.00** [Start Over](#) [BACK](#) [FINISH](#)

14. Print the confirmation if possible and have it with you when you arrive at camp. Remember to discuss with the Camp Manager or Reservation Manager all of the details and confirm the booking information reflects your needs. Update the Camp Manager or Reservation Manager on more accurate numbers of attendees once you have confirmed registration.

Camp Stephens is our 5th council-owned camp. It is a rustic 5-acre camp about 10-miles East of Kingman in Mohave County. Camp Stephens includes the following:

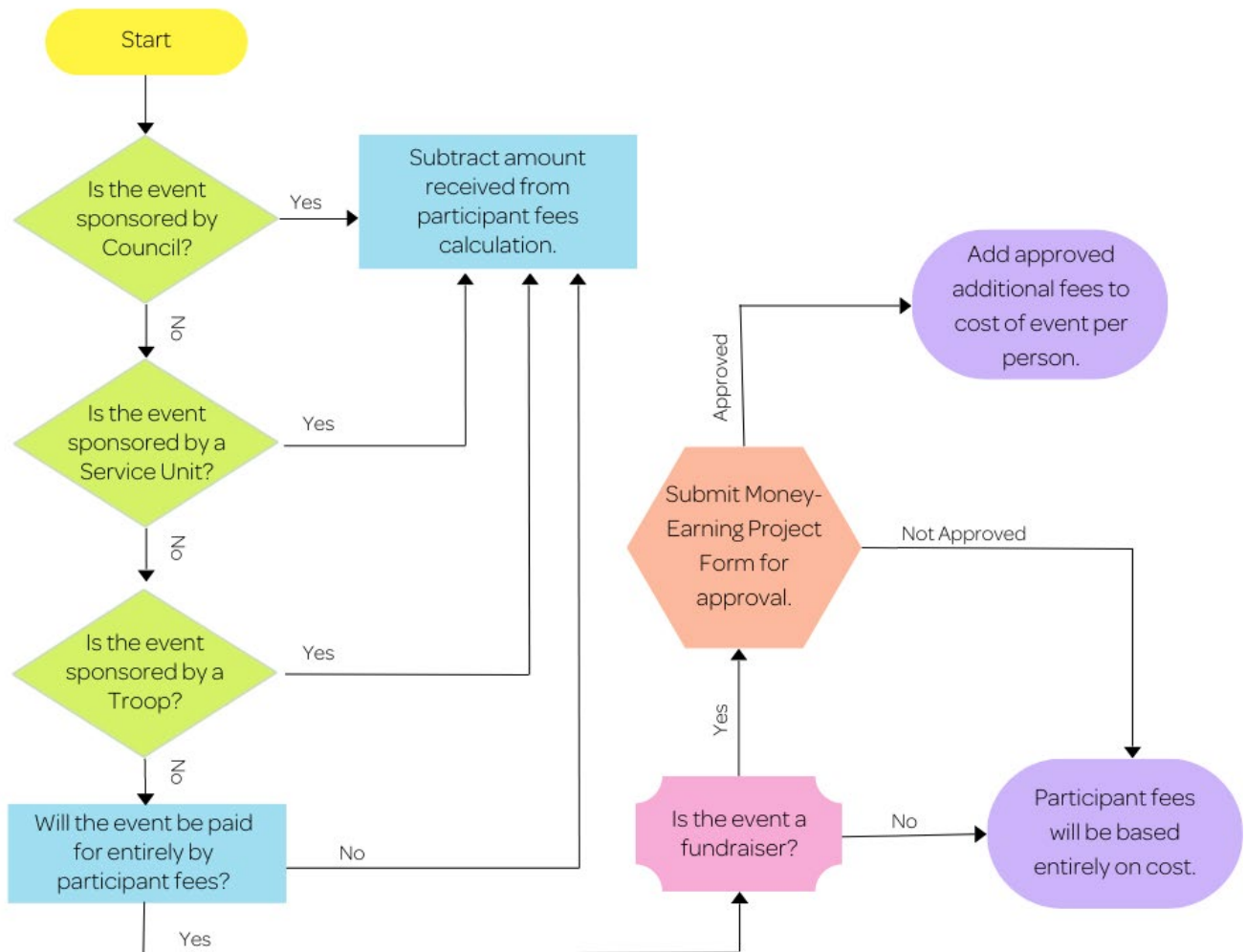
- >> Multiuse Sleeping Unit w/Fireplace (sleeps 15)
- >> Lodge with Deck, Refrigerator & Electric Stove
- >> 2 Cabins (used for sleep accommodations, arts & crafts)
- >> Campfire Area with Bench Seating
- >> 2 Fire Pits for Outdoor Cooking
- >> Several Short Nature Trails (one leading to a small waterfall)

Camp Stephens is not reserved through ResNexus. In order to reserve Camp Stephens, please send all inquiries to reservations@girlscoutsaz.org. Our Reservations Specialist will then follow up to assist with the reservation process. All Camp Stephens requests should be sent via email at least 30-days prior to the desired camping date.

Event Finances

Setting event fees is a multiple step process. A vital part of hosting a successful event is keeping the finances clear and accurate. Even for very low-cost events, you may wish to add a small registration fee to help reduce the number of no-shows. It is recommended to follow the steps below to keep your records clear and make finances an easy part of your event planning.

Step 1. Establish the basics.



Step 2. Calculate Expenses

Participant fees will be based on your expenses, regardless of the results from the above flow chart. Each event funding method will have some reliance on participant fees – even fully-funded events that have zero participant fees will need a budget with an expense cap.

Therefore, the next step in organizing a budget is estimating all the expenses for the event. The [Event Planning Worksheet and Budget](#) is a good place to start. Below is a more extensive list of possible expenses to include in your estimate, however, there may be some things that aren't even listed here. Be sure to record every expense as it comes up.

Expenses

- ☐ Promotion – costs of flyer printing GSACPC-approved flyers, virtual ads (PeachJar or Facebook Geofencing)
- ☐ Office Supplies – name tags, stationary, materials printing, mailing labels, stamps (thank you's and any confirmation materials you would like to mail)
- ☐ Medical Supplies – First Aid Kit (must be up-to-date), other supplies your medical staff deem necessary
- ☐ Program Supplies – consumables such as art supplies, hand-outs, crafts, games, sports gear, admission fees to an external vendor such as a museum, prizes, decorations for theme
- ☐ Swag – patches, t-shirts, any other incentives or gear
- ☐ Equipment – chair/table rentals, audio/visual equipment, campfire safety equipment, program supplies that should be rented such as canoes or archery equipment
- ☐ Training Costs – staff training and recruitment materials, markers, flip charts, hand-outs, refreshments
- ☐ Transportation – any gas reimbursement, buses, tolls, parking fees
- ☐ Extra Insurance – any sickness protection or international travel insurance required
- ☐ Refreshments – catering, food and kitchen supplies for volunteer cooks, drinks, extra water if needed, serving utensils, plates, cups, utensils, napkins
- ☐ Meeting Space – location fees, including any reservation fees or deposits
- ☐ Housekeeping – trash bags, cleaning supplies, toilet paper, paper towels
- ☐ Volunteer Staff Recognition – anything beyond the general swag used to show appreciation for your volunteers
- ☐ Specialist Fees – guest speakers, skills instructors such as archery or climbing, lifeguards, medical staff

Step 3. Calculate Participant Fees

There are a variety of ways to calculate participant fees based on total expenses. One method is to have the same cost for everyone. The formula for calculating fees would be as follows:

$$(\text{Total Expenses} - \text{Sponsored Funds}) / \text{Estimated \# of Participants} = \text{Cost per person}$$

For example, if my total expenses come to \$3,000 and I have \$1,000 that my Service Unit account is contributing and I expect about 150 people to attend, my calculation would be:

$$(\$3,000 - \$1,000) / 150 = \$13.33 \text{ per person}$$

In this scenario, I might round down to \$13 or up to \$14 to simplify billing. If using the event as a money-earning project, I may add to the participant fees from there (after approval). For example, increasing the cost to \$20 per person would generate approximately \$1,000 in revenue.

Another method for calculating participant fees is to have two different costs for participants. The most common scenario would be if I wanted one fee for adult volunteers and a separate fee for girls. This formula is more complicated but can be easy if you can estimate the number of girl attendees and adult attendees. You will also need to know approximately what percentage discount you would give for adult volunteers. The formula would be as follows:

$$\text{Total Expenses} / (\text{Estimated \# Girls} / \text{Discount Percentage} + \text{Estimated \# Volunteers}) = \text{Cost per Volunteer}$$

$$(\text{Total Expenses} - (\text{Estimated \# Volunteers} \times \text{Cost per Volunteer})) / \text{Estimated \# Girls} = \text{Cost per Girl}$$

For example, if my total expenses come to \$3,000, and I am not receiving any extra funds. I would like volunteers to pay 50% what girls are paying because volunteers are not participating in the programming. I am expecting about 100 girls and 40 adult volunteers to come. My calculation would be:

$$\$3,000 / (100 / .50 + 40) = \$12.50 \text{ per volunteer}$$

$$(\$3,000 - (40 \times \$12.50)) / 100 = \$25 \text{ per girl}$$

You can modify any of these formulas to be simpler or more complicated. Funds received from Council, Service Unit, or Troop, money-earning events, and participant structures can all impact your fees. It doesn't have to be difficult, and you can always lean on other volunteers or your older girls who are skilled in math if it is not your area of strength. You may also contact volunteerlearning@girlscoutsaz.org if you would like more information or need assistance.

Step 4. Maintain Your Budget

Now that you have a list of all of your expenses and you know what other factors impact your budget, you need to maintain it. The [Event Planning Worksheet and Budget](#) has a good structure for tracking your actual expenses versus your estimated expenses. Keep record of all actual expenses and receipts and periodically check the difference against your planned budget. If something is more expensive than estimated, is there something else you can spend less on? Will you cancel the event? Increase fees? Use Service Unit or Troop funds? Or open the event to more people? Maintain the budget throughout the entire event and be prepared to report on it in the post event debrief.

Event Promotion

The best way to promote your event is to use a combination of written materials, electronic materials, and word-of-mouth. Members of your committee can reach out to other local troops or Service Units to let leaders know about the event you have planned. Timing is important. Once you have a date set for the event, it's never too soon to begin advertising.

Other options for promotion include booths at community events, faith bulletins, or even announcing it at other organization meetings. Don't forget that social media is a great resource for online promotion to your community. When sharing on social media, please ensure to use council-approved imagery and copy. If the event is open to Girl Scouts and Non-Girl Scouts, your options for advertising expand greatly. More details for these events can be found in the [Recruitment Manager Manual](#).

The quality of your flyer and the information it contains can save you money and a lot of time. Below is a list of details to consider when creating that perfect flyer. **All flyers should be approved through your Service Unit and MSE before posting, so make sure you leave time for that process.**

Event Flyer Essentials

- ☐ Flyer should contain Girl Scouts – Arizona Cactus-Pine Council, Inc.
- ☐ Include the Girl Scout logo. Brand recognition can really help draw interest for your event.
- ☐ Have sponsored Service Unit Name or Troop Number on the flyer
- ☐ Who can attend the event (age level, troops, IGMs)
- ☐ What the event is called and what activities are planned
- ☐ Where the event will take place with address and/or map
- ☐ Date the event will take place with beginning and ending time
- ☐ Registration deadline
- ☐ Minimum and maximum people required for the event to hold and meet site capacity
- ☐ How to send in payment
- ☐ What each troop/unit/IGM needs to bring
- ☐ Any limitations (for example: Are tagalongs allowed?)
- ☐ Contact person name, phone number, and email
- ☐ Financial Assistance availability
- ☐ Refund policy

Remember – When you put words on a piece of paper (electronic or hard copy) and send it to people, you create a communication tool that is important not only to the success of a particular event, but also to the perception people will have of the organization. We want any impression we create to be a positive one.

It is important for a consistent brand to be presented to the public as well. Be sure to review the [Brand Marketing & Publicity Guidelines](#) while creating your flyer. Be prepared for the Marketing and Communications team to make some changes or recommendations to ensure our brand remains consistent.

Event Administration

Registration and Confirmation Procedures

- » A confirmation or receipt of registration should go out the week registration is received.
- » A confirmation packet (details below) should be sent out at least two weeks prior to the event.
- » A list of the troops or individuals participating should be made prior to the event (this will be given to the Camp Manager). The list should include:
 - Names
 - Addresses
 - Contact phone numbers
 - Troop number
 - Number of girls and volunteers participating
- » Registration fees for events are typically not refundable unless the event is canceled or at max capacity. If a troop or individual cancels after registering, the fee will only be refunded if their space can be filled by someone on a waiting list.

Confirmation Packets

- » Welcome note
- » Directions/map of and to location
- » Schedule
- » Check-in and check-out times and locations
- » Meal information
- » Equipment to bring
- » Emergency number at site and/or emergency contact person
- » Who to call/email with questions
- » Girl Scout Council identification
- » Balance due on registration, if applicable

Check-In Procedures

- » Arrive early to set up
- » Have a plan in place for late arrivals
- » Review general expectations and crisis management plan with all event volunteers
- » Have printed schedules or large posters available for participants
- » Check off every participant who is on site and make sure their information is correct on the registration
- » Hand out any check-in materials (such as lodging assignments, name tags, schedules, camp rules and policies)
- » Collect any required documentation such as event release forms, permission slips, and health history forms (be sure to check all required signatures are filled out)
- » Have list of balance due if applicable and multiple methods of payment available
- » Collect any medications as required or check with unit First Aider that the unit medications are being handled correctly

Check-Out Procedures

- » Have a plan for early departures
- » Ensure every participant is checked out and girls only leave with approved volunteers and/or caregivers
- » All medications should be returned
- » Review cleanliness expectations of utilized spaces before departure
- » Distribute/collect an event evaluation form

Health and Safety

The following sections on health, security, and first aid are not a substitute for reading and complying with the [Safety Activity Checkpoints](#). Please review the [Safety Activity Checkpoints](#) before every event.

The event director is responsible for complying with all safety guidelines that apply to the event. This is a responsibility that cannot be delegated.

Health and safety principles must permeate every Girl Scout activity. It is only by adherence to these policies that we can maintain an excellent safety record.

Site Security/Hazards

» Security

Security at any event should not be taken for granted. Council-owned camps are usually secure, but doing things such as not leaving your purse/wallet out, locking vehicles, etc., should be addressed. Always be aware of anyone who appears to be loitering in the camp/event area and report their presence, if necessary, to the site manager or park ranger.

» Non-Council-Owned Sites

Use of non-council-owned sites imposes additional security precautions. Is the site open to the public? If so, what instructions, etc., do volunteers and girls receive regarding interaction with the public? This is especially important if late night or evening activities are planned. From whom do you get help if needed (e.g. police, park ranger, school custodian, etc.)? Where is the location of the nearest safety area?

» Site Hazards and Boundaries

Prior to the event opening, tour the entire site. Note all hazards, i.e. traffic patterns of cars and people, ruts and holes, logs, exposed tree roots, nettles, beehives, poisonous plants, drop-offs, marshy areas, etc. Write these down and share them with your participants and staff.

Especially important with a public area is to establish boundaries – the perimeter of the event site and areas off-limits to participants. Boundaries should be discussed along with camp rules at the beginning of the event.

» Other Site Considerations

Other health considerations are stated in the Locations section of this manual. Refer also to [Volunteer Essentials](#) and [Safety Activity Checkpoints](#) for safety recommendations.

First Aid

At all times during an event, whether it is a couple hours or a couple of weeks long, you are required to have a First Aider on site that must be currently certified as either a Level I or Level II. Consult the [Volunteer Essentials](#) or [Safety Activity Checkpoints](#) for the level of certification needed for your event. The First Aider should be in a central location and not have any other position

during the event. It may be helpful to have multiple First Aiders so your volunteers can each have time off.

The designated First Aid station should have the following:

1. Quiet area for potential patients.
2. At least one cot with blankets (more depending on number of participants and length of event).
3. List of all emergency phone number and driving directions to the nearest hospital.
4. All accident and insurance claim forms available.
5. A well-stocked First Aid Kit.
6. A locked box with all medications clearly labeled with person's name, dose, and directions.
7. Health cards/registration forms with special note of any special needs or limitations of each person present.
8. A vehicle immediately accessible to transport participants to medical facilities.

Emergency Procedures

A safety plan must be developed and written so that everyone, adults and participants, on the program site know what to do at the proper time. By writing and sharing safety plans with all program participants, the stress created by an emergency will be lessened.

To develop a safety plan, assess every possible emergency situation and plan a way to handle it. Some situations to cover are health/injury, fire, flooding, intruder, child abuse, lost or run away child, fatality, missing participants.

Once you have assessed every possible emergency situation, develop, write down, and share ways to avoid the situation and procedures to follow if the situation does occur.

IMPORTANT INFORMATION WHEN MANAGING AN EMERGENCY DURING A COUNCIL-SPONSORED EVENT OR ON COUNCIL PROPERTIES

- » Follow written guidelines found in the GSACPC Crisis Management Booklet.
- » Never speak to the media. Refer all media contact to GSACPC Marketing and Communications Team.
- » Chain of command: Council Staff Report, Facility Resources Manager.
- » Always keep emergency phone numbers and parental permission available.
- » Pre-established council staff home contact will contact caregivers in the event of an emergency.

Guidelines for Emergency Plans

Emergency Drills

Repeated or rehearsed emergency drills familiarize participants with emergency procedures and help to prevent panic.

» Warning Systems

- Determine a noise maker for your emergency signal (whistle, bell, horn etc .)
- Siren at Camp Maripai, Shadow Rim Ranch and Willow Springs; Air Horn at Parsons

» Assembly Location

- Determine a meeting place outside of buildings for assembly of participants.
- Flag poles at Willow Springs, Maripai and Shadow Rim and Parking Lot at Parsons

» **Emergency Drill Procedures**

- If at night, wake participants. Keep them calm. Ask each girl to put on socks and shoes, take a jacket, flashlight, and towel. Calmly and firmly direct girls to safely stop program activities.
- Verify the number of girls and walk to the assembly area.
- If cooking outdoors, put out fires.

» **At the assembly location**

- Event Registrar brings session rosters for use in accounting for everyone's presence.
- Leaders count and verify that all girls and volunteers in their group are present.
- Assistant Director verifies that all unit and program volunteers are present.
- Site Coordinator verifies that all Event Committee volunteers are present.
- All report to the Event Director

Site Evacuation

An evacuation plan enables Girl Scouts to quickly organize and remove part or all of the participants to a pre-determined location. The event committee for activities on non-council properties researches the pre-determined location. The Camp Property Manager has this information at council properties.

The obvious reason to evacuate a property is fire, but it may also become necessary in the case of flooding, severe weather, or intruder (human or animal).

1. The need to evacuate is determined by the Camp/Site Manager, Event Director or state and federal authorities.
2. The Camp Property Manager will notify council staff on council properties and the Event Director notifies the council using the Emergency Procedures Card (MS-27) on non-council properties.
3. The alarm will be sounded to assemble the event participants.
4. The Council Staff Crisis Management Team will contact the caregivers of participants.
5. Local authorities, working with the council staff will determine when it is safe to return to the property.

Missing Person

Girls and adults can easily get separated from the group at events. Educating girls and volunteers when camping on council-owned or non-council site in what to do if they find themselves lost is important. Be sure to discuss the following points with your event participants: Always inform your leader or adult in charge where you are going.

- » Never go anywhere alone. Buddy system at all times.
- » When hiking in the outdoors take water with you and stay on the trail – never take shortcuts.
- » If you think you are lost:
 - Stay where you are – searchers will be looking for you.
 - Do not run or panic.
 - Answer any shouts and signals you hear.
 - If you are carrying a whistle blow 3 short blasts on your whistle. The finder will respond with 2 short blasts on her whistle while moving toward you.
 - If you must move, mark your trail.
 - If the weather is bad, find shelter.

When event participants rotate locations at an event, all persons should be accounted for at the beginning of each activity through a verbal count taken by the group leader.

- » Group leaders must take a verbal count each time the event participants are gathered together; nighttime during overnights, or meal time during day events.
- » If a person is missing the following steps should be taken:
 - Group leader should search the person's living quarters and check all immediate toilet facilities.

- o If the person is still not found, the Event Director is notified. One adult should always remain with the group and continue regularly planned activities.
- o The Event Director will determine the last known whereabouts of the person by consulting with the event activity rosters and schedule.
- o The Event Director will determine the course of action to take, depending on the situation.

Procedures in the event of a search:

- » Gather all the information, name, age, description, where last seen, clothing worn.
- » Council Staff/ Program Lead must formulate search plan on the basis of resources and information.
- » Contact the Council Property/Risk Management Manager, using the emergency procedures (MS-27), to determine whether county search and rescue team should be contacted.
- » Instruct the search party that the distress signal is:
 - o Three of anything, pause, repeat.
 - o The answer is two of anything.
- » Search parties should carry an “emergency pack” containing at least a first aid kit, food, water, and source of heat.
- » Party members should be well fed before starting search, have warmed clothing, foul weather gear, a whistle and a flashlight .

Program staff should continue event activities as planned so as not to excite or concern other participants.

First Aid and Medicine Distribution

A general first aid kit or formal paramedic services must be available at all events. The program lead, troop leader or adult in charge (First Aider) must hold all participant medications (except for personal inhalers and epi-pens, with caregiver permission). The medications must be in the original container and labeled with the person's name. First aider must note and follow dispensing instructions. All First Aid and Medication administration should be logged. You may find sample forms for logging on our website in the [Forms and Documents library](#).

Overnight Sleeping Arrangements

We believe that whenever possible, girls and adults should have separate sleeping arrangements. We do understand that there are often special situations based on available space and/or special needs, when girls and adults have to share a sleeping space. We encourage separate sleeping arrangements whenever possible. In addition, family events (family camp) will have combined sleeping arrangements, but for most events and encampments, girls and adults should have separate sleeping arrangements. If you choose to, and/or have to, share sleeping spaces, then two non-related adults are required. And as always, males should always have separate sleeping areas.

Reasoning for separate sleeping arrangements:

- » Encourages independence and self-reliance for the girls.
- » Allows for privacy and comfort for you and the girls by acknowledging cultural differences.
- » Highlights age level progression and if they are not ready to sleep on their own, they may not be ready for an overnight event.
- » It protects girls and adults.
- » Allows for use of confidence tools to place both parties at ease (whistles, glow sticks, flashlights, etc).

Transportation

GSACPC knows there will be times when only one adult is in a vehicle transporting girls. Ideally, there would be two non-related adults in each vehicle, but we know that often that is not always possible. This is where troop leaders will use their best judgment when making logistical arrangements that determine the number of adults per vehicle . For instance, a trip to the local library is much different than a trip across state where

you may be going out of cell phone service. The [Safety Activity Checkpoints](#) provide excellent guidance . It is important to consider the following (and any other of the many scenario-specific items) when determining to use one or two adults per vehicle:

1. Consider how all those involved would be impacted if an accident, vehicle breakdown, illness or other unusual event occurs enroute.
2. It is not recommended that males drive girls alone . If they are driving, it is recommended that they are with a non-related female leader/volunteer.
3. Drivers should be registered and background checked.
4. Please consider distance of the trip, roads traveled, conditions (weather and event), etc.
5. Each vehicle/driver should provide state minimum insurance (verified by the Troop Leader), adequate seating, safety restraints and equipment in accordance with the vehicle manufacturer's guidelines.
6. Trips of more than four hours require a backup driver .
7. Proper girl-to-adult ratios per grade level are maintained at the event.
8. Make travel arrangements so adult volunteers never travel alone with someone who is not their child.
9. Consider the drivers relationship with the parents of the children they are transporting.

Insurance Claims

GSUSA sponsors activity accident insurance with Mutual of Omaha for all Girl Scout members. This insurance is intended to be a supplemental accident injury coverage to cover out-of-pocket medical expenses for those injured during a Girl Scouts supervised event, activity, troop meeting, or trip. There are three categories of coverage:

- » **Basic Plan 1:** The Basic Plan 1 automatically covers Girl Scout members and non-members, who are invited to participate, and are injured during the Girl Scout sponsored and supervised activity or trip.
 - Basic Plan 1 will pay the first \$140.00 of medical expenses plus any out-of-pocket medical expenses that are not covered under the injured person's personal (or family) medical insurance, such as out-of-network charges or large deductibles or ambulatory services. If the injured person does not have medical insurance, the Basic Plan 1 will drop down to cover medical expenses from dollar one.
 - Note: Most situations within Girl Scouts are covered by the automatic Basic Plan 1 which covers accidental bodily injury. Accidental bodily injury would include exposures like a tick bite or food poisoning, for example, as long as the incident is reported as an accident or incident to your council at the time it occurs.
- » **Plan 3P. Accident plus sickness:** Plan 3P covers the same as Basic Plan 1 plus sickness coverage. Sickness coverage must be purchased separately and is intended as an option for extended, long-distance trips.
- » **Plan 3PI. Accident plus sickness for international trips:** Plan 3PI coverage is needed for international trips. It provides accident plus sickness coverage for trips outside of the USA. The Basic Plan 1 will not cover international trips, so it is necessary to purchase Plan 3PI when taking Girl Scouts on international travel.

Certificate of Insurance

A Certificate of Insurance is a document the council provides to a site (like a school or church) to host a Girl Scout program. Contact your Member Services Executive or complete a [request form](#) to receive a Certificate of Insurance .

Additional Insurance

Registered Girl Scouts are automatically covered by our basic plan as well as any non-members who are invited to participate in a Girl Scout event. However, additional illness insurance and international trip insurance is available for a minimal charge. Additional insurance requests may be found here - <https://www.girlscoutsaz.org/en/about-our-council/forms-and-documents.html>

Resources

Safety Activity Checkpoints - <https://www.girlscoutsaz.org/en/for-volunteers/volunteer-resources/safety-activity-checkpoints.html>

GSACPC Incident Report - <https://app.smartsheet.com/b/form/9c257bd96a36454bb211490179456c07>

Events Manager Position Description - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/volunteer-resources/service-team-resources/position-descriptions/events-manager-su-position-description.pdf>

Event Coordinator Position Description - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/volunteer-resources/service-team-resources/position-descriptions/events-coordinator-su-position-description.pdf>

Encampment Guide - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/camp/encampments/Encampment%20Guide.pdf>

Brand Marketing & Publicity Guidelines - <https://www.girlscoutsaz.org/en/for-volunteers/volunteer-resources/marketing-guidelines.html>

Flier Essentials - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/volunteer-resources/brand-pr-marketing/flier-essentials.pdf>

Service Unit Program Opportunity Worksheet - <https://bit.ly/30MKJbl>

Application for Money Earning Project - <https://girlscoutsaz.jotform.com/form/221995666750065>

Financial Assistance Application - <https://www.cognitoforms.com/GirlScoutsArizonaCactusPine1/FinancialAssistanceApplication>

Troop Trip Form - <https://www.cognitoforms.com/GirlScoutsArizonaCactusPine1/TROOPTRIPAPPLICATION>

Driver's Packet and Emergency Procedures - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/forms/ms-27-driver-packet-emergency-procedures.pdf>

Girl Information and Health History - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/forms/ms-28-general-permission-health-history.pdf>

Request of Additional Insurance - <https://app.smartsheet.com/b/form/46dac552da8642408eb2ebe2486e7d83>

Request for Certificate of Liability Insurance - <https://app.smartsheet.com/b/form/c6a8e77cc5cb47999e27f-2c63696e44b>

Incident/Accident Reporting - <https://app.smartsheet.com/b/form/9c257bd96a36454bb211490179456c07>

Adult Information Health History - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/forms/ae-48-adult-information-health-history.pdf>

Specific Event Permission Slip - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/forms/specific-event-permission-slip-2023.pdf>

Event Planning Worksheet and Budget - <https://www.girlscoutsaz.org/content/dam/girlscoutsaz/documents/forms/ps-05-event-planning-worksheet-and-budget.pdf>