Intent to Event Application & Procedure
EFFECTIVE October 1, 2021

Thank you for your interest in creating and hosting an event for the girls of our council. As an Event Director, you are representing Girl Scouts of San Gorgonio Council (GSSGC). You are responsible for the planning, development and execution of your event including but not limited to:

➢ Turning in required forms by the required dates or deadlines. This may include the Intent to Event Application, Activity Approval Process, Extended Troop Trip Application, Money Earning Activity Request, Permission Slips (annual or specific outing), Additional Insurance Application, I2E Wrap-up Form, etc. (forms can be found at gssgc.org/forms)
➢ Creation and management of the event budget.
➢ Knowing and following all policies, procedures, laws and regulations pertaining to the event.
➢ Ensure event meets GSSGC standards

When to Complete Intent to Event

Complete an Intent to Event for all events that include money (expenses or revenue) plus those that the event director or council staff wish to track participation except sister troop events*. These events must be registered through the GSSGC registration department using the intent to event process.

> * A **sister troop event** is when a leader collaborates with one or two other leaders to put on a program or meeting for their girls. This includes when one troop puts on an event for another troop, such as older girls helping younger girls earn a badge. All funds must come from the troop account(s); otherwise, an Intent to Event form is required. Sister Troop Activities must follow safety activity checkpoints and may require a special activity request. If this is a moneymaking activity, a money earning application in addition to the aforementioned requests are necessary.

Process

To ensure proper promotion and a successful outcome, the earlier you submit your Intent to Event Application, the better. This will help to organize the details for your events and provide assistance with planning, promotion and registration of your event. The Intent to Event Application Process is the following:

1. Inspiration hits and a desire to create an event for the girls comes over you.
2. Review Day Camp and Event Director Manual (found on our website in the forms section) or take training if not already completed.
3. Research and create your plan for the event.
4. Determine who can attend and a plan for volunteers
5. Create the budget using form below or your own version. Ensure you include all items on the budget.
6. Create website ready flyer saved as pdf (and attached to the Intent to Event Application).
7. Gather the following information to complete the application as once you start the application, you cannot save and come back to it; most questions you should know the answer to:
    ✧ Budget (either the worksheet or the answers to the worksheet), safety activity checkpoint ratios, need for extra insurance, volunteer process, participant requirements, region (if applicable), infection prevention plan, event information (location, address, date, time, type (day/overnight), description,event director info, max/min # of registrants, registration plans), GSLE alignment (answers/criteria on pg 3/4), needs (for permits, to notify neighbors, for first aider).
9. Complete Intent to Event Application at least 2 months prior to the event in its entirety.9.
    ✧ It is recommended you discuss and work with your service unit/regional event chair for service unit/regional events or a council staff person for all others prior to submission; however, the process will automatically submit the Intent to Event Application to the appropriate staff and volunteers for approval.
    ✧ You may submit your application up to a year plus 1 month in advance (allowing you to announce your next event at this year's event; do not advertise your event until approved).
    ✧ Intent to Event Application is found at: https://girlscoutsgssgc.wufoo.com/forms/x1v6qu1w0ra5aax//
    ✧ Allow at least 10 business days for approval of event and an additional 6 business days for event to appear on the Council website; upon approval.
10. Once approved the event director, the regional event team, and customer care will receive notification.
11. Complete the purchasing forms required by your region or the council based on type of event and timeline (optional Budgeting and Purchasing form is below or Separately on the website)).
12. Complete the Events Wrap-up Form within 1 week of your event or request an extension from the finance chair. The Form can be found at gssgc.org/forms titled I2E wrap-up.

Questions & Reminders

Questions?

- About the Intent to Event process or on running an event: contact your local Service Unit or Regional Event Coordinator/Chair.
- About the status of your Intent to Event application email: events@gssgc.org.

Reminders

Please make sure to review and follow the guidelines and procedures in the Day Camp or Event Director Manual (found on gssgc.org). A few reminders from the manual:

- REGISTRATION/CLOSING DATES - Registration will be conducted using the GSSGC Activity Registration process. Event registration will close about three weeks prior to the event day.
  - If your event will be accepting registration after the close date, you must use the "At the Door Event Registration" form found on the forms and resources page of GSSGC's website.
  - It is required that the Event Director submit the names and payments of walk-ins to the GSSGC office within two (2) business days of the event.
- BUDGETS - An event budget worksheet is in this packet. The application is not finished until the worksheet is complete with detailed information about needed supplies and costs. If there are any concerns the Regional Event Chair, Regional Finance Chair or appropriate staff member will contact the Event Director.
- PURCHASING – Purchase Orders, Purchasing Supplies, and Requesting Checks. Finance staff and volunteers must approve all purchases via the Purchase Order (PO) process. Please review the Finance Policies for purchasing policies and talk to your Regional Finance Chair for assistance on the process locally. PO's requesting checks must be submitted to the Council's Finance Department 2-3 weeks before the check is required. Therefore, it is imperative that you plan ahead.
- CONFIRMATION LETTER/ ROSTER - The Event Director must complete and electronically submit a confirmation letter within 10 business days of approval of the event to customercare@gssgc.org. Upon registration closing, a roster and any other needed supplies will be available for pick-up. A sample can be found in the Event Director Manual.
- INSURANCE - Additional insurance is sometimes required based on type of event or for non-members (tag-a-longs) at Girl Scout events. This would include non-registered adult and siblings. Please review this section of the Event Director Manual to determine if extra insurance is required. Make sure to include this in the budget if needed. To find out the current price of Type 2 insurance email events@gssgc.org or with your regional events team.
  - Remember to purchase Type 2 "Tagalong" insurance at least two weeks prior to the event, but after you have final numbers if applicable.
- ADVERTISING – Is your responsibility. Events do not have to be advertised on the website. Regardless of advertising on the website, also make sure to advertise in other ways. We encourage events to be open to all eligible Girl Scouts. See page 16 of the Day Camp or Event Directors Manual for details if you would like your event to be Troop or Region specific. Make sure to check appropriate boxes on the Intent to Event form.
  - Note: The GSSGC Registration System does not distinguish which region-registering participants are from and will not turn away any participant if they register for an event for a specific region. We cannot monitor this and therefore do not turn girls away if they happen to register for an exclusive event.
- REFUNDS - Council prefers all events to use the Council refund policy found in Policies and Procedures. If a different refund policy was developed for this event the policy must appear on all marketing materials including flyers, registration forms, calendar descriptions, and in the confirmation packet. See GSSGC Policies & Procedures on our website for the Council Refund Policy.
- TROOP MONEY EARNING ACTIVITY (MEA) – If your event is a money earning activity, you will need to fill out and submit the Troop Money Earning Activity online form to council. Complete the MEA first and receive approval; remember you can do events as a troop without it being an MEA; they just cannot be money earning. If you do an event for your service unit or region without it being a MEA any profits are deposited into the region accounts for use for the girls of your region.

GSSGC Program Criteria

To ensure we meet the standards of the world's largest leadership development organization for girls. Our programs must meet certain criteria to ensure Girl Scouts is a safe, exciting, no-limits place where every girl can be inspired, try new things, take on challenges, build community, and motivate others! Together, Girl Scouts, educators, and parents can ensure that more girls are prepared to empower themselves for a lifetime of leadership, success, and adventure.

The foundation of all Girl Scout programming, is a variety of fun and challenging activities that help girls discover who they are, where their talents lie, and what they care most about. Designed to connect them with community members, the program prepares girls to empower themselves as they take action on issues they care about. At Girl Scouts, every adventure is rooted in three core ways of learning: girl-led, learning by doing, and cooperative learning. Simply put, Girl Scouting helps girls discover themselves and their abilities through skill-building activities and opportunities to try new things, connect with others to create change, and take action by developing projects that make their communities and the world a better place.

Many ask, can't we just do something for fun? Everything in Girl Scouts should be fun; this is not school. As adult partners it is our responsibility to be intentional in our opportunities to help girls grow. It is what separates us from other organizations. If you have a fun activity in mind think about what girls will get from that activity. It may be as simple as developing a strong sense of self (who they are, what they like and what they believe in).

GSSGC programs must meet the following criteria:
- Be engaging to girls (fun, appealing, interesting, etc)
  - Meets girls where they are now and helps them to grow in some way
- Be challenging to the intended level (but not too hard)
- Either meet one of the 4 program pillars or one of the 5 outcomes:
- Do one of the following: Build skills, Have activities that sparks the "WOW" (wonder, awe, imagination), Encourage service, Celebrate a Girl Scout tradition
- Meet the GSLE standards (GSLE standards are: Girl led, Learning by doing, Cooperative Learning)

Really good GSSGC program includes:
- A call to action or inspire girls to (Take action or Service Project or sharing with others)
- Encourages girls to thrive as a G.I.R.L. (expanding girl's skills as a Go-getter, Innovator, Risk-taker, or Leader)
-

GSSGC programs cannot be for the sole purpose of promoting another organization

If you need more support to determine if your idea would make a good Girl Scout program take the quiz on the next page.

GSSGC Program Criteria Quiz

To determine quickly if your program meets our criteria review the following questions:

You must answer yes to all the following:
- Is the patch/activity engaging to girls (fun, appealing, interesting, etc)?
- Is the patch/activity challenging to the level?
- Does it either meet the 4 program pillars or 1 of the 5 outcomes:
  - Does it fall under one of the four 4 Program Pillars (skill areas)?
    - **STEM** – expose girls/connect girls with girl focused STEM program
    - **Outdoors** – expose girls to outdoors or connect girls with girl-led outdoor experience
    - **Life Skill** – help girls gain life skills or encourage them to do girl-led take action projects or service
    - **Entrepreneurship** – connect girls with business skills:
      - 5 Girl Scout Business Skills:
        - Goal Setting
        - Decision Making
        - Money Management
        - People Skills
        - Business Ethics
  - Does it meet 1 or more of the 5 Girl Scout outcomes?
    - Develops a strong **sense of self**
    - Displays **positive values**
    - Seeks **challenges and learns** from setbacks
    - Forms and **maintains healthy relationships**
    - Learns to **identify and solve problems** in her community
- Does the program do any of the following:
  - Build skills
  - Have activities that sparks the "WOW" (wonder, awe, imagination)
  - Encourage service
  - Celebrate a Girl Scout tradition
- Does this patch/activity meet the following? If not, can it be rewritten so it does?
  - Girl led – girls play an active part in figuring out the what, where, when, how and why of the activities. Girls are a critical part of decision making
    - Selecting the patch can be the girl led part
  - Learning by doing – do activities; don't just read about them
  - Take action – Service Project (gives service) or Take Action project (sustainable service project)
    - Encourage girls to share with others
- Does the badge/activity meet girls where she is now and helps her to grow in some way? If not does this patch change the girl's life?
- Will troop leaders promote girl's earning this program?

OR say yes to:

- My gut says it is really good program and we should definitely do it!

In addition to one or the other above, answer No to the following:
- Does this patch program have a strong emphasis on promoting another organization?
- Will parents/guardians hate this program?

Intent to Event
Budgeting & Purchasing

girl scouts of san gorgonio

Budget Planning and Budget Worksheet

Please complete the following budget worksheet. If the event makes a profit, the profit will be placed in the region's account or a check will be sent to the troop in the case of a Money Earning Activity. Complete the Event Wrap-Up Form (found on gssgc.org) within 7 days of the event to indicate the actual income and expenses for this event. Submit with expense totals to Regional Event and Finance Chairs who will review and confirm the event close-out. The Event Director on the Intent to Event Application will be held financially responsible for any costs that were over the approved budget, unless approved by the Regional Finance Chair in advance. This approval must be in writing. Consider using excel or other spreadsheet program to create comparison budgets (Only make sure to include all the following):

What is your: Expected number of girls? ___ Maximum number of girls this event can hold? ___ Minimum number of girls needed to run this event? ___.

Budget Worksheet

Projected Expense		Expected Amount	Maximum Amount
Expenses:			
Food		$	$
Craft Supplies (or include in program supplies)		$	$
Patches		$	$
Other Program Supplies		$	$
Program Professional Fee's		$	$
Site rental		$	$
Insurance		$	$
T-Shirts		$	$
Badges/Recognitions		$	$
Other:		$	$
Total Expenses:		$	$
Revenue:			
	Fee per category:		
# of Girls x fee	$	$	$
# of Adults x fee	$	$	$
# of Volunteers x fee	$	$	$
# of Program Aids x fee	$	$	$
# of Tagalong x fee	$	$	$
Other: Please explain below x fee	$	$	$
Other: Please explain below x fee	$	$	$
Other: Outside Sponsorships/Donations		$	$
Other: Regional Sponsorship		$	$
Total Revenue:		$	$

What is your break even number of participants (point where girl revenue will match girl expenses)? To determine use this equation: Total Projected Expenses: $___ Divided by: # of participants __ = $__ fee per participant.

What is included in the program supplies line item? Please include approximate cost(s)/reasoning.

What is included in the program professional fee's? Please include approximate cost(s)/reasoning.

What type of crafts or activities do you plan to create?

Please, explain any revenue in the other line items?

Anything else we need to know to approve the budget?

Purchasing (optional)
Please check with Regional Finance Chair to determine if needed or your local process

If using please list the information below for purchases for this event. Remember, all purchases require an approved Purchase Order* issued by the Regional Finance Chair. The Regional Finance Chair or Events Coordinator will use this form to complete those purchase orders on your behalf; however, you must request your Area Events Coordinator to submit your Purchase Order requisitions via the online Web Portal. Complete this form based on the Expected and/or Maximum number of attendees.

Vendor Name	Payment Method**	Description i.e. food, patches, supplies	Not to Exceed Amount	Date Needed

* Purchase Orders (PO's) will be written as they appear above. Alert Regional Finance Chair to any changes.
** Payment method is for check, council credit card, walmart card, GSSGC purchase (ie shop), or PO only

Intent to Event Event
Wrap-up Worksheet

Event Wrap-up Worksheet

*Fill out the Event Wrap-Up section 10 days after the event is over to indicate the actual income and expenses this event incurred and submit to Regional Event and Finance Chairs or follow the procedure and use the approved form of your region. They will close your event.

What was your: Actual number of participants? _____ .

Would you offer this program again? Why or Why not (optional question)

Anything the regional leadership team or council should know about this event?

Actual Renue/Expenses

Projected Expense		Amount Budgeted	Actual Amount
Expenses:			
Food		$	$
Craft Supplies (or include in program supplies)		$	$
Patches		$	$
Other Program Supplies		$	$
Program Professional Fee's		$	$
Site rental		$	$
Insurance		$	$
T-Shirts		$	$
Recognitions/Awards/Gifts		$	$
Other:		$	$
Total Expenses:		$	$
Revenue:			
	Fee per category:		
# of Girls x fee	**$**	**$**	**$**
# of Adults x fee	**$**	**$**	**$**
# of Volunteers x fee	**$**	**$**	**$**
# of Program Aids x fee	**$**	**$**	**$**
# of Tagalong x fee	**$**	**$**	**$**
Other: Please explain below x fee	**$**	**$**	**$**
Other: Please explain below x fee	**$**	**$**	**$**
Other: Outside Sponsorships/Donations		**$**	**$**
Other: Regional Sponsorship		**$**	**$**
Total Revenue:		**$**	**$**