

INTENT TO EVENT REQUEST

EFFECTIVE 10/17/2019

RESPONSIBILITIES

As an Event Director, you are representing Girl Scouts of San Gorgonio Council (GSSGC) and are responsible for the planning, development and execution of an event. You are responsible for the following:

- Turning in the Intent to Event Application and required forms or documents by the required dates or deadlines outlined in the Intent to Event Guidelines & Procedures.
- Creation and management of the event budget. You are required to stay within budget, as GSSGC will not reimburse any monies over approved budgeted amount adjusted per number of participants.
- Following all Council policies, Safety Checkpoints and Safety Guidelines pertaining to your event.

Failure to comply with Intent to Event Guidelines and Procedures may result in revocation of event planning privileges.

Initial _____

INTENT TO EVENT APPLICATION PROCESS

1. Complete Intent to Event Application (in its entirety.)
2. The Intent to Event **must** be approved by the **Service Unit Events Coordinator, Regional Events Chair and Regional Finance Chair** prior to being submitted to Council.
3. Submit Intent to Event **at least 2 months prior** to event. Anything received after two months prior **will not** be considered for the proposed date. Note: You may submit your application up to a year in advance.
4. Allow at least **2 weeks** of processing time for event to be listed on the Council website; upon approval.
5. Questions about the Intent to Event process should be directed to the Service Unit Events Coordinator or Regional Events Chair.

Please make sure to include a copy of the flyer if you want it to appear on the website.

- **REGISTRATION/CLOSING DATES** - Registration will be conducted using the GSSGC Activity Registration process.
 - Please note: 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.
 - Submit names and payment of walk-ins to GSSGC office within two (2) days of the event.
- **BUDGETS** - An event budget worksheet is provided on the Intent to Event Application. The application will not be considered 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. 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
- **PURCHASE ORDERS, PURCHASING SUPPLIES AND REQUESTING CHECKS** - All purchases must be approved by Finance staff and volunteers via the Purchase Order process.
 - **Please note: 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.
- **PROGRAMMING/ OUTCOMES** - The Event Director is responsible for budgeting and programming for the event. It is required that all programming is age and Girl Scout appropriate at all times. (Please refer to the Girl's Guide to Girl Scouting for clarification if needed.) Please use the checklist provided on the application form to indicate which outcomes girls will likely achieve by participating in your event.
- **CONFIRMATION LETTER/ ROSTER** - The Event Director must complete and electronically submit a confirmation letter within 10 business days of approval of the event to events@gssgc.org. Upon registration closing, a roster and any other needed supplies will be available for pick-up. To request a sample confirmation letter, contact events@gssgc.org.

- Please note: Event Directors may send their own confirmation letters; if this is the case email Service Unit Events Coordinator with the timeline of when the roster is needed for the Event team to send the confirmation packet.
- **INSURANCE** - Additional insurance is required for non-members at Girl Scout events. This may include adults and/or girls/ boys who are not currently registered Girl Scouts. If you allow tagalongs (non-girl scouts) to attend an event, you must obtain additional “tagalong” insurance. Please include this in the budget. Make sure to also check the tagalong box on the form.
 - **Please note:** Tagalong insurance must be purchased once the event is closed, if applicable.
- **ADVERTISING** - Events DO NOT have to be advertised on the GSSGC website if the Event Director deems it unnecessary. Events that are for specific regions can be advertised as so. Please check the boxes on the application pertaining to advertising as regional vs. open to all Council events. 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. Regardless of advertising on the website also make sure to advertise in other ways.
- **REFUNDS** - Council prefers all events to use the council refund policy found in Policies and Procedures. If a different policy has been developed for the event this policy must appear on all marketing materials including flyers/registration forms and in the confirmation packet. See the Volunteer Policies and Procedures for the Council Refund Policy.

Initial _____

- **MONEY EARNING ACTIVITY** – If your event is a money earning activity, you will need to fill out and submit the Money Earning Activity Wufoo form along with your Intent to Event. If your event is not a money earning activity, you do not have to include it with your packet.



INTENT TO EVENT APPLICATION

EFFECTIVE 10-17-2019

Project number: _____
(For Council Use Only)

When planning a Girl Scout Event, the Intent to Event Application must be completed and signed by you, your Regional Event Chair and your Regional Finance Chair. **Be sure to make a copy for yourself.** 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.

FORMS MUST BE SUBMITTED TO REGIONAL EVENTS CHAIR NO LATER THAN 2 MONTHS PRIOR TO EVENT DATE. NO EXCEPTIONS!

Name of Event: _____

Event Director: _____

(Person must be responsible for planning and attending actual event.)

Event Director's Mailing Address: _____

Event Director's E-mail Address: _____ Primary phone number: _____

Region (please select one): Central Central West High Desert Low Desert Southwest

Troop Money Earning Event: Yes No Troop # _____ Money Earning Activity Troop Application must be filled out.

Proposed Event Date: _____ Event Registration Close Date: _____ (must be 2 weeks prior to event)

Event Time Beginning: _____ am pm Event Time Ending: _____ am pm

Event Location: _____

Event Address: _____

Category (check all that apply): Day Camp Travel Arts & Theater Community Service College/Career Outdoor Environment Financial Literacy Healthy Living Science, Technology, Engineering & Math Sports

Who can attend? (check all that apply):

Daisy Brownie Junior Cadette Senior Ambassador Program Aid Adult Tagalongs

Is a confirmation letter included with this form? (See guidelines.) Yes No, but will provide upon event approval.

Min # of Attendees: _____ Max # of Attendees: _____

Does your adult/girl ratio comply with Safety Checkpoint/Safety Guidelines: Yes No Page #'s: _____

Any specific age restrictions? (Other than grade levels indicated above.) Yes No Ages: _____

Allow unregistered Girl Scout participants? Yes No

Tagalong/ Additional Insurance needed? Yes No (Insurance form must be submitted by event close date)

Are adult chaperones required to attend event? Yes No

Will you need a Certificate of Insurance from GSSGC? Yes No

Is this a region-only event or is it open to all of Council? Regional Event Open to all GSSGC

Do you want this event advertised on the GSSGC website? Yes No

RECEIVED AT COUNCIL: _____ Date Stamp: _____

Fee Includes (check all that apply):

- | | |
|---|--|
| <input type="checkbox"/> Patch (Need 4-6 weeks for custom patches)** | <input type="checkbox"/> DVD |
| <input type="checkbox"/> T-Shirt (Need 4-6 weeks for custom T-Shirts)** | <input type="checkbox"/> Book |
| <input type="checkbox"/> Food, including: _____ | <input type="checkbox"/> Girl Scout Badge/ Recognition (Need 4-6 weeks to order) |
| <input type="checkbox"/> Supplies, including: _____ | <input type="checkbox"/> Tagalong Insurance |
| <input type="checkbox"/> Venue Fees, including: _____ | <input type="checkbox"/> Other, please list _____ |

****If the word "Girl Scout" or any licensed emblems, e.g. trefoil, appear on your design, you must use a licensed Girl Scout vendor. Please contact Customer Care if you have any questions about this.**

Purchasing

Please list the required information below for purchases that will be made for this event. Remember, all purchases require an approved Purchase Order issued by the Regional Finance Chair.

Vendor Name	Payment Method (check, credit card or PO only)	Amount	Date Needed

REQUIRED SIGNATURES (Events will NOT be approved without the required Chair signatures.)

Event Director Signature: _____ Date: _____

Regional Event Chair Signature: _____ Date: _____

Regional Finance Chair Signature: _____ Date: _____

Please make sure you have initialed ALL places on the form and submit the Intent to Event Application with the Procedures and Guidelines after making a copy for yourself.

REMEMBER:

If your event is a Money Earning Activity, ensure the following pages are filled out along with the Intent to Event.