

Service Unit Event Proposal Form

Must be submitted a minimum of four (4) weeks prior to event. No event marketing or registration may be done for an event until after it has been approved.

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Before scheduling a Service Unit Eve approved by a Pathway Manager.	nt for 25 or mor	e participants, this f	orm must be completed and
Service Unit:			
Proposed Event:			
Date(s):			
Event Time:			
Estimated # of Participants:			
Estimated fee for participants:			
*Please include budget.			
Number of adults needed to maintain	n appropriate ra	atio for event :	
See Safety Activity Checkpoints for this information *These adults must be present as event staff dedicated to those roles.	mation. only and not in any	other role. Other roles in	troops/groups, etc. must be filled by adults
Is this a new event for the Service Un	it? □ Ye	s □ No	
Will you have non-members in attention Yes No *Tagalongs must be participating in the programmer of th	gram for insurance	to apply.	
Site Information Event Site:			
Event Site:			
Phone # during event:			
Is this a new site? ☐ Yes ☐ No			
Is this an approved GSMISTS site?	□ Yes □ No	o □ Not Sure	
Number of toilets and adjacent hand (1 toilet and 1 h/w facility required for every 30 What is the source for drinking water) persons)	es:	
In the event of inclement weather, whoutdoors, attach your plan for getting			ailable? If any part of the event is
What provisions are available at the s	ite for persons	with special needs?	
	 F	 Page 1	

Describe any food service you plan to provide and how you will store and refrigerate the food (including lunches brought from home):

<u>Program</u>
What grade levels will be included in your event?
☐ GS Daisies (K-1) ☐ GS Brownies (2-3) ☐ GS Juniors (4-5)
☐ GS Cadettes (6-8) ☐ GS Seniors (9-10) ☐ GS Ambassadors (11-12) ☐ Tagalongs ☐ Families
Which of the 15 Girl Scout Leadership Outcomes does this event achieve? (Check all that apply)
 □ Girls develop strong sense of self. □ Girls develop positive values. □ Girls gain practical life skills. □ Girls seek challenges in the world. □ Girls develop critical thinking. □ Girls develop healthy relationships. □ Girls promote cooperation & team building. □ Girls can resolve conflicts. □ Girls advance diversity in a multicultural world. □ Girls feel connected to their communities, locally and globally. □ Girls can identify community needs. □ Girls are resourceful problem solvers. □ Girls advocate for themselves and others, locally and globally. □ Girls educate and inspire others to act. □ Girls feel empowered to make a difference in the world.
Please explain how the above checked outcomes will be achieved. Attach additional sheets if needed:
How have you involved girls in the planning of this event? How will you continue to do so as the event approaches?
List all activities you plan to offer at this event. Attach additional sheets if needed:
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<u>Financial Information:</u>
x\$=\$income

Attendance:

Girls:	Adults:		Non-Girl Scouts:	
Expense:				
Budget		Actual Expense		
Food Office supplies Health supplies Program supplies Telephone Postage Occupancy Printing Insurance Other	\$ \$ \$ \$ \$ \$ \$ \$		\$_ \$_ \$_ \$ \$ \$ \$ \$ \$ \$ \$ \$ \$	
Total	\$		\$	_
Event Net Balance: \$_	Income	- \$ Expenses	= \$ Net balance	_
Event Manager				
Name:				
Address:		Cit	y, St:	Zip:
Day Phone:		Ev	ening Phone:	
Email:				
☐ New to position	□ returning to p	oosition		
			2 First Aider is needed. ently certified in First A	
Other Committee Mei Name	mbers/Event Volu Event p		Phone/e	e-mail
		Page 3		
Please list an itinerary	for the event:			

We understand that Girl Scouts of Michigan Shore to Shore events are open to all girls who meet the grade requirements, regardless of race, religion, color, ethnic group, geographic area, socioeconomic level or

ignature of Service Unit Event Manager	Date	
Signature of Service Unit Director	Date	
athways Manager Signature of review and approval date	e below:	
ignature	Date	