



# 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 Event for 25 or more participants, this form must be completed and approved by a Pathway Manager.

Service Unit: \_\_\_\_\_

Proposed Event: \_\_\_\_\_

Date(s): \_\_\_\_\_

Event Timeframe: \_\_\_\_\_

Estimated # of Participants:                      Girls: \_\_\_\_\_ Adults: \_\_\_\_\_

Estimated fee for participants: \_\_\_\_\_

\*Please include budget.

Number of adults needed to effectively carry out event: \_\_\_\_\_

*See Safety Activity Checkpoints for this information.*

*\*These adults must be present as event staff only and not in any other role. Other roles in troops/groups, etc. must be filled by adults dedicated to those roles.*

Is this a new event for the Service Unit?                       Yes    No

Will you have non-members in attendance and purchase event insurance for tagalongs/families\*?

Yes    No

*\*Tagalongs must be participating in the program for insurance to apply.*

*\*Please attach event insurance form and payment (check) to this proposal upon submission. If your event is not approved, your check will be returned to you.*

## Site Information

Event Site: \_\_\_\_\_

Address: \_\_\_\_\_ City, St: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone # during event: \_\_\_\_\_

Is this a new site?                       Yes    No

Is this an approved GSMISTS site?                       Yes    No    Not Sure

Number of toilets and adjacent hand washing facilities: \_\_\_\_\_

*(1 toilet and 1 h/w facility required for every 30 persons)*

What is the source for drinking water? \_\_\_\_\_

In the event of inclement weather, what type of covered protection is available? If any part of the event is outdoors, attach your plan for getting girls to the proper shelter.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What provisions are available at the site for persons with special needs?

\_\_\_\_\_  
\_\_\_\_\_

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

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**Program**

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:

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How have you involved girls in the planning of this event? How will you continue to do so as the event approaches?

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List all activities you plan to offer at this event. Attach additional sheets if needed:

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