



Event Manager Manual

Service Unit Team 2026-2027



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Dear Service Unit Event Manager,

Thank you for volunteering your time and providing the girls in your Service Unit with program opportunities.

Planning a Service Unit event requires organization, planning, and determination! This Service Unit Event Manager Manual will provide you with the tools and guidelines needed to prepare a successful event. To ensure you receive the full benefit from this document, please read it through it in its entirety before you begin planning your event. Your Service Unit and Community Membership Manager team are available to support you through the process.

Use the Table of Contents as your guide, and it will help you focus on key areas where you may have questions.

Contact us at customercare@gsmists.org if you have further questions.

Thanks for all you do for Girl Scouts!

Service Unit Events: An Overview

A Service Unit Event is an event for girls and/or adults in a specific geographic territory. It is designed, planned and implemented by a committee of the Service Unit team, troop of girls, or any other group that is meeting the needs of a specific Service Unit. This event could be grade-level specific, or it could be open to Girl Scouts and volunteers of all ages.

Events can also be planned in collaboration with neighboring Service Units as a Multi Service Unit Event. Whenever possible, the event planning committee should have input from the entire area served by the event. Events planned and executed by Service Units can also be shared to Girl Scouts across council by partnering with GSMISTS for event promotion.

Service Unit events can include, but are not limited to:



Bridging Ceremonies



Badge Workshops



Day Camps and Overnights*



Bring a Friend Recruitments

A Service Unit Event:

- Considers needs and interests of girls.
- Involves the Three Keys to Leadership: **Discover, Connect, & Take Action**, so girls will progress toward achieving outcomes while participating in activities.
- Considers the skills and experiences of those facilitating the event.
- Strives to be girl-led, has hands-on activities, and involves cooperative learning experiences whenever possible.

Service Units are encouraged to run at least five events per year. Each event provides an opportunity for your local members to meet and enhances the Girl Scout experience.

*Service Unit Day Camp or overnights events require additional training. Please contact customercare@gsmists.org if your Service Unit is interested in hosting a day camp experience. Day Camp Director training is scheduled for November 2026.

Event Planning Committee

Service Unit events require help and input from many different people! When planning an event, consider the following roles to help see your event to fruition. Sometimes a volunteer may support in multiple roles depending on the complexity and scale of your event.

Event Coordinator:

Delegates tasks to different committee members and ensures that events follow guidelines on timeline, budget, quality program, *Safety Activity Checkpoints*, and *GSMISTS Volunteer Policies & Procedures*.

Girl Representatives:

Girl input is needed and valued when planning events - especially if the event is for them!

Program Chair:

Responsible for planning and ensuring that the event carried out is consistent with the girls' assessment and purpose of the event. The position has primary responsibility to recruit and support activity specialists, consultants, and program aides.

Position also secures all supplies needed for the event.

Facilities Chair:

Responsible for finding and making all arrangements for the event site.

This includes arranging for the use of buildings, land, and equipment provided by the site and what needs to be rented.

Registrar:

Works with the business manager and is responsible for registration prior to the event and on the day of the event.

This includes developing registration materials, compiling nametags, agenda, event evaluation, safety information), collecting any balance due fees, and maintaining an accurate count of the number of people in attendance.

Activity Station Manager:

Handles program activities at a station as girls rotate through the event.

Clean-Up Chair:

Make sure everything is left cleaner than they found it and materials (trash, supplies, etc.) are removed from the site.

Business Manager:

Handles all the event finances and maintains all records for the event (i.e., registration, evaluation process, confirmation materials).

Event Planning Timetable

The event timetable will shift based on the complexity of the event. For large events and events that require a great deal of development and arrangements, try your best to follow the timetable below. For simple activities, adjust accordingly.

Big Picture: Approximately 9-6 months ahead of event

- Assess the needs and interests of girls and troop leaders.
- Determine who the participants will be.
- Present concept to troop leaders to obtain their “buy in.”
- Recruit an Event Planning Committee.
- Determine location, date, and time of event.
If using a GSMISTS facility, reserve as soon as possible.
- Visit site to gather safety and program information.
- Review Safety Activity Checkpoints.
- Set up a planning timetable.

Putting the Pieces Together: Between 6-3 months ahead of event

- Develop the theme and title for the event.
- Generate a listing of activities for the event.
- Prepare a budget and determine event fee.
- Design promotional flyer and registration form and patches/t-shirts.
- If a camping event, encourage adults to complete necessary training(s).

Ironing Out the Details: Between 2-3 months ahead of event

- Contact event volunteers (i.e. consultants, activity specialists, Program Aides)
- Recruit volunteers with appropriate certifications to staff First Aid station(s).
- Update Service Unit Team and troop leaders on planning progress.
- Order patches/GSUSA recognitions.
- Order supplies and equipment.
- Develop safety management plan and emergency procedures.
- Advertise event and distribute registration materials.

Confirm Event: 4-6 weeks ahead of event

**If event is to be canceled, this is the ideal time to cancel.*

- Finalize event's schedule of activities.
- Distribute confirmation and pre-event materials (confirmation packets,
- Provide directions to site, and schedule details, maps if needed.
- Visit site to determine the location of stations.
- Submit an [Activity/Trip Application Form](#) for any high-risk activities (any activity in [Safety Activity Checkpoints](#) that requires GSMISTS approval) or overnights.

Begin Finishing Touches: 2-3 weeks ahead of event

- Review event time, activities, and troop responsibilities with troop leaders.
- Create confirmation packets/emails and participant evaluation form.
- Make all signs and posters needed for the event.
- Alert emergency services of the event, if needed. (Day Camps and large events)

Finishing Touches: 1 week ahead of the event:

- Final check-ins with volunteers (consultants, activity specialists, Program Aides)
- Obtain perishable supplies.
- Review check-in procedures.
- Assemble check-in packets/paperwork, program activity information sheets, participant evaluation forms, other paperwork needed for event.

Event Showtime!

- Welcome and direct event volunteers/activity facilitators to their stations.
- Set up check-in table and stations at least one hour before the event begins.
 - Have multiple lines to get girls into the event quickly.
- Collect participant evaluation forms as girls leave.

After the event: Celebrate Your Success!

- Pay remaining expenses.
- Write and send Thank You cards to support personnel and volunteers.
- Share results of event at the next Service Unit meeting
- Report event numbers to the Service Unit (girls, adults, tag-a-longs.)
- [Share your successes with GSMISTS!](#)

Thinking Through the Event – The 5 Ws



Why:

- Why is the Service Unit hosting this event?
- Why is the event being offered to the selected grade level(s)?
- Why is the event being held at the date and time selected?

What:

- What outcomes will the event help girls to achieve?
- What input will girls have in selecting the event?
- What activities will be a part of the event?
- What will need to be modified/changed to accommodate different grade levels participating?

Who:

- Who will be attending the event?
- Who will be conducting the activities?

When:

- When will the event take place?
- When will the event begin and end?
- When will the event need to be announced and promoted?
- When are registrations due?

Where:

- Where will the event be held?
- Is the space accessible for those with disabilities?
- Where can program equipment and supplies be obtained?

How:

- How will the event be promoted?
- How will the event be evaluated?
- How will participants register for the event?



Thinking Through the Event - Looking at the Details

One of the goals of any event is that girls gain the greatest benefit possible for the time spent. This means that several factors must be taken into consideration when planning the event.

Setting event goals: After you determine who will attend, set goals for the event. Define the desired outcomes for the event. Be very specific and give yourself some means of measuring whether you achieve your desired outcome. Make sure your goals are SMART (Specific, Measurable, Attainable, Realistic and Timely.)

Grade level appropriate activities: Girl Scout Daisies require different activities than Girl Scout Cadettes. If an event will be offered for to multi-grade levels, then the activities will require adjustment to accommodate the different ages.

Troop-based or mixed: Some events are better if the troops are kept together, while other events are better when girls are mixed. It depends on the event, but it is possible to include some mixed activities in all events. Consider the range of grades in attendance, the risk level of the activity, and the flexibility of the activity to accommodate varying grade-levels when determining how the girls will participate. Use different methods to quickly divide girls for the different activity stations.

Traffic pattern: If an activity is dependent on what is accomplished at a previous station, a flow pattern must be determined. Make sure girls are following a path that requires the least amount of travel between stations. This helps girls to be on time for activities, reduces expenditure of energy needed for the activity, and keeps morale high. If there is going to be a significant distance of travel between stations, plan a few activities to be completed along the way. Possible activities include setting up a small scavenger hunt, having a Program Aide teach a song during the walk, or have a traveling snack picked up just before beginning the walk. Consider the need for Cadette Program Aides to escort girls from one station to another. Think about signage.

Appropriate supplies and equipment: If an activity is sports related, use the correct sized sports equipment for the grade level. Make sure there are sufficient supplies and equipment to maximize girls' participation. For example, if you are doing a craft, every girl should be able to do it at the same time; if they are going to be cooking, there should be enough hand washing stations so everyone has washed their hands and is ready to begin the cooking activity within 1 minute of arriving at the station; if doing a sporting activity, all girls are actively engaged in the activity rather than waiting in lines for their turn or the drills rapidly move individuals through the waiting line. Think about who needs what when coordinating an event.

Make sure everyone knows their responsibilities: Nothing is worse than attending an event and not being sure of what it is that you are doing and how it should be done. Keep your Event Planning Committee informed and make sure they know their responsibilities before and during the event.

Involve the troop leaders/adults: Give adults a role in conducting the activities. Ask them to assist girls running through a sports drill, to help with the difficult portion of a craft project, or to be part of the skit.

Adults who accompany girls can be part of the event staff if they are alerted to their accountabilities for the event and are given clear directions on how to assist. They are not the presenters of a station, but they can be assistants!

Give depth to the activities: This is why girls have come to the event! They want to leave having had fun, but also having done something they could not have done as a troop/group or individual. They should have learned new skills and gained new knowledge from attending an event. A great idea would be to include pre-event activities in the confirmation packet and distribute a post-event activities information sheet at the conclusion of the event. Include time at stations for girls to discuss and reflect on the activity they just did.

Include Girl Scout traditions and ceremonies: Consider including traditions like Opening and Closing Flag Ceremonies or a Friendship Circle in your events. This formality can be a good way to capture everyone's attention at the beginning of an event and bring everyone together at the end of one.

Make it interesting: Events should be special and unique. It is worth the extra time needed to create colorful posters, appropriate costuming, meaningful handouts, and ceremonies.



Selecting Activities

Girl Scouting focuses on progressive experiences where girls will continue to go more in depth with their discovery each year. For this reason, the grade that girls are in determines which activities they can participate in. More information about age-appropriate activities can be found in [Safety Activity Checkpoints](#). During the summer, a Girl Scout is considered to be the grade level they will be entering in the fall.

GSMISTS has numerous [Program Partners](#) who are happy to provide programming for Girl Scouts! You, as a Service Unit Event Manager, can connect with a Program Partner to coordinate an event. **Just double check GSMISTS & the partner are not already planning a conflicting similar program!*

Working with Program Partners helps secure subject matter experts or certified, qualified facilitators. They can work with individual troops or can work with you to plan something bigger.

Criteria to keep in mind when striving for good activities:

- Be sure activities are girl-led, hands-on, and involve cooperative learning when possible.
- Reflect the Girl Scout Promise and Law.
- Address current needs of the girls, community.
- Provide opportunity for personal growth, exploring, and discovering.
- Incorporate the Three Keys to Leadership: Discover, Connect, Take Action.
- Are appropriate to the grade level(s).
- Are fun, flexible, and challenging.
- Are inexpensive.
- Have girl input (if not girl planned).
- Are a positive learning experience.



Other questions to ask:

- Will the activities teach or reinforce some knowledge?
- Will it develop skills?
- Are the activities suitable to age and experience of group?
- Are the activities consistent with progression guidelines?
- Do the activities support event goals?

Budgeting

Items to Consider When Determining an Event's Cost

- How much can troops afford to pay for the event?
- Is the Service Unit team covering the cost or subsidizing the event?
- Can cost be reduced while maintaining the desired activities?
- Is the cost beyond the ability of a single Service Unit and its troops? If so, can it be offered as a Multi Service Unit event or open to girls across council?

Creating an Event Budget

Planning decisions and some development decisions must be made before creating the budget.

1. Determine activities and decide if outside consultants and/or activity specialists will be needed. Research fees.
2. Will a meal/snack be included as part of the event? Add this expense. (Calculation: Cost per participant x minimum # of participants.)
3. Does the event include payment of admission fees? If so, calculate based on contractual agreement. Please note that all contracts must be turned into GSMISTS for review and to receive necessary signatures.
4. What program supplies will be needed for the activities? Add this expense (Cost per participant x minimum # of participants.) This is the most difficult expense to calculate as materials are generally purchased in bulk quantity but need to be calculated as a per participant expense. This is an estimated amount, not an exact amount as it may be possible to have supplies donated.
5. Research locations for event to determine event fee.
6. Will transportation be required? Research cost. Please note that rental insurance must be taken out when renting vehicles.
7. Is a patch or t-shirt to be available? Will it be part of the event fee or an optional additional expense?
8. Will non-members be allowed to attend? Will the event be shared through council to invite other Girl Scouts outside the Service Unit?

Income needed to support the event is determined by dividing total expenses by total number of girl participants. Fees for volunteering Program Aides and adults should only include expense of transportation, applicable admission fees, snack and the t-shirt and/or patch (if included as part of the event fee.)

If the Service Unit is going to provide monies in support of the event, subtract that amount from the total expenses and divide the remainder by the minimum number of girls to determine the girl event fee.

It is okay to add on an additional fee for the unknown but keep it minimal. If you have money left over, carry it over to the next Service Unit event or it could be spent on the girls in your Service Unit currently registered for the membership year. Events should not be profit making unless there is a specific purpose.

Explanation of Expenses

- **Activity Specialists/Cook:** You may be having an event that would require paying a cook, program partner, or activity specialist (i.e. instructing archery or canoeing).
- **Food:** Snacks, beverages, meals, etc. This will depend on the number and type of meals such as a snack for a two-hour event, or a bag lunch, cookout, etc.
- **Program admission fees:** The cost of a ticket, pass or entry fee for a museum, skating rink, game, concert, etc.
- **Program supplies:** All items used to operate the actual program and reflect the event goals. This would include art supplies, handouts, names tags, participation incentives such as prizes, and anything used for the event activities, other than equipment.
- **Program equipment:** Cost of tables, chairs, projectors, screens, sports equipment rentals, archery or canoe equipment, etc.
- **Facility rental:** Cost of building, site, and/or other facilities.
- **Transportation:** Cost of renting vehicles (including rental insurance), buses, parking fees, tolls, etc.
- **Gifts for event committee/volunteers:** Token of Appreciation (notes, patches, certificates, etc.).



Infectious Disease Safety in Girl Scouts

The health and safety of our members is always Girl Scouts' highest priority.

Recognize that communicable diseases, including COVID-19, have always presented risks for Girl Scout members to handle. Following Centers for Disease Control standards along with guidance from local jurisdictions is expected. Be prepared to monitor evolving health matters.

Girl Scouts or volunteers should not participate in troop meetings or other Girl Scout activities when they appear to be ill, have an undiagnosed medical issue, have lice/nits, or have bed bugs on their clothing, bedding, at home, etc.

If a Girl Scout appears to be ill when she arrives at an event or becomes ill during the activity, their parent/guardian will be asked to pick-up them up early from the activity at their own expense, and it is at the Event Manager's discretion whether to refund any fees paid for the activity.

Safety Information and important points to remember:

- Review [Safety Activity Checkpoints](#).
- Submit an [Activity/Trip Application Form](#) for any high-risk activities (any activity in Safety Activity Checkpoints that requires GSMISTS approval) or overnights.
- Activities are age-appropriate and girls are prepared for activities!
- The equipment and supplies are correct for the activities and grade level of girls.
- The facility meets the activity needs and has been cleared of safety hazards or safety hazards have been padded or placed out of bounds.
- Emergency services have been contacted and are on alert for large events.
- Certified First-Aiders are in attendance for the duration of the event. Events of 200 or more require an Advanced First Aider. Reference Safety Activity Checkpoints.
- Directions to the emergency room and insurance claim forms are kept with the first aid kit.
- Activity leaders are knowledgeable and hold necessary certifications.

Below is a list of supplies you may want to have in your first aid kit to handle emergencies:

- | | | |
|-----------------------------------|--|--|
| • Flashlight with extra batteries | • Band-Aids assorted sizes | • Roller gauze bandages |
| • Blanket | • Gauze pads | • Pair of good quality scissors |
| • Benadryl | • Instant chemical ice pack | • Single use antibacterial wipes for hands or hand sanitizer |
| • Emergency phone numbers | • Disposable surgical gloves (non-latex as someone may have a latex allergy) | • Triangular bandages |
| • Adhesive tape | • Pocket face mask/face shield | |

Promoting the Event

Questions to be addressed when determining when and how the event should be promoted/announced:

- How do you generate curiosity and excitement about the event?
- How far in advance of an event do troops/groups need to know that it is taking place?
- What information do troops/groups need to know to decide if they are going to attend?
- Do they need to register in advance of the event?
- Do the girls need to learn new skills in preparation for the event?
- Should you use Facebook and bulletin boards in addition to flyers?

Themes: the title of the event can generate curiosity. Have a short title that is flashy, upbeat and umbrellas the activities.

Preview Activities: short quick, fun activities that can be done at Service Unit meetings and at troop meetings by the event planning committee or Program Aides as part of a presentation. Pre-event activities help girls to prepare for the event and maintain their interest and motivation to attend.

Social Media & Flyers: give a short description of activities, the date of the event, cost, registration deadline and form. When writing your descriptions, emphasize the “Why” people should come to your event. Is there a new badge being earned? A limited edition patch only available this year?

When promoting your event, simple things like the colors, font type/size, and graphics on the flyer or social media post all impact the potential interest in the event.

Have several people proof the piece for grammar, spelling, and content errors. The quality of your flyer/post and the information it contains can save you money and a lot of time, especially if a contact person’s phone number or e- mail address is on it for further information.

Important promotion points to remember:

- Include information about the activities taking place at event.
- Keep words to a minimum – Have lots of “open space” on a flyer.
- Include date, time, location, and costs.
- Emphasize registration deadlines and how/where to register.
- Include name of Service Unit conducting event.
- Include photos/graphics that can help portray what your event is.



Elements of a Great Event Flyer

1. Flyer heading/title - Event name

2. Event information

- Description of event
- Identify Girl Scout levels event is serving
- Date/time
- Place/address
- Cost (Include availability of financial assistance, breakdown of what is covered in fee, cost for adults)
- Contact person(s) for additional information
- Registration deadline

3. Response/registration form for event should ask for:

- Name(s) of participants and/or leaders' names and number of participants
- Address
- Telephone (day and evening numbers)
- Grade level
- Troop number
- Information on making/forwarding payments; amount enclosed
- Other choices on events, such as workshops, unit at camp, dietary restrictions
- Permission of Parent or Guardian
- Items to bring (if applicable, including forms that may need to be turned in)



Where Fun Grows!

Get a fun spring preview of what being a Girl Scout is all about! Girls in grades K-5 are invited to join in on crafts and activities while parents and caregivers learn how to get involved as troop leaders.

Day | Time

Location and Address

Contact (Name & Details Here) for additional information.
RSVP by date here

GSMISTS Promoting Service Unit Events

GSMISTS is happy to promote Service Unit events to the council through the GSMISTS online event calendar with the following considerations:

- Service Unit event being shared must be open to girls from outside your Service Unit
- GSMISTS is not responsible for hosting your event's registration
- Please allow 3-5 days for publication to GSMISTS calendar

Complete the [Service Unit Event Promotion Request Form](#) to share details of your event. GSMISTS reserves the right to adjust promotional verbiage or deny promotion if event conflicts with GSMISTS safety expectations, GSMISTS events, or Program Partner events.

Evaluating the Event

How do you know if the event was a success?

Evaluation is an ongoing process that begins when needs, and interests are assessed before developing and conducting the event.

Girls and troop leaders are asked for feedback during and at the conclusion of the event. Be receptive. Listen to the comments of others. People want to know they are being heard.

Some examples of questions you can ask include:

- What three things from the event would you keep?
- Is there anything from the event you would not like to do again?
- List three ideas for future events.
- What changes would you have made to this event?

Review with your event team the following questions:

- Did the activities stayed focused on meeting the purpose of the event?
- Were there were clear indicators that girls made progress towards achieving the program goal(s) on which the event was focused?
- Did girls and adults leave the event excited and happy?
- Were activities following [Safety Activity Checkpoints?](#)



Girl Scout Volunteer-to-Youth Ratios For Events, Travel, and Camping

Girl Scout Volunteer-to-Youth Ratios	Events, Travel, and Camping	
	Two unrelated volunteers (at least one of whom is female) for up to this number of youths:	One additional volunteer to each additional:
Girl Scout Daisies (Grades K-1)	6	1 - 4
Girl Scout Brownies (Grades 2-3)	12	1 - 6
Girl Scout Juniors (Grades 4-5)	16	1 - 8
Girl Scout Cadettes (Grades 6-8)	20	1 - 10
Girl Scout Seniors (Grades 9-10)	24	1 - 12
Girl Scout Ambassadors (Grades 11-12)	24	1 - 12

For mixed-grade level troops (Multi-Level Troops), use the adult-to-youth ratio for the lowest grade level in the troop. For example, if the troop consists of Daisies and Brownies, the Daisy adult-to-youth ratio should be followed.

Non-member children who are present should be considered in the ratios.

Visiting and Participating Adults: Occasionally, friends and family members join Girl Scout outings or trips, or experts in a subject may be invited to troop meetings to help work on badges. All adults accompanying troop/group meetings or activities on a regular basis (more than 1 time); or attending any overnight activity; or who at any time assume care, custody, or control of girl members and/or Girl Scout money must be both a registered adult member of GSUSA and a volunteer of GSMISTS. This includes trip chaperones and drivers.

Activity/Trip Approval Chart

Trip	Forms to be Completed	Training Requirements
<p>Impromptu activity or trip during troop meeting (on-site only)</p>	<ul style="list-style-type: none"> Annual Permission Form. Leave note on door for parents telling them where you are, when you will return, and how to find you 	<ul style="list-style-type: none"> GSMISTS New Leader Training
<p>Day Trip Lasting <i>no longer</i> than 8 hours, including travel time.</p>	<ul style="list-style-type: none"> Annual Permission Form or Girl Permission Form Girl/Adult Health History Form Troop Trip Treatment Permission Form 	<ul style="list-style-type: none"> GSMISTS New Leader Training Suggested at least one adult volunteer who is certified in First Aid/CPR accompany when leaving their regular troop meeting place. Some activities require First Aid/CPR certification.
<p>Day Trip Lasting <i>more than</i> 8 hours, including travel time.</p>	<ul style="list-style-type: none"> Annual Permission Form or Girl Permission Form Girl/Adult Health History Form Troop Trip Treatment Permission Form 	<ul style="list-style-type: none"> GSMISTS New Leader Training Suggested at least one adult volunteer who is certified in First Aid/CPR accompany when leaving their regular troop meeting place. Some activities require First Aid/CPR certification.
<p>High Adventure/High Risk Activities Any activity in Safety Activity Checkpoints requiring GSMISTS approval.</p>	<ul style="list-style-type: none"> Activity/Trip Application Form Girl Permission Form Girl/Adult Health History Form Troop Trip Treatment Permission Form 	<ul style="list-style-type: none"> GSMISTS New Leader Training First Aid/CPR Certified Adult Certified adults in activities participating in - such as lifeguard, if applicable.
<p>Indoor Overnight/Multi-Night Trip Troop will sleep at a hotel, motel, lodge, Airbnb, or other like facility. Troop <u>will</u> have access to flush toilets. Troop <u>will</u> be cooking in a kitchen, eating at restaurants, or meals will be provided. A campfire <u>will not</u> be built.</p>	<ul style="list-style-type: none"> Activity/Trip Application Form Girl Permission Form Girl/Adult Health History Form Health Examination Record (needed for 4 or more nights) Troop Trip Treatment Permission Form Sleeping Arrangements Form for Travel/Trips (if applicable) Optional 3P Insurance (3 nights or longer) 	<ul style="list-style-type: none"> GSMISTS New Leader Training First Aid/CPR Certified Adult Certified adults in activities participating in - such as lifeguard, if applicable.
<p>Backyard Camping Trip No Campfire Located at a volunteer's house or private property. Troop <u>will</u> have access to flush toilets and <u>will be</u> cooking in a kitchen, or meals will be provided. Troop <u>will not</u> cook outdoors and campfire <u>will not</u> be built.</p>	<ul style="list-style-type: none"> Activity/Trip Application Form Permission to Meet in the Home Application and Approval Form Parent Permission Form for Girl to Attend Meetings/Activities in the Home Girl/Adult Health History Form Troop Trip Treatment Permission Form Optional 3P Insurance (3 nights or longer) 	<ul style="list-style-type: none"> GSMISTS New Leader Training Troop Camp Preparation (TCP) Home Study First Aid/CPR Certified Adult Certified adults in activities participating in - such as lifeguard, if applicable.
<p>Backyard Camping Trip with Campfire Located at a volunteer's house or private property. Troop <u>will</u> have access to flush toilets. Troop <u>will</u> cook outdoors and will build a campfire.</p>	<ul style="list-style-type: none"> Activity/Trip Application Form Permission to Meet in the Home Application and Approval Form Parent Permission Form for Girl to Attend Meetings/Activities in the Home Girl/Adult Health History Form Troop Trip Treatment Permission Form Optional 3P Insurance (3 nights or longer) 	<ul style="list-style-type: none"> GSMISTS New Leader Training Troop Camp Preparation (TCP) Home Study Troop Camping Skills First Aid/CPR Certified Adult Certified adults in activities participating in - such as lifeguard, if applicable.

<p>Indoor Camping Trip Troop will sleep in an enclosed structure or cabin at an established camp or campground with safe, running water. Troop <u>will</u> have access to flush or pit toilets. Troop <u>will</u> cook outdoors and <u>will</u> build a campfire.</p>	<ul style="list-style-type: none"> • Activity/Trip Application Form • Girl Permission Form • Girl/Adult Health History Form • Health Examination Record (needed for 4 or more nights) • Troop Trip Treatment Permission Form • Optional 3P Insurance (3 nights or longer) 	<ul style="list-style-type: none"> • GSMISTS New Leader Training • Troop Camp Preparation (TCP) Home Study • Troop Camping Skills • First Aid/CPR Certified Adult • Certified adults in activities participating in – such as lifeguard, if applicable.
<p>Outdoor Camping Trip Troop will sleep in tents at an established camp or campground with safe, running water. Troop <u>will</u> have access to flush or pit toilets. Troop <u>will</u> be cooking outdoors and <u>will</u> build a campfire.</p>	<ul style="list-style-type: none"> • Activity/Trip Application Form • Girl Permission Form • Girl/Adult Health History Form • Health Examination Record (needed for 4 or more nights) • Troop Trip Treatment Permission Form • Optional 3P Insurance (3 nights or longer) 	<ul style="list-style-type: none"> • GSMISTS New Leader Training • Troop Camp Preparation (TCP) Home Study • Troop Camping Skills • First Aid/CPR Certified Adult • Certified adults in activities participating in – such as lifeguard, if applicable.
<p>Wilderness/Backcountry/ Primitive Camping Trip Troop will sleep in tents in a wilderness/backcountry/primitive setting. Troop <u>will not</u> have access to running water, flush toilets, or pit toilets. Troop <u>will</u> be cooking outdoors and <u>will</u> build a campfire.</p>	<ul style="list-style-type: none"> • Activity/Trip Application Form • Girl Permission Form • Girl/Adult Health History Form • Health Examination Record (needed for 4 or more nights) • Troop Trip Treatment Permission Form • Optional 3P Insurance (3 nights or longer) 	<ul style="list-style-type: none"> • GSMISTS New Leader Training • Troop Camp Preparation (TCP) Home Study • Troop Camping Skills • Wilderness Camping Skills • First Aid/CPR Certified Adult (higher level of training may be required depending on location of trip) • Certified adults in activities participating in – such as lifeguard, if applicable.
<p>Participating as a User Group at an Established Camp (ex. Camp Henry, a YMCA Camp, etc.)</p> <p>All activities and meals are provided by the staff of the established camp. The established camp provides the activity instructors, with certifications as listed in Safety Activity Checkpoints</p>	<ul style="list-style-type: none"> • Activity/Trip Application Form • Girl Permission Form • Girl/Adult Health History Form • Health Examination Record (needed for 4 or more nights) • Troop Trip Treatment Permission Form • Optional 3P Insurance (3 nights or longer) 	<ul style="list-style-type: none"> • GSMISTS New Leader Training • First Aid/CPR Certified Adult (if not provided by established camp).
<p>International Travel</p>	<ul style="list-style-type: none"> • Activity/Trip Application Form • Girl Permission Form • Girl/Adult Health History and Health Examination Record • Troop Trip Treatment Permission Form • Intent to Travel Form • Authorization for Medical Treatment (adult & girl) • Permission for Minors to Travel • Required Insurance Plan: 3PI 	<ul style="list-style-type: none"> • GSMISTS New Leader Training • First Aid/CPR Certified Adult • Certified adults in activities participating in – such as lifeguard, if applicable • Global Travel Toolkit (supplemental)
<p>Multi-Troop/Service Unit</p>	<ul style="list-style-type: none"> • Activity/Trip Application Form – needed if participating in high adventure/high risk activities (any activity in Safety Activity Checkpoints that requires GSMISTS approval), day trips lasting 8 hours or longer (including travel time), or overnights • Girl Permission Form • Girl/Adult Health History Form • Troop Trip Treatment Permission Form 	<ul style="list-style-type: none"> • GSMISTS New Leader Training • First Aid/CPR Certified Adult, additional first aid/CPR certified adults may be needed based on attendance at event. • Training requirements based on activities that are taking place.

The Girl Scout Difference

The Five Outcomes

Our Girl Scout Leadership Experience is a one-of-a-kind leadership development program for girls, with proven results. It is based on time-tested methods and research-backed programming that help girls take the lead their own lives and in the world.

Research shows that girls learn best in an all-girl, girl-led, and girl-friendly environment. Girl Scouts is a place where girls practice different skills, explore their potential, take on leadership positions and even feel allowed to fail, dust themselves off, get up, and try again.

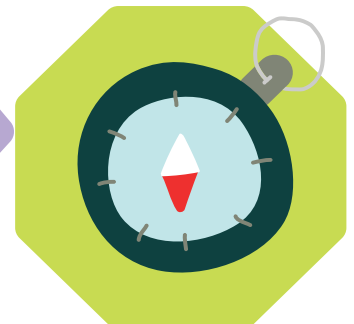
Girl Scouts is proven to help girls thrive in five keyways as they:

- Develop a strong sense of self.
- Seek challenges and learn from setbacks.
- Display positive values.
- Form and maintain healthy relationships.
- Identify and solve problems in the community.



The inclusive, all-female environment of a Girl Scout troop creates a safe space where girls can try new things, develop a range of skills, take on leadership roles, and just be themselves.

NOTE: Not every event needs to cover all five outcomes or event teach a skill completely. However, the event should work within the overall Girl Scout experience toward achieving these goals.



How to Partner with Older Girls

The Girl Scout Leadership Experience (GSLE) allows girls to discover, connect, and take action. Encourage girls to get involved in planning events and provide them with the tools and guidance they need to succeed. Though it may be easier to plan an event yourself, empowering girls to help plan them in partnership with you will give those girls the leadership experiences they need to grow. As girls progress in their grade levels, they will also progress in the types and amount of planning they can accomplish.

Girls can help in the planning stages by researching possible event sites. They can also help in setting the budget and researching past events' successes and failures. They are a great resource for ideas of what girls want to do at an event.

- Girls can communicate the event to the rest of the Service Unit by creating flyers, distributing them, and answering any questions regarding the event. They can connect with participating leaders through e-mail and relay event specific information.
- Older girls can shop for event materials with the money budgeted. They also can help in the actual set-up of the event with tables and decorations. During the event they can run the stations and then help with the cleanup. They can help finalize paperwork from the event and report the evaluations.
- In addition to incorporating the GSLE, many Service Units also utilize their older girl troops in their events throughout the year to help retain Girl Scout Daisies and Brownies who look up to the older girls as role models. Younger troops can have a "buddy troop" they partner with to do activities with throughout the year. Program Aides are available to assist younger troops or at events.



Accident/Incident Reporting

If an emergency occurs during a Girl Scout troop meeting, activity, etc., Girl Scout volunteers must follow the GSMISTS Emergency Procedures. These procedures ensure safety is the number one concern in any emergency and volunteers are guided to seek help, and report the incident, efficiently and effectively.

GSMISTS Emergency Procedures

1. Provide all possible care for the injured person.
2. Call for help: 9-1-1 (Police, Fire, EMS.)
3. Move non-injured people away from the scene.
4. In the event of a motor vehicle accident, serious accident, or fatality always notify the police. Unless victim is in immediate danger, do not allow the disturbance of the victim or surroundings until first responders arrive.
5. Call emergency contact(s) of injured.
6. Speak only to police or other first responders.
7. Report emergency to GSMISTS:
Business Hours Emergency Phone: 844-476-4787
After Hours Emergency Phone: 616-204-1456
GSMISTS will provide you additional support on how to handle the emergency.
8. Complete a GSMISTS [Accident/Incident Report Form](#)
9. Volunteers should not make statements of any kind to the media. Refer requests to GSMISTS's Director of Marketing & Communications or Chief Executive Officer. Volunteers must also refrain from posting and/or sharing pictures or comments on social media related to the emergency.
10. Do not discuss the incident with media/witnesses, release names, place blame, or accept liability.
11. If an automobile accident, share insurance information with the other party, do not sign any accident report, except for the police report.
12. Keep a record of the order of events, treatments, calls, etc.

Activity Insurance Plans and Descriptions

Plan 1 Accident Insurance Basic Coverage is supplemental health insurance that protects registered Girl Scout members. Registered members are automatically covered under Plan 1 Accident Insurance Basic Coverage when participating in an approved, supervised Girl Scout activity. An approved, supervised Girl Scout activity is carried out by girls who are registered members of the Girl Scout Movement under the overall supervision of volunteers, in keeping with GSMISTS Volunteers Policies & Procedures, Volunteer Essentials, and Safety Activity Checkpoints. Invited non-member participants are also covered under Accident Insurance Basic Coverage.

When planning extended trips, troops have the option to purchase Plan 3P Accident plus Sickness Insurance. International trips always require Plan 3PI Accident plus Sickness Insurance.

	Plan 1 Accident Insurance Basic Coverage	Plan 3P Accident plus Sickness Insurance	Plan 3PI Accident plus Sickness Insurance for International Trips	International Inbound Accident plus Sickness Insurance for Girl Guides/Girl Scouts Visiting the USA
Eligibility	All Member and Nonmember participants of Girl Scout sponsored/supervised events.	All Member and Nonmember participants of Girl Scout sponsored/supervised events.	All Member and Nonmember participants of Girl Scout sponsored/supervised events.	Councils who are hosting Girl Guides/Girl Scouts visiting the United States.
Coverage (any approved and supervised Girl Scout Activity)	No Event duration time frame.	No Event duration time frame.	No Event duration time frame.	Coverage provided 24 hours a day for Girl Guides/Girl Scouts visiting the United States including travel directly to and from the insured home and the United States.
Premium Rates	The cost is paid by Girl Scouts of the USA.	\$0.70 per participant per calendar day or portion thereof.	\$1.17 per participant per calendar day or portion thereof.	\$3.30 per participant per calendar day or portion thereof.

To purchase additional insurance, submit the [Activity Insurance Purchase Form](#) to GSMISTS at least 4 weeks before insurance is needed.

A completed [Accident/Incident Report Form](#) must be submitted in order to begin the insurance claim process.

Additional information about activity insurance can be found in GSMISTS [Activity and Trip Planning Guide](#).

Event Budget Worksheet

Questions to be addressed when determining when and how the event should be promoted/announced:

Income	
Girl Fee (cost x minimum # of girls)	\$
Program Aide Fee	\$
Adult Fee	\$
Total Income	\$

Expenses	
Activity Specialists/Cook	\$
Food	\$
Program Admission Fees	\$
Program Supplies	\$
Program Equipment	\$
Facility Rental	\$
Transportation	\$
Additional Insurance	\$
Gifts for Event Committee & Volunteers	\$
T-Shirt (add if included in event fee)	\$
Patch (add if included in event fee)	\$
Total Expenses	\$

Monthly Reminders

Promote Service Unit and GSMISTS events

- GSMISTS Event Calendar
- In the Know – monthly newsletter e-mailed to Service Unit Team Members and Troop Leaders

September

- Remind troops of Juliette Gordon Low's Birthday (Oct. 31)
- Plan/Host Bridging or Investiture/Rededication Ceremony
- Promote turning in Final Reports for Highest Awards

October

- Juliette Gordon Low's birthday (Oct. 31)

November

- Consider planning a Service Unit wide community service project
- Make plans to participate in upcoming holiday events in your community

December

- Promote/plan World Thinking Day event (Feb. 22)

January

- Promote/plan World Thinking Day event (Feb. 22)
- Plan for Girl Scout Week (starts the Sunday prior to March 12 and ends the Saturday after March 12)
- SU Day Camp Training & SU Overnight Campout Training 1st full week of January. Check GSMISTS Event Calendar to register.

February

- Celebrate World Thinking Day (Feb. 22)
- Promote turning in Final Reports for Highest Awards
- Promote registration for GSMISTS Girl Scout Recognition Ceremony (held in June)

March

- Girl Scout Week (starts the Sunday prior to March 12 and ends the Saturday after March 12)
- Girl Scouts Birthday (March 12)
- Promote turning in Final Reports for Highest Awards
- Promote registration for GSMISTS Girl Scout Recognition Ceremony (held in June)

April

- Promote Service Unit Summer Events
- Plan Bridging Ceremony
- Plan an End of Year Event
- Promote turning in Final Reports for Highest Awards
- Promote registration for GSMISTS Girl Scout Recognition Ceremony (held in June)

May

- Plan/Host Bridging Ceremony
- Plan and promote End of Year Event

June

- GSMISTS Girl Scout Recognition Ceremony
- Promote Service Unit Summer Events
- Plan End of the Year Event

July

- Discuss and plan possible Service Unit events for next year

August

- Discuss and plan possible Service Unit events for next year
- Plan/Host Bridging or Investiture/Rededication Ceremony

Character • Courage • Confidence



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of michigan
shore to shore