



Lafayette Girl Scout Service Unit Event Interest Application
 Submit to Event Coordinator by April 1st

Troop _____ School/Grade _____ Leader _____
 Level (check one) Daisy Brownie Junior Cadette Senior

Event will be hosted by (check one) entire troop (# of girls _____)
 group of girls (# of girls _____)
 individual girl

Recognition/Leadership/Other to be earned as a result of doing this event or camporee _____

Contact Name/Address _____

Contact Phone/Email _____
 (Contact information will be published on Service Unit LCT Roster)

Event Interest: Daisy/Brownie Songfest Daisy/Brownie Health Fair
 Girl Scout Birthday-Skating Party (March)
 Other (Please Describe) _____

Camporee Interest: 3rd Gr. Brownoree 4th/5th Gr. Camporee 6th Gr. Camporee

Proposed date or month of event _____

Any other relevant information _____

To assist you/your troop in planning and presenting a successful event, the Service Unit will:

- Provide a binder with information on similar past events.
- Advance money needed for deposits and materials from Service Unit funds.
- Provide mailing labels of Lafayette troops.
- Provide access to Service Unit electronic announcements.
- Support with advice as needed.

If you/your troop plans this event, you will be expected to:

- Attend Service Unit Event Training offered every spring in Lafayette.
- Attend Council training in Oakland (required for Camporees).
- Communicate regularly with Service Unit Event Coordinator
- Report at Appropriate Leader Meetings.
- Prepare an event time line (provided by the Service Unit) which includes submitting a preliminary budget to the Event Coordinator 4-6 months prior to event.
- Deposit all funds and run all expenses through the Service Unit Treasurer and NEVER commingle troop accounts or your personal accounts with event money.
- Make arrangements with the Equipment Coordinator to check out "Large Event" First Aid kit. First Aid kit will be returned to Equipment Coordinator within 2 weeks of event.
- Submit final budget accounting to Event Coordinator within 1 month after event.
- Write summary of event and include it in the Event binder.
- Write short newspaper article that can be submitted to local newspaper of event.
- Include all documents and evaluations in Event, and return binder to Event Coordinator within 1 month after event.

Read and Agreed to: Leader/Planner/Team _____ Date _____

Agrees to be First Aider per Safety Wise _____ Date _____