Girl Scouts Lafayette Service Unit (LSU) Event Interest Application
Submit to Event Coordinator by April 1st

Troop_____School/Grade_____Leader_____
Level (check one) Daisy☐ Brownie☐ Junior☐ Cadette ☐ Senior☐ Ambassador☐

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 Website)

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 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 in Lafayette.
- Complete Northern California Council Event Director training home study.
- Communicate regularly with Service Unit Event Coordinator
- Report at Appropriate Leader Meetings.
- Follow event time line (provided by the Service Unit) which includes submitting a preliminary budget and flyer 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.
- Submit Service Unit Emergency form (www.girlscoutsnorcal.org)
- Make arrangements with the Event Coordinator to check out "Large Event" First Aid kit. First Aid kit will be returned to Event Coordinator within 2 weeks of event.
- Submit final budget accounting & event report form to Event Coordinator within 1 month after event.
- Write summary of event and include it in the Event binder.
- Write short newspaper article of event and submit along with photo to SU Director-Communications.
- Include all documents and evaluations of 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_____