



Service Team Orientation

Position: Event Planner

What Does an Event Planner Do?

- Event planning volunteers plan, develop and deliver Girl Scout programs in the local community.
 - Work with the Service Area Manager and Service Team to identify the needs of girls and adults.
 - Identifies community resources for potential collaboration in events/activities.
 - Recruits and oversees chairperson(s) for events/activities.
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What Does an Event Planner Do?

- Ensures that Girl Scout program standards (see *Safety-Wise*) and Council policies, procedures and guidelines (see *The Source*) are used in the design and implementation of events/activities.
- Ensures girl planning, responsible fiscal management and participant evaluation for each event.
- Facilitates communication and distribution of event information to troops and to individually registered girls.

Who Can Be an Event Planner?

Someone who...

- Has time management skills
- Is organized
- Can manage a budget



Girl Scout Volunteer Core Competencies

Here are the competencies we want ALL volunteers to have:

- **Girl Focus:** Demonstrates dedication and commitment to guiding girls toward reaching meaningful outcomes through the three keys to leadership: Discover, Connect and Take Action.
 - **Adaptability:** Adjusts and modifies own behavior, and remains flexible and tolerant in response to changing situations and environments.
 - **Fostering Diversity:** Understands and embraces human diversity, and promotes inclusion of all people.
 - **Oral Communication:** Expresses ideas clearly and concisely.
 - **Personal Integrity:** Demonstrates honesty, credibility and dependability.
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