



Girl Scouts®

Girl Scouts of the Northwestern Great Lakes, Inc.

Running a Program/Event for Volunteers

THANK YOU! You have decided to coordinate a Service Area Program/Event for Girl Scouts. Girls benefit in many ways from participation in a Girl Scout event. Events can be fun, educational, service-oriented, or all of the above. Girl Scouting depends on you, the volunteer, to coordinate most events. Your service provides opportunities for girls they may not otherwise receive. This packet will guide you through the basic steps of planning an event. Most Service Area programs/events should follow these basic guidelines; however, some programs may need to be adjusted for specific needs. Just remember, it's nearly impossible to be 'overly' prepared!

It is also necessary to promote all events. Specific events may need to be marketed differently.

Getting Ready:

- Create schedule for program. Ensure program aligns with Girl Scout Leadership Experience (see next page), follows *Safety-Wise* and includes age-appropriate activities
- Develop a budget for program/event
- Line up a speaker (if needed)
- Line up a location for the event
- Send confirmation to speaker along with directions
- Confirm logistics with place where program is being held
- If non-registered girls or adults will be attending you'll need to purchase [Extra Activity Insurance](#) through the Council
- Create and send confirmation (include a [Health History Form](#) in the confirmation) to all registered girls/attendees with all information at least a month in advance
- Shop for needed supplies. Make sure to bring your troop's tax exempt card with while shopping and keep receipts! Check budget for program before leaving
- Track all expenses
- Contact speaker and place where program is being held the day before to verify everyone is ready

Day Of:

- Have a list of all girls attending event to check off
- Have a first aid kit available
- Gather materials, evaluations, and extra pens/pencils
- Collect Health History forms from girls and any meds they may have brought and put in a secure location
- Give any volunteers for the program a brief training before any girls arrive
- Go to program and have a great time
- Be sure to complete a [Service Area Program/Event Evaluation Form](#)
- After program is finished make sure to **clean** area used. Remember to vacuum, clean kitchen, mop, etc.

Day After:

- Put away any supplies
- Make a copy of completed evaluation and turn in to Membership Manager or email to jnovotny@gsnwgl.org

The Girl Scout Leadership Experience

Discover + Connect + Take Action = Leadership

As Girl Scouting approaches its 100th anniversary, the organization is using its expertise to create a completely new approach for *what* girls do in Girl Scouting, *how* they do it, and how they will *benefit*. Called the **Girl Scout Leadership Experience**, this approach engages girls in discovering themselves, connecting with others, and taking action to make the world a better place.

Girl Scouting's Three Keys to Leadership

The Girl Scout Leadership Experience identifies three “keys” to leadership:

- **Discover:** Girls understand themselves and their values and use their knowledge and skills to explore the world.
- **Connect:** Girls care about, inspire, and team with others locally and globally.
- **Take Action:** Girls act to make the world a better place.

Girl Scout Processes

All experiences in Girl Scouting should incorporate the Discover, Connect, and Take Action keys to leadership. Girl Scout experiences should also be, as much as possible, *girl led* and encourage *learning by doing* (experiential learning), and *cooperative learning*. These three processes promote the fun and friendship that have always been so integral to Girl Scouting.

Follow this planning model to best incorporate the three processes into what girls do:

- **Girl led** - Ask girls what activities they want to do/attend. *Girl led* means the girls are playing an active role in deciding the what, where, when, why and how of their activities. By taking an active role, girls engage in leadership and decision-making opportunities. Another idea: Have the girls develop their own list of activity ideas rather than choosing activities from the list compiled by the Troop Leaders. Talk about finances (how will they pay for what they want to do), timing of activities (calendar for the year), due dates for permission slips, etc. Be sure they address what to do if someone cancels after committing to an activity.
- **Learning by doing** - Girls learn the best when they are actively engaged in what they are doing. Learning happens when girls take part in an activity, share experiences and then reflect on what they have learned and how it applies to future experiences. Encourage the girls to reflect on what they did by using a journal, sketch book, scrap book, or by discussing in groups. The tangible reflections (journals, etc.) will also give girls a memento or reminder of the activities they participated in.
- **Cooperative learning** - Sharing knowledge, skills and learning promotes trust, respect, teamwork, and cooperation. Doing activities or attending workshops as a troop/group is *cooperative learning*. Examples of activities that foster cooperative learning are brainstorming, role-playing in small groups, group goal setting, partner activities, etc.

Outcomes in the Girl Scout Leadership Experience

You may be wondering: How do you know that girls are having an effective leadership experience? Surely, discovering, connecting, and taking action are different for Girl Scout Brownies and Girl Scout Seniors.

The signs are what let adults know if girls at each grade level are achieving leadership skills. Checking the outcomes is like noting road signs on a journey—the signs that let you know you’re getting closer to your destination. Similarly, seeing the age-appropriate signs during Girl Scout activities lets adults know that girls are achieving the intended outcomes.

Discover Outcomes

1. Girls develop a strong sense of self.
2. Girls develop positive values.
3. Girls gain practical life skills.
4. Girls seek challenges in the world.
5. Girls develop critical thinking.

Connect Outcomes

1. Girls develop healthy relationships.
2. Girls promote cooperation and team building.
3. Girls can resolve conflicts.
4. Girls advance diversity in a multicultural world.
5. Girls feel connected to their communities, locally and globally.

Take Action Outcomes

1. Girls can identify community needs.
2. Girls are resourceful problem solvers.
3. Girls advocate for themselves and others, locally and globally.
4. Girls educate and inspire others to act.
5. Girls feel empowered to make a difference in the world.

Long-term Outcomes

Over time, the measurable short-term and intermediate outcomes will set girls on a life-long path to...

- Lead with courage by speaking out on issues they care about and taking active roles in their communities.
- Lead with confidence by making the most of their strengths and feeling empowered to make a difference in their lives and beyond.
- Lead with character by acting with integrity and compassion, making decisions that promote the well-being of themselves and others.

...as they continue to make the world a better place.

When Discover, Connect, and Take Action activities are girl led and involve learning by doing and cooperative learning, girls achieve the desired and expected short-term leadership outcomes, ultimately resulting in Girl Scouting achieving its mission!

Safety-Wise Information

The objective of the *Safety-Wise* manual is to establish a sound program experience that will protect and maintain the well-being of every Girl Scout by providing program standards and safety guidelines for Girl Scout activities.

Girl Scout Grade Levels

- Girl Scout Daisy (grades K-1)
- Girl Scout Brownie (grades 2-3)
- Girl Scout Junior (grades 4-5)
- Girl Scout Cadette (grades 6-8)
- Girl Scout Senior (grades 9-10)
- Girl Scout Ambassador (grades 11-12)

Girl-Adult Safety Ratios

Two adults to every:

- 5 Girl Scout Daisies (one adult to each additional 3 girls)
- 12 Girl Scout Brownies (one adult to each additional 6 girls)
- 16 Girl Scout Juniors (one adult to each additional 8 girls)
- 20 Girl Scout Cadettes (one adult to each additional 10 girls)
- 24 Girl Scout Seniors or Ambassadors (one adult to each additional 12 girls)

Connecting Current Resources to the Girl Scout Leadership Experience

In addition to Council and troop activities, the Service Area events you plan should also align with the Girl Scout Leadership Experience. This tool can help!

Give your troop and Service Area events the Girl Scout Leadership Experience test:

Check if it incorporates any of the three keys of the Girl Scout Leadership Experience:

Will the event/program help girls to:

Discover: Girls discover a strong sense of self, their values and use their knowledge and skills to explore their world.

Connect: Girls care about, inspire, and team with others locally and globally.

Take Action: Girls act to make the world a better place.

NOW give it the Processes check:

The plan and the activities provide opportunities to be **girl-led**.

The girls will have the opportunity to **learn-by-doing**.

The plan and the activities will encourage **cooperative learning**.

NOW be intentional about the Outcomes:

Ask yourself which benefit(s) will the girls derive from their involvement in the plan and activities they have selected.

Anticipated Outcomes of Activity:

Event Planning Checklist

Fill out this checklist before you begin planning your event so that you'll have the information on hand. Don't worry if you don't know the answers to some of these questions right now - just keep them in mind as you're going through the planning process.

Basic Information	
Event Name:	
Event Date/Time:	
Event Location:	
Speakers or Special Guests:	
Expected Attendance:	
What other events are scheduled on this same day?	
Physical Needs	
Will you need tables, chairs, etc.?	
If so, what do you need?	
How many do you need?	
How would you like to have them arranged?	
Will you be serving food or beverages?	
Do you plan on serving juice, milk, etc..?	
Do you expect any guests with special dietary needs?	
What type of food will you be serving?	
Will you need program materials for activities during the event?	
If so, what will you need? Glue, scissors, yarn, rulers, markers, crayons, paper, etc.?	

Preparing the Room	
Will you need to have the room cleaned? Before, afterwards, or both?	
How complicated is your set-up? Will you need to reserve extra time to accommodate for it?	
Is your event on the weekend or after-hours?	
Will you need to have someone unlock the room?	
Volunteers	
How many volunteers will you need? Please refer to Safety-Wise.	
Do you need a volunteer who is CPR and First Aid Certified?	
Girls	
How will the girls learn of the event?	
What Service Areas will be invited to attend?	
What age level will be invited?	
Will you be giving out gifts to your speakers and/or attendees?	
Will you need to print up nametags for your guests?	
Are you expecting guests with disabilities?	
If so, what special accommodations need to be arranged?	
The New Leadership Model	
Plan to incorporate... Discover- Understand their values, and use their knowledge and skills to explore the world Connect- Care about, inspire, and team with others locally and globally Take Action- Act to make the world a better place <i>Discover, Connect, and Take Action</i> —the Girl Scout three keys to leadership—represent activities based on the values of the Girl Scout Promise and Law that engage girls in practicing leadership skills.	

Publicity	
How will the event be promoted?	
Budget (Following is a sample budget to use)	
What expenses will you have?	
What income will you have?	
Did you receive prior approval for gifts in-kind or money earning activities?	
Does your expenses equal your income earned?	
Extra Notes	
Comments:	
Potential Issues:	

Event Budget Worksheet

In preparing for any Girl Scout event, you need to project a break-even that is zero-based. For this reason, the fee is NEVER set before expenses are determined. Always remember to:

- ➡ **Determine the total number of persons to be accommodated plus volunteer staff involved.**
This is very important! One may tend to think in terms of participants only, forgetting that there is a cost attached to the staff, which must be absorbed by the participants.

Event Income

Projected #'s	X Reg. Fee	= Total
_____ # of Girl Scout Daisies	\$ _____	\$ _____
_____ # of Girl Scout Brownies	\$ _____	\$ _____
_____ # of Girl Scout Juniors	\$ _____	\$ _____
_____ # of Girl Scout Cadettes, Seniors, Amb.	\$ _____	\$ _____
_____ # of Non-Members	\$ _____	\$ _____
_____ # of Adults	\$ _____	\$ _____
_____ # of Total Projected Participants		
TOTAL Projected INCOME		\$ _____

Event Expenses (Sample list)

Program Theme: _____ Event site: _____

Possible Projected Expenses

Item	Qty	Cost	Total
Site Rental			
Equipment Rental			
Mileage			
Badges			
T-Shirts			
Patches			
Name tags			
Goodies girls may take home			
Drinks			
Snacks			
Lunch			
Dinner			
Copies			
Postage			
Pens/pencils			
Paper goods			
Tape			
Scissors			
Markers			
Glue			
Thank You			
Total			



Volunteer Position Description

- Position:** Service Area Program Coordinator
- Reports to:** Service Area Manager, Council Program Department
- Summary:** Service Area Program Coordinators are involved in planning, development and delivery of Girl Scout programs within the Service Area.
- Commitment:** Appointed by the Service Area Manager and/or Membership Manager for a one-year term.

Responsibilities:

- Evaluate programming needs within Service Area
- Communicate programming needs and requests to Council Program dept.
- Assist with planning and implementation of Girl Scout Programs within the Service Area
- Recruit and oversee committees for specific programs and/or events
- Facilitate communication between committees and Service Team
- Assist project committees and Program Dept. in identifying needed resources
- Participate in Service Area meetings and/or Service Team meetings as requested

Desired Skills: leadership, time management, event planning, project organization.

Girl Scout Volunteer Core Competencies:

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

VOLUNTEER AGREEMENT

I have read and accept the expectations as stated to this volunteer position as well as the operational volunteer policies and practices. I understand that I will be required to complete an online volunteer application along with reference and background checks and be a member in good standing.

Name (Print)

Signature

Date

Volunteer Position Description

- Position:** Service Area Event Planner
- Reports to:** Service Area Manager, Council Program Department
- Summary:** Event Planning Volunteers plan, develop and deliver Girl Scout programs in the local community.
- Commitment:** Appointed by the Service Area Manager and/or Membership Manager for a one-year term.

Responsibilities:

- Works with the Service Area Manager and service team to identify the needs of girls and adults.
- Develops strategies to address needs (determines focus, number and age-appropriateness of events and activities).
- Identifies community resources for potential collaboration in events/activities.
- Recruits and oversees chairperson(s) for events/activities.
- 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.
- Promptly submits Service Area event summary form for each event/activity to Membership Manager.
- Collaborates with PR representative to promote events/activities to the community using local media (must notify the Council Brand & Marketing Department of any media contacts *before* they occur).
- Ensures that all Service Area events reach out to girls in all socio-economic, religious and racial/ethnic groups and to girls with special needs, and that all facilities used are accessible.
- Participate in Service Area meetings and/or Service Team meetings as requested.

Desired Skills: time management, project organization, money management/budgeting.

Girl Scout Volunteer Core Competencies:

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Name (Print)

Signature

Date

2008-2009 Service Team Planning Calendar

<p style="text-align: center;">August</p> <ul style="list-style-type: none"> • Attend Service Team training • Conduct first Service Area Leader Meeting • Update Service Area roster • Distribute registration materials and family partnership information • Distribute troop kits and The Source • Assess training needs of returning leaders • Place girls from disbanded troops • Recruit new leaders • Plan fall recruitment activities 	<p style="text-align: center;">September</p> <ul style="list-style-type: none"> • Conduct school visits • Hold fall recruitment activities • Continue to distribute registration materials and family partnership information • Develop Service Area goals • Continue to identify new leaders and assess training needs • Conduct Service Area Leader Meeting and QSP training • Provide assistance for new leaders' first meeting/parent meeting • On time registrations due Sept. 30 	<p style="text-align: center;">October</p> <ul style="list-style-type: none"> • Review progress toward Service Area goals • Conduct Service Area Leader Meeting • Make sure leaders attend trainings • Provide assistance for new leaders' first meeting/parent meeting • Provide assistance for leaders to set up recordkeeping systems • Hold fall recruitment activities • QSP program: October 3-19 • Juliette Low's Birthday: October 31
<p style="text-align: center;">November</p> <ul style="list-style-type: none"> • Review progress toward Service Area goals • Conduct Service Area Leader Meeting • Offer support to new leaders • Follow up with any untrained leaders • QSP delivery • Assess fall troop registration and develop a recruitment plan • Continue to place girls 	<p style="text-align: center;">December</p> <p style="text-align: center;">Relax!</p>	<p style="text-align: center;">January</p> <ul style="list-style-type: none"> • Review progress toward Service Area goals • Conduct Service Area Leader Meeting • Deliver recruitment activities • Plan spring registration activities • Nominate volunteers for adult recognitions
<p style="text-align: center;">February</p> <ul style="list-style-type: none"> • Review progress toward Service Area goals • Conduct Service Area Leader Meeting • Deliver recruitment activities • Promote summer programs • Nominations for adult recognitions due February 15 • Thinking Day: February 22 	<p style="text-align: center;">March</p> <ul style="list-style-type: none"> • Review progress toward Service Area goals • Conduct Service Area Leader Meeting • Promote summer programs • Promote spring registration and family partnership • Provide support to bridging troops • Girl Scout Birthday: March 12 	<p style="text-align: center;">April</p> <ul style="list-style-type: none"> • Review progress toward Service Area goals • Conduct Service Area Leader Meeting • Promote summer programs • Promote spring registration and family partnership • Hold spring registration activities • Plan recognition events • Leader Appreciation Day: April 22
<p style="text-align: center;">May</p> <ul style="list-style-type: none"> • Review progress toward Service Area goals • Promote summer programs • Promote spring registration and family partnership • Hold spring registration events • Hold recognition events • File year-end financial report • Conduct assessments and get feedback with Service Team • Survey leaders to see who is returning • Make recommendations for Service Team members for next year 	<p style="text-align: center;">June</p> <p style="text-align: center;">Relax!</p>	<p style="text-align: center;">July</p> <ul style="list-style-type: none"> • Set Service Area goals • Recruit service team members • Plan fall recruitment events • Promote Girl Scouting and fall recruitment



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Service Area Programs/Events Listing

Procedure: Service Areas planning a Council-Wide Program/Event should fill out the information below to have their event listed in on the Girl Scouts of the Northwestern Great Lakes website* or *The Source* publication.

Name of Program/Event: _____

Location: _____

Date: _____ **Begin and End Time:** _____

Contact Person: _____ **Troop #:** _____

Address: _____ **Service Area:** _____

City: _____ **State:** _____ **Zip:** _____ **Email Address:** _____

Phone: (day) _____ (eve.) _____ (cell) _____

Deadline to Register: _____ **Grade Level/Ages:** _____

Maximum Capacity (*location must be able to fit 200 participants*): _____

Cost (*indicate if cost is per girl, per participant (including adult chaperones), per group, etc.*): _____

Description of Event: 50 words or less. *Be sure to include important information such as badges/patches earned/received during event and outcomes achieved (i.e., how/what will girls discover, connect, take action; refer to the 15 Outcomes of the Girl Scout Leadership Experience for more information.)*

Event will meet these Leadership Component(s): ___ Discover ___ Connect ___ Take Action

How component(s) will be incorporated:

After completion of event please turn in the Service Area Program/Event Evaluation Form to your Membership Manager or email to inovotny@gsnwgl.org within two weeks of program/event.

*Website listings may be viewed at http://www.gsnwgl.org/programs/collaborative_programs.html and http://www.gsnwgl.org/calendar/activities_cal.html.

Deadline to register for *The Source*: April 1, 2010 and will include events occurring October 2010 – September 2011. Service Areas are eligible for one quarter-page listing *The Source* at no charge.



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Service Area Program/Event Evaluation Form

Thank you for completing this survey. Grants are becoming increasingly more competitive and the information you share will help Girl Scouts become more successful in sharing the stories you hold dear to your heart.

After completion of event please turn in the Service Area Program/Event Evaluation Form to your Membership Manager or email to jnovotny@gsnwgl.org within two weeks of program/event.

Service Area: _____ Your Name: _____

Were there any other Service Areas/communities invited? _____ If so, which? _____

Program/Event Name: _____ Program Date: _____

Total Girl Attendance: _____ Total Adult Attendance: _____ How many hours did the program last? _____

How many participants were a: _____ Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Ambassador

How many girls became registered? _____ How many adults became registered? _____

How much did it cost to put on the program/event? \$ _____

What was the program/event fee? \$ _____ per girl OR \$ _____ per troop

What was the focus/purpose of this program/event?

What activities did the girls do during this program/event?

Do you have a good story/testimonial to share about someone who benefited from this program/event?

How many girls helped plan this program/event? How did they help?

Please check which Girl Scout Leadership Experience Outcomes this specific program/event helped girls to achieve:

DISCOVER		CONNECT		TAKE ACTION	
Girls develop a strong sense of self.	<input type="checkbox"/>	Girls develop healthy relationships.	<input type="checkbox"/>	Girls can identify community needs.	<input type="checkbox"/>
Girls develop positive values.	<input type="checkbox"/>	Girls promote cooperation and team building.	<input type="checkbox"/>	Girls are resourceful problem solvers.	<input type="checkbox"/>
Girls gain practical life skills.	<input type="checkbox"/>	Girls can resolve conflicts.	<input type="checkbox"/>	Girls advocate for themselves and others, locally and globally.	<input type="checkbox"/>
Girls seek challenges in the world.	<input type="checkbox"/>	Girls advance diversity in a multicultural world.	<input type="checkbox"/>	Girls educate and inspire others to act.	<input type="checkbox"/>
Girls develop critical thinking.	<input type="checkbox"/>	Girls feel connected to their communities, locally and globally.	<input type="checkbox"/>	Girls feel empowered to make a difference in the world.	<input type="checkbox"/>

Please check which category this activity fell into:

STEM (Science, Technology, Engineering, Mathematics)	<input type="checkbox"/>	Leadership and Adventure	<input type="checkbox"/>	Environmental Education	<input type="checkbox"/>	Art and Culture	<input type="checkbox"/>	Health and Wellness	<input type="checkbox"/>	Other	<input type="checkbox"/>
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Use this page for additional details.