

Activity Summary

<input type="checkbox"/>	Check here if your event is open to all areas & members of the council. GSDH will create a flyer & promote on our website; event listing, calendar.
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<input type="checkbox"/>	Check here if your event is open to a specific geographical area (ie service unit) only. GSDH will assist with the creation of an event flyer.
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Event Hosted By	
Service Unit Name	
Volunteer Contact Name	
Volunteer Email	
Volunteer Phone	
GSDH Member Support Specialist	

Facility Contact	
Name	
Title	
Email	
Phone	
Contract Needed?	
Notes about contract	

Event Start Date	
Event Start Time	
Event End Date	
Event End Time	
Time Zone	

Registration Closing Date	
Day or Overnight	
Girl Fee	
Adult Fee	

Minimum	Maximum

Event Location	
Address	
City, State	
Zip Code	

Grade Level(s)	Select from a drop down menu in each cell for all participant levels who can register and will pay the girl or adult fee to attend
Daisy K-1 (D)	
Brownie 2-3 (B)	
Junior 4-5 (J)	
Cadette 6,7,8 (C)	
Senior 9-10 (S)	
Ambassador 11-12 (A)	

Family & Friends Event/Non-Members Included (FAM)	
Adult Members & Adult Non-Members (AD)	
Adult Volunteer Members Only can attend (Vol)	

Girl PA, CIT, or VIT's Wanted (No registration fee)	
Adult Volunteer Members Wanted (No reg fee)	

Description (a captivating and engaging description of event and activities). Will be included on flyers for advertising the event.	
Important (what registrants need to know/bring). Will be included on flyers for advertising the event.	
For questions about this event, please contact (name, phone and/or email). Contact information will be included when advertising the event:	

Planned Activities	
Registration Method	
Registration Instructions	

Customized Special Registration Form will be used? (A standard form from GSDH is the default.)	
Request flyer creation only from GSDH Marketing (for events not being offered to all areas.)?	

Girl Fee Includes	
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Adult Fee Includes			
Add On Item (optional purchase)		Add on Item Fee	
Tag A Longs Allowed			
Special Logo (to be included on flyer)			
GS Leadership Experience Outcomes (select those that apply)	Strong sense of self		
	Positive values		
	Challenge seeking		
	Healthy relationships		
	Community problem solving		
Event/Camp Focus (Pillar): STEM, Outdoor, Entrepreneurship, Life Skills, or not applicable			
Girl Scout Program Link(s)	<i>Badge or Journey</i>	<i>Activity(s)</i>	
Other Comments:			

Activity Budget

0

Fill out cells in green if applicable (for Flyer creation requests only, no need to complete budget section)

Other cells will autopopulate with formulas - do not adjust cells in white

Participation

Girl Min
Girl Max

Adult Min
Adult Max

Per Girl Expenses			Total Cost	BUDGET DESCRIPTION
	Per Girl	Min Girls	Total Cost	
Supplies - Patches	\$		\$	
Supplies - Tshirts	\$		\$	
Supplies - Games	\$		\$	
Supplies - Activities	\$		\$	
Supplies - Crafts	\$		\$	
Supplies - Decorations	\$		\$	
Supplies - Plates/Napkins/Tablecloths/etc.	\$		\$	
Supplies - Other	\$		\$	
Supplies - Other	\$		\$	
Food - Snacks	\$		\$	
Food - Breakfast	\$		\$	
Food - Lunch	\$		\$	
Food - Dinner	\$		\$	
Food - Other Meal	\$		\$	
Food - Other Drinks	\$		\$	
Insurance	\$		\$	
Admission	\$		\$	
Admission	\$		\$	
Subtotal, Per Girl Expenses			\$	

Misc Expenses			Total Cost	BUDGET DESCRIPTION
Facility Use/Rental Fee			\$	
Vehicle Leasing & Chartering			\$	
Instructor Fees			\$	
Instructor Fees			\$	
Volunteer and/or PA, CIT Appreciation	\$ -		\$	
Volunteer and/or PA, CIT Food	\$		\$	
Hotels	\$ -		\$	
Postage			\$	
Printing Costs			\$	
Advertising			\$	
Other Program Supplies			\$	
Other Program Supplies			\$	
Rental Equipment			\$	
Volunteer GS Registration	\$ 25.00		\$	
Volunteer Helper Mileage or Fuel Reimbursement.			\$	
Subtotal, Misc Expenses			\$	

Per Adult Expenses			Total Cost	BUDGET DESCRIPTION
Food			\$	
Admission	\$		\$	
Other - Supplies	\$		\$	
Insurance	\$ 0.11		\$	
Subtotal, Per Adult Expenses			\$	

Girl Participant Fee		Adult Participant Fee	
Total Expenses (min)	\$	Total Expenses (min)	\$
Min Girls		Min Adults	
Actual Cost/Girl	\$	Actual Cost/Adult	
Goal: \$0 or greater than \$0	\$	Fee/Adult	\$
Fee/Girl	\$	Adult Participant Fee Comments:	

Additional funding for program expenses		Funding Source/Name
Service Unit Funds	\$	
Other Source Funds	\$	

Service Unit Submission Date	
GSDH Member Support Specialist Feedback:	