

SU Event Coordinator Volunteer Duties & Responsibilities

ROLE DESCRIPTION

The Service Unit Event Coordinator provides safe, healthy and fun experiences for girl members at the Service Unit level. This includes event planning, recruiting event volunteers, ensuring the safety of all attendees, and incorporating the Girl Scout Leadership Experience (GSLE) into events. Length of term is two (2) years. In Service Units with multiple Service Unit Event Coordinators, duties will be shared.

DUTIES

1. Plan and facilitate a minimum of three (3) Service Unit events each membership year.
2. Assemble a team of Troop Co-Leaders, Service Unit Team members, and other volunteers to assist as needed.
3. Attend Service Unit/Volunteer Meetings and assist in developing the Plan of Success for the Service Unit.
4. Meet requirements in the **"Safety" chapter of the Volunteer Guide** and **Safety Activity Checkpoints**.
5. Facilitate the GSLE by incorporating at least one of the three Keys to Leadership into each event.
6. Work with SUSS, TSS, Troop Co-Leaders, and SU Recruitment Coordinators to ensure that all troop members and Individual Girl Members (IGMs) are notified of events in a timely manner and that all attendees are registered as Girl Scout members prior to planned event.
7. Submit Service Unit Event Report Form and Event Budget Worksheet to your SUSS and TSS no later than two weeks after each Service Unit event.
8. Return all communications from Council staff and volunteers in a timely manner.

REQUIREMENTS

1. Maintain adult Girl Scout membership for current membership year with satisfactory completion of background screening process.
2. At least one (1) year prior Girl Scouting experience as an adult member.
3. Strong skills in the areas of team-building, leadership, organization and creativity.
4. Knowledge of child development with the ability to plan grade-appropriate activities for grades K-12.
5. Money management skills, including the ability to develop and adhere to a budget, demonstrate financial responsibility, and maintain proper financial records.
6. Energetic and enthusiastic about empowering girls and adults to build courage, confidence, and character.
7. Recognize the value of diversity and encourage mutual respect and understanding among all people.
8. Represent Girl Scouts Spirit of Nebraska in a positive way.
9. Complete gsLearn training and GSSN training.

Budgeting and Preparing for Service Unit Events

Budgeting

- The fee charged for an event must cover the actual cost of organizing and carrying out a Service Unit event. Direct cost of the event includes supplies, equipment and facilities.
- Plan to charge 20-25% extra as you may not have the full number of participants expected or for adults who aren't charged fees, but might still use supplies.
- If an event generates more money than it spends, excess income may be deposited into the Service Unit account.
- Sometimes money must be spent to cover up front costs before money is received from participants. In cases such as these, be certain to keep receipts and accurate records to facilitate the reimbursement process.

Remember, volunteers may not reimburse themselves. Enlist the help of your SU Treasurer or another Service Unit Team member if you need to be reimbursed for out-of-pocket expenses.

*TIP: Find the Event Budget Worksheet online at
GirlScoutsNebraska.org > Members > For Volunteers > Service Units.*

Pre-Registration Fliers

Your Service Unit Support Specialist, Recruitment Specialist, or Troop Support Specialist can help you in creating eye-catching fliers using templates designed by our talented Marketing staff. Be sure to order fliers at least four weeks in advance of the date needed. You may also use the templates to create your own fliers.

Event Budget Worksheet

Please turn into your assigned Troop Support Specialist no later than two weeks after your event.

Today's Date: _____

Event Date: _____

Event Coordinator: _____

Event Name: _____

Event Location: _____

ESTIMATED INCOME

Fee charged times the estimated total paying participants equals the Total Estimated.

$$\text{_____} \times \text{_____} = \text{_____} \\
 \text{Fee} \qquad \qquad \text{Paying Participants} \qquad \qquad \text{Estimated Income}$$

ACTUAL INCOME

Fee charged times total paying participants equals the Total Actual Income.

$$\text{_____} \times \text{_____} = \text{_____} \\
 \text{(Fee)} \qquad \qquad \text{Paying Participants} \qquad \qquad \text{Actual Income}$$

Expenses	Initial Estimate	Revised Estimate	Actual Cost
Food			
Paper/Copies			
Program Supplies			
Patches			
Postage			
Site Rental			
Insurance			
Total Expenses			

Event Planning Checklist

This checklist will help you carry out a successful event. It is not inclusive, as each event will have its own unique needs.

PRELIMINARY PLANNING

- List event objectives—why are we doing this?
- Appropriate activities for grade levels?
- Appropriate time/place to hold event?
- Adequate parking?
- Date(s) not in conflict with other major events
- Secure girl and co-leader input
- Develop budget and set fee to cover all expenses

EVENT PLANNING

- Secure key to building or gate (on-site person/contact at event)
- Time (alternative dates, procedures for cancellation or changes)
- Minimum and maximum number of participants
- Event schedule (activities, meals, opening, closing, travel to and from event, etc.)
- Publicity (before and during, posters, volunteer meetings, newspaper coverage, etc.)
- Menu planned or troops bring their own food
- Registration procedures
- Determine recognition (patches, pins, buttons, prizes)
- Submit patch order two months before needed

CHECK BUILDING SITE ARRANGEMENTS

- Reservation made, list phone number of building and site contact
- Confirmation of site and cost in writing/cancellation and refund policy
- Security key to building or gate (on-site person/contact at event)
- Familiar with building/site rules
- Is the site accessible and comfortable for those with disabilities?
- Kitchen facilities (if needed)

REGISTRATION FORMS

Make sure the following are included:

- Name, grade and all contact information for girl and her parent/caregiver
- Emergency contact and allergy/special needs information
- Troop number (if applicable)
- Parent/caregiver signature indicating permission for the girl to attend the event

EQUIPMENT AND SUPPLIES

- Audio visuals and other supplies reserved
- Beverages and food ordered
- First aid kit
- Recognition (patches, T-shirt, etc. ordered)
- Paper products and clean up supplies
- Event program supplies
- Insurance forms

NECESSARY EVENT FORMS

- Troop registration forms and roster
- Permission slips for individual girls
- Health History/Activity Permission Form** for individual girls
- Confirmation Packet: co-leader information sheet with site rules, activities, what to bring, behavior expectations, etc.
- Evaluation forms for participants
- Non-Member insurance (returned with payment to TSS prior to event)

VOLUNTEER GUIDE SAFETY CHAPTER REFERENCES

- Emergency procedures
- Volunteer-to-Girl ratio
- First Aid
- Transportation
- Security
- Food storage, preparation, cooking

RECRUIT VOLUNTEERS

- Communicate regularly with ALL involved
- Activity facilitator (how many, which activity, fees charged, etc.)
- Program Aides (older girls)
- Refreshments/cook
- Registration table
- Nurse or first aider (required—get a copy of certification)
- Group to pack check-in packets, sort patches, etc.
- Lifeguards if needed for swimming activity

PROGRAM CANCELLATION OR CHANGE

- Who and how will decision be made?
- How will people be notified?
- Written notification low enrollment
- Phone calls for short time
- Contact or listen to your local radio station for weather announcements and closings
- Be sure to cancel site and volunteers
- Let all staff know about cancellations
- Will event be rescheduled?
- Process refunds

DURING THE EVENT

- Site set up the day or night before if possible
- Don't assign yourself a job
- Registration table set up
- Welcome and direct activity facilitators and other volunteers

FOLLOW-UP AFTER THE EVENT

- Thank you notes written and mailed
- Outstanding bills paid, budget reconciliation
- Participant evaluations reviewed and summarized
- Evaluation meeting with planning committee
- Submit Event Evaluations to the Troop Support Specialist