



# Service Unit Event Coordinator

# **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.

## **YOUR SUPPORT TEAM**

Troop Support Specialist (TSS), Service Unit Team members

## **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 Safety section of Volunteer Guide and Safety Activity Checkpoints.
5. Facilitate the GSLE by incorporating at least 1 of the 3 Keys to Leadership into each event.
6. Work with 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 TSS no later than 2 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. Completion of GS101.
3. At least one (1) year prior Girl Scouting experience as an Adult Member.
4. Strong skills in the areas of team-building, leadership, organization and creativity.
5. Knowledge of child development with the ability to plan grade-appropriate activities for grades K-12.
6. Money management skills, including the ability to develop and adhere to a budget, demonstrate financial responsibility and maintain proper financial records.
7. Energetic and enthusiastic about empowering girls and adults to build courage, confidence and character.
8. Recognize the value of diversity and encourage mutual respect and understanding among all people.
9. Represent Girl Scouts Spirit of Nebraska in a positive way.

# Service Unit Events and the GSLE

The focus of your Service Unit events should be giving the girls opportunities to Discover, Connect and Take Action in an age-appropriate manner. When the activities are girl-led, allow girls to learn by doing and engage the group in cooperative learning, the girls enjoy a true leadership experience.

## TRIED AND TRUE IDEAS/EXAMPLES

### IN THE FALL... AT THE PUMPKIN PATCH:

- Discover - how pumpkins are grown. Girls do research on their own or as a group prior to the trip, or arrange a tour with the Pumpkin Patch staff.
- Take Action - by purchasing extra pumpkins, decorating them and donating to a local care center or hospital.

### IN THE WINTER... AT THE SWAP PARTY:

- Discover - how to make a statement with a SWAP such as making awareness ribbons, flags to identify a specific country or other symbols that are meaningful to the girl.
- Connect - with sister Girl Scouts by sharing their SWAP with someone they have never met. Girls explain the meaning behind their SWAP and learning the meaning behind the other girl's SWAP.

### IN THE SPRING... AT "MY GUY AND ME" OR "MY GAL AND ME" EVENTS:

- Discover - something new about your father/daughter or mother/daughter by completing "All About Me" questionnaires. Ask questions like "Who are your daughter's best friends?" "What is your mom's favorite sport?" "What was your dad's favorite toy when he was a child?"
- Discover/Connect/Take Action - by having each "couple" bring canned goods or something else to donate to a local charity. Have girls research and choose which charity first and make it an annual or quarterly donation if possible. Girls could take a moment to share with their mom/dad why they chose that charity and what the charity does for the local community.

### IN THE SUMMER... WHEN MARCHING IN A PARADE:

- Discover - the purpose behind the parade (Independence Day, Community Pride, Veterans Day, etc.). Girls can learn about the history and background of the celebration so they understand why they are marching.
- Connect - with patriotic organizations by inviting them to a meeting before the parade to teach about proper flag etiquette and how to hold and march with a flag.

# Budgeting and Preparing for SU Events

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 UNDER "VOLUNTEER RESOURCES"*

---

## PRE-REGISTRATION FLIERS

Your 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 4 weeks in advance of the date needed. You can also use the templates to create your own fliers.

---

**TIP:** *FIND A SAMPLE PRE-REGISTRATION FLIER, SAMPLE INVITATION AND SAMPLE PERMISSION FORM ONLINE AT GIRLSCOUTSNEBRASKA.ORG UNDER "VOLUNTEER RESOURCES"*

---

# Service Unit Event Coordinator Year-at-a-Glance

## UPON REGISTRATION

### ROLE ON-BOARDING

- Once you register as a Service Unit Event Coordinator, meet with SU Manager to help you understand your role.

## JULY–SEPTEMBER

### CREATE AN EVENT PLAN

- It's helpful to start your year by creating a system for planning events in your Service Unit. This is a great time to think ahead about event-related insurance and earning money to pay for events. Some Service Units begin planning their events the previous spring or summer, so if you are new to your role, check in with your SU Manager to see if any events have been discussed. Be sure to set expectations within your Service Unit—you may not have the capacity to plan all the events, so be ready to delegate tasks and advise troop leaders in hosting their own.

---

**TIP:** *FIND THE EVENT PLANNING CHECKLIST AND SERVICE UNIT EVENT REPORT ONLINE AT [GIRLSCOUTSNEBRASKA.ORG](http://GIRLSCOUTSNEBRASKA.ORG) UNDER "VOLUNTEER RESOURCES"*

---

## SEPTEMBER

### HELP HOST A NUTS & CANDY KICK-OFF

- Check to see if your SU's Fall Product Coordinator would like help planning and hosting an optional kick-off event to educate girls and families about the Fall Product Program.

## JANUARY–FEBRUARY

### HOST A COOKIE RALLY

- One of the most popular (but optional!) events for coordinators to host is cookie rallies. Rallies are a great way to promote the Girl Scout Cookie Program in your Service Unit. Coordinate with your SU Cookie Coordinator and check out our rally resources to make the event a success!

## THROUGHOUT THE YEAR

### HOST EVENTS AROUND GIRL SCOUT HOLIDAYS

- Girl Scouts observes a number of Girl Scout holidays—make sure the Girl Scouts in your area know about them!

# 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/guardian
- Emergency contact and allergy/special needs information
- Troop number (if applicable)
- Parent 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 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
- Adult/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



# Service Unit Event Report

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

Today's Date: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell: \_\_\_\_\_ Work: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ ZIP: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

Girl Scout Level(s) of Participants:  Daisy  Brownie  Junior  Cadette  Senior  Ambassador

Event Description (Event Details):

Volunteers Who Helped with the Event:

List an Outcome of the GSLE for Each Program Key That This Event Achieved:

- Discover: \_\_\_\_\_
- Connect: \_\_\_\_\_
- Take Action: \_\_\_\_\_

# Event Budget Worksheet

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

Today's Date: \_\_\_\_\_

Event Coordinator: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Event Name: \_\_\_\_\_

Event Date: \_\_\_\_\_ Location: \_\_\_\_\_

## ESTIMATED INCOME

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

$$\begin{array}{r} \text{_____} \\ \text{(Fee)} \end{array} \times \begin{array}{r} \text{_____} \\ \text{(Paying Participants)} \end{array} = \begin{array}{r} \text{_____} \\ \text{(Estimated Income)} \end{array}$$

## ACTUAL INCOME

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

$$\begin{array}{r} \text{_____} \\ \text{(Fee)} \end{array} \times \begin{array}{r} \text{_____} \\ \text{(Paying Participant)} \end{array} = \begin{array}{r} \text{_____} \\ \text{(Actual Income)} \end{array}$$

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

# Sample Pre-Registration Flier



## Discover Girl Scouts!

Wednesday, July 25

5:30 - 7 p.m.

Hilltop House

1320 Hilltop Plz., Lincoln

Join us for **FREE hands-on event**  
for you and your girl!

Learn more about the Girl Scout Leadership Experience (GSLE), where girls take the lead in STEM, life skills, entrepreneurship, and outdoor programs. At Girl Scouts, girls do BIG things that make a difference in their community and their world!

### TROOPS ARE FORMING FOR GRADES K-12!

*Light refreshments provided, girls and adults welcome.*

For more information, contact Recruitment Specialist  
Jane Doe at [jdoe@girlscoutsnebraska.org](mailto:jdoe@girlscoutsnebraska.org).

---

#### Contact Me About Girl Scouts!

Girl Full Name: \_\_\_\_\_ Parent Full Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ ZIP Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

# Sample Invitation Flier



girl scouts  
spirit of nebraska

**THERE IS  
POWER  
IN EVERY  
G.I.R.L.**

*Find yours in Girl Scouts.*  
Join now at [GirlScoutsNebraska.org](http://GirlScoutsNebraska.org).

**Discover Girl Scouts!**  
**Wednesday, July 25**  
**5:30 - 7 p.m.**  
**Hilltop House**  
1320 Hilltop Plz., Lincoln

*Join us for a **FREE hands-on event** for you and your girl!*

Learn more about the Girl Scout Leadership Experience (GSLE), where girls take the lead in STEM, life skills, entrepreneurship, and outdoor programs. At Girl Scouts, girls **do BIG things** that make a difference in their community and the world!

**TROOPS ARE FORMING FOR GRADES K-12!**

*Light refreshments provided, girls and adults welcome.*

**For more information, contact Recruitment Specialist  
Jane Doe at [jdoe@girlscoutsnebraska.org](mailto:jdoe@girlscoutsnebraska.org).**

# Sample Permission Form



## Event Permission Form

To be completed by parent/guardian and returned to leader. Return this form to the co-leader no later than two weeks prior to the event date.

Girl Full Name: \_\_\_\_\_ Date of Birth: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Event/Activity Name: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

### Permission for Participation

Please select the appropriate response below:

- YES! My Girl Scout has my permission to participate in the event/activity listed above.
- YES! My Girl Scout has my permission to participate in the event/activity listed above with the following limitations and/or reasonable accommodations (please specify in the space below):

- No, My Girl Scout does NOT have my permission to participate in this event/activity.

### Parent/Guardian Contact Information

Parent/Guardian Name 1: \_\_\_\_\_ Phone: \_\_\_\_\_

Parent/Guardian Name 2: \_\_\_\_\_ Phone: \_\_\_\_\_

Family Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

If I/we cannot be reached in the event of an emergency, the following person is authorized to act on my/our behalf:

Emergency Contact Full Name: \_\_\_\_\_

Relationship to Girl: \_\_\_\_\_ Phone: \_\_\_\_\_

### Acknowledgement

- My daughter is in good physical condition and has not had any serious illness or operation since her last health examination. If my child should have a serious illness, operation or be exposed to a contagious disease between the date the permission form is signed and the activity, I will notify the troop co-leader.
- I understand that every effort will be made to contact me, but in the event I cannot be reached, I give my permission to the physician selected by the troop leader to hospitalize and/or secure proper treatment for my child in an emergency.

Parent/Guardian Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# Sample Evaluation Form (Adult)



## Event Evaluation Form (Adult)

Name of Event/Activity: \_\_\_\_\_ Event Date: \_\_\_\_\_

	Very Poor	Poor	Neutral	Good	Excellent
1. Rate promotion of event:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Rate communication prior to event:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Rate event activities:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Rate event venue, vendors, etc.:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

What did you enjoy most at this event? \_\_\_\_\_

What didn't you enjoy at this event? \_\_\_\_\_

Would you recommend a Girl Scout event to a friend? \_\_\_\_\_

Any other comments or suggestions? \_\_\_\_\_

Your Name (optional): \_\_\_\_\_

# Sample Evaluation Form (Girl)



## Event Evaluation Form (Girl)

Name of Event/Activity: \_\_\_\_\_ Event Date: \_\_\_\_\_

- |  | No                       | Maybe                    | Yes                      |
|--|--------------------------|--------------------------|--------------------------|
| 1. Did you have fun?                           | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Did you make new friends?                   | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Did you learn something new?                | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Would you come to a Girl Scout event again? | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |

What was your favorite part? \_\_\_\_\_

What was your least favorite part? \_\_\_\_\_

Your Name (optional): \_\_\_\_\_

A large green trefoil shape is centered on the page. Inside the trefoil, the text "Girl Scouting builds girls of courage, confidence, and character, who make the world a better place." is written in white, bold, sans-serif font.

**Girl Scouting  
builds girls of  
courage, confidence,  
and character,  
who make the world  
a better place.**

**[GirlScoutsNebraska.org](http://GirlScoutsNebraska.org)**

REV. JULY 2018