



For staff use only:
Date Submitted _____
Date Approved _____

Troop & Service Unit Workshop/Event Program Approval Form

This form is designed to ensure consistency of program quality at all Girl Scout events.
❖ Please fill out this form and submit, with appropriate signatures, to the Program Manager for approval.
❖ **This form should be filled out for any troop or service unit workshop/event that you would like council to endorse and publicize on your behalf, including but not limited to, postings in the Resource Centers, VSC e-mail distribution out to volunteers/clusters, and submissions for *Program News*.**
❖ For money-earning projects, the approved *Money-Earning Project* form must also be attached.

Event Details

Title of Workshop/Event _____ Date _____

Time (start) _____ (end) _____ Location (site name & address) _____

If on council property, have you made your reservation? ____ Yes ____ No (attach copy of reservation)

If off council property, do you have a certificate of liability insurance from the site? ____ Yes ____ No (attach a copy)

PAL (circle all that apply) Daisy Brownie Junior Cadette Senior

Expected # (girls) _____ (adults) _____ Maximum participants for site _____

Fee: _____ Money-earning project form submitted? ____ Yes ____ No (attach copy)

Event Director Contact Information

Main contact name _____

Mailing address _____ City _____ Zip _____

Phone # (day) (_____) _____ (evening) (_____) _____

E-mail _____

Event Director Training Completion Date _____ Service Unit _____

Request for Publication: (mark any that apply)

- Program News (Month: _____)
- Resource Center
- SU Distribution
- VSC e-mail distribution
- Other _____

Workshop/Event Overview

Outline/agenda of event in appropriate time increments:

Sample: Give detailed information on the day's agenda.
9-9:15 Check-in
9:15-9:30 Introductions
10:20-10:50 Activity #1 (include specific PAL earned award activity; Try-Its, Badge . . .)

Goals: (what do you hope participants get out of the experience) _____

How has girl planning been incorporated into the planning and implementation of this event? _____

If providing Girl Scout earned award through workshop/event please provide detail (which earned award, how you will meet the requirements; for example: Brownie "Making Music" Try-Its, activities # 1, 2, 4 & 5)

Daisy Petals ____ Brownie Try-It ____ Junior Badge ____ Interest Projects ____

Other (indicate what) _____

Safety and Risk Management Checklist (review with your service unit activity consultant)

- Reviewed the *Safety-Wise* activity checkpoints and assure they will be covered
- Expectations for girl readiness and skill level have been determined and communicated
- Arrangements made for any specialized equipment
- Additional insurance purchased (if necessary)
- Program leaders have the necessary training/ experience/ certification
- Program leaders (including non-Girl Scout adults) have clearly defined expectations as to their responsibilities, arrival and departure time, supplies and equipment, clean-up procedures, etc.
- Site visit completed and deemed safe and appropriate for Girl Scouts
- Site hazards identified and a clear safety management plan will be shared with all participants
- Adequate restrooms and available drinking water have been identified
- Location of nearest emergency medical treatment facility and directions have been identified
- Plans developed for missing person, unfamiliar person or other potential crisis situation
- Evacuation plan established in case of fire or natural disaster, and will share information with participants
- Participants will be informed well in advance regarding any preparation, skills, equipment, clothing, etc. needed for the event

Event First Aider Information

Each troop responsible for their own first aid ____ Yes ____ No

Event First Aider Name _____ Phone (_____) _____

Type of Certification _____ Exp. Date _____

- Level I
- Level II (for events of 200 or more participants)

Signatures

Activity Consultant (*Safety & Risk Management reviewed – if necessary*)

Money-Earning Project Approval (*if applicable; SUM, or VSC if earnings over \$250*)

Program Approval (*program staff member*)