



INTENT TO OPERATE A SERVICE UNIT EVENT

Girl Scouts of Silver Sage
8948 W Barnes Street
Boise, ID 83709
(208) 377-2011 or (800) 846-0079
www.girlscouts-ssc.org

Service Unit Planning the Event _____ Is this event a money-earning activity? Yes No

Person in Charge _____ Date _____
Name/Position

Mailing/Physical Address _____ City _____ State _____ ZIP Code _____ Phone _____

Event Information

Event Name/Description _____

Summary of Activities _____

Event Date, Time, Location _____

Please attach a flyer for Council review.

Is this event open to other Service Units? Yes No

Does this event allow non-members to attend? Yes No

Would you like the Council to help advertise this event (Website, GS Events, Calendar)? Yes No

Is this an Invite a Friend Recruitment Event? Yes No

Will Program Credits be accepted as payment? Yes No

If yes, please state Program Credits as a form of payment on the flyer.

Complete a Program Credit Reimbursement Request following the event.

Projected Number of Participants -- Girl Scouts _____ Non-Girl Scout Girls _____ Adults _____

Adults needed to meet Adult-to-Girl Ratio _____

Our First Aider is _____

(Attach a copy of a current CPR/FA certification card for your First Aider and any additional safety certifications required for your event based on Safety Checkpoints.)

Event Planning Checklist:

- We plan to engage girls in program event planning and implementation.
- We have created a detailed project plan and budget for the event.
- We will incorporate the Girl Scout Leadership Experience elements in the program event design.
- We will have a first-aid kit on hand.
- We will make alternate plans should the weather be an issue.
- If any **Safety Activity Checkpoints** apply to our event, we have listed the checkpoints on the back of this form along with additional Safety Checkpoints we will adhere to.

Authorization

Service Unit Event Coordinator Date

Service Unit Manager Signature Date Council Staff Signature Date

Email this completed form to customer care@girlscouts-ssc.org or mail to Girl Scouts of Silver Sage, 8948 W Barnes St, Boise, ID 83709