

Girl Scouts of Southeastern Michigan Intent to Event Form for GSSEM Event Organizers

Purpose of this Form

This form assists GSSEM Event Organizers in successfully organizing events for their troop, service unit, or community. This form is only required for community events that involve requesting funds from the community bank account, but it may also be used to help organize all troop, service unit, and community events. This form should be submitted to your Community Events Coordinator at least two months prior to your event.

Event Organizer Information

Adult Event Organizer Name:						
Email:				Phone:		
Is this a girl-organized event? Yes If yes, Troo			Troop			
How will girls be involved?						
Event Details						
Event Title:						
Event Date(s):						
Venue Name and Location:						
Venue Contact Name:				Contact Emai	l:	
Registration Start Date:						
Girl Registration Fee:				Adult Registratio	n Fee:	
Program Aide Registration Fee	2:					
Levels Served: D B				Family		
Min Capacity:				Girls	Adults	
Max Capacity:				Girls	Adults	
Event Description:						
Event Outcomes						
Girl Scout Pillar(s) Covered:	STEM			Outdoor	Entrepreneurship	
	Life Skills			None		
Girls will earn all or part of:	Badge				Journey	

Safety and Insurance

Girls may attend wit	hout adult supervision:		Yes]	No
Volunteer-to-girl saf	ety ratios maintained by:				
Event requires a Firs	at Aider:	Yes		No	
Additional insurance	e required?	Yes		No	
Event lasts two or m	ore nights:	Yes		No	
Non-registered mem	bers may attend:	Yes		No	
Refund policy:	None Given		Offered Before Registration Closes		
	Case-by-Case Basis		Other:		
Name of Weather Ac	tion Decider:				

Fund Request

I would like for my community event to be considered for funds from the community bank account.

Amount Requested: \$		
Funding will be used for:		
running will be used for.		

Please also complete the Intent to Event Budget Excel worksheet found at www.gssem.org/eventbudget and include it when submitting this form to your Community Events Coordinator.

Community Events Coordinator (CEC) Use Only:

Date Intent to Event Received:			
Approved for Community Fund Request (if applicable):	Yes	No	
Amount Event Approved for: \$			
Date Community Event Financial Report Received:			
Date added to CEC Tracking Spreadsheet:			