




girl scouts
of southeastern
michigan

Community Events & Finance Coordinator Handbook

July 2019





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The Girl Scout Promise

On my honor, I will try:

To serve God* and my country,
To help people at all times,
And to live by the Girl Scout Law.

The Girl Scout Law

*I will do my best to be
honest and fair,
friendly and helpful,
considerate and caring,
courageous and strong, and
responsible for what I say and do,
and to
respect myself and others,
respect authority,
use resources wisely,
make the world a better place,
and be a sister to every Girl Scout.*

Our Mission

Building girls of courage, confidence, and
character, who make the world a better place.

**Members may substitute for the word God
in accordance with their own spiritual beliefs.*



Volunteer Position Description: Community Event Coordinator

Purpose of this Position: To mentor Event Organizers and oversee events and series in the assigned area.

Term of Appointment: Appointed for one year. Eligible for reappointment annually.

Supervised By: Troop Support Specialist

SPECIFIC RESPONSIBILITIES:

Ensure Awesome Experiences

- Promote and support all Council and Community-level events.
- Encourage events throughout the assigned area by recruiting a geographically-diverse event committee.
- Ensure the area's event offerings include a variety of experiences relating to the Girl Scout Leadership Experience (GSLE) at all levels of Girl Scouting.
- Track and report event outcomes to the Troop Support Specialist.

Encourage Girl-Led Events

- Recruit volunteers to plan and deliver girl-led events for girls in the assigned area.
- Recruit girls to serve on a Girl Planning Committee in the assigned area.

Keep Events Fun and Safe

- Serve on the Community Funding Committee.
- Coordinate with the Finance Coordinator on the approval of Intent to Event forms.
- Mentor Event Organizers and ensure the Intent to Event process is followed for all events and series.
- Review Intent to Event forms and event flyers to ensure compliance with financial and safety policies and procedures.

REQUIREMENTS:

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Complete training specific to this position.
- Have no debt owed to GSSEM or its troops/groups.
- Be energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.
- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Support and promote the Girl Scout Leadership Experience.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.

COMMUNITY EVENTS COORDINATOR ANNUAL CHECKLIST

- Introduce yourself to any new members of your Community Team, including Service Unit Managers and Community Finance Coordinators.
- Attend Service Unit Meetings to introduce yourself to troop volunteers.
- Recruit Event Organizers at Service Unit Meetings.
- Facilitate at least one Community planning meeting in late spring or early summer to plan for the upcoming membership year.
- Communicate the [Community Work Plan](#) regularly at Service Unit Meetings.
- Respond to all event organization inquiries within one week of receipt.
- Review all [Intent to Event](#) forms for Community events requesting event support and follow up regarding approval within two weeks of receipt.
- Ensure that all events are in compliance with [Volunteer Essentials](#) and the [Safety Activity Checkpoints](#).





Volunteer Position Description: Community Finance Coordinator

Purpose of this Position: To manage the Community bank account, provide financial reports for the Community, and assist Event Organizers with event budgeting.

Term of Appointment: Appointed for one year. Eligible for reappointment annually.

Supervised By: Girl Scouts of Southeastern Michigan Finance Department

SPECIFIC RESPONSIBILITIES:

Ensure a Financially Stable Community

- Act as treasurer and bank account signer for Community funds/bank account.
- Serve on the Community Funding Committee.
- Work with the Girl Scouts of Southeastern Michigan (GSSEM) Finance Department to resolve banking and financial issues.
- Review Community Event budgets to ensure they align with Girl Scouts of the USA (GSUSA) and GSSEM financial policies and procedures.

Keep Accurate Records

- Maintain accurate records of all Community financial transactions.
- Compile periodic reports of Community financial activities and submit the Community Annual Financial Report to GSSEM Finance Department by June 21st.

Support Your Fellow Volunteers

- Coordinate with the Events Coordinators for approval of Intent to Event forms.
- Act as a resource for banking and financial literacy programs/events.

REQUIREMENTS:

- Be a registered adult member of GSUSA and support the Girl Scout Mission, Promise, and Law.
- Have a council-approved background check on file.
- Complete training specific to this position.
- Have no debt owed to GSSEM or its troops/groups.
- Be energetic and enthusiastic about empowering adults to support and promote the Girl Scout Leadership Experience.
- Recognize the value of diversity and encourage mutual respect and understanding among all people.
- Adhere to GSUSA and GSSEM policies, guidelines, standards, and procedures.
- Serve as a positive example for girls by modeling behaviors such as reliability, respect for others, inclusiveness, and a positive attitude.

COMMUNITY FINANCE COORDINATOR ANNUAL CHECKLIST

- Introduce yourself to any new members of your Community Team, including Service Unit Managers and Community Finance Coordinators.
- Attend Service Unit Meetings to introduce yourself to troop volunteers.
- Work with the Girl Scouts of Southeastern Michigan Finance Department to ensure the proper individuals are authorized signers on the Community bank account.
- Review Community budget on a monthly basis.
- Communicate funding available in the Community budget regularly at Service Unit Meetings.
- Facilitate up to four meetings of the Community Funding Committee per year to evaluate Community events requesting event support.
- Complete the [Community Annual Financial Report](#) by June 21st of each year.



COMMUNITY BANK ACCOUNT

Each of Girl Scouts of Southeastern Michigan's 12 Communities maintain a Community bank Account. This account was established to provide financial support for Community events, as well as to support other Community and Service Unit-level functions, such as administration, recruitment, and recognition.



The Community Finance Coordinator is the volunteer responsible for managing the Community bank account. They are responsible for writing checks on behalf of the Community, depositing funds into the account, as well as managing the Community budget throughout the year. The Community Events Coordinator serves as a co-signer on the account and is able to co-sign checks and deposit funds.

Annual Reporting

Each Committee submits a **Community Finance Report** every year by June 21st. The Community Finance Coordinator is responsible for drafting this report, as well as maintaining accurate financial records on behalf of the Community, including bank statements and receipts. This report explains incomes and expenses associated with Community events, as well as the Community's administrative, recruitment, and recognition expenses. Girl Scouts of Southeastern Michigan recommends saving any documentation associated with financial reporting for at least three years.

Vacant Roles

If there is no one currently serving in the Community Finance Coordinator role, the Community Events Coordinator takes over the duties of the Community Finance Coordinator. If a Community does not have both a Community Events Coordinator and a Community Finance Coordinator, the Girl Scouts of Southeastern Michigan Finance Department is responsible for any Community-level financial transactions. In this case, the Community bank account will be closed until either a new Community Events Coordinator or Community Finance Coordinator is recruited, at which point, the newly recruited volunteer will work with the Finance Department to establish the new Community bank account.

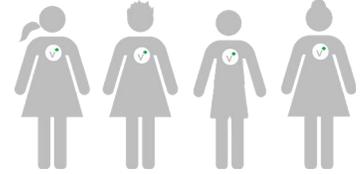


COMMUNITY PLANNING COMMITTEE

The Community Planning Committee is responsible for guiding the development of the Community's calendar of events and the Community's budget.

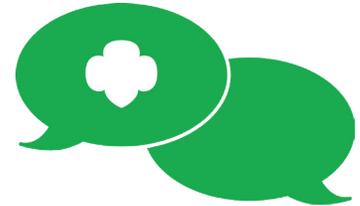
Members

The Community Planning Committee is led by the Community Events Coordinator. The Community Finance Coordinator and Service Unit Managers from all Service Units within the Community also serve on the committee. Any adult volunteer interested in community planning may also participate on the committee. Your Troop Support Specialist should also be in attendance at planning meetings.



Meetings

The Community Planning Committee should meet at least once in the late spring or early summer to develop a desired calendar of events for their Community, create the **Community Budget**, as well as to determine the Community's **Spending Priorities**, which will inform whether Community events will be supported by funds from the Community bank account. Committees should schedule a winter meeting to review priorities and discuss updates.



Goals

The Community's Troop Support Specialist will share Community goals. During meetings, the Community Planning Committee will devise ways in which volunteers can assist in supporting Service Unit and Community goals and record them on the **Community Work Plan**. Individual Service Units may elect to create their own event calendar as well. Service Units and Communities which achieve certain goals will be eligible to receive the President's Award at the annual Volunteer National Awards Banquet held in the spring.



Community Budget

Community bank accounts are generally used to support deposits, reserve venues, or to pay for program expenses that are needed in advance of receiving any revenue for Community events. To determine how much funding the Community will allocate to specific purposes, the Community Planning Committee is tasked with developing a Community budget.

A Community budget is created every year prior to June 21st for the upcoming membership year beginning on October 1st and lasting through September 30th of the following year. The budget should be designed so that the Community bank account will have a minor surplus of no more than \$1,000. The budget gives space to not only create the budget, but also track it against the amount of funding used in each category. Girl Scouts of Southeastern Michigan recommends evaluating the Community Budget once per quarter. The Community Finance Coordinator is responsible for sharing all information contained within the budget with the Community and its individual Service Units.

Please contact the Volunteer Services department for a blank [Community Budget Template](#), or to view your Community's most recent budget. Once your Community Budget is complete, please email it to volunteerexp@gsssem.org and to gssem-finance@gsssem.org.



Available Budget

This section describes the overall amount of funding available in the bank account. All Communities must reserve a \$1,000 carry-over balance for deposits related to Community events. Any balance on top of the \$1,000 carry-over minimum may be allocated to any of the categories listed on the [Community Budget Template](#).



Recruitment: 5-10% of Net Funds Available

Girl Scouts of Southeastern Michigan provides Recruitment staff and volunteers with materials to support recruitment events. If there are any additional costs associated with hosting Girl Scout recruitment events (e.g. facility rental, snacks), the Community can consider providing funding, if available.



Administrative Expenses: 5-10% of Net Funds Available

Administrative expenses refer to any expense incurred by the Community or individual Service Units for operational expenses such as photocopies, a P.O. box, postage, paper, or snacks or promotions for Service Unit meetings.



Recognitions: 5-10% of Net Funds Available

The recognitions budget encompasses both girl and adult recognitions. Funds may be used to purchase formal recognitions such as years of service pins, numeral guards, or Bronze or Silver Award memorabilia. Funds may also be allocated to support a Community-wide court of awards to honor both girls and adult volunteers.



Event Support

Communities that have funding beyond the sum of the carry-over minimum may elect to support events with Community funding. Funding from the Community bank account is used to subsidize the cost per attendee for approved events. Community events are the only events that may receive support from the Community bank account. In order to be considered for event support, Event Organizers must submit an [Intent to Event](#) form at least two months prior to the event taking place to their Community Events Coordinator.

The Community Planning Committee must determine four quarterly review dates for evaluating event support requests. On these dates, the Community Funding Committee will review all events that have requested event support and determine how well each event aligns with the Community's [Spending Priorities](#). Within one week of the Community Funding Committee's review, the Community Finance Coordinator will reach out to Event Organizers to inform them of whether their event will receive support from the Community Bank Account.

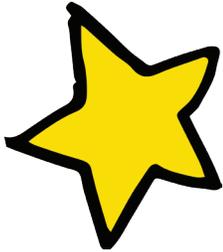
Event support is discussed in further detail on page 13.



Lead & Learn

Lead & Learn is an opportunity for all administrative volunteers to connect with one another, get an insider's look at Girl Scouts of Southeastern Michigan initiatives, participate in volunteer-specific training, and give feedback. Lead and Learn occurs three times per year in October, January, and April.

Community Planning Committees are highly encouraged to attend Lead & Learn to take advantage of time allotted during the program to begin creating their [Community Work Plan](#). The Community Work Plan is a document which gives space for the committee to address how volunteers can support Girl Scouts of Southeastern Michigan's priority areas.



Near-Term Priorities for 2019-2020

1. Targeted K-3 Recruitment
2. First Year Experience
3. Focused Retention Efforts
4. Exceptional Customer Service
5. Cross-Community Planning

Lead & Learn Dates 2019-2020



Fall

Friday, November 1-Sunday, November 3, 2019 at Camp Hawthorn Hollow



Winter

Saturday, January 25, 2020, 9:00 AM-12:00 PM at the Detroit and White Lake Service Centers

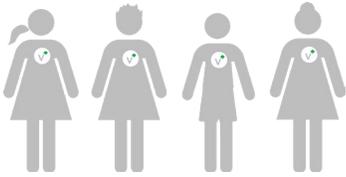


Spring

Saturday, April 25, 2020, 10:00 AM-3:00 PM, Location to be determined

COMMUNITY FUNDING COMMITTEE

The Community Funding Committee is responsible for publicizing money available in the Community budget, as well as overseeing the funding allocation process for Community events.



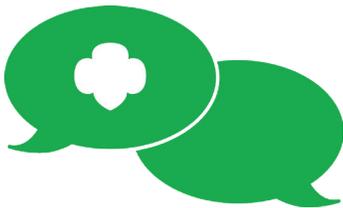
Members

The Community Funding Committee is led by the Community Finance Coordinator. The Community Finance Coordinator and Service Unit Managers from all Service Units within the Community also serve on the committee.



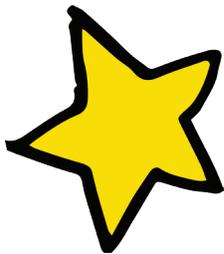
Meetings

The Community Funding Committee meets once per quarter to evaluate Community events requesting Community bank account funds and to allocate funds available for the current quarter. These meetings may take place in-person, via phone, or virtually.



Communication

The Community Funding Committee is responsible for sharing information related to the budget. Members of the committee should plan to attend Service Unit meetings on a regular basis to inform Service Unit Managers and troop volunteers of money available in each budget category.



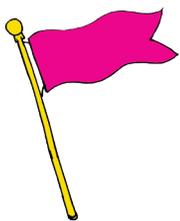
Priority Areas

Decisions regarding Community funds are informed by priority areas, which are designated by the Community Planning Committee and informed by Community and Council-wide goals as communicated by the staff Troop Support Specialist.

Event Support

Girl Scouts of Southeastern Michigan recommends each Community host at least four Community events each membership year as a means of fostering sisterhood between troops and boosting engagement at the Community level. In order to make the process of organizing Community events easier, any remaining funds beyond the carry-over minimum are available for event support. The Community Planning Committee considers all events requesting Community funds for feasibility via the [Intent to Event](#) process.

Some Communities may have a large number of events, resulting in event support requests being denied. To ensure that all events requesting support from the Community bank account are being evaluated fairly, Communities should utilize Spending Priorities and Rating Charts as part of their review process.



Spending Priorities

The Community Planning Committee determines their Community's spending priorities on an annual basis. Spending priorities are ideal features that members of the Community would like to see in local events, as well as traits that will help the Community achieve its goals as outlined by Girl Scouts of Southeastern Michigan staff. Priorities may be designated as low, medium, or high priorities.

Example Spending Priorities

Spending Priority	Priority Level
Outdoor Education	High
Supports Recruitment Efforts	High
Supports STEM-based Programming	Medium
Events Utilize National Program Portfolio	Low

Rating Chart

The [Rating Chart](#) is a scoring rubric that assigns point totals to each spending priority based on its priority level. Point totals should be assigned as follows:

High Priority: 20 points
Medium Priority: 15 points
Low Priority: 5 points

Rating Charts are completed at the end of every review period, by a date determined by the Community Funding Committee. Each member of the committee will evaluate how each event that has requested event support within the review period addresses each of the priority areas. If the reviewer feels that the event addresses a particular priority area, they will assign the full point value. If an event does not address a priority area, the reviewer will award zero points for the priority area. Once this process has been completed for all events, the reviewer adds the point total for each event and gives a recommendation based on the point totals.

Funding Allocation Meeting

Once each member of the Community Funding Committee has completed their rating chart for the quarter, the committee meets to make its final recommendation regarding which events should receive Community funding and how much will be allocated to each event. Funding is allocated to the highest-rated event(s), and then funding is awarded until the funding allocated for the quarter runs out.

Once rating decisions are made, the Community Finance Coordinator informs Event Organizers of the committee's decision to either fund or not fund their event(s). The final Rating Charts with the aggregated scores of the committee as a whole to anyone who asks for them. Any Event Organizers who are not satisfied with the outcome of the rating process may consult the committee about how to improve its score.

Individual members of the Community Funding Committee should support the decision of the committee as a whole. Committee members may not reveal the individual scores or comments of the other committee members.



COMMUNITY EVENTS

Community events encourage friendship and skill-building among girls within a Girl Scout Community. Let's take a look at some of the features of Community Events:



Girls Served

Community events serve Girl Scout members within a single Community, but may choose to be open to girls of the appropriate program level Council-wide.



Money

Money from Community events flows through the Community bank account. All Community events are designed to break-even. Any profit generated will be retained by the Community Bank Account.



Organization

Community Events are organized by one or more troops, or one or more Event Organizers. Organizers are highly encouraged to utilize the [Intent to Event](#) form to record the details of the event and to establish the event's budget.



Support

Girl Scouts of Southeastern Michigan highly recommends that Event Organizers seek support from their Community Events Coordinator when organizing their event.



Record Keeping

Event Organizers should report participation to their Community Events Coordinator upon the event's completion. Event Organizers report on the event incomes and expenses in the [Community Event Financial Report](#).



Community Event Funding

Event Organizers may elect to apply for funding from the Community bank account to support the event. The decision to fund community events is made by the Community Funding Committee.

COMMUNITY EVENTS PROCESS

Event Organizer Perspective

Event Organizers are individuals who organize Service Unit and Community-level events. They may be adult volunteers, or they may be girls. Whole troops or multiple troops may also work together to organize an event. One primary Event Organizer should serve as the point of contact for the Community Events Coordinator and the Community Finance Coordinator. This individual should be an adult member. The timeline below explains the Community events process from the Event Organizer's perspective:

2+ Months Prior to Event

Troop(s) or Event Organizer(s) has an idea for a Girl Scout event. The Event Organizer contacts their Community Events Coordinator to ask questions about planning a Girl Scout event.

2 Months Prior to Event

Event Organizer submits a completed [Intent to Event](#) to their Community Events Coordinator if the event has requested funding from the Community bank account. If the event does not request Community funds, no [Intent to Event](#) is required.

After Intent to Event is Submitted

Community Finance Coordinator contacts the primary Event Organizer regarding the Community Funding Committee's decision to support the event with Community funds.

6 Weeks Prior to Event

Community Events Coordinator contacts the primary Event Organizer regarding the Intent to Event's approval.

1-5 Weeks Prior to Event

Event Organizer works with girls to plan out the details of their Community event.

Day of Event

Event Organizer collects participation information for girls and adults as individuals arrive at the event.

1 Week After the Event

Event Organizer sends participation information their Community Events Coordinator and begins filling out the [Community Event Financial Report](#).

2 Weeks After the Event

Event Organizer sends the [Community Event Financial Report](#) to their Community Finance Coordinator along with any remaining funds to be deposited in the Community Bank Account.

Community Events Coordinator Perspective

The Community Events Coordinator's role in the Community events process is to support the Event Organizer in the development of their event. They should encourage the Event Organizer to utilize the Intent to Event form to collect pertinent event details and to draft a budget.

The timeline below explains the Community events process from the Community Events Coordinator's perspective:

2+ Months Prior to Event

Community Events Coordinator answers any questions the Event Organizer has about organizing a Girl Scout event or the [Intent to Event](#) form.

2 Months Prior to Event

Community Events Coordinator collects the [Intent to Event](#) form for events requesting Community fund and ensures that:

1. It has been filled out completely,
2. The budget breaks-event,
3. The event is compliant with the [Safety Activity Checkpoints](#) and [Volunteer Essentials](#).

The Community Events Coordinator then either asks for more details or approves the form.

6 Weeks Prior to Event

Community Events Coordinator fills out a [Calendar Listing Form](#) to place the Community event on the Girl Scouts of Southeastern Michigan Calendar of Events.

1-5 Weeks Prior to Event

Community Events Coordinator answers any questions the Event Organizer may have about ensuring their event is girl-led or finalizing their event.

1 Week After the Event

Community Events Coordinator collects participation information from the event from the Event Organizer, including:

1. Number of girls participating
2. Number of adults participating
3. Program levels served

Once collected, the Community Events Coordinator logs the information in the [Community Events Coordinator Tracking Spreadsheet](#).

Community Finance Coordinator Perspective

The Community Finance Coordinator's role in the Community events process is to support the Event Organizer as they develop their event's budget, as well as to review event finances upon the event's completion through the [Community Event Financial Report](#).

The timeline below explains the Community events process from the Community Finance Coordinator's perspective:

2+ Months Prior to Event

Community Finance Coordinator answers any questions related to the event budget that the Community Events Coordinator cannot answer.

2 Months Prior to Event

Community Finance Coordinator continues to support the Event Organizer as they develop the event's break-even budget.

After Intent to Event is Submitted

The Community Funding Committee meets to determine whether the event will be supported with funding from the Community bank account, based on the Community's [Spending Priorities](#).

Community Finance Coordinator writes any checks for vendor payment and cash advances as requested in the [Community Bank Account Fund Request](#). These requests must be accompanied by invoices or receipts for processing.

1-5 Weeks Prior to Event

Community Finance Coordinator continues answering questions related to event finances.

1 Week After the Event

Community Finance Coordinator contacts the Event Organizer to remind them to complete the [Community Event Financial Report](#).

Community Finance Coordinator writes checks for reimbursements as requested in the [Community Bank Account Fund Request](#).

2 Weeks After the Event

Community Finance Coordinator collects the [Community Event Financial Report](#) and follows up with the Event Organizer on any irregularities in the report (outstanding expenses, the report and receipts not adding up, or remaining funds not being turned in)

3 Weeks After the Event

If report irregularities have not been resolved, the Community Finance Coordinator contacts the GSSEM Finance Department to discuss next steps.

SERVICE UNIT EVENTS



Girls Served

Service Unit events serve Girl Scout members within a single Service Unit, but may choose to be open to girls across the Community of the appropriate program level.



Money

Money from Service Unit events flows through troop bank accounts. Any profits generated are retained by the troop.



Organization

Service Unit Events are organized by one or more troops, or one or more Event Organizers. Organizers are highly encouraged to utilize the [Intent to Event](#) form to record the details of the event and to establish the event's budget



Support

Girl Scouts of Southeastern Michigan highly recommends that Event Organizers seek support from their Community Events Coordinator when organizing their event, though are not required to do so.



Record Keeping

Event Organizers are encouraged to report participation to their Community Events Coordinator upon the event's completion.

Publicizing Service Unit Events

Event Organizers are primarily responsible for advertising their own events. To ensure adequate publicity, Girl Scouts of Southeastern Michigan recommends Event Organizers do the following:

1. Inform their Community Events Coordinator of their events at least two months in advance.
2. Attend Service Unit Meetings to inform attendees of their events.
3. Create a calendar listing on the Girl Scouts of Southeastern Michigan Calendar of Events at gssem.org/addevent. Be sure to include an event flyer in the posting.



Juliette Program Credits

Members of Girl Scouts of Southeastern Michigan's Juliette Program are girls who participate in Girl Scouting outside of a traditional troop. Juliette members are able to use program credits through the Fall Product and Girl Scout Cookie Programs to pay to attend Girl Scouts of Southeastern Michigan activities, including Girl Scouts of Southeastern Michigan camps and events, as well as Community and Service Unit-level events.

The process for using Juliette program credits is as follows:

1. Juliette members register for the camp or event using a paper registration form.
2. The registration form is filled out, including the 19-digit program credit card number, then is scanned or faxed to the Girl Scouts of Southeastern Michigan Finance Department at gssem-finance@gssem.org or 313-309-1193.
3. The Finance Department will confirm the event is accepting registrations.
4. The Finance Department charges the amount for registration to the program credit card.
5. For Community and Service Unit events only: The Finance Department forwards the paid registration to the Event Organizer.

HELPFUL RESOURCES

Troop, Service Unit, and Community Event Guidelines

This document explains the features of events organized at the Troop level, the Service Unit level, and the Community level. All potential Event Organizers are encouraged to view this form to determine which category their event belongs to. gssem.org/eventguidelines

Intent to Event Form

Completed by Event Organizers to capture the details and budget for their event. This form is recommended for organizing Community or Service Unit-level events, but is required for all Community events requesting event support from the Community bank account. This form is collected by the Community Events Coordinator. gssem.org/intent

Community Bank Account Fund Request

Completed by Event Organizers and other individuals who use Community bank account funds, such as Service Unit team members and Girl Scouts of Southeastern Michigan staff members. This form allows individuals to request reimbursements, cash advances, and checks for vendors associated with Community events. This form is collected by the Community Finance Coordinator. gssem.org/fundrequest

Community Event Financial Report

Completed by the Event Organizer within two weeks after their event as taken place. This report details the incomes and expenses associated with a Community event. This form, along with any invoices or receipts associated with the event, are collected by the Community Finance Coordinator. gssem.org/eventreport

Calendar Listing Form

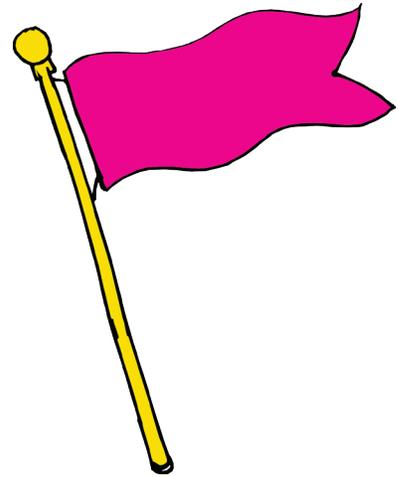
This online form is completed by anyone wishing to publicize a Girl Scout Event, including Community Events Coordinators, Event Organizers, and Girl Scouts of Southeastern Michigan staff. gssem.org/addevent

Series & Events Page

This webpage explains Girl Scouts of Southeastern Michigan series and events, and includes explanations of Troop, Service Unit, Community, and Council-level events.

gsLearn

gsLearn contains all of Girl Scouts of Southeastern Michigan's online learning opportunities and registration for all in-person trainings. Troop volunteers may view trainings on event organization and troop financial management here. gslearn.litmos.com





Girl Scouts of Southeastern Michigan

Troop, Service Unit, and Community Event Guidelines

Purpose of this Form

This form defines the qualities of Troop, Service Unit, and Community events and explains guidelines for planning a successful volunteer and/or girl-planned event.

Troop Events

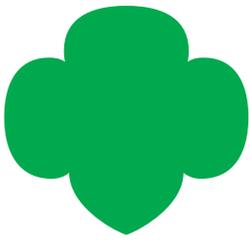
- Organized by Troop Leaders of 1-3 cross-school troops
- Must serve all girls in the troop(s) served by the event
- Funds flow through a troop's bank account
- Registration is managed by Troop Leaders
- No Intent to Event Form is required (but is recommended for planning)
- Not listed on the GSSEM Calendar of Events
- Publicized to troop members

Service Unit Events

- Organized by one or more troops' volunteers and/or girls (Event Organizers)
- Serves girls within a specified Service Unit; cross-Service Unit girls may attend up to capacity
- Funds flow through troop or alumnae group bank account
- Money Earning Project Request Form required if earning money from non-Girl Scout persons or organizations
- No Intent to Event Form is required (but is highly recommended for planning)
- Registration is managed by Event Organizer
- Publicized at Service Unit meetings
- Only listed on the GSSEM Calendar of Events if the event serves girls council-wide

Community Event

- Organized by Event Organizer(s)
- Serves girls council-wide
- Funds flow through the Community bank account
- Registration is managed by the Event Organizer(s)
- Publicized at Service Unit meetings and through Juliette member outreach
- Intent to Event form is required for events requesting Community funds and highly recommended as a guideline for events that do not request funds.
- Listed on the GSSEM Calendar of Events.
- Budget is designed for the event to break even.



Girl Scouts of Southeastern Michigan Intent to Event Form

Purpose of this Form

This form assists Event Organizers in successfully organizing Girl Scout events for their troop, Service Unit, or Community. This form is only required for all Community events requesting funds from the Community Bank Account, but may be used to assist in the organization of 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: _____

This event will be organized by girls: Yes If yes, Troop Number/Group _____ No

How will girls be involved? _____

Event Details

Event Title: _____

Date(s) of Event: _____ Start Time: _____ End Time: _____

Event Name and Location: _____

Site Contact Name: _____ Site Contact Email: _____

Registration Start Date: _____

Registration End (at least 2 weeks prior to event): _____

Girl Registration Fee: _____ Adult Registration Fee: _____

Program Aide Registration Fee: _____

Levels Served: D B J C S A Family

Minimum Capacity: _____ Girls _____ Adults _____

Maximum Capacity: _____ Girls _____ Adults _____

Event Description: _____

Event Outcomes

Girl Scout Pillars Addressed: STEM Outdoor Entrepreneurship
 Life Skills None

Girls will earn all or part of: Badge _____ Journey _____

Safety and Insurance

This form assists Event Organizers in successfully organizing Girl Scout events for their troop, Service Unit, or Community. This form is only required for all Community events requesting funds from the Community Bank Account, but may be used to assist in the organization of 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

Girls may attend without adult supervision: Yes No

Volunteer-to-girl safety ratios will be maintained by: _____

Event requires a First Aider: Yes No

Additional Insurance Required?

Event lasts 2 or more nights: Yes No

Non-registered members may attend: Yes No

Refund policy: None Given

Offered before registration closes

Case-by-case basis

Other: _____

Weather Action Decider's Name: _____

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: _____

Event Budget Planning Worksheet

This worksheet is used to guide the budget planning process for your event. For Community events, the amount brought in through registration fees should equal the amount the event costs to put on.

1. Add up your expenses:

Expenses	Per-Girl Cost	Per-Adult Cost	Per Program Aide Cost	Fixed Cost
Girl Guides & Journeys				
Badge/Patch				
T-Shirt/Clothing				
Food				
Supplies				
Eventbrite Transaction Fee				
Professional Services Fee				
Venue Fee				
Rental Equipment				
Additional Insurance				
Subtotal	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Contingencies (10%)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
Total (A)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00
			Total Fixed Cost	\$ 0.00

2. Set a minimum number of participants

Minimum # Girls	Minimum # Adults	Minimum # Program Aides	Total minimum participants
			0

3. Determine how much your event will cost per participant:

Total Fixed cost divided by Total minimum participants

Fixed Cost per Participant (B)

Total per-person cost plus Fixed cost per participant (A+B)

	Per Girl	Per Adult	Per Program Aide	Total expenses
Total Per Participant Expenses (A+B)	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

4. Set prices that cover per-participant expenses:

	Per Girl	Per Adult	Per Program Aide
Registration Fee:			

5. Calculate Total Projected Expenses and Total Projected Revenue

Minimum participants multiplied by registration fee:

	Per Girl	Per Adult	Per Program Aide	Total
Projected Revenue:	\$ 0.00	\$ 0.00	\$ 0.00	\$ 0.00

6. Confirm amount brought in by event covers the cost of the event

Total Projected Revenue Minus Total Projected Expenses:	\$ 0.00
---------------------------------------------------------	---------

For Community Events Coordinator Use Only:

Date Intent to Event Received: _____

Approved for Community Fund Request (if applicable): Yes No

Amount event was approved for: \$ _____

Date Community Event Financial Report Received: _____

Date logged on Community Events Coordinator Tracking Spreadsheet: _____



Girl Scouts of Southeastern Michigan

Community Bank Account Fund Request

Amount of Request: \$ _____ Date Form Submitted: _____

Community Number: _____ Service Unit Number: _____

Request (please check one):

- Reimbursement (attach receipt)
- Vendor Check Request (attach invoice)
- Cash Advance Request (must provide receipts)

Requested For: (please check one)

- | | |
|------------------------------------------------------|---------------------------------------------------|
| <input type="checkbox"/> Service Unit Administration | <input type="checkbox"/> Community Administration |
| <input type="checkbox"/> Service Unit Recognition | <input type="checkbox"/> Community Recognition |
| <input type="checkbox"/> Service Unit Recruitment | <input type="checkbox"/> Community Recruitment |

Reason For or Description of Expenditure: _____

Is this request for an event? YES NO If yes,

Name of Community Event: _____ Date of Event: _____

Are you the Event Organizer? YES NO If no, reimbursement must be approved by Event Organizer.

Name of Event Organizer: _____

Phone Number: _____ Email: _____

Requested by:

Signature _____

Print Name _____

Volunteer Position _____

Address _____

Phone Number: _____ Email: _____

Vendor Name and Address (if check will be written to them):

Name _____

Address _____

Phone Number _____

Date Needed (Please provide 1 week notice): _____

Submit this form to your Community Finance Coordinator. If you need help to identify your Community Finance Coordinator, please contact the Help Desk (helpdesk@gssem.org, 800-482-6734).



Girl Scouts of Southeastern Michigan

Community Event Financial Report

Report of all event financial transactions: to report out changes in the Community Event financials and to turn in remaining funds. Submit to the Community Finance Coordinator no later than 2 weeks after the event takes place.

Event Name: _____

Event Date: _____ Time: _____

Event Organizer Name: _____

Email: _____ Phone: _____

Income	Actual Amount
Total Fees Girl	
Total Fees Adult	
Total Fees Program Aide	
Other:	
TOTAL INCOME	

Income	Actual Amount
Girl Journey Book	
Badge/Patch	
T-shirt	
Food	
Supplies	
Venue Fee	
Professional Service Fee	
Rental Equipment	
Additional Insurance	
Other:	
Contingencies (10%)	
Eventbrite Fees	
TOTAL EXPENSES	

Total Income MINUS Total Expenses (NOT a negative)	
-----------------------------------------------------------	--

All expenses have been paid: Yes No If no, what is outstanding and why? (Use separate sheet)

Requesting Reimbursement(s): Yes No If yes, receipts must submitted with a completed *Community Bank Account Fund Request form*.

Turning in remaining/unused funds with this form: Yes No If yes, amount \$ _____

****All receipts, supporting documents, and remaining/unused funds must accompany this form.**

Community Finance Coordinator Use Only: Date Received: _____ Date Processed: _____

Notes: _____

CONNECT WITH US!



OUR LOCATIONS

Clinton Township Service Center
42800 Garfield
Clinton Township, MI 48038

Detroit Service Center
1333 Brewery Park Blvd.
Suite 500
Detroit, MI 48207

Flint Service Center
111 E. Court Street
Flint, MI 48502

Port Huron Service Center
2186 Water Street
Port Huron, MI 48060

Southgate Service Center
1 Heritage Place
Suite 130
Southgate, MI 48195

White Lake Service Center
8545 Highland Road
White Lake, MI 48386


girl scouts
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michigan

800-482-6734
gssem.org