



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, Troop Number/Group _____ No

How will girls be involved? _____

Event Details

Event Title: _____

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

Venue Name and Location: _____

Venue Contact Name: _____ Contact Email: _____

Registration Start Date: _____

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

Girl Registration Fee: _____ Adult Registration Fee: _____

Program Aide Registration Fee: _____

Levels Served: D B J C S A 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 without adult supervision:	Yes	No
Volunteer-to-girl safety ratios maintained by:	_____	
Event requires a First Aider:	Yes	No
Additional insurance required?	Yes	No
Event lasts two 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: _____
Name of Weather Action 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: _____

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: _____