



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

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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				
Contingencies (10%)				
Total (A)				
			Total Fixed Cost	

2. Set a minimum number of participants

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

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)				

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:				

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

Total Projected Revenue Minus Total Projected Expenses:	
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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: _____