

Intent to Hold an Event or Opportunity

Please submit this form at least 2 months prior to an event and at least 1 month prior to an opportunity. Refer to the end of this form for event/opportunity criteria.

What program pillar does your event relate to?

Entrepreneurship STEM Life Skills Outdoors

This intent form is for an: Event Opportunity

Service Unit Information

Name of Event/Opportunity: _____ Date of Event/Opportunity: _____

Time: (from _____ to _____) Location: _____

Name of Service Unit: _____ Service Unit Number: _____

Name of Event Chair: _____ Event Chair's Email Address: _____

Service Unit Program Coordinator's Name (if different from Event Chair): _____

Service Unit Program Coordinator's Email Address: _____

Age Level of Participants (check all that apply):

Daisies Brownies Juniors Cadettes Seniors Ambassadors Adults

Projected Number of Girl Participants: _____ Projected Number of Adult Participants: _____

We are using a GSME developed toolkit. Which one: _____

Committee Information

Committee size is dependent on type/size of opportunity or event

Date Event Planning Training Completed

Name: _____ Event Chair _____

Name: _____ Adult Girl _____

Name: _____ Adult Girl _____

Name: _____ Adult Girl _____

Name: _____ Adult Girl _____

Name: _____ Adult Girl _____

Name: _____ Adult Girl _____

Basic Event Information

Briefly describe the purpose of the event/opportunity as well as the activities offered. For example, if it is a STEM day, what kinds of STEM activities will the girls be doing?

The Girl Scout Leadership Experience

If it is a multi-level event, how will you provide progression activities to allow for age/developmentally appropriate learning to take place? Check all that apply:

- Activities are level-specific
- Activities are adapted for different levels (increased difficulty)
- Girls are given more responsibility/choice within the activities as they get older
- Other _____

How will you include at least one of the following processes? *(Required for all Events and Recommended for Opportunities)*

Girl Led	Learning By Doing	Cooperative Learning
<input type="checkbox"/> Girls are involved in the planning of activities <input type="checkbox"/> Activities involve the girls in decision making <input type="checkbox"/> Questions/activities are open ended and allow girls to think critically <input type="checkbox"/> Girls take the lead in discussions <input type="checkbox"/> Girls are offered choices <input type="checkbox"/> Other _____	<input type="checkbox"/> Activities are not only hands-on but also minds-on <input type="checkbox"/> Girls are involved in determining next steps based on outcomes <input type="checkbox"/> Activities involve role playing <input type="checkbox"/> Girls have a chance to practice the skills they learn <input type="checkbox"/> Games are used to teach skills <input type="checkbox"/> Other _____	<input type="checkbox"/> Girls teach one another or present to one another <input type="checkbox"/> Girls work together to solve a challenge or complete an activity <input type="checkbox"/> Girls see how they can make a difference in their community <input type="checkbox"/> Girls have a chance to reflect on the activity as a group <input type="checkbox"/> Girls work on activities that are developmentally appropriate in small groups <input type="checkbox"/> Girls learn from professionals in the field <input type="checkbox"/> Other _____

What journeys, badges, or GSME patches will your event address? *(Required for all events)* Please list the corresponding badge steps/activities if known.

- Check here if you need more information on badges/journeys or how to incorporate them into your event.

Pre-Event Logistics

How are you promoting your event? Check all that apply:

- | | |
|---|---|
| <input type="checkbox"/> Facebook/social media post and reminders | <input type="checkbox"/> Facebook event |
| <input type="checkbox"/> Newsletter | <input type="checkbox"/> Email to troop leaders |
| <input type="checkbox"/> Email to GS families | <input type="checkbox"/> Flyer |
| <input type="checkbox"/> Share at leader meetings | <input type="checkbox"/> Other: _____ |

How are you planning on including Juliettes at your event? Check all that apply:

- Coordinate to sister up with another troop
- Invite to attend with a parent/guardian
- Designate 2 adults to cover ratios for Juliettes/individual girls
- Other _____

Troop Money Earning

Will this event be a Troop Money Earning Event? Yes No

If yes, please complete the following questions in lieu of an additional Troop Activity Form.

Troop's Current Treasury: _____

Has your troop participated in the Fall Product Sale Program? Yes No

Has your troop participated in the Cookie Sale Program? Yes No

Reason for money-earning: _____

Anticipated cost: _____

Anticipated earnings from this event: _____

Approval Signatures

Please remind your troop leaders to submit Activity Forms if the event will last over 7 hours, includes high-risk activities, or will be held out of state. **Remember to purchase event insurance at least 2 weeks prior to your event.**

IF YOU HAVE ANY QUESTIONS, PLEASE NOTE THEM HERE:

I have read and understand the Safety Activity Checkpoints that apply to this opportunity or event and have filled the form out to the best of my ability.

Event Chair's Signature: _____

I have read this form and verify that it is complete.

Service Unit Program Coordinator's Signature: _____

Volunteer Support Specialist's Signature: _____

I have reviewed the program content and approved this event.

Program Specialist's Signature: _____



Service Unit Events and Opportunities

Events

Service Unit Events are considered any activity beyond a troop experience being offered to the greater Service Unit or beyond, that includes organized programming. An event may be indoors or outdoors, but does not include organized overnight outdoor camping (see Camporee requirements). The majority of programs/activities offered by a Service Unit should fall under either small or large events.

Examples of events include: Cookie Rally, Outdoor Skills Day, World Thinking Day, STEMposium, Founder's Day, cooking events, Grand Prix, Dances, Badge workshop.

Events can be differentiated by their size and/or scope of the activities.

- **Small Events:** Aim to serve fewer than 50 girls and/or offer 3 or fewer workshops or activity stations. Small events should be planned by a committee of at least 4 people (ideally with at least 2 girls on the committee) and include girl input in the planning process.
- **Large Events:** Large events aim to serve 50 or more girls and offer 4 or more workshops or activity stations. Large events should be planned by a committee of at least 5 people (ideally with at least 2 girls on the committee) and include girl input in the planning.

Criteria for Events

- **GSLE Content:** Events must include at least one of the 3 Girl Scout Processes and be linked to at least one Girl Scout badge or journey.
- **Committee/training requirements:** For all events, at least 50% of the planning committee should have completed the *Let's Plan: Events!* training prior to planning the event.
- **Intent Form:** Event Intents should be signed off by the Service Unit Program Coordinator and received in the GSME Service Center no later than 2 months prior to the event.

Opportunities

An opportunity is an activity being offered to the Service Unit, or beyond, that allows the girls to represent Girl Scouts and/or experience the larger sisterhood of Girl Scouting while participating in a common activity. These do not necessarily include organized programming. **Examples of opportunities include:** roller-skating, parades, community events being promoted to GS, bowling.

Criteria for Opportunities

- **GSLE Content:** Opportunities are not required to include badge or journey work, but are encouraged to include at least one of the 3 Processes as possible.
- **Committee/training requirements:** Opportunities should be organized by a minimum of 2 adults with at least one who has completed the *Let's Plan: Events!* training.
- **Intent Form:** Opportunity Intent forms should be signed off by the Service Unit Program Coordinator and received in the GSME Service Center no later than 1 month prior to the opportunity. If the opportunity is a high-risk activity, the intent form should be received 2 months prior to the opportunity.