



# HANDS-ON SCIENCE WORKSHOP REQUEST FORM

Please submit completed form via email to: [cwrightman@girlscoutsww.org](mailto:cwrightman@girlscoutsww.org), or mail to: Girl Scouts of Western Washington, ATTN: Science Workshops, 5601 6<sup>th</sup> Avenue S, Suite 150, Seattle, WA 98109.  
**Applications must be received at least 4 weeks prior to requested workshop date.**

Contact person 1:	Contact person 2 (optional):
Email:	Email:
Phone:	Phone:

Service Unit/Troop #:

### WORKSHOP REQUESTED: Hover over each checkbox to view details of each workshop

<input type="checkbox"/>	Daisy Nature Palooza	<input type="checkbox"/>	Brownie Fossil Fun	<input type="checkbox"/>	Junior Adventures in Slime	<input type="checkbox"/>	Junior Rocketry
<input type="checkbox"/>	Daisy Suntastic	<input type="checkbox"/>	Brownie Intro to Rocketry	<input type="checkbox"/>	Junior Archaeology Adventures	<input type="checkbox"/>	Junior Stellar Explorers
<input type="checkbox"/>	Daisy Wind Warriors	<input type="checkbox"/>	Brownie Planet Palooza	<input type="checkbox"/>	Junior Catapult	<input type="checkbox"/>	Cadette Green Power
<input type="checkbox"/>	Brownie Archaeology	<input type="checkbox"/>	Brownie Rainbow Hunters	<input type="checkbox"/>	Junior CSI	<input type="checkbox"/>	Cadette Robot Mania
<input type="checkbox"/>	Brownie Brainiacs	<input type="checkbox"/>	Brownie Slime Explorers	<input type="checkbox"/>	Junior Ice Age Investigators	<input type="checkbox"/>	<b>Mixed Level</b>

### EXPECTED ATTENDANCE:

**Daisy/Brownie/Junior** workshops: minimum 10 girls/max 30; **Cadette** min 6/max 20. Girl Scout adult-to-girl ratios (see page 14 of [this](#) document) apply to **all** workshops. Workshops will cancel if minimum registration requirement is not met 7 business days prior to scheduled date. See page 2 for more information.

# Girls:	<input type="text"/>	# Adults:	<input type="text"/>	Notes:	<input type="text"/>
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### DATES REQUESTED: TIME REQUESTED:

Please select month(s) and days of the week that would work for your group, <b>OR</b> submit specific date options. <u>Providing multiple options will increase our ability to accommodate your request.</u> We cannot accommodate Mondays or holidays and cannot run more than one workshop at once. See page 2 for details.	Workshops run in 2.5-hour blocks, not including setup and cleanup. See page 2 for details.
<b>Month:</b> Oct   Nov   Dec   Jan   Feb   Mar   Apr   May   Jun	6:00p-8:30p (weeknights)
<b>Day:</b> Tuesday   Wednesday   Thursday   Saturday   Other:	10:00a-12:30p (AM Saturdays)
<b>OR Preferred Date(s):</b>	2:00p-4:30p (PM Saturdays)
	Custom*:
	<i>*Must be a 2.5-hour time block.</i>

### FACILITY INFORMATION:

Site procurement is the responsibility of the event requester. **See page 2 for more information.** All workshops require a large room with access to sinks and restrooms, trash cans, work and supply tables, and seats for all participants, either at tables or on the floor. Individual workshops may have their own special requirements; see [this](#) page. Refer to page 2 to determine if your facility requires a Certificate of Insurance.

Facility Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

### ADDITIONAL INFORMATION:

*I understand that this serves as a request. If Girl Scouts of Western Washington approves this request, I hold responsibility for securing a location, providing a Certificate of Insurance if needed, providing documentation of confirmed site reservation, and ensuring completed registrations and attendance for the workshop. I understand that inability to do so will result in the cancellation of the scheduled workshop.*

Signed: \_\_\_\_\_ Date submitted: \_\_\_\_\_  
*Electronic Signature Okay*

# SCHEDULING YOUR WORKSHOP

Our science workshops are an opportunity for you to bring fun, hands-on programming to your girls, when and where you want it. You provide the space and bring the girls, and we'll send a fantastic facilitator and one of 19 different starstruck, high-flying, ooey-goey workshops to you!

**Please use the following guide to assist you in scheduling a successful event.**

**General workshop information:** Descriptions of each of the workshops listed on the front page may be found [here](#) if you have not yet decided which one to request.

**Cost:** Workshops are \$14 per girl. However, we offer a discounted price of \$12 to **workshop requesters**, *if* registration is completed within 2 weeks of going live. Adults are free. The fee is payable through paper registration or made available through Salesforce once confirmed. *Financial Assistance and Cookie Dough eligible.*

**Mixed-level troops and groups:** Our workshops are designed for specific age groups, but in some cases we can adapt a workshop to a wider audience. If you have a mixed-level/multi-age troop, please check the "Mixed Level" box and indicate which workshop you want to host. Indicate your girls' ages/levels and any other important details under "Additional Information". We may not be able to accommodate your request as stated, but we will work to find something that fits your group's needs.

**Group size:** The size of groups appropriate for each workshop varies by age level. We can accommodate 10-30 girls for Daisy, Brownie, and Junior workshops, and 6-20 for Cadette workshops. **You can still request a workshop if your group has fewer girls than the minimum.** In order to provide programming to as many girls as possible, all workshops are open registration, which means girls outside your troop can register too. This helps us meet minimum requirements. However, the workshop will still cancel if that requirement is not met by 7 business days prior to the event.

**Adult participation:** Science workshops **are not** drop-off events, and active adult help and participation is required to help the workshop run smoothly for every girl. Enough adults are required to maintain Girl Scout adult-to-girl ratios (see page 14 of [this](#) document) for safety.

**Requesting dates:** Workshops run from October to mid-June and can most easily be accommodated on Tuesday, Wednesday, or Thursday evenings from 6:00pm-8:30pm, or Saturdays from 10:00am-12:30pm or 2:00pm-4:30pm. You may request a workshop on a different day and/or time using the box marked "Other"; these will be approved based on facilitator availability. We cannot accommodate Mondays, holidays, and holiday weekends, and cannot run two workshops at once. The more date options you offer, the more likely we will be able to fulfill your request.

**Time requirements:** Our workshops run for 2.5 hours and require the facilitator to have access to the space 1 hour before and 1 hour after the event for setup and cleanup. Please be sure to reserve a **4.5 hour** time block when procuring a site, and confirm that you can be present for the entire time or ensure the facilitator's unassisted entry and departure.

**Space requirements:** Requested workshops are held at a site provided by the requester. All workshops are best held in a large room with access to sinks and restrooms, trash cans, work and supply tables, and seats for all participants. When securing a site for your science workshop, please consider the total number of participants (including adults) as well as the workshop's specific space needs (see [here](#)). Please contact us if you have any questions about site specifications. **If you are having difficulty locating or securing a suitable space, let us know and we can help.**

**Certificates of Insurance (COIs):** These are required for workshops to be held in certain locations, including privately owned businesses or properties. Check [here](#) and [here](#) on our website for details on when a COI is required, and how to request one if needed.

**Requests will be accepted at any time no later than 4 weeks prior to your desired workshop date. You will receive a response to your request within 5-10 business days.** Workshops will be approved on a rolling basis as staff and workshop material availabilities allow. In some cases, preference will be given to workshop requests that help us meet the needs of locations and populations who are otherwise underserved by Girl Scouts of Western Washington STEM programs.