



Service Unit Event Planning Form

Procedure:

1. Once a troop or volunteer is appointed by the Service Unit Manager or designee to run an event for the Service Unit, they must submit this completed form outlining their preliminary plan and budget for the event
2. Once the preliminary plan has been approved by the Service Unit Manager or designee, the troop or volunteer is permitted to make purchases, deposits or reservations for the event as needed.
3. An event announcement and/or registration form must be developed and submitted to the Service Unit Manager or designee for approval before distribution
4. All funds collected for the event must be deposited into the Service Unit account unless an alternative is approved in advance

Activity or Event Title: _____

Proposed Location: _____ Proposed Date(s): _____

Event Director: _____ Troop # & Level (if applicable): _____

Phone: _____ Email: _____

Training required: _____ Completion date(s): _____

Description of Event (include any specific activities that are being planned or considered): _____

Page #(s) of Girl Scouts of Western Washington Volunteer Essentials and Activity Checkpoints covering proposed activities: _____

Estimated expenses (include explanation, description or breakdown as available):

_____	=	\$ _____
_____	=	\$ _____
_____	=	\$ _____
_____	=	\$ _____

Est # of Attendees: ____ girls ____ adults Proposed cost per person: \$ _____

Approval Signature: _____ Print Name: _____

Date: _____ On Behalf of SU#: ____ SU Position Title: _____