



Girl Scouts of Northern California with offices in: Chico, Eureka, Fairfield, Oakland, Red Bluff, Redding, San Jose, Santa Rosa, Ukiah & Yreka  
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# Event Notification and Report Form

File with service unit before AND after all events, and submit to CDD at least two weeks before the event to ensure that emergency info will be included on the GSNC Master Calendar.

Date form completed \_\_\_\_\_  Preliminary  Final Report

**This form should be filed with the service unit as a communication tool as soon as possible in the planning process and before the event has been publicized to participants. Submit to CDD at least two weeks before event. Within two weeks after event, adjust form with actual information and submit with Financial Form for Events to service unit.**

Event Director Name	Event Director Contact Address	
Service Unit	City/State/Zip	
Day of Event: On Site Emergency Contact Phone #	Phone #	E-mail address

### About the Event:

Event Name \_\_\_\_\_

Date & Time \_\_\_\_\_

Location \_\_\_\_\_

# of Girls	# of Adults	# of Non-Members <small>(unregistered adults or children)</small>
<input type="checkbox"/> D <input type="checkbox"/> B <input type="checkbox"/> J <input type="checkbox"/> C <input type="checkbox"/> S <input type="checkbox"/> A		

(Grade Levels served with this event)

Briefly describe activities and outcomes:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Girl Leadership Experience

Briefly describe how girls will gain leadership experience with this event:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Forms & Procedures:

**Check forms that will be/have been completed:**  
 (NOTE: not all of these may be required for your trip/activity)

Contract with Facility/Vendor  Non-member insurance  
 Rental Agreements  Trip & High Risk Activity Notification & Approval Form if any high risk activities  
 Girl Permission Forms (annual or regular)  Other: \_\_\_\_\_  
 Girl Health History Forms  \_\_\_\_\_  
 Adult Health History Forms  \_\_\_\_\_

**Check procedures which will be/have been followed:**

Rosters of all girl and adult participants maintained  
 Promotional flyers approved by service unit prior to distribution  
 Copy this form to Area Director for inclusion in council Master Events Calendar at least 2 weeks prior to event  
 A copy of the emergency plan provided to all event staff and at least one adult participant from each troop/group

### Finances:

Estimated total event cost \$ \_\_\_\_\_

Estimated fee, each participant \$ \_\_\_\_\_

Attach Financial Report for Events to this form

**Check forms that will be/have been completed:**

Money Earning Application  
 Money Earning Evaluation  
 Gifts in Kind Form(s)  
 Sponsorship Agreement Form

**Check procedures which will be/have been followed:**

Fundraising (The direct solicitation of businesses, organizations or individuals asking for funds) done solely by adults  
 Planning decisions considered affordability of event for the girls in the area being served  
 Complete financial records kept including original receipts  
 Financial report and funds turned over to service unit within two weeks of event

### Special Requirements:

Name of person who has completed Event Director Training \_\_\_\_\_

Approximate Date of Training: \_\_\_\_\_

First Aider Required?  Level 1  Level 2

If yes, name of Certified First Aider \_\_\_\_\_

Date of certificate expiration \_\_\_\_\_

Other special adult training or certification needed (Safe Food Preparation, Troop Camping Certification, lifeguards, etc)? If so, please provide name, certification information and training dates (use reverse of form if needed)

\_\_\_\_\_