

3 LEAVES SERVICE UNIT EVENT GUIDELINES

Introduction

The purpose of having troops host service unit events is to develop leadership and organization skills for our girls. It provides local activities for our younger troops and they see first-hand that Girl Scouting can continue through middle and high school. Troop-hosted service unit events may be either non-profit or profit-making events to help fund trips and activities for the hosting troop.

Prerequisites to Hosting a Service Unit Event

In order to host any service unit, a troop MUST:

- Participate in most recent Fall Product Sale with no outstanding balances for troop
- Participate in most recent Cookie Sale with no outstanding balances for troop
- Participate in most recent Annual Fund Campaign with at least one donation from troop
- Pay all current and past service unit dues in full
- Have no outstanding balances from hosting/attending a previous service unit event
- Complete Planning Events Beyond the Troop Training
- Acquire council approval of a requested event (submit application 4 months in advance).
- Ensure that any insurance that may be required by Council is obtained.

New Events

The Service Unit is open to new, original service unit events (profit or non-profit) if a troop has an idea. Proposals should be submitted to the service unit event coordinators for approval to ensure that there are no conflicts or overloaded dates. Proposals for new events may be submitted at any time.

Proposals for new events will be announced at the next service unit meeting to get feedback about the date, potential attendance, and interest before approval is given by majority vote of the Service Unit Leadership Team members.

If a troop starts a new Service Unit event, they may be the sole host for up to three years. They must, however, be willing to include upcoming troop hosts as helper troops in the planning process of their final year to allow for smooth transition and the future success of the service unit event. Helper troops do not benefit financially from a money-making event during their learning year.

Traditional Events

For events that are traditional service unit events, we will use the following guidelines as a whole to determine who should host the event and how long they should host it.

- A troop cannot host the Father-Daughter Dance for consecutive years unless no other troop is willing to do so. See special Father-Daughter Dance requirements below.
- All other service unit events *may* be hosted for up to two consecutive years to allow the girls to learn and develop their organization and leadership skills from the first to second year.
- For traditional Service Unit events, a variety of factors will be used as a whole to determine who will be awarded the event. Priority factors are:
 - Troops with older girls in the following order: Ambassadors, Seniors, Cadettes, Juniors, Brownies, Daisies. Troops with a majority of girls in a higher grade will be given priority over a troop with a majority in a lower grade at the same Girl Scout level.
 - Troops which have never sponsored the event.
 - Troops which have a leader/parent who are serving or have served in service unit leadership roles:
 - Service Unit Director
 - Cookie Delivery Organizer
 - Cookie Chair
 - Fall Product Sales
 - Treasurer
 - Event Coordinator
 - Recognitions
 - Annual Fund
 - Registrar
 - Troop Organizer for the Service Unit
 - School Organizers
 - Webmaster
 - Troops which applied in the past and did not receive the event.
 - Troops which will or have assisted another troop with the event for which they have applied.
 - Troops which have previously attended the event for which they have applied.
- No single troop can host multiple service unit events in the same year unless they create new events or no other troop would like to host traditional service unit events.
- If a troop is assigned to host a service unit event and does not see it to fruition, it will not

be awarded an event the following year if another troop applies for the same event.

Procedure to Apply For Traditional Events

Open traditional events for the following two years will be announced at the March service unit meeting and in an email to the Yahoo Group preceding the March service unit meeting. Troops wishing to apply as a helper or a host troop should notify an event coordinator in writing no later than the April service unit meeting. An email to the event coordinator email listing on the service unit website will fulfill the writing requirement.

Information relevant to priorities listed above should be included in the request for an event (yes/no answers and any relevant years only). The troop should also list the year(s) in which it wishes to host an open event (no more than two years in the future) and for how long (one or two years). If a troop is interested in hosting more than one event, the events should be ranked in order of preference.

The list of troops applying for events will be announced at the conclusion of the April service unit meeting and in an email to the Yahoo Group following the service unit meeting to ensure that no troop has inadvertently been omitted from consideration. Troops will have one week from the date of the April service unit meeting to bring any inadvertent omissions to the attention of the event coordinators.

After all applications have been reviewed based upon the factors listed above, the event coordinators will announce the hosts at the May service unit meeting. Event hosts will be selected based upon a majority vote of the Service Unit Leadership Team.

Forms

Beyond the Troop Event Application:

http://www.gsgatl.org/events_and_things_to_do/documents/FORMS-beyond_troop_application-b.pdf

Designation of Traditional Events

A money-making event is traditional if it has been hosted by a troop in the last year. Events may be removed from the traditional list if no troop hosts it for two consecutive years. New events will be added to the list of traditional events after a troop has hosted it for three years.

The following non-profit events shall remain on the traditional list whether they are hosted or not: Camporee, Bridging, Cookie Rally, and World Thinking Day.

Deposits for Money-Making Events

To assist troops with the up-front cost to schedule a money-making event before tickets are sold,

the service unit will front deposits for hosting troops. Hosting troops must reimburse the service unit no later than (30) days after the event, unless reimbursement is waived by a majority vote of the Service Unit Leadership Team.

Budget for Non-Profit Events

To encourage troops to sponsor non-profit events, the service unit will make a determination each year about what amounts it can provide for non-profit events. For the 2011-2012 year, the service unit will pay up to the following amounts in expenses for troops that host the non-profit events below:

Bridging:	\$100
Camporee:	\$400
Cookie Rally:	\$ 50
World Thinking Day:	\$ 50

The amounts listed here may be paid by the treasurer without any additional Service Unit Leadership Team approval. Troops wishing to exceed these amounts must obtain approval by a majority vote of the Service Unit Leadership Team.

The Service Unit will front any deposits required for these non-profit events but will need to be reimbursed within 30 days of the event, unless a waiver of reimbursement is authorized by a majority vote of the Service Unit Leadership Team.

Insurance for Service Unit Events

If council requires a troop to purchase extra insurance for any service unit event, the service unit will pay for it. The service unit treasurer may pay for it without any additional Service Unit Leadership Team approval.

Father-Daughter Dance Requirements

Deviations on ticket price, venue, the use of a professional disc jockey, and included photo and patch offerings cannot be made without approval from the event coordinators. Patches should vary in some way from the previous year. The dance has a proven formula for success that should be followed by the host troop.

Post-Event Summary

Hosting troops will submit a post-event summary to the event coordinators thirty (30) days after a service unit event is held. This summary will include information about the number of attendees an amount charged per attendee, costs and expenses, and any revenue generated. It should also include any relevant contact information (names, addresses, email, phone numbers) about venues, entertainment, the troop organizers of the event, etc. The summary should also include any suggestions to make the event better in the future. These summaries will be used to help

other troops plan the same event in the future.

Conclusion

Please recognize that these are guidelines that may evolve in the future. Any changes will be announced and posted on the service unit's web site.

Last Updated: 7/21/11