



Girl Scouts

GIRL SCOUTS OF GREATER ATLANTA, INC.

Beyond the Troop Event Application

Date received in council office:

Staff initial:

Event directors name: (please print)		Date event director Completed "Planning Events" training:	
E-mail address:		Day phone:	Evening phone:
Service unit name:		County:	
Complete mailing address:			
Will you have a completed Event Emergency Plan the day of the event? Will all persons listed on the Event Emergency Plan know and understand their roles?			

USE:	Use this form for all multi-group, service unit events or large group events involving Girl Scouts. Complete this process at least four months before the activity or event. You may not advertise your event until approval process is completed.
SEND TO:	<ul style="list-style-type: none"> Obtain your service unit directors approval and forward to your membership specialist who will review and forward to the program specialist for the area. Your program specialist will contact you regarding approval and any additional requirements such as supplemental insurance for non-members. The event or activity is not approved until this process is complete.

Event name _____

Event date _____ Time event begins _____ Time event ends _____

Event location _____

Address of event location _____

Type of event (camp, festival, dance, etc.) _____

Event activities will include: _____

Participants will attend by: Troops _____ Individuals _____ Both _____	Participant Fee: _____
Estimated total number of participants? _____ (200 or more requires a level 2 First Aider)	
Name of event first aider _____	Type of Certification _____
Estimated number of Girl Scout participants?	
Daisy _____ Brownie _____ Junior _____ Cadette _____ Senior _____ Ambassadors _____	
Adult _____	Non-Girl Scout participants? Children _____ Adults _____

How were girls involved with planning? _____

Total income: \$ _____ Total event expenses: \$ _____ Left over funds: \$ _____

How will the leftover funds be used? _____

Event Approval: (each person should sign and date)	SUD: _____
Membership specialist: _____	Program specialist: _____
Insurance review: _____	Date insurance ordered: _____

Girl Scouts of Greater Atlanta, Inc.
Service Unit Event Emergency Plan

Name of event: _____ Event date(s): _____

Event location and address: _____

Event director's name and cell phone: _____

Event location phone number: _____ Event time: _____

1. _____, adult name and cell number, will **call 911** and contact council representative Gae De Angelo at 404-403-7929 to report the incident. If at camp, I will contact the camp ranger. Call injured person's family to report the nature of the emergency and the person's conditions. Ask for wishes concerning medical treatment.

2. _____, acting First Aiders, will assist injured persons.

- First Aider will have a first aid kit at the site.
- Will be responsible for the safe keeping of girl only event health forms.
- A Level 2 First Aider is required for events with 200 or more participants.

3. _____, adult, will record proceedings.

- Record when and how the accident or emergency happened,
- All injuries should be recorded in the log found in the first aid kit. Record name, time, injury and treatment administered.
- Statements made to ambulance attendants, doctors, police, etc.,
- Telephone calls (who made them, whom they called, what they said),
- Names and addresses of all witnesses
- I will return all written documentation to Camp Property and Risk Manager within 5 days of the occurrence.

4. _____ (additional adults) will keep the participants together, calm and away from the emergency.

- Inform troop leaders where to assemble in case of emergency and to account for all girls in their troop.
- For girl only events, girls will be notified in advance where to assemble in case of emergency. A designated adult will take attendance at the assembly area.

Points to remember:

- Do not make statements accepting or denying responsibility. Only give facts do not place blame.
- Do not specify names of individuals other than victim, and only to authorities.
- Do not make any statements to press or public.
- Cooperate with authorities.
- This form must be on file with the Membership Specialist at least two weeks prior to the event.
- There must be a separate person listed for each of the four positions listed above.