girl scouts
of kansas heartland

EVENT APPLICATION

Complete this form to request approval prior to any volunteer planned event, including one day events, multi-day series of events, day camps, or overnight camps. If the event is held at a GSKH-owned property, contact us at 888-686-6468 to complete your reservation, *Facility Usage Application* form, and deposit PRIOR to submitting your *Event Application.*

Event Coordinator Name: _____

Day Phone: _____ Evening Phone: _____ Email: _____

Emergency Contact #1:

Name: _____ Day Phone: _____ Evening Phone: _____

Emergency Contact #2:

Name: _____ Day Phone: _____ Evening Phone: _____

Application for *(check all that apply)*:

✓	Event approval	*Submit at least **4 weeks** before the event.*
☐	GSKH Online Calendar	*Submit at least **8 weeks** before the event.*
☐	GSKH Event Registration - Ultracamp	*Submit at least **8 weeks** before the event.*
☐	Printed Activity Guide – SPARK	*Submit by council deadline (approximately **6-9 months** before).*

Event Basics:

Program Level(s):   ☐ Daisy   ☐ Brownie   ☐ Junior   ☐ Cadette   ☐ Senior   ☐ Ambassador   ☐ Volunteer   ☐ Family Event

Name of Event: _____

Location Name: _____

Address: _____ City: _____ St: _____ Zip Code: _____

If the event is held at a GSKH-owned property, provide your reservation confirmation code: _____

Event description:

Event Date(s): _____

Event Start Time: _____ End Time: _____ Number of nights: _____

Reservation Deadline: _____ Event Capacity: Girls -   Minimum _____ Maximum _____

(usually Monday approx. 2 weeks prior to the event)   Adults -   Minimum _____ Maximum _____

Event Fees: $_____ per girl $_____ per adult *(if $0, do adults need to register? ___ yes ___ no)*

Participants (check all options that apply):

Program Type:

Program Type	Notes
☐ Girls only	*Girl participants must be current members of Girl Scouts Kansas Heartland.*
☐ Girls and Adult Chaperones	* Girl participants must be current members of Girl Scouts Kansas Heartland. * Adults do not need to be current members or approved volunteers, unless they will chaperone unrelated girls. * Girl to Adult ratios will be met with event volunteers who are current members and approved volunteer. * Supplemental insurance is required.
☐ Girls and Adult Volunteers	* Girl participants must be current members of Girl Scouts Kansas Heartland. * Adults must be current members and approved volunteers. * Girl to Adult ratios will <u>not</u> be met with event volunteers; attending adults will count toward Girl to Adult ratios. * Supplemental insurance may not be required.
☐ Family event	* Girl participants must be current members of Girl Scouts Kansas Heartland. * Adults do not need to be current members or approved volunteers, unless they will chaperone unrelated girls. * Girl to Adult ratios will be met with each individual family unit. * Troops attending a family event must meet Girl to Adult ratios with approved troop volunteers. * Supplemental insurance is required.
☐ Volunteer only	* Adults must be current members and approved volunteers. * Supplemental insurance may not be required.

Custom Questions in Ultracamp (asked at the end of the online registration process):

☐   I have no custom questions.
☐   Include a custom question regarding dietary restrictions.
☐   Include the following custom questions (attach list if needed):

Activities:

☐   Attached a detailed itinerary or schedule for the event.
☐   Event Coordinator has reviewed and agrees to follow *Volunteer Essentials* and the *Event Appendix.*
☐   Event Coordinator has reviewed and agrees to follow applicable *Safety Activity Checkpoints.*
☐   Which *Safety Activity Checkpoints* have been reviewed? List required certifications in the next section.

☐   Will a badge or fun patch be provided at the event? Provide details.

Certifications and Training:

Certification	Name of Certified Adult(s)	Date Completed	Expiration *(if applicable)*	Proof attached
First Aid/CPR *(required for all events)*				
For Outdoor Activities: ☐ Level 101: **Cook Out/Sleep Out** ☐ Level 201: **Camp Out/Adventure Out** ☐ Level 301: Advanced Outdoor Cooking ☐ Level 401: Backpacking ☐ Wilderness First Aid				
For Water Activities: ☐ Basic Water Rescue ☐ Small Craft Safety ☐ Lifeguard				
Other Certifications, Consultants, Groups, or Organizations: (list)				

Budget:

Income Sources:	Total Budget:	Expense Categories:	Total Budget:
Money from last year (if applicable)		Facility Fees	
Troop or Service Unit funds used to support the event		Equipment Fees	
Donations		Program Supplies (crafts, activity materials, etc)	
Girl fee to be collected $_____ per girl x _____ anticipated attendance		Office Supplies (postage, copies, etc)	
Adult fee to be collected $_____ per adult x _____ anticipated attendance		Food $_____ per person per meal x _____ meals x _____ people	
Other income (list)		Insurance (minimum $5) $0.11 per person x _____ people x _____ days	
		Patches, T-shirts, or other items provided to participants	
		Miscellaneous expenses (list)	
Total Income:		Total Expenses:	

If the event is being hosted as a money-earning project, review and complete the following:

Money-earning guidelines are below. For full details, see *Volunteer Essentials Chapter 5: Managing Group Finances.*

- Money-earning projects must support Girl Scout program experiences such as camp, travel, and/or program events.
- Participation in council-sponsored product sales is required before additional money-earning projects will be approved.
- Money-earning projects shouldn't compete with the council-sponsored product sales or other council fundraising activities.

What is the purpose of the project? How will the funds earned benefit the sponsoring troop or SU?

Adult volunteers helping with the project:

Current balance of funds: $_____   Amount needed: $_____   Anticipated profit for this project: $_____

Marketing and Registration:

☐ Attach any marketing materials that will be used (i.e. event flyer).

☐ You may request to have your event posted to the GSKH online calendar at www.kansasgirlscouts.org/events. Once your application is approved, the program will be posted online within ten business days.

_____ Yes, I would like for the event to appear on the GSKH online calendar.
(initial)

☐ You may request to have your event available on GSKH's online registration system - Ultracamp. This is the only way registrants can use cookie credits for the event fee. Once application is approved, the program will be posted online within ten business days. In most cases, payment is made to the sponsoring troop/service unit **after** the event's conclusion once attendance, surveys, and finance report are returned to GSKH office.

_____ Yes, I would like for the event to appear on the GSKH online registration system.
(initial)

_____ I request a portion of the event fees to be paid prior to the event due to _____.
(initial)

Portion needed prior to event: $_____.

Remit payment for the event to:
Name: _____
Address: _____ City: _____ St: _____ Zip Code: _____

Permission, Authorization, and Insurance:

Permission and Authorization

☐ *Health History and Authorization* form must be collected by the event coordinator at check-in for each participant attending without a parent chaperone.

Insurance

☐ Registered Girl Scouts (girls and adults) are automatically covered by Girl Scout Activity Insurance for events lasting two nights or less.

☐ **Supplemental insurance is required** for events with _non-member attendees_ or _events lasting three or more nights_. After registration for your event closes, contact the Girl Scouts of Kansas Heartland at 1-888-686-MINT (6468) or info@gskh.org to purchase additional insurance (plans begin at $0.11 per person per day).

Event Coordinator Statement of Compliance:

I have read all Girl Scouts of Kansas Heartland policies and procedures in regard to volunteer-led events (*Volunteer Essentials, Event Appendix, Safety Activity Checkpoints)* and verify that all information on this request is accurate and in accordance with GSKH policy.

- Safety Activity Checkpoints and all health, safety and emergency procedures have been reviewed and are being adhered to.
- Event volunteers are currently registered members and approved volunteers of Girl Scouts Kansas Heartland.
- All certified adult participants are able to perform in their capacities according to GSUSA health and safety guidelines.
- We will conduct ourselves at all times in a positive manner while representing Girl Scouts.
- After the event, attendance, surveys, and finance report will be submitted to a GSKH office in a timely manner.
- I understand providing misinformation could result in the event not being covered by Girl Scout Activity Insurance and could increase personal liability.

Event Coordinator Signature: _____ Date: _____