

Instructions for Completing the Beyond the Troop Event Application

When should this form be used?

Use this form for all multi-group, service unit events or large group events involving Girl Scouts that are planned and hosted by service units or troops. These types of events can include:

- Father Daughter /Mother Daughter events
- Ingathering, Camporee events, Skills days and overnights
- Thinking Day events
- Journey events
- Participation in parades that are organized by the service unit
- Participation events such as 5K's and walks organized by the service unit

This list is not inclusive of all types of events. Please contact the risk management team if you are not sure if you need to complete this form. We can be reached at BTTE@gsgatl.org or 770-702-9185

General Instructions:

Complete this process at least four months before the activity or event.

- Complete the Beyond the Troop Event Application with preliminary budget and timeline and submit to the council office. Once we receive the information in the office we will confirm with your service unit director that she approves of the activity; that your troop has participated in the product sales program and the annual fund.
- You may forward all forms to the council office by: Email: BTTE@gsgatl.org Fax: 770-702-9586 or USPS: 5601 North Allen Road, Mableton, GA 30126
- Please note that the event director is required to submit a Final Event Finance Report with 45 days of the end of the event to the council office. Failure to do so may result in denial of approval of future events.
- Certain events may require additional information before approval can be granted. You will be contacted directly for any additional information needed.

Important Reminders:

- **NEW:** You do not have to submit a separate Money Earning Application - this form is inclusive
- The event or activity is not approved until this process is complete
- You may not advertise your event until approval process is completed
- The earlier you submit your application, the better chance we have of working through any problems and not holding up your event. In any case – the completed and pre-approved application should be received in the council office at least 60 days in advance of the time you would like to advertise the event– please note that if you have a contract that needs approval you should begin the process as soon as possible.
- We highly recommend that you view and use the additional resources that are now available to you to help with planning and organizing your event. Information can be found below.

Effective November 1, 2013 - Event directors who were trained prior to September 1, 2013 are required to take the new training called Emergency Preparedness. Emergency Preparedness has been incorporated into the Planning Events Beyond The Troop trainings offered after September 1, 2013, but is also offered as a stand-alone training for people who have previously completed the Planning Events Beyond the Troop training.

First Aid Requirements have changed: GSUSA has eliminated the First Aid Level II designation. Required Minimum: You must have at least one First Aider for any number of attendees up to 200 persons present. You must have one additional First Aider for each additional group of up to 200 persons present. Please see Volunteer Essentials 2013-02014 for more information.

Some additional resources available to you on our website:

- Event Finance Report - Final
- Event Planning Worksheet
- Risk Management Chart Worksheet
- Service Unit Emergency Communication Plan
- Sample Emergency Plans



Beyond the Troop Event Application

Basic Event Information:

Event Director's Name: _____ Mailing Address: _____
 E-mail Address: _____ Best Phone Number: _____
 Service Unit Name: _____ County: _____
 Event name _____
 Event date _____ Time event begins _____ Time event ends _____
 Event location/Address _____
 Type of event (camp, festival, dance, etc.) _____

Event activities will include – be sure to list any High Risk Activities (as defined in Volunteer Essentials):

1. _____ 2. _____
 3. _____ 4. _____
 5. _____ 6. _____

Participants will attend by: Troops _____ Individuals _____ Both _____ Estimated total number of participants? _____
 Estimated number of Girl Scout participants? Daisy _____ Brownie _____ Junior _____ Cadette _____
 Senior _____ Ambassadors _____ Adult _____ Non-Girl Scout participants? Children _____ Adults _____
Please note: If your event is open to both troops and individuals you will automatically be charged a minimum charge for insurance.

Participant Fee: \$ _____ Total Income: \$ _____ Total Event Expenses: \$ _____ Left over funds: \$ _____

How will the leftover funds be used? _____

Date Event Director Completed "Planning Events" training:	Date Event Director Completed "Event Preparedness" training:
Will you have a completed Event Emergency Plan the day of the event? YES NO	
Will all persons listed on the Event Emergency Plan know and understand their roles? YES NO	
Name of event first aider _____ Type of Certification _____	
Name of event first aider _____ Type of Certification _____	
Access to EMS	Minimum Level of First Aid Required
Less than 30 minutes	First Aid
More than 30 minutes	Advanced level medical training – EMT, WRFA, WFA, RN, Doctor
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This troop has participated in: Treats & Keeps – list most recent year: _____
 This troop has participated in: Cookie Product Program – list most recent year: _____
 This troop supports the GSGATL Annual Fund Campaign: Yes No
 SUD Event Approval: Name: _____ Date: _____

Preliminary Event Planning & Budget Worksheet

Preliminary Event Information

Name of Event: _____

Proposed Dates and times: _____

Proposed location: _____

What program level girls can assist on this committee (circle one or more)?

Daisy Brownie Junior Cadette Senior Ambassador

How will they be involved in the planning?

What type of Activities might be offered?

Qualifications or requirements for participation: _____

How do you plan to advertise this activity? _____

Who will we need to contact to assist us in making our event a success?

Name	Phone	Why are they important? Area of expertise.

Preliminary Budget Information:

Food/Beverage	\$	Rental of Space	\$
Program Supplies	\$	Rental of Equipment	\$
Copy & Print Charges	\$	Additional Insurance	\$
Thank You Tokens	\$	Other Expense	\$
Recognitions	\$	Other Expense	\$

Income - expenses = profit

Planned Income					Planned Expenses		Planned Profit		
Participant Fees	\$	Money from other Sources	\$	Total Income	\$	Total Expenses:	\$	Total Profit	\$

Purpose for which planned profit will be used: