

## Event Listing Request Form

Please complete this form for any event open to all Girl Scouts you would like the council to assist with.  
The council will assist by putting the event on the website and taking registration.

### EVENT ORGANIZER INFORMATION Please note: Contact name, phone and email will be published online.

Service Unit       Troop      SU/Troop # \_\_\_\_\_  
Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Email \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ Zip Code \_\_\_\_\_

### Additional Contact Person Optional

Name \_\_\_\_\_  
Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Phone Number \_\_\_\_\_ Email \_\_\_\_\_

### ACTIVITY INFORMATION

Activity Name \_\_\_\_\_  
Activity Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_  
Reservation Deadline *Typically 2 weeks in advance* \_\_\_\_\_  
Capacity *Add adult capacity if applicable* \_\_\_\_\_  
Maximum Participants \_\_\_\_\_ Minimum Participants \_\_\_\_\_  
Activity Address \_\_\_\_\_  
Girl Cost \$ \_\_\_\_\_ Adult Cost \$ \_\_\_\_\_ Additional Fees \$ \_\_\_\_\_  
Describe any additional fees. \_\_\_\_\_

### EVENT SUPERVISION Please check one

- Girls must be accompanied by a parent/guardian.  
 Girls may be dropped off for this event.

### ACTIVITY GRADE LEVEL Check all that apply

- Daisy (K-1)       Brownie (2-3)       Junior (4-5)       CSA (Teens 6-12)       Adults

### ACTIVITY DESCRIPTION

*Please include registration information (if applicable), any meals or snacks provided, if males may attend, supplies, or special equipment required (100 Characters Maximum).*

## CONTACT PERSON FOR EMERGENCY OR WEATHER SITUATION

Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

Location Contact \_\_\_\_\_ Email \_\_\_\_\_ Phone \_\_\_\_\_

## PROMOTION AND REGISTRATION - CHECK ALL THAT APPLY

- I would like my event to be posted on the GSGI Event Calendar.
  - Once application is approved, the program will be posted online within 10 business days.
- I would like my event to be available for online registration. I understand that the service unit or troop will receive payment after the event registration deadline has passed.
  - Once application is approved, the series/event will be posted online within 10 business days.
  - This option is the only way that registrants can use Cookie Dough for the troop or service unit event fee.
- I understand that GSGI will provide a check-in roster of registered participants to the contact(s) listed on page one. I understand the completed event roster must be turned in within 10 days following the event.

## ADVISOR/LEADER STATEMENT OF COMPLIANCE

- GSUSA Safety Activity Checkpoints, GSUSA and council health, safety and emergency procedures have been reviewed and are being adhered to.
- Parents/Guardians are informed of the program activities, safety and emergency procedures, and contact information.
- Appropriate permissions will be obtained for each girl.
- Our group/troop will conduct ourselves at all times in a positive manner while representing Girl Scouts.
- I understand providing misinformation could result in the program not being covered by the Girl Scout Activity Insurance and could increase personal liability.

Advisor/Leader Signature \_\_\_\_\_ Date \_\_\_\_\_