



Beyond the Troop Event Application

USE: Use this form for all multi-group, service unit events or large group events involving Girl Scouts. Complete this process at least two months before the activity or event.

- The event or activity is not approved until this process is complete.
- YOU MAY NOT ADVERTISE YOUR EVENT UNTIL APPROVAL PROCESS IS COMPLETED.**

SEND TO: Submit completed form to your Troop Support Specialist for pre-approval. If your event needs the extra insurance for non-scouts, please complete the insurance form and attach it to this application. You may also forward it to the council office by: Email at: info@gsgst.org. **Please send a copy of your approved event to your Service Team Manager**

Event Directors Name: (please print)		Date "Events & Series training:" was completed	
	Troop # _____ or SU # _____		
E-Mail Address:	Day Phone:	Evening phone:	
Service Unit Name:	County:		
Event Director's complete address:			
Will you have a completed Event Emergency Plan the day of the event?	YES <input type="radio"/>	NO <input type="radio"/>	
Will all persons listed on the Event Emergency Plan know and understand their roles?	YES <input type="radio"/>	NO <input type="radio"/>	
Name of event first aider _____	Type of Certification _____		

Event name: _____

Event date _____ Time event begins _____ Time event ends _____

Name of location & address _____

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

Event activities will include: _____

- Will this event include any of the following (Check) Archery Backpacking Camping Caving Swimming
- Downhill Skiing Rafting/tubing/boating
- Challenge courses/adventure courses/climbing wall/repelling

How were girls involved with planning? _____

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

How will the leftover funds be used? _____

Participants will attend by: Troops _____ Individuals _____ Both _____	Participant Fee: _____
Estimated total number of participants? _____ (200 or more requires a level 2 First Aider)	
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 who are not registered, you will automatically be charged a minimum charge for insurance. All charges will be paid at the time of submittal to Council. If this event is a fundraiser, a Troop Money Earning Project Request form, would need to be submitted. You will find the form @ www.gsgst.org .	

Event Approval: (each person should sign and date) Troop Support Specialist: _____

Risk/Insurance review: _____ Date insurance ordered: _____

CC# _____ Exp date _____ CVV# _____

All girls in kinder to twelve grades and adults must be registered members and adults must have CBC unless it is a family event.

Girl Scouts of Greater South Texas

Service Unit Event Emergency Plan

Name of Event: _____ Event Date(s): _____

Event Location and Address: _____

Event Director's Name and CellPhone: _____

Event Location Phone Number: _____ Event Time: _____

1. _____, adult name and cell number, will call 911 and contact council representatives at 1-800-477-2688 or 956-495-6142 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 volunteers 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 council office at least two weeks prior to the event.
- There must be a separate person listed for each of the four positions listed above.