TR615: Organizing a Service Unit Campout
Girl Scout Mission, Promise & Law

The Girl Scout mission, promise and law are shared by every member of Girl Scouting and define the way Girl Scouts agree to act every day toward one another, other people, and the world.

**Girl Scout Mission:**

Girl Scouting builds girls of courage, confidence and character, who make the world a better place.

**Girl Scout Law:**

I will do my best to be honest and fair, friendly and helpful, considerate and caring, courageous and strong, and responsible for what I say and do, and to respect myself and others, respect authority, use resources wisely, make the world a better place, and be a sister to every Girl Scout.

**Girl Scout Promise:**

On my honor, I will try: To serve God and my country, To help people at all times, And to live by the Girl Scout Law.
Welcome to Planning a Service Unit Campout!

Purpose: The purpose of this course is to provide you with the tools necessary to plan a successful campout for your service unit.

Course Objectives:

After completing this workshop, the student should be able to...

- Explain the steps in planning a service unit event, including recruiting a team and budgeting
- Understand GSNETX policies and procedures as they apply to service unit events
- Know the resources for the event planning

Learning Style Tips:

- One of the most effective ways for visual learners to retain information is to engage with the information by highlighting, underlining, and writing notes. At times, your facilitator may ask you to silently read sections. As you read, take the time to underline, highlight and mark what you feel are the most important parts of the material. Visual Learners move information from short term to long term memory by engaging the part of the brain that controls motor function.

- One of the most effective ways for auditory learners to retain information is to speak it. At times, your facilitator may ask you a series of questions. Auditory learners should take advantage of the opportunity to discuss what you highlighted on the pages and why. The ability to verbalize key concepts moves the information over to long term memory.
The Learning Process

Learning is a PROCESS which takes place in a safe learning environment. Part of keeping a safe environment is the establishment of “ground rules”. We are Adult Girl Scouts, and as such, we keep our Promise and honor the Law which says we will treat each other with courtesy and respect. In this workshop it is expected that everyone will engage in the LEARNING PROCESS.

❖ P – Participation
  o We learn through our participation – so everyone needs to participate in a small or large group discussion.

❖ R – Responsibility
  o Be responsible to be in class on time so we can finish on time.
  o Take responsibility for your own learning – if you don’t understand something, don’t hesitate to ask.

❖ O – Open Mind
  o Learning can only take place if you have an open mind. Be open to new ideas and try them out.

❖ C – Confidentiality
  o In a learning environment, everyone needs to feel safe. To create safety, let’s agree not to share today’s issues or discussions outside of this class other than in a positive way. Can we agree on holding confidentiality for each other?

❖ E – Experimentation
  o You can only learn new things if you are willing to try out new things.
  o Would you be willing to try something with me?
  o Cross your arms the usual way. It’s comfortable and you do it without thinking – yes?
  o Now try crossing your arms the other way!
  o It’s only uncomfortable because we aren’t use to it.

❖ S – Sensitivity
  o We are here with different levels of skill and experience – let’s be sensitive to each other’s pace as we learn.
- S – Sense of Humor
  - Last but not least – let’s remember to keep our sense of humor and have some fun together.

**Engage in the Process**

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Introduction

Why are you interested in planning a campout for your service unit?

Key Messages:

- In this section we are going to learn why we have service unit campouts.
Why hold a Service Unit Campout?

What are some of the reasons your Service Unit wants to hold a campout? Is there or should there be a purpose or goal to the campout?

When we think of all the things we can do with a service unit campout the list is endless. Some service unit campouts are held to introduce new troops to the outdoors with seasoned adult guidance. Some campouts are for a specific age level and some are held just for fun! No matter the reason it is best to identify why the service unit is holding the campout so that you have a goal to work toward.

List some reasons why you should hold a Service Unit campout:

1. 
2. 
3. 
4. 
5. 
6.
Service Unit Campouts

Who can or should attend the service unit campout?

Possible attendees: all troops, only certain age levels, mother/daughter, etc.

How often should a service unit campout be held?

Many service units offer one service unit campout a year. Some larger service units offer a fall and spring campout to accommodate all members of the service unit being able to attend one of the campouts.

Who should be involved in planning the campout?

The makeup of the team isn’t important – what is important is that the team clearly knows they are in charge of organizing the event and that everyone invited to participate has a responsibility on the team.

For many service units allowing the older girls to run the campout gives the girls an opportunity to learn, develop and practice leadership skills.

Be sure to involve your service unit manager and treasurer especially since the funds for the campout will be deposited and reimbursed through the Service Unit checking account.
Section 1 – Steps in Planning

This section is to help you understand the steps involved in recruiting a planning team and help in developing a timeline.

Key Messages:

- Recruiting a planning team.
- Job descriptions of the planning team.
- Timeline for planning the campout.
- Basic outline of planning a campout.
Recruiting a Team

How do you decide who coordinates the event? Whether the campout is organized by a small group of adults or a troop everyone who is invited to participate on the team should have a job and know what that job is and how to do their job.

**WHO SHOULD I ASK TO BE ON THE TEAM?**

1. 7.
2. 8.
3. 9.
4. 10.
5. 11.
6. 12.

A good team is comprised of many different members – some experienced, some new, perhaps some are girls and/or their adult leader’s - whatever the mix of members be sure that everyone knows the job they have been assigned to do.

“**Coming together is a beginning.**

**Keeping together is progress.**

**Working together is success.**”

~Henry Ford

Recruiting a Team

There are many ways to find people to be on your team. Look for people who are interested in the activity being planned. Include girls in the planning if you can – you will be surprised at what they will bring to the team.

Include some of the people you have worked with and relied on in the past but be sure to include new members on the team. This way others will begin to develop the skills necessary to become effective members of the team.
Once you decide on what positions you will need for your team, put together a list of responsibilities for each job. People will work better when they know what it is that they are expected to accomplish.

How many people should be on the team?

Two factors determine the answer to this question – size and intensity. The size of the campout, number of available volunteers and the size of the jobs to be done are the elements of the first factor.

The second factor deals with how many different program elements are in the campout and the work needed to be done prior to the event. Having many team members means that the job can be divided into many segments keeping one or two people from doing the bulk of the work.

Don’t be disappointed if someone turns you down. They may be overworked and in the long run you would rather have the rejection than someone who can’t fulfill their commitment.

Since this is a service unit campout be sure to involve your service unit manager in the planning so they are aware of what is happening and can assist with promoting the event.

Consider organizing your committee with 4-6 committee chairs who each have a sub-committee working with the chair on a particular task or assignment.

A Note About Delegating

The main reason for delegating is to divide the work load. Delegating is the entrusting of an activity or responsibility to another person. It also provides opportunities for growth and development for you and your staff.

- Give a clear and brief description of the work to be done
- Give specific results expected
- Give a timeline for completion of tasks
- Give guidance and assistance when needed
- Follow up (check on timelines, etc. to see how it’s going)
- Give credit to those who do the job (frequent verbal “thank-yous” go a long way)
The key to successful delegation is to give the person a task and to be clear in the expectations and follow-up at agreed upon times. Don’t be afraid to have an open discussion when things are not being done on the timeline. Sometimes more follow-up is needed or possible reassignment of responsibilities. People may take on more assignments than they can handle or other conflicts occur.

Team Organization

The following is a sample of a committee organization chart of the team to plan a SU campout.

Each committee chair could members working with them to their committee. have one or more committee complete the tasks assigned to

IN VolVING GIRLS IN THE PLANNING PROCESS

When girls are involved in the planning process it is helpful to have an adult liaison, usually the troop leader, working with the committee and the girls. Many times assignments that are clear to an adult may not be as clear to the girls. Be sure that the girls have meaningful participation and are not just
working the event. They have many good and valuable ideas to add to the campout. And of course be sure to plan some time for them to have some fun.

**Possible Committee Positions:**

- **Assistant Event Director** - in training for next year and if something were to happen to the committee chair they should be able to run the event
- **Business Manager** – develops the event budget with the event chair, keeps up to date records of the receipts and expenses, prepares a pre and post budget for the event, may also order and purchase supplies, orders patches
- **Registrar** – develops the registration form with the event chair, takes in registrations, may assign sleeping areas, puts together confirmation packet, event packet
- **Cooks** (check with council for training needed for use of camp kitchens) – puts together menu for event, purchases food, cooks food, cleans kitchen, pre-camp check of kitchen supplies needed, recruits help if needed
- **Emergency telephone contact at “home base” to relay messages to event** – person at home with list of each troops “at home” contact to call in case of information needed to be passed to parents
- **Equipment Manager** – works with committee to see what equipment is needed, gathers equipment for event, inventories equipment
- **First Aider** (who has current certification) with vehicle to insure an accident-free event – recruits other first aiders to help with event, secures necessary first aid supplies, has a designated first aid station at event, makes notes of any health related issues, keeps a medical log if needed
- **Girl Planning Group** – could be a troop helping plan and run activities
- **Greeter/Hostess** – greets groups in the unit, may assist with greeting groups at meals, sees that unit is cleaned up before group checks out on last day
- **Maintenance/Clean-up Crew** – cleans up event activities not troop areas
- **Photographer** – takes pictures of event, uploads to service unit website
- **Program Specialists** (crafts, music, outdoor skills, etc.) – this could be people from the service unit or outside resources, they put on the activity, coordinate with equipment manager or assistant director for supplies and reimbursement
- **Publicity Coordinator** – publicizes the event before registration, may do flyers, posters, email blasts, etc.
- **Shopper(s)** – buys the supplies for the event
- **Transportation Chair** – handles parking at the campout, recruits additional parking lot helpers,
- **Waterfront Personnel** – lifeguards, boat certified specialists, fishing instructors, etc.
Training Your Team

1. Be sure to put training on your timeline.
2. Determine what your staff needs to know and what needs to be done.
3. At the training:
   ◊ create a team feeling and sense of common purpose
   ◊ review expectations of the event - yours and theirs
   ◊ cover the basics:
     • site boundaries
     • procedures
     • schedules
     • number at stations or activities
     • general program content
     • discipline
     • emergency procedures
     • first aid
     • weather conditions
     • budget - how to handle unplanned and planned expenses
     • How GSNETX policies impact the campout
4. A happy, confident staff makes for a good, safe, and fun event. Happy leaders make for happy girls.
5. Don’t forget to plan for staff recognition.

Gracias

Dank

Merci

Thank You
Building a Timeline

Have you ever plotted a calendar backwards? When it comes to planning a big event it’s the surest way to know you meet specific deadlines and help you stay organized. It helps to show your committee members the BIG PICTURE!

*Get yourself a big calendar or make one for yourself like the example on the bottom of the page.*

1. Mark your campout on the calendar.
2. Select the registration deadline date. Make certain to allow plenty of time before the event.
3. Mark the deadline dates for any outside vendors – caterers, site agreement, patch order, final payment for site, etc.
4. Choose the month to begin advertising the campout.
5. Mark committee meetings – both pre and post campout.
6. Mark the date of any SU meetings that you will be promoting the event or taking registrations.
7. Mark the date any materials need to go to the printer – flyers, schedules, confirmation packets, etc.

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<tbody>
<tr>
<td></td>
<td>15 – Reserve campsite, deposit</td>
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<tr>
<th>Apr.</th>
<th>May</th>
<th>Jun.</th>
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<tbody>
<tr>
<td>15 – committee meeting (flyer &amp; registration forms ready)</td>
<td>4 – promote event at SU meeting – handout flyers, registration information</td>
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<tbody>
<tr>
<td></td>
<td>14 – Final payment due to council/campsite 30 – confirmation packets ready</td>
<td>4 – SU Meeting 11 – registration due date; order patches</td>
</tr>
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<tbody>
<tr>
<td>14-16 – Su Campout</td>
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</tbody>
</table>
Section 2 – Planning Your Campout

Key Messages:

- What are the W’s of planning?
- How about a theme?
- Budgeting for your campout.
- Publicizing your event.

Where and when are we going?
What will we do at our campout?
How much will it cost?
Planning Your Campout

The first questions to ask when beginning to plan your campout are:

- When?
- Where?
- Who is coming?
- What will we do there?
- How much will it cost?

These questions can be answered by a small “key” committee – the SU Campout organizer, service unit manager, finance manager, registrar, program chair, and as many others as are needed to make the decisions. This can often be done prior to recruiting the rest of the team.
Where to Hold the Campout – Things to Consider

Here are some guidelines to think about when choosing the location.

Size – how many will the site accommodate?

Where – GSNETX camp or other campsite?

Cost – how much will the site cost be per person?

Water supply – is there an adequate water supply per state or local standards?

Shelter – is there adequate buildings for shelter in case of inclement weather?

Toilets/hand washing facilities – is there an adequate number of toilets per number of persons camping? At least one toilet and adjacent handwashing facility should be available for every 15 people for overnight.

Accommodations – if cabin camping is there one bed/ person or space to put cots, if camping in tents – how many persons per site, do we have tents?

Activity areas – are they sufficient for the activities planned and appropriate for certain activities?

Parking – is there enough space for all of the vehicles - will the participants arrive by private car, van or public transportation?

Contract or site agreement – is there a contract to be signed – remember only the council chief program officer may sign contracts. (This requires a Medium/High Risk Activity Approval)

Other things to consider: check Volunteer Essentials; Volunteer Policies and Procedures, and the Safety Activity Checkpoints for other consideration on the activities that are planned for the event.

What time of year should we schedule our campout?

Consider the time of year you are planning to hold the campout. If this is a campout for new scouts a fall or spring campout may be best as a first introduction to camping.
**Who Should Attend the Campout?**

Depending on the size of your service unit you can choose to do several different things. You may want to have a campout just for one particular age level. A large service unit may have difficulty finding a site large enough for their campout. Some service units have hosted campouts for new troops whose leaders have just completed troop camp training and are ready to go out with their troops. How about an older girl campout – just Girl Scout Cadettes and up? Sometimes they get forgotten because they often help to work the events and would have fun at a campout just for them.
**Theme Concepts for SU Campout**

Consider having a theme for your campout - plan the activities and patch on the theme chosen. Here are some ideas to get you thinking.

- Juliette Low’s Birthday
- Scouting Around the World
- Basic Camp Skills
- Nature Campout
- Olympics
- Astronomy – Reach for the Stars

Remember to include the girls in the decision making when possible.

**Criteria for a Quality Campout**

- Reflect the Promise and Law
- Planned activities – adequate supplies
- Rainy Day activities planned
- Staff is well- trained and positive attitudes
- Girl Input
- Flexible, appropriate to age levels
Campout Budget
(In other words: how to figure out how much to charge for the campout)

Figuring out how much to charge for the event is probably the most difficult piece of the planning. So how much do you charge and who gets charged: girls, adults – only safety wise adults?

The income should cover the event. Be sure to charge enough so that you don’t end up in the red when the campout is over.

Here are some key questions to ask to help you figure out the price per person:

? How much is the site fee per person?
? Are we providing food for the campers or are they bringing their own?
? What program supplies do we need to purchase?
? Are there printing or postage costs?
? Other rental fees – port-a-potties, security, etc.

✓ Be sure that all committee members know how the money for the event will be handled.
✓ All money should be deposited into a bank account such as the service unit account. This means the SU treasurer may be a part of your committee.
✓ Purchases made should be tax exempt.
✓ Receipts should be turned into the business manager promptly.
✓ Each committee chair should know what the budget is for the event and how much their committee has to spend.
<table>
<thead>
<tr>
<th>Items</th>
<th>Estimate based on 100% participation</th>
<th>My campout</th>
</tr>
</thead>
<tbody>
<tr>
<td>Site Fee</td>
<td>($15/person) = $1500</td>
<td></td>
</tr>
<tr>
<td>Other rental fees (security, activities, specialists, etc.)</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Program supplies (first aid, housekeeping, crafts, patches, etc)</td>
<td>$500</td>
<td></td>
</tr>
<tr>
<td>Food/beverage</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Thank you’s</td>
<td>$100</td>
<td></td>
</tr>
<tr>
<td>Printing/postage</td>
<td>$200</td>
<td></td>
</tr>
<tr>
<td>Other</td>
<td>$300</td>
<td></td>
</tr>
<tr>
<td>Estimated cost of event</td>
<td>(A) $3000</td>
<td></td>
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Step 1 – What is the maximum number of participants? (B) 100

Step 2 – Figure 85% of the participants (C) 85

Step 3 – divide the amount on line C into the amount on line A ($A / C = $D) (D) $36

Step 4 – to estimate event income, multiply the amount on line C by the cost per person on line D. CxD=E Estimated Event Income $3060
More About Budgets

All events should be self-sustaining. Fees should be based on the actual costs of the event. The committee chair should know what the break point for the event is based on number of participants and anticipated costs.

Here are some things to consider when putting together your budget:

SITE:
• Site rental/building rental fee
• Toilet paper
• Paper towels
• Soap
• Cleaning supplies

Office Supplies:
• Printer ink
• Pens, pencils, markers
• Nametags
• Staplers, paper clips

Printing:
• Photocopying costs
• Flyers
• Registration forms
• Confirmation packets
• Schedules
• Evaluations
• Thank you notes

Food:
• Cater
• Snack foods
• Ice
• If not catering, food for event

Program Supplies:
• Crafts
• Swaps
• First aid supplies
• Decorations
• Posterboard for signs

Other
• Patches
• T-shirts
• Staff Recognition
Promoting Your Event

The best way to promote your event is to use both written materials like flyers or published notices, email or SU website and word-of-mouth. Members of your committee can go to local Service Unit meetings and events to let leaders know about the event you have planned. Timing is important. Six to eight months is not too soon.

Don’t forget to let your local community know about your event - before the event to register girls and adults, and after the event for publicity purposes. If registration is open to registered Girl Scouts only, your radio or newspaper notice should state that.

Any notice you would like published should contain the essentials of your program: The purpose of the program, who can come, when the event will take place, where the event will take place, and how much it will cost.

You can also send pictures and press releases to your local newspaper, council publication, or service unit newsletter, or ask them to come out and cover your event. You will have more success in getting coverage if you can give the editor at least two weeks advanced notice and if you suggest times during the event when activities that are especially photogenic will be happening.
Registration Flyer Essentials

The quality of your flyer and the information it contains can save you money and a lot of time, especially if a contact person’s phone number and/or email is prominently displayed on the flyer.

Decide who will be reading the flyers – parents, leaders, girls, etc. Write to your audience!

Be sure to include the important stuff – how much, when and what needs to be turned in and by when, who to turn forms into and deadlines.

Registration & Procedures

When doing your own registration, you may want to adapt some of these procedures for your use.

- Be aware of deadlines, cancellation policies and late fees as decided by the committee and stick with them. Once you start making exceptions, everyone will want to be an exception.

- Waiting lists or late registrations – be sure to indicate if you will not have a wait list or if you will not take late registrations.

- A confirmation of receipt of registration should go out one week after the placement date has passed.

- The registrar should be able to answer the basic questions of the event for anyone calling for more information or clarification.

- Utilize electronic mail, websites, or other media appropriately.
Be sure to distribute a confirmation packet to the participants.

**Confirmation Packets**

- Welcome note
- Map/directions to location
- Check-in and check-out times and locations
- Emergency number at site or emergency contact person if a number is not available
- List of equipment to bring
- Information about meals, if appropriate
- Schedule for event
- Who to call with questions
- Girl Scout Council identification
- Balance due on registration, if appropriate

**During the event:**

Will there be a specific check-in location at the camp?

Who will work this station?
Program Considerations

What kinds of things does the person planning the program at the campout need to consider?

What activities are we doing at our campout?

Who is recruiting the people to run the events?

How will the groups move through the activities?

Possible program assignments:

Opening/Closing Flag Ceremony
Campfire Hostesses
Clean up kapers for the campground
Leading a craft, nature, swap, or other activities
Specialized providers – horseback, archery, boating, etc.

Other Things to Consider

- Security at site
- Any natural hazards at site
- First Aid – central location, nurse/doctor on site (see Volunteer Policies and Procedures)
- Emergency procedures for the site.
- Parking – how it will be done, will there be people working the parking lot?
- Rainy Day plans
- Evaluations
- Patch distribution
- How will we communicate at camp – walkie talkies, cell phones, etc.
- Procedure for late arrivals/departures
- Check-in location – persons to work this station
- Permission forms & Health Histories
- Camp site assignments
- Cleanup assignments at camp
Appendix

Key Items:

- Sample Girl Evaluation
- Pre-Event Checklist
- Event Checklist
- Post Event Checklist

In the appendix are some forms that you may find helpful for the event.
Girl Program Evaluation

About this event . . .

I liked . . .

I learned . . .

Overall, I would rate this event . . .

😊 ☐ super
😊 ☐ good
😊 ☐ okay
😊 ☐ forget it

Would you recommend this event to others? ☐ yes ☐ no

Name
________________________________________

for the future -
I would like . . .

Unit Number
**Pre-Event Checklist**

Keep an accurate, up-to-date notebook of event planning for present and future reference.

____ Review evaluations forms from past campouts for ideas and tips.

____ Location reserved

   Location Address: _____________________________________________________________________________

   Date & Time of campout _______________________________________________________________________

Deposit $ ______________ Date sent: __________

Full amount paid $ ______________ Date sent: __________

Approval obtained ______________

   Was a contract needed? YES or NO

____ Budget set – minimum number determined in order to hold campout

____ Committee Recruited

____ First Committee meeting held

   • Have all personnel been briefed on job description; requirements; your expectations?
   • Staff Training
   • Future meetings set up

____ Flyer approved by committee & printed, emailed or put on SU website

____ Registration printed, emailed or put on SU website

____ Confirmation packets put together, including maps - both how to get there and site map

____ Emergency procedures established?

____ Food – if catering – has caterer been contacted?

____ Follow-through on all items (make a list and check it twice!)

____ Staff Recognition chosen

____ Program supplies chosen and ordered

____ Patches – ordered

____ Any program providers contacted to help and have been confirmed

____ Special Guests contacted and confirmed

____ Equipment list made and items secured
Storage and transportation for equipment to site determined and secured
First aid kit - restocked

Event Checklist

1. Arrive early

2. Circulate, inspire, communicate.

3. Be enthusiastic!

4. Trouble shoot - don’t make hasty decisions. Think through the consequences of a decision.

5. Delegate tasks that suddenly occur - don’t fall into the mind trap "Only I can do this."

6. Give staff liberal doses of comfort and caring, T.L.C., etc.

7. Relax - the event will take care of itself if preliminary work was done thoroughly.

8. Enjoy the event.

9. Solicit volunteers for next event if the event is held regularly.

10. Ensure all participants (girls, adults and staff) fill out evaluation forms.
Post-Event Checklist

_____ Return all borrowed items

_____ Refurbish consumable resources (i.e., first aid kits)

_____ Read participant and staff evaluations

_____ Have a meeting with staff to review evaluations and to celebrate a job well done

_____ Send thank-yous to outside resources as well as staff

_____ Complete final budget report

_____ File financial report with service unit

_____ Complete Event Director’s Report

_____ Send copy to person to whom you are accountable

_____ Return extra money to council or service unit

_____ Pat yourself on the back.