

SERVICE UNIT TEAM

Event Coordinator Orientation Manual Review

Name_____

Address_____

City_____ State_____ Zip_____

Phone_____ Email_____

Service Unit (name or number)_____

Please complete the review questions below and return to:

Girl Scout and Volunteer Resource Center

PO Box 507

Charleston, WV 25302

Attn: Shawn Kasten

1. Event Coordinators do not have to be registered Girl Scouts to hold their position.
 - 1) True
 - 2) False

2. The Event Coordinator should have at least one job assignment during an event.
 - 1) True
 - 2) False

3. To insure event safety the Event Coordinator should read the activity safety checkpoints prior to the event.
 - 1) True
 - 2) False

4. The Event Coordinator should contact the Program Manager at the onset of the program.
 - 1) True
 - 2) False

5. Which of the following are needed in case of an emergency?
 - a. Volunteer essentials
 - b. Activity checkpoint sheets
 - c. GSBDC Crisis Contact Card
 - d. All of the Above

6. List three ways to generate curiosity and excitement about an event.

- 1) _____
- 2) _____
- 3) _____

7. What is the Event Coordinator responsible for doing?

8. What are the three processes that make Girl Scouts unique?

- 1) _____
- 2) _____
- 3) _____

9. Name two of the positions that are a part of the Event Planning Group.

- 1) _____
- 2) _____

10. Event Coordinators receive which of the following types of training and development:

- a. Safety Activity Checkpoints
- b. Volunteer Essentials
- c. Black Diamond Safety Training
- d. Event Coordinator Training
- e. All of the above