



Girl Scouts of Black Diamond Council Service Unit/Cluster Event Report

This form can now be submitted online at www.bdgsc.org

After the event, the Event Director should complete this form, with the assistance of the Field Executive, and submit at least two weeks after the event.

Event Director: _____ Email: _____

Service Unit(s): _____

Name of Event: _____ Date of Event: _____

Event Fees: _____

Actual Number of Participants: _____ Girls _____ Adults _____ Non-Registered Youth

Was First-Aid Administered?: _____ Yes _____ No (If yes, please attach copy of first aid reports)

Were evaluations received from participants and event staff? Please summarize the evaluations? _____

Was girl/adult planning used for the event? Did girls provide input into the activities of the event? _____

Overall, what was your opinion of the event conducted? _____

Signature of Event Director: _____ Date: _____

Signature of Field Executive: _____ Date: _____

If the event fee was over \$15 per girl, please complete the budget information below. If the event fee was less than \$15 per girl, please complete the top portion of the form only.

Income:

_____ # of Girls X \$ _____ Event Fee = \$ _____

_____ # of Adults X \$ _____ Event Fee = \$ _____

_____ # of PA's X \$ _____ Event Fee = \$ _____

_____ # of Other X \$ _____ Event Fee = \$ _____

Other Income (Please list sources: _____) = \$ _____

Total Income: = \$ _____

Expenses

Insurance (\$0.11 per person X _____ people X _____ days) = \$ _____

Site Rental for Facility = \$ _____

Program Consultants/Activity Specialists = \$ _____

Meals and Snacks = \$ _____

Postage for Fliers/Confirmation Packets = \$ _____

Admission Fees (i.e. swimming, boating, movies, etc.) = \$ _____

Patches (if providing) = \$ _____

T-shirts (if providing) = \$ _____

Supplies for Activities = \$ _____

Other (please list) = \$ _____

Total Expenses: = \$ _____