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

321 Virginia St W.

Charleston, WV 25302

Attn: Lila Mangus

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 ProgramManager at the onset of the program.
	1. True
	2. False
5. Which of the following are needed in case of an emergency?
6. Volunteer essentials
7. Activity checkpoint sheets
8. GSBDC Crisis Contact Card
9. All of the Above
10. List three ways to generate curiosity and excitement about an event.
11. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
12. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
13. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
14. What is the Event Coordinator responsible for doing?

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1. What are the three processes that make Girl Scouts unique?
2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
4. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
5. Name two of the positions that are a part of the Event Planning Group.
	1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
	2. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. Event Coordinators receive which of the following types of training and development:
7. Safety Activity Checkpoints
8. Volunteer Essentials
9. Black Diamond Safety Training
10. Event Coordinator Training
11. All of the above