



Activity Submission Form

Council forms and resources can be found at www.gskentuckiana.org/resources.

Activity Guidelines

These Activity Types will be posted to the GSK Activities Module and should use this form for submission. Activities meeting the following criteria will be posted to the Activities Module and should be submitted using this form. If your activity does not meet these criteria, please submit your event to the S'mores list at gsksmoreslist.org.

- Volunteer-led events must be open to girls council-wide, open to at least 50 girls and based on at least one of the GSLE pillars, which include Life Skills, STEAM, Entrepreneurship, and Outdoors.
- Girl-led events must be open to girls council-wide and be open to at least 100 girls.

Activity Submission Instructions

- Submit to events@gskentuckiana.org.
- Please allow for **10 business days** for activity to be loaded onto the Activities Calendar. Make sure that all fliers/registration/submission forms are with the initial submission and are completed fully.
- Please allow for **2 business days** for any changes to be made on an active activity.

Section 1: Activity Information

- **Activity Name:** This is the name that will be the title on the Activity Calendar.
- **Date:** The date of the event, if it is an overnight provide the start date and time, and end date and time
- **Time:** Start and finish time of the event.
- **Eastern/Central:** What time zone is your event in? This is important because our council crosses two time zones.

Section 2: Sponsor

- This needs to be filled out entirely. This will be our contact person if there are any questions/concerns about this activity. Activities **will not be posted** without a contact name, email, and phone. We also need a phone number that will be available on the day of the activity.

Section 3: Location

- This is the location of the event. Please be as specific as possible.
- Certificates of Insurance – Please contact Volunteer Care to find out if we have one for your location.

Section 4: Registration information

- **Who can attend:** Please check all applicable boxes.
- **Registration Deadline:** When is the end of registration? If you have a planning deadline to meet, please use this as your date—you can always extend a deadline when you meet it.
- **Optional Insurance:** Activities will not be posted without insurance. Insurance is only required when inviting Family Members, Potential Members, or the General Public.
- **Money-Earning Permission Form:** Activities will not be posted without approval.

Electronic submission are preferred. Submit your completed form to events@gskentuckiana.org. You may opt to submit to your local PLC.

Section 5: Brief Description

This is the short statement to give an overview of your event.

Section 6: Detailed Description

This is what will be on the activity page when a person clicks on the title. This should be the Who/What/When/Where/Why of your event. Try to think like a parent/troop leader when writing this and include that information. Remember, if it is an all-day event note whether food is included, needs to be brought, etc.

Consider the following checklist when planning an activity. Include all checked items with your Detailed Description. If you do not include with the Detailed description it will not appear in the posted description.

Registration confirmation will be sent via email or US Postal Service mail.

Troops must meet Adult-to-Girl Ratios—see Welcome Guide for details.

Troops must meet Tagalong Ratios—see Welcome Guide for details.

A Troop Activity Permission Form is required for all girls attending.

A Sensitive Issue Permission Form is required for all girls attending.

We are providing a First Aider and need a Health History for each girl attending.

Troops should provide their own First Aider bring Health History for each girl attending.

Food will not be provided. Please make meal plans with your girls.

Please ask each attendee to bring a sack lunch.

Snacks will be provided. Please send any special dietary needs to:

Breakfast will be provided. Please send any special dietary needs to:

Lunch will be provided. Please send any special dietary needs to:

Dinner will be provided. Please send any special dietary needs to:

Girls do not need to bring any spending money.

We suggest girls bring \$_____ per girl of spending money.

T-Shirt or other clothing items are being provided. Please submit sizes by the registration deadline.

The Brief Description is visible on the Activities List.

The screenshot shows an activity card for 'Girl Scout Art Night -CSA'. It includes a green icon of two hands, the title, date (Fri Jun 22, 6:00 PM - 8:00 PM EDT), location (Louisville PLC, 2115 Lexington Rd, Louisville, KY 40206), and price (\$7 for girls, Free for adults). There are buttons for 'Register Now' and 'Add to MyActivities'. Below the card, there is a text description of the event: 'Join Girl Scouts of Kentuckiana for an evening full of art and creative fun! This is a great event for multi-level troops! Girls will be split into age appropriate groups for a night of artsy activities. Daisies, Brownies, and Juniors will participate in a build your own fairy house workshop and a younger girl guided painting workshop. A fun patch is included in the price! Adults are required to maintain ratios.'

Click the Activity Name to view the full details.

The screenshot shows a detailed activity page for 'Girl Scout Art Night -DBJ'. It includes a 'View event on calendar' link, date (Fri Jun 22, 6:00 PM - 8:00 PM EDT), location (Louisville PLC, 2115 Lexington Rd, Louisville, KY 40206), and price (\$7 for girls, Free for adults). There are buttons for 'REGISTER NOW' and 'Add to MyActivities'. Below the card, there is a text description: 'Join Girl Scouts of Kentuckiana for an evening full of art and creative fun! This is a great event for multi-level troops! Girls will be split into age appropriate groups for a night of artsy activities. Daisies, Brownies, and Juniors will participate in a build your own fairy house workshop and a younger girl guided painting workshop. A fun patch is included in the price! Adults are required to maintain ratios.'

Electronic submission are preferred. Submit your completed form to events@gskentuckiana.org. You may opt to submit to your local PLC.

Bear Creek PLC
711 Jefferson St
Paducah, KY 42001

Caveland PLC
901 Lehman Ave, Suite 7
Bowling Green, KY 42101

Heartland PLC
200 Sycamore St, Suite 134
Elizabethtown, KY 42701

Louisville PLC
2115 Lexington Rd
Louisville, KY 40206

Pennyroyal PLC
3095 Girl Scout Road
Utica, KY 42376



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Section 1: Activity Information

Activity Type (chose one) Volunteer-Led Girl-Led Date Submitted _____

Activity Name _____

Start Date _____ Start Time _____ Time Zone Eastern Central

End Date _____ End Time _____ Overnight Activity

Girls-led and open to at least 100 girls.

Volunteer-led and open to at least 50 girls with a focus on (check at least one):

Life Skills STEAM (Science, Technology, Engineering, Arts, and Math) Entrepreneurship Outdoors

Section 2: Sponsor Information (Bold items will be posted on the website)

Contact Name _____ **Group or Troop** _____ **Service Unit** _____

Street Address _____

City _____ State _____ Zip _____

Email _____

Day Phone _____ **Alternate Phone** _____

Day of Activity Contact Name _____

Day of Activity Contact Phone _____

Section 3: Location Information

Location Name _____ Room/Bldg _____

Street Address _____

City _____ State _____ Zip _____

Does this location have a Certificate of Insurance on file? Yes No (Submit a Certificate of Insurance Request Form.)

Has the site reservation been confirmed? Yes No

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Section 4: Registration Information

Who Can Attend?	Members Only			Family Members			Potential Members			General Public			
Girls in Grades	K	1	2	3	4	5	6	7	8	9	10	11	12
	Adults			Tagalongs									

Registration Deadline _____

Has optional insurance been secured for non-registered members (tagalongs), including adults? Yes No

For money-earning activities, has the Money-Earning Permission Form has been approved? Yes No

Section 7: Brief Description

Three to four attention grabbing sentences that draws attention to your event.

Section 8: Detailed Description

All the details girls, parents, care-givers, and volunteers need to know about attending this event.

Section 9: Staff Use Only

Approved For Activities S'Mores List Not Approved

Approved By _____

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