



Girl Scouts®

EVENT REPORT

Western Oklahoma, Inc. · 121 N.E. 50th Street · Oklahoma City, OK 73105
(405) 528-3535 · 1-800-698-0022 · FAX: (405) 528-4475

All events must be pre-approved by the Program Department using the Event/Day Camp Approval .

EVENT INFORMATION

Event _____ Date _____

Coordinator _____ E-mail _____

Day Phone () _____ Evening Phone () _____ Cell Phone () _____

Service Unit /Group Event

Day Camp

Council Wide Event

Event Staff _____

Program Aides _____

Description of Event

Comments and Recommendations

Attach copies of: sample evaluation, publicity (articles, fliers, etc.), and summary of evaluations

NUMBER OF PARTICIPANTS--The racial/ethnic information is valuable to both the council and GSUSA in monitoring whether we are serving girls and adults in all racial/ethnic groups. The racial/ethnic information is based on visual assessment only.

	Native American	Asian Pacific Islander	Hispanic	African American	Caucasian	Other	TOTAL
Daisy							
Brownie							
Junior							
Cadette							
Senior							
Adult							
Other							
TOTAL							

COMPLETE THE FINANCIAL REPORT ON THE OTHER SIDE

INCOME

of participants _____ X _____ (event fee) = _____

Contributions _____ = _____

TOTAL = _____

List of Donations and Donors (refer to *Safety-Wise* in Money-Earning/Troop Finances)

EXPENSES

SUPPLIES

Program supplies _____

Food _____

Patches _____

Other _____

SERVICE

Transportation _____

Insurance _____

Site Fees _____

ADMINISTRATIVE

Telephone _____

Postage _____

Copies _____

Refunds _____

PERSONNEL

Recognitions _____

Other _____

FINANCIAL SUMMARY

TOTAL INCOME _____

TOTAL EXPENSE _____

BALANCE _____

Signature of Coordinator _____ Date _____

Signature of Program Department _____ Date _____

FOR OFFICE USE ONLY

A
Data entered Date _____ Initials _____