girl scouts
of the colonial coast

Event Report

This report is to be completed and returned electronically to the Service Unit Event Coordinator and/or Program Consultant for review 10 days following a service unit event. Attach a copy of the event flyer/announcement and summary of participant's evaluations.

Service Unit #		Service Unit Name	
Event Name		Date Held	
Event Type		Event Location	
Event Address			
Event Coordinator Name			
Event Coordinator's Address			

# Girls in Attendance	
# Adults in Attendance	
Total Attendance	

Provide a brief description of the event.

How were girls involved in the planning of this event?

How was this event publicized in the community?

What community and/or other agency resources were used in carrying out this event?

Income		Expense		
Event Fees	$	Supplies		$
Contributions	$	Program	$	
Other	$	Food, Drink, Snacks	$	
		Insurance		$
Total Income	$	Printing		$
		Patches		$
		Site/Facility Rental		$
		Equipment Rental		$
		Consultant Fees/Expenses		$
Income	**$**	Other		$
Expense	**($)**			
BALANCE	**$**	Total Expenses		$