



Leader's Weekend

Workshop Presenter Application and Cost Worksheet

Please complete this form and submit by **October 14, 2016** to be considered for Leader's Weekend 2017. Forms may be faxed, emailed, mailed, or walked-in to any Girl Scout service center.

Contact Information

Name _____ Address _____

City _____ County _____ State _____ Zip _____

Phone _____ Email _____

What is the best way to contact you? Phone Email US Mail

Workshop Information

Please keep your title brief by using two or three words if possible. It must be descriptive and catchy.

Workshop Title: _____

Please keep your description brief by using two or three sentences that will entice participants to sign up. Try to "sell" your workshop and make the reader really want to attend. The committee reserves the right to edit the description in consideration of space in the flyer and for the safety of our participants. You may include pictures of projects.

Workshop Description: _____

Are there prerequisites? Yes No If yes, please list: _____

Does the participant need to bring anything for the class? Yes No

If yes, please list: _____

What is the required class size? Minimum _____ Maximum _____

How long is the workshop presentation? One hour Two hours

Are you willing to offer this class in more than one session? Yes No

Do you require a specific location? Yes No If yes, please specify: _____

If yes, why? _____

Do you have any special needs for your class? Yes No *Electricity, special lighting, chairs, etc.?*

Do you have any physical limitations in getting to camp locations? Yes No

If yes, please specify: _____

Please list additional presenter's names if applicable: _____



Workshop Supply & Cost Worksheet

Please list **all supplies needed** for your class, even if there is no cost. This worksheet will help us determine necessary event fees and make plans for any supplies that need to be borrowed or purchased by GSMH.

GSMH will reimburse presenters for reasonable supply costs, based on the projections here. To help keep Leader's Weekend affordable for as many volunteers as possible, we strongly recommend that you design your class to include a maximum of \$5 per person in supply needs. Please note that GSMH will provide photocopies of any handouts needed for your class at no additional cost to you or event participants, provided that you submit those handouts by **April 14, 2017**.

Workshop name: _____

Primary presenter's name: _____

Maximum number of class participants: _____

Supply Needed	<i>Please indicate which statement applies to each supply item.</i>			Estimated Cost
	<i>I will provide this item.</i>	<i>I will need reimbursement for this item.</i>	<i>Participants will need to bring this item to the class.</i>	
Will you need handouts printed? <input type="checkbox"/> Yes <input type="checkbox"/> No				\$0
TOTAL				

Total supplies cost \$ _____ ÷ number of participants: _____ = Total cost per person \$ _____

Presenters will be reimbursed no more than the estimated supply cost per person x the number of registrants per class. Receipts must be dated from the date of class approval to the day of the class session, and must be submitted no later than **June 1, 2017**.

The following items will not be reimbursed: sales tax, gas, time, items not listed above, and photocopies. If you have handouts for your class, please send them to kmedley@girlscoutsmoheartland.org by **April 14, 2017** and GSMH will make copies for you.

We strive to offer classes which adequately represent one or more of the following categories; please indicate which of these categories you believe your class will represent.

- Tradition: Girl Scouting is over 100 years old and throughout the years many topics, activities, and knowledge have stood the test of time. Some examples can be found in our Girl's Guide to Girl Scouting legacy badges.
- Leadership: Girl Scouts of the Missouri Heartland is the premier leadership program for girls in Missouri, Kansas, and Oklahoma. Our volunteers look for ways to encourage girl-led, learning-by-doing, and cooperative learning projects and activities.
- Outdoor Living/Adventure: A foundational area of learning in Girl Scouting has always taken place in the outdoors. Many volunteers look for resources to introduce and encourage comfort, understanding, and respect for the natural world around us.
- Theme: Every year the Leader's Weekend steering committee chooses a theme to exhibit at the event.
- Craft: A fun area of learning in Girl Scouting has always been arts and crafts.
- Other: _____

Our volunteers serve many different age levels, populations, and interests. Please indicate the appropriate audiences with which a volunteer would be able to use the information provided by your class.

- | | |
|---|---|
| <input type="checkbox"/> Daisies (grades K-1) | <input type="checkbox"/> Individual (1 to 1) |
| <input type="checkbox"/> Brownies (grades 2-3) | <input type="checkbox"/> Small group (2-6 people) |
| <input type="checkbox"/> Juniors (grades 4-5) | <input type="checkbox"/> Medium group (7-14 people) |
| <input type="checkbox"/> Cadettes (grades 6-8) | <input type="checkbox"/> Large group (15-30 people) |
| <input type="checkbox"/> Seniors (grades 9-10) | <input type="checkbox"/> Crowd (30+ people) |
| <input type="checkbox"/> Ambassadors (grades 11-12) | <input type="checkbox"/> Individual with mobility limitations |
| <input type="checkbox"/> Adults only (18 and older) | |

How much physical participation will your class require for participants to get the full impact of your session?

- Low (mostly sitting)
- Medium (some walking, lifting, moving required)
- High (mostly walking, standing, lifting required)

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Girl Scouts of the Missouri Heartland, Inc.
Attn: Leader's Weekend
210 S. Ingram Mill Rd.
Springfield, MO 65802

T 877-312-4764 • F 417-862-4120 • www.girlscoutsmoheartland.org • gscouts@girlscoutsmoheartland.org

For Office Use Only: Approved <input type="checkbox"/> Denied <input type="checkbox"/> Reason for Denial _____			
Amount Approved \$ _____	Date Approved _____	Account # _____	Reg. Packet # _____
Official Council Signature _____			

