



Girl Scouts of the Missouri Heartland, Inc.
Service Unit Grant Event Report

This form, along with copies of all receipts for expenses associated with the event, is due within two weeks after the event date. Please submit the form to your area's GSMH regional manager.

Name of Event _____ Event Date(s) _____
 Service Unit _____ Number of registered girls in SU _____ Adults _____

Participation Information

Number of girls in attendance (Total) _____ Number of first-time Girl Scout participants _____
 Number of adults in attendance _____ Number of volunteers _____ Paid staff _____

Grade Level Participation (List number for each age level)

Daisies _____ Brownies _____ Juniors _____ Cadettes _____
 Seniors _____ Ambassadors _____ Adults _____

Event Financial Information

Income

Registration Fee per Girl	\$ _____ x Number of Girls	_____ =	\$ _____
Registration Fee per Adult	\$ _____ x Number of Adults	_____ =	\$ _____
GSMH Event Grant Amount		\$ _____
Other Cash income		\$ _____
		TOTAL INCOME	\$ _____

Expenses

Printing	\$ _____
Program Supplies (exhibits, films, art materials, etc.)	\$ _____
Rent (space/facility)	\$ _____
Fees and Wages (speakers, consultants, lifeguards, etc.)	\$ _____
Food	\$ _____
Insurance	\$ _____
Patches/T-Shirts	\$ _____
Other	\$ _____
		TOTAL EXPENSES

TOTAL EVENT PROFIT \$ _____ **or DEFICIT** \$ _____

If there was a balance, how will the extra money be used? _____

If there was a deficit, how was that covered? _____

Signature of Event Chairperson _____ Date _____

Signature of SU Event Coordinator _____ Date _____

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