



**Girl Scouts**®

*Girl Scouts of the Chesapeake Bay Council, Inc.*

**Service Unit Event Report**

To be completed and submitted to the Service Unit Manager seven to ten days following a Service Unit event.

Name of event: \_\_\_\_\_ Service Unit: \_\_\_\_\_

Date(s) held: \_\_\_\_\_

Type of event: \_\_\_\_\_

Location of event: \_\_\_\_\_

Address: \_\_\_\_\_

Name of Event Coordinator: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

**Attendance Information**

**Number of Participants by Racial/Ethnic Group\***

Number of members in each Racial/Ethnic Group

	Girls	Adults
<b>Hispanic or Latino:</b> A person of Mexican, Puerto Rican, Cuban, Central or South American, or other Spanish culture or origin.		
<b>White</b> ( <i>Not Hispanic or Latino</i> ): A person having origins in any of the original peoples of Europe, North Africa, or the Middle East.		
<b>Black or African American</b> ( <i>Not Hispanic or Latino</i> ): A person having origins in any of the Black racial groups of Africa		
<b>Asian</b> ( <i>Not Hispanic or Latino</i> ): A person having origins in any of the original peoples of the Far East, Southeast Asia or the Indian subcontinent, including, for ex.: Cambodia, China, India, Japan, Korea, Malaysia, Pakistan, the Philippine Islands, Thailand and Vietnam.		
<b>Indian or Alaskan Native</b> ( <i>Not Hispanic or Latino</i> ): A person having origins in any of the original peoples of North and South America (including Central America) and who maintain tribal affiliation or community attachment.		
<b>Native Hawaiian or Other Pacific Islander</b> ( <i>Not Hispanic or Latino</i> ): A person having origins in any of the peoples of Hawaii, Guam, Samoa or other Pacific Islands.		
<b>Two or More Races</b> ( <i>Not Hispanic or Latino</i> ): All persons who identify with more than one of the above five races.		

\*As categorized by the EEOC, the five major racial/ethnic categories are indicated.

*Please see reverse side for further questions*

## Program Summary

Brief description of event: \_\_\_\_\_

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Summary of event evaluation: \_\_\_\_\_

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How were girls involved in the planning of this event? \_\_\_\_\_

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How was this event publicized in the community? \_\_\_\_\_

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

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## Financial Summary

Total income \$ \_\_\_\_\_

Total expenses \$ \_\_\_\_\_

\$ \_\_\_\_\_ Money left over or deficit

How is the leftover money to be spent? \_\_\_\_\_

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Person making report: \_\_\_\_\_

Address: \_\_\_\_\_

Position: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

