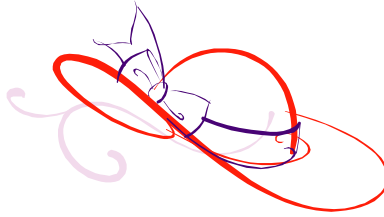


The Hosting Hat



Checklist of REACH Hosting Responsibilities

- Remember: YOU ARE THE GSCNC PERSON IN CHARGE
- Obtain supplies for program
- Assure safety of site
- Site Set-Up (according to directions provided by Program Specialist)
- Welcome Volunteers, Distribute Nametags
- Registration (*Statistics are very important for securing Girl Scout funding!*)
 - Record number of girls, number of adults, number of no shows, and any new registrations of girls who have been newly recruited to Girl Scouting for this event
 - Ensure that groups are balanced evenly; re-organize if necessary
 - Distribute any handouts or giveaways
 - Deal with no-shows and any last-minute walk-ins; use your best judgment
 - Parents are generally encouraged to give the girls space and not participate in teen programs
- Ensure that event follows event schedule
- Help any facilitators who need it
- Distribute and collect any evaluations from girls and adults
- Leave site cleaner than you found it! (Enlist girl and adult help if needed)
- Personally thank all volunteers and distribute any thank-you gifts or cards
- Lock up site
- Complete Program Log and submit copy to Program Department (along with any receipts for reimbursement)
- Return supplies, evaluations and any money collected at event to GSCNC