As a way to promote membership events, GGC-QC is reimbursing districts for costs associated with eligible recruitment/public awareness events. You can read the **Kiosk-to-Go** document to find details about organizing such an event. Districts may be eligible for reimbursement of expenses pertaining to their event presence between $25 and $75.

|  |  |
| --- | --- |
| **Event Criteria:**   * Members in attendance must be in uniform * Activity must raise visibility of Guiding in community * Activity must not have a financial gain (e.g. fundraising event) * Form must be submitted one month in advance | **Expensible items may include:**   * Venue/booth rental fee * Local advertising (if a cost is involved) * Activity materials * Booth supplies (water for volunteers, etc) * Bring a Friend activities * Other (on a case by case basis) |

Today’s date:

District :

Member Name:       iMIS:

All communication will be with this member.

Email address:

Phone number:

Mailing address:

Street:       City:

Postal Code:

**Event Details:**

Name of local event:       Date of event:

Location:

Name of event organizer and contact information (for GGC records):

Social media handles of event organizers \*we may be able to support your presence in advance through Twitter and Facebook:

Invited audience/Target audience:

|  |
| --- |
| Event Description : |

Request for PR items: (please indicate number)

      Bookmarks

      Pencils

      Tattoos

      Magnets

      Girl brochures

      Adult brochures

Other (the office will print documents from the [**PR & Membership Tools**](http://www.girlguides.ca/WEB/QC-EN/Volunteers/Current_Member_Volunteers/Public_Relations/PR___Membership_Tools/QC/Volunteers/Current_Member-Volunteers/Public_Relations/PR_Tools.aspx?hkey=b447b140-c445-4844-ad32-a8f7c2ddecd9) page for you)

Please indicate which and how many:

Yes, we would like to borrow the pop-up tent

   /    /    Date of pick-up    /    /    Date of drop-off

Yes, we would like event support from the “Event Squad”! (Based on individual availability)

Please indicate number of people, length of time commitment and tasks:

What will you be doing to engage girls/families at your booth(s)? See the **Kiosk-to-go** document

|  |
| --- |
|  |

|  |  |  |
| --- | --- | --- |
| **Type of expense** | Please describe : | Estimated costs : |
| Venue/Space Rental |  |  |
| Local advertising (if a cost is attached) |  |  |
| Activity materials |  |  |
| Other (please specify) |  |  |
| **TOTAL** |  |  |
| (for office use)  GGC-QC PR materials: | |  |

Please complete and submit this form to [communications@guidesquebec.ca](mailto:communications@guidesquebec.ca), (include your DC on carbon copy) one month in advance of your event. You will receive confirmation of receipt and be updated on the amount for which your event is approved.

After the event, you must complete and submit the **Post-Event Report** along with your receipts, and your email request form, if applicable. The office will issue a cheque, payable to your district.