

USA Girl Scouts Overseas - Kuwait

Year End Tea - May 21, 1999

Duties of Committee Volunteers 28-Apr-99

If you need clarification of the duties I've listed here, or if you would like to change the way duties are distributed, please call or email me as soon as possible. You may want to ask other leaders/adults/girls to help you with these jobs.

Event Director - Katie C.

Coordinate the plans of all the volunteers working on this event
Arrange for the small gym to be used (through the Activity Director - Fritz Cameron)
Make and distribute flyers for all troop leaders to advertise the Year End Tea and so that they can forward the information to parents
Field questions from leaders, parents, etc. about the Year End Tea
Contact the troop leaders to determine which troops will conduct opening, closing, special songs, special ceremonies, etc. for the tea.
Coordinate with LTCC, Katie B., to be sure all the necessary items are included in the schedule of events
Plan the schedule of events
Provide the schedule of events to Kathryn S. for inclusion in the program to be handed out at the tea
Arrange for Mistress of Ceremonies

LTCC - Katie B.

Provide names and contact information for any special guests who should be invited to the Year End Tea to Lynn H.
Coordinate with Katie C. to be sure all the necessary items are included in the schedule of events for the tea
Arrange a committee, if necessary, to count votes for special adult volunteer awards (leader of the year, volunteer of the year, etc.)
Provide names of people who should receive special awards (leaders, other adult helpers, special guests, sponsors, green angels, etc.) to Karen A. and Troop 16
Present Awards at Year End Tea

Secretary - Lynn H.

Write up invitations to the Year End Tea inviting sponsors and special guests and asking for a response (RSVP) about whether or not they will come (Coordinate with Mardi H., for names, addresses, FAX numbers, etc.)
Invite Ambassador L. to speak at the event as well as to attend with his family
Invite representatives from various companies who have sponsored Girl Scouts with donations this school year
Invite representatives of ASK and UAS (as they provide our meeting locations and support for our troops)
Invite the owner of Barakat Travel to attend as a special guest
Invite any other special guests as determined by the LTCC (Coordinate with LTCC, Katie B., for this information)
Make a list of the sponsors/special guests who have RSVPed and plan to attend the Year End Tea

Treasurer - Mardi H.

Provide Katie C. with all pertinent budget information relating to the Year End Tea
Provide Lynn H., with donation and sponsorship information so that she can invite the appropriate sponsors
Provide LTC funds from LTC Events Fund (KD120) as needed to Sabiha A. (KD100) for the food, beverages, tableware, etc. as she is arranging for the Year End Tea; to Tina R. (KD15) for decorations; and possibly to Kathryn S. for copying.
Provide LTC funds from Recognitions as needed to Karen A. to have plaques engraved, certificates framed, flowers purchased.

Decorations - Tina R. and Troop 10

Maximum budget: KD 15
Plan and make/buy decorations for the event - possible decoration locations include walls, doors, centerpieces for buffet tables, balloons, bridge decorations, podium
Arrive at ASK early to put up and arrange all of the decorations

Physical Arrangements - Niki P. & Janet L.

Plan for setup of furniture, trash cans, and accessories (podium, bridge, etc.) in small gym
Arrange for bridge (is there still one at UAS? Ask Mercy. Or perhaps Brian C. will have Boy Scouts build one if the funds are provided for materials; or we may have to make do with a makeshift bridge)
Coordinate with Sabiha A. about the number of tables required for refreshments, their placement, etc.
Write up the request for maintenance to setup the furniture in the room and turn it in
(Get a form from the Elementary School secretary on which to write up what you would like. The secretary can tell you what to do and where to turn it in. You may need to draw a picture of how you would like the room set up)
Arrive at ASK early to check on the furniture arrangement, trash cans, cleanliness of furniture, restrooms, floor, etc. on the day of the tea
Make and put up signs directing people to the Small Gym for the event, designating reserved seating areas for each troop and for special guests

Food - Sabiha A.

Budget:

Maximum budget: KD100

Planning:

Assume that about 250 people will attend the Year End Tea
Determine how much food will be needed
Decide how many cookies, brownies, etc. to ask troops to bring
Tell each troop leader how many cookies, brownies etc. needed from their troop
Decide what type of savory snacks to serve (finger sandwiches, hors d'oeuvres, samosas, etc.)
Decide what types of beverages to serve (coffee, tea, punch, juice, etc. - check GS closet for extra juices)
Provide Katie C. with a menu and proposed budget for purchases (by May 4th, if possible)

Purchases and Deliveries:

Arrange purchase of the savory snacks and beverages
Arrange pickup/delivery etc. of all food, beverages, etc.
Purchase cups, napkins, plates, tableware, etc. to be used at the tea (Remember that the LTC already owns some of these items - check GS closet)
Provide information to Niki P. so that she can arrange for the appropriate number of tables and their placement in the small gym
On the day of the tea, be on hand (or arrange for someone else) to direct the placement of all food, beverages, tableware, etc. on the tables

Awards - Karen A. and Troop 16

Obtain ribbons to give to troop leaders for their girls' awards. Bring to LTCA meeting to give out to leaders.
Contact all the troop leaders and find out which girls will be bridging (and which girls actually completed bridging activities - all girls changing program levels will get to cross bridge, bridging patches are earned by specific activities though); which girls earned any special awards this year
Coordinate with Katie B. and about who will receive leader/adult awards
Provide Kathryn S. with information about all awards to be listed in the program
Take plaques to be engraved, pick them up and bring them to the Year End Tea
Design/Draw certificates to be given out and have them framed for various people at the tea.
Buy or otherwise arrange for any flowers that need to be presented

Programs - Kathryn S.

Coordinate with Katie C. to include the schedule in the program
Coordinate with ? to include the awards in the program
Type/write/draw up a program for the Year End Tea
Have copies of the program made for the tea (estimate 250, number to be refined about May 10th) - approach Brian B. at ASK Elementary about copying the programs at the school and mentioning it on the back of the program.
Arrange for uniformed Girl Scouts to hand out the programs at the door as people arrive at the event

Clean Up - Karen A. and Troop 16

Arrange for girls and adults to stay after the tea and pick up trash, do a cursory cleaning of tables, do a cursory cleaning of restrooms. (We want to leave the gym "cleaner than we found it" so that we will continue to be allowed to but don't have to sweep, mop, etc. as ASK will provide those services.)

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3:00-5:30 PM

Duties of Troop Leaders

Distribute information about the Year End Tea to the parents of all the girls in their troop (Leaders can distribute the flyer as is or have the girls make their own invitations, as desired)

Obtain a preliminary count of how many girls and family members plan to attend the Year End Tea and provide this information to Katie C. no later than May 10th (we need to be sure the Small Gym will be big enough!)

Buy your year pins, backings, bridging patches and any other awards for the girls in your troop from NES coordinator, Tina R.. The best time to buy these will be at the LTCA meeting at ASK on May 10th. They will NOT be available from Tina on the afternoon of the tea. (Note: You will probably want to give out badges, try-its, etc. at a ceremony for just your troop families, as we will not have time to acknowledge these accomplishments at the Year End Tea.)

Attach the year pins and any other awards the girls in your troop are receiving to ribbons to place around each girl's neck. Ribbon Colors: Daisy - blue, Brownies - green, Junior - yellow, Cadette - white, Senior - red. Ribbons will be available at the LTCA meeting at ASK on May 10th.

Compile a list of girls who-

- were members of your troop this year
- have completed bridging activities
- are moving up in program age level but didn't complete bridging activities
- have earned special awards or honors this year (International Friendship, religious awards, 10 years as a Girl Scout, selected for Wider Opportunities, etc.)

and provide this information to Karen A. (or the designated girl from Troop 16 who calls you) as soon as possible but no later than May 10th

Decide with your girls if your troop is interested in singing a song, performing opening, closing, or another ceremony or helping younger girls "cross the bridge" to a new level of Girl Scouting. Contact Katie C. as soon as possible but no later than May 10th, if your troop will participate in this way. Songs and ceremonies will be assigned to troops on a "first to ask gets first choice" basis.

Attend the Year End Tea with your family and girls and enjoy yourself!