

How to organize a Dance:

There is \$0 in the budget for this event. Enough money needs to be collected from attendees to cover the cost of this event. Leaders should feel free to run this event with any modifications that make it a better experience.

- 1) pick a date (typically a Friday evening, but it has been suggested to hold the dance on a Saturday/Sunday, late afternoon)
- 2) reserve a room
- 3) hire a DJ. The SUM can provide you with a name of a DJ we have used in the past
- 4) create an email announcement and ask the SUM to send it to all scouts.
- 5) Collect RSVPs
- 6) bring light snacks – ask for donated items from local merchants
- 7) setup a check-in table at the door to collect money. Leaders should be bring cash or 1 troop check made payable to Oradell Girl Scouts for everyone attending from her troop.
- 8) Your troop might like to make some decorations.

We found it best to hold 2 sessions: grades K-2 for 1 hour, grades 3-6 for 1.5 hours.

It can be any theme...luau, barn dance, 50's, etc.

You can require 1 adult (parent is OK) per troop to chaperone.

Submit Reimbursement Form along with money collected & receipts