

**This form is to be used by members of the county team who are planning an event/challenge/meeting or training in or out of the county.**

**Outline for discussion at a Finance meeting and approval by the County Executive.**

**Please send this form to:**

**County Commissioner (****countycommissioner@girlguidingcornwall.org.uk****),**

**County Treasurer (****countytreasurer@girlguidingcornwall.org.uk****) and copy in your team lead ie** **programme@girlguidingcornwall.org.uk****,** **training@girlguidingcornwall.org.uk****,** **outdoors@girlguidingcornwall.org.uk****, etc.**

|  |  |
| --- | --- |
| Adviser/Co-ordinators Name and County Appointment |  |
| Proposed Title of Event |  |
| Proposed Date of the Event |  |
| Proposed Venue of Event |  |
| Section |  |
| How many applications will be accepted for the event to go ahead? |  |
| What is the maximum number of applications that will be accepted? |  |
| Purpose of Event – Why this event?Is it needed? |  |
| Proposed Plans of the Event |  |

|  |  |
| --- | --- |
| Finance | Self- Financing |
| Proposed Budget |  | Total for the Event | Per person |
|  |  |  |
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|  |  |  |
| **Admin fee** |  | **£0.50** |
|  | **Total Cost** |  | **£** |
| Proposed Planning Team |  |
| How will the flyer/booking form be circulated? |  |
| Date flyer will be available |  |
| Opening date for applications |  |
| Closing date for applications |  |
| What is the back-up plan if the numbers are not forthcoming? |  |

|  |  |
| --- | --- |
| Signature of Adviser/Co-ordinator |  |
| County Appointment |  |
| Date |  |

|  |  |
| --- | --- |
| **Finance Meeting use only** | **Agreed/Not agreed** |
| **Minuted and dated** |  |

Processing for Completing the Form





