

# Meeting Planning Worksheet

Date of Meeting \_\_\_\_\_

Patrol number and name: \_\_\_\_\_

Approximate number of Girl Scouts you expect to attend the meeting \_\_\_\_\_

## Patrol members:

Opening meeting and singing: \_\_\_\_\_

Snack: \_\_\_\_\_

Activity: \_\_\_\_\_

Ending business, closing and clean up: \_\_\_\_\_

**Circle Your Activity:**      Community Service      Speaker  
    Badge                      Field Trip                      Other

Your patrol will have 30 minutes to present your activity. **Please describe what you are doing.** If your patrol will be working on a badge you must have two activities planned and a third back up. You may need even more activities if your activities do not take much time. At the next meeting your patrol is running the meeting please try to finish the badge so we can earn the badge for our uniforms.

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Songs (What songs are you going to have us sing?)

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_ Grace before snack \_\_\_\_\_

## Badge Planning:

Name of badge: \_\_\_\_\_

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**Activity #1** (What number are you doing?) \_\_\_\_\_

Who is the shopper/ presenter/ clean up \_\_\_\_\_

Supplies	Quantity	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Activity # 2** (What number are you doing?) \_\_\_\_\_

Who is the shopper/ presenter/ clean up \_\_\_\_\_

Supplies	Quantity	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

**Activity #3** ( What number are you doing?) \_\_\_\_\_

Who is the shopper/ presenter/ clean up \_\_\_\_\_

Supplies	Quantity	Cost
_____	_____	_____
_____	_____	_____
_____	_____	_____

**TOTAL COST** \_\_\_\_\_

# Snack...

Buy, prepare, pass out, and clean up

Who many are preparing your snack for? \_\_\_\_\_

Water will be served for a beverage

Item	Quantity	Cost
Protein snack _____ (Cheese, nuts, peanut butter, yogurt, meats....)	_____	_____
Treat _____ (Cookies, cake, brownies, chips, Jell-O...)	_____	_____
Fruit _____ (Grapes, oranges, apples, carrots...)	_____	_____

What supplies will you need to serve your snack?

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In the library we do have the following supplies: napkins, forks, spoons, plastic knives, and cups

Total Cost \_\_\_\_\_

Please give Kim a copy of your worksheet at least one week before your meeting. At the beginning of the meeting that your in charge of please turn in your itemized receipts. Staple the extra money (if there is any) to your worksheet. If you have any questions please call me: 425-424-0555