

# Craft & Tinker Event Toolkit

Use this toolkit to plan and run a Craft & Tinker event! This is a recruitment event designed for 5<sup>th</sup> – 8<sup>th</sup> grade girls and can also be utilized as an adult recruitment event. Invite current 5<sup>th</sup> grade Juniors and 6<sup>th</sup> – 8<sup>th</sup> grade Cadettes, as well as the general community. Girls can also bring a friend to the event.

You can host this event any time, however this can be great older girl programming for the summer break in communities or as a fall recruitment event to grow older girl troops.

## Craft & Tinker Promotional Resources

Promotional resources:

- [Customizable event flyer/social media post in Canva](#)
  - You can customize this in Canva based on your event details and use it as a social media post or print it as a promotional flyer.
  - Share through middle or high schools and teen centers, as well as on community social media pages.
- [Event registration form](#)
  - This is a sample Google form you can copy and use for your event. It collects girl information, caregiver contact information, and includes a permission form element. This was created in Google to be able to easily share with volunteers supporting the event.

Event Day resources:

### [Customizable event station signs](#)

- Customize these signs in Canva for the activities you're doing
- Station-based activity suggestions (see links below)
- Sign in sheet

## Event Recommendations

- Having families RSVP in advance is helpful for supply planning. Most girls seem to want to try all of the activities offered, so having additional supplies is a bonus.

- 2 hours seems like the right amount of time for this event. It gives girls time to do at least 2 activities and to warm up and talk to each other.
- Try hosting this event somewhere in the community, rather than at the Girl Scout Hut. Middle or high school cafeterias, library spaces, etc. might feel more neutral for new families and easier to access.
- 3 activities seems to be the sweet spot – each girl is able to find something that they are interested in and it is feasible to run all of the activities with two adults.
- Ideally, this event has a very laid-back vibe to help girls feel more comfortable. There doesn't have to be a set amount of time at each station and girls don't have to do each activity.
- It is great to have current Cadettes join because they can bring friends and organically talk about Girl Scouts.
- Having music playing is a nice ice breaker. Setting up a Spotify Jam that girls can add songs to makes it feel collaborative.
- If you want to adapt this event for younger girls, we recommend choosing different activities and having more adult support.
- We recommend testing each activity before the event. This gives you an opportunity to troubleshoot and become an expert on the activity so you can guide girls through it. It is also helpful to make a sample of the finished product for each activity.

### Activity Station Ideas

Here are a few ideas to get you started in planning your event but the sky is the limit!

- [No sew scrunchies](#)
- Air dry clay paperclips, hair clips
- [Disco ball planters using old CDs](#)
- [DIY lip balm](#)
- [DIY shower scrub](#)
- [DIY shower melts](#)
- [Paper bead jewelry](#)
- [Friendship bracelets](#)
- [Perler bead keychains](#)
- [Deco whip photo frames](#)

## Wrap Up

End the event by thanking everyone for coming. If you brought older girl giveaways (scrunchies, pencil pouches), feel free to hand them out now.

## Event Follow Up

After the event, please plan to follow up with the new families that attended the event to help them connect to the community and get registered for Girl Scouts. We recommend emailing families within 24-48 hours of the event. You can share registration information and upcoming community events or connect the family to a troop leader.

## Sample Planning Timeline

6 weeks before	<ul style="list-style-type: none"><li>• Clear event date with OCMT, and Junior and Cadette troop leaders.</li><li>• Secure your location.</li></ul>
4-6 weeks before	<ul style="list-style-type: none"><li>• Customize event flyer in Canva and start promoting in middle schools, teen centers, and via social media.</li><li>• Decide on activities &amp; buy supplies</li></ul>
4 weeks before	<ul style="list-style-type: none"><li>• Test activities and make any supply changes needed</li></ul>
2-3 weeks before	<ul style="list-style-type: none"><li>• Continue promoting event</li></ul>
1 day before	<ul style="list-style-type: none"><li>• Send reminder to registered families</li></ul>
1 day after	<ul style="list-style-type: none"><li>• Follow up with new families who came to the event</li></ul>