

## Expressing Myself

## MATERIALS REQUEST FORM

Event Date:		Site
Event Time:	host Service Area/Community:	
Director's name:		
Address:	City	Zip
Phone: (day)	(evening)	
# girls to pack for:	# of adults:	
date materials are to be picked up:		

**EVENT MANAGEMENT:**

Item	quantity	packed ✓
girl evaluations		
adult evaluations		
event director report		
event patches (1 <sup>st</sup> time participants)		
"Expressing Myself" segment patches		

**STATION SUPPLIES:** Indicate which activity stations you are doing in the column to the left and check under the order column to purchase the supplies from the service center.

✓	Station	materials	cost/girl	order ✓	pck'd ✓
	Building Structure	<input type="checkbox"/> toothpicks <input type="checkbox"/> modeling clay	\$0.20		
	Put on a Happy Face	<input type="checkbox"/> happy face paper <input type="checkbox"/> face paint <input type="checkbox"/> mime cards	\$0.15		
	The "Me" Bag	<input type="checkbox"/> brown paper bags <input type="checkbox"/> decorating supplies (glitter, sequins)	\$0.27		
	Me, Myself and I	<input type="checkbox"/> felt for puppet bodies <input type="checkbox"/> wiggle eyes <input type="checkbox"/> felt pieces <input type="checkbox"/> yarn	\$0.65		
	Raise Your Voices	<input type="checkbox"/> song books	none		
	Make New Friends	<input type="checkbox"/> pins <input type="checkbox"/> beads	\$0.15		
	What's in IT?	<input type="checkbox"/> coffee filters <input type="checkbox"/> funnel	\$0.15		
	Take A Break	<input type="checkbox"/> meditation tape	\$0.05		
	I'm Me; You're You	<input type="checkbox"/> "My mirror" handout <input type="checkbox"/> paper (prints) <input type="checkbox"/> ink pads	\$0.07		

**MISCELLANEOUS SUPPLIES:**

item:	stations where needed:	cost/girl /station	Ordered ✓	pck'd ✓	# ret'd	amount owed
crayons/markers	<input type="checkbox"/> Put on a Happy Face <input type="checkbox"/> Me Bag <input type="checkbox"/> I'm; You're You <input type="checkbox"/> Who Am I	\$0.07				
scissors	<input type="checkbox"/> Me Bag, Me <input type="checkbox"/> Myself & I	\$0.04				
craft glue	<input type="checkbox"/> Me, Myself & I	\$0.08				
pencils	<input type="checkbox"/> What's in it <input type="checkbox"/> I'm Me; You're You <input type="checkbox"/> evaluations	\$0.03				

**SETTLING UP THE BILL:**

item/station	cost	# ret'd	# used	amount owed
event patch (1 <sup>st</sup> time participants)	\$1.00 ea			
year segments (all girls)	\$.50 ea			
		X # of girl participants # of participants =		
<b>TOTAL</b>				

**FOR OFFICE USE:**

<i>rec'd</i>	<i>pck'd</i>	<i>p.u. arrangements:</i>	
<i>Camp video #:</i>	<i>ret'd</i>	<i>presenter arrangements:</i>	
<i>director rpt</i>	<i>bill pd.</i>	<i>Date</i>	<i>method</i>
<i>NOTES:</i>			