

**Events Handling and Budget Procedures
For all District and Council Events**



This document is approved by the executive board
Of the Tidewater Council.

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EVENTS HANDLING AND BUDGET PROCEDURES MANUAL FOR ALL TIDEWATER COUNCIL AND DISTRICT EVENTS

The purpose behind this manual is to establish procedures and common goals to facilitate positive outcomes for events. Though it does not go into tremendous detail, this manual covers enough to ensure that valued volunteers meet the National Council, Boy Scouts of America's best practices, non-profit accounting auditing standards, IRS regulations, and good governance. This manual will be updated as necessary based on best practices and rules.

The board has created this document to keep everyone clear on their proper roles and to promote harmony. It is assumed that everyone is committed to do their best for Scouting and to assume only the best in other people. We do not wish to surprise anyone. The procedures outlined in this manual ensure clarity on requirements and expectations.

The authority to conduct all events and activities comes from the executive board of the council. All events of the council and district are considered to be under the jurisdiction of the local council. To ensure that youth receive safe, relevant, and meaningful Scouting experiences at our events, the council at all times insists that a sufficient number of people are recruited and trained to carry out the event in a manner consistent with this procedures manual.

There is a limited resource pool of both volunteers and staff. Therefore, the most important part of any plan is to have one that is dated, measurable and the outcomes are spelled out in writing to all. One should evaluate the event on how it was carried out and whether it exceeded the measurable outcomes stated.

Money is an important part of many events. This manual addresses the handling of cash, how bills are paid, who has authority to execute contracts, etc. A purchase order is giving authority to purchase. If the procedure requires a purchase order with a list of what will be bought, then those documents must be provided.

Good paperwork ensures the best communication. Your staff advisor is your partner to getting all your paperwork completed. He or she is paid to be the secretary of the committees they are assigned to.

The executive board, through its bylaws, has delegated the responsibility of executing all contracts to the Scout executive or his designee. This is another reason to stay in close contact with your staff advisor and to ensure that all paperwork can be executed easily. In some cases, paperwork may have to be reviewed by the council legal advisor. All of this can be facilitated through your staff advisor.

Scouting symbols and trademarks are protected by trademark and copyright law. The council has established a single path of securing those custom items. We require that all of those orders go through the designated staff advisor who will give it to the staff person assigned to work with the approved licensed companies and the licensing department with the Boy Scouts of America. One should not complicate this process. Simply submit what is required to your staff advisor.

PLANNING AND CONDUCTING A DISTRICT OR COUNCIL EVENT

Good planning will ensure that district and council events deliver five benefits:

1. Provides youth and/or adults with the best Scouting experience
2. Broadens Scouting experiences beyond the resources of the unit
3. Supports the unit's program
4. Develops planning and organizational skills
5. Provides advancement opportunities

Choosing an event chairperson

Every district event must have an event chairperson appointed by that district's activities chairperson in consultation with the District Executive. For council events, the event chairperson is appointed by the council activities chair and the council Scout Executive or Scout executive designee.

Commissioner staff members and unit leaders should not be asked to be event chairpersons because their primary responsibilities require all of their time and attention. The council commissioner has the authority to veto the appointment of any event chairperson if he or she determines it is not in the best interest of the overall program.

Youth may be involved in conducting a district or council event. However, adults are ultimately responsible for the event at all times.

Everyone involved is bound by the guidelines in this manual and other Scouting literature such as the *Guide to Safe Scouting*. The vice president for programs and the event staff advisor for programs are responsible for seeing that these guidelines are enforced.

Choosing an event committee and staff

The event chairperson and the event staff advisor must agree on the names of potential members of the event committee and staff before anyone is asked to serve. Committee members should represent a broad geographic and demographic spectrum to ensure that the entire area is represented. Every attempt should be made to involve new members and others who have not been involved in an event before. The book *Activities and Civic Service* should be referenced when planning the structure of any committee for an event.

The role of the professional

Professional staff members are expected to support the efforts of volunteers in every practical way, but primarily to act as advisors. Responsibility for planning and conducting an event remains with the volunteers. The event staff advisor and event chairperson should conduct a planning session between themselves first, agree to a work schedule and determine which meetings the event staff advisor needs to attend.

“A Scout is reverent,” means no planning sessions are to be held on days when an individual or groups will be excluded or conflicted because of their faith or because they are required to fulfill religious obligations.

The *Sample Work Schedule for District / Council Activities (Attachment G)* and the *Communication Time Line for District / Council Events (Attachment H)* will be useful in coordinating the efforts of volunteers and professionals. Take care to plan meetings and deadlines around routine activities, such as school, legal holidays, religious observances and other Scout events.

The event staff advisor is responsible for all communication with council office staff regarding the needs of the event. The event staff advisor and event chairperson should work together to ensure that the council office is properly utilized.

Administrative Fee

The Tidewater Council, Boy Scouts of America is a non-profit organization to which administrative expenses are very limited but necessary to carry out the work of Scouting. The council has re-established the administrative fee for activities because it is necessary to handle all the events and activities that the council handles. Administrative dollars are needed to pay for “some but not all” of the costs that are not seen such as: staff to handle the funds; technology; web site; newsletter promotion; mailings; and others. When there are challenges to be met such as unseen crises, additional funds are needed to cover for unplanned situations.

Currently the charge is 15 percent and may be amended at any time by the executive board, but generally once a year depending upon the need.

There are many staff hands on many projects related to events and activities. Well planned events that are well executed help to keep costs down. The bottom line has got to be an effective program for our youth.

Registration

A registration deadline must be set for a date that is at least two (2) weeks prior to an event. To encourage timely registration, a late fee – usually \$2.00-\$5.00 – should be assessed after that date.

If a limit on the number of participants who can attend the event must be set, that information should appear on all promotional material for the event. The event chair is expected to inform the Council office to stop accepting registrations once the maximum number of participants has been reached.

Insurance

Liability insurance is required for any event to protect volunteers as well as the council. The cost of insurance is designated on the Activity Budget form, though some events with higher risk may require higher fees.

Accident insurance is provided as a routine benefit of membership. Persons not registered with the Tidewater Council or Scouting will not be covered by council insurance unless they are registered to participate in a council/district family event. The participating person's full name and contact info must be provided with the event registration roster.

If an event venue, equipment operator or other contractor requires additional insurance, the Council may issue a certificate of insurance of up to \$1,000,000. However, this requires the approval of the National Council. An application must be made at least 30 days in advance.

Crisis, emergency or serious injury

In the event of serious injury, emergency, crisis, or youth protection infraction during any Scouting activity, the Council Scout executive Bill Deany must be notified immediately at (757) 685-5303, no matter the time of day. If there is a Scouting professional at the scene, he or she will take charge of notifying the Council Scout executive.

An Incident Report must be filled out by the event chairperson and submitted to the event staff advisor immediately. In some cases, it may be advisable to have the staff advisor collect the information and complete the forms for the incident. The staff advisor has access to the form.

Only the Council Scout executive or his designee is authorized to speak to the media or answer questions from the public. All persons approached by the media are asked politely decline making any comment and to refer the media representative to the Council Scout executive at (757) 685-5303.

Promotion

All promotional material for an event must be authorized by the event staff advisor and event chairperson. Flyers must be submitted to the Council office for approval **before** being distributed and **must** include an appropriate account number and SW number.

Approval for promotional material ***will not*** be granted until all pertinent questions are answered and a budget for the event is approved.

The *Event Fact Sheet (Attachment F)* will serve as a guide for preparing promotional material.

Articles promoting an event can be submitted by the event chairperson to the event staff advisor for publication in the “EK” (aka the *Electronic Knapsack*) published online by Tidewater Council. Documents need to be submitted as Microsoft Word (.docx or .doc) files. Graphics and forms need to be submitted as separate electronic files (.jpg, .tiff, .eps, .bmp). The council staff may rewrite the documents, proofread them and convert them into a format appropriate for posting to the council website.

The best event promotion is face-to-face communication. Successful event organizers attend meetings of the units they hope to attract, and arrange to make presentations at district roundtable meetings. The event chairperson (working through the event Promotion Chairperson) needs to contact unit leaders or roundtable commissioners beforehand to secure a place on the agenda.

Printing

All printing associated with an event must be arranged through the Council office. Outside sources of printing can be used only if approved in advance by the event staff advisor or if the outside source agrees to do it at no cost as a donation to Scouting.

The actual cost of printing will be included in the event budget.

The event staff advisor for an event must submit a work order form to schedule printing orders. Orders must be placed at least seven (7) days before the materials are needed. Larger orders require additional time. The Council’s office administrator can advise on the lead time required.

Donations of Materials

At the end of the event, a list of any donations received must be submitted to the event staff advisor. The list shall include: the materials or services received/donated; the dollar value of the donated materials or services; who the donor was, and the address of the donor so proper credit may be given.

Donations of goods or services will not be included in the five-percent (5%) contingency fee nor the fifteen-percent (15%) council general service fee. However, all donations must be cleared through the event staff advisor beforehand to ensure that we are not

asking donors for additional gifts or gifts in lieu of their normal contributions. Contributions shall be acknowledged in writing by the event staff advisor and kept on file as is required.

Mailing

Any reimbursable mass mailing associated with an event must be done through the Council office. No mailing by an outside source will be reimbursed without the advance approval of the event chairperson and event staff advisor.

The U.S. Postal Service requires that bulk mailings (a minimum of 200 pieces is required to qualify) be received three (3) weeks before the expected delivery time, so it's important that mailings be prepared early.

If emergency mailings are necessary without the required lead time, the event will be charged for the full cost of preparing the mailing via first-class, including council employees' time.

The Council's mailing list is confidential. Under no circumstances will it be available for use outside the Council office.

Tidewater Council letterhead stationery and envelopes are official documents. They are intended for use by council employees for council business only. If Council letterhead is required for an event, the event staff advisor can arrange for it.

Special orders

All patches, mugs, T-shirts, ribbons, pins, etc. for use in an event are to be ordered through the Council office by the event staff advisor. This is to ensure that the materials meet the standards of the Boy Scouts of America and are in compliance with trademark and copyright laws. Any exceptions for specialty items must be approved in advance by the event chairperson and the event staff advisor.

All events should include a patch design contest well in advance of the special orders deadline date to ensure that the youth have the opportunity to submit a design.

Special orders must be listed in an approved event budget and must be ordered at least 12 weeks in advance. The cost will include a shipping charge and may also include copyright fees. The Tidewater Council is obligated to purchase only from licensed vendors when any logo, trademark, or service mark registered to the Boy Scouts of America is used.

Special design orders should be submitted in electronic format (preferably as an Adobe Photoshop or Adobe Illustrator and must include a complete CMYK color scheme. If one cannot meet this requirement, drawings and sketches can be submitted for artwork creation. It is not uncommon to submit art work as only ideas or rough sketches.

If it is necessary for the event chair to rent a vehicle, a fee of \$15 per day/per vehicle will be charged to cover the accident insurance coverage. The minimum age of all valid licensed drivers for rented vehicles is 21.

Final evaluation

After an event is concluded, a final evaluation must be filed at the Council office within 14 calendar days of the last day of the event. Use the *Final Activity Report and Budget (Attachment I)* as a guide. This report will be kept on file for four (4) calendar years and will be available to future event planners so that they may learn from the successes and mistakes of the past.

All required records – bills, expenses, money and budget settlement – are due in the Council office within five (5) business days of the last day of the event, unless other arrangements are made beforehand.

BUDGETING AND FINANCING AN EVENT

Council policy requires that all events must have an approved budget before money is collected or spent. Council staff is expressly forbidden to accept or release funds or to promote any event in which funds are involved before a budget is approved.

All budgets for activities are prepared by staff and volunteers when possible in the fall or earlier in the year prior to the event. Volunteers and staff should work together to make sure that the budget makes sense to both. These actual budgets are included in the council overall budget. Amendments to these plans can be made as long as they are received at least 90 days in advance of the event on the *Activity Budget form (Attachment A)*.

The Council Finance Office will review the budget. If there are no questions, it will be forwarded to the Scout executive for final approval.

Unforeseen circumstances, such as registration that is unexpectedly low or high, can necessitate changes in an event budget. Such changes should be reported by filing an amended and dated Activity Budget form, clearly marked “Revised.”

If it is evident to the event chairperson or staff advisor that the event will operate at a loss, those circumstances should be shared with the Scout executive. Adjustments likely will be made to revise the budget by removing/reducing expenses.

It is the responsibility of the event chairperson to ensure that expenses and income for an event are in balance and consistent with the budget submitted to the Council Finance Committee.

Event fees

Fees assessed for an event should reflect the value of the event to participants. If the fee is too high, attendance may drop; if it is too low, the program may suffer.

Everyone involved in an event is charged an event fee, including volunteer event staff members. Proposed exceptions to this practice should be discussed in advance by the event chairperson and the event staff advisor.

If outside volunteers are recruited to handle parking or security or some other phase of the event, a clear understanding should be reached in advance about expectations regarding fees or remuneration.

Refunds for events

Events that charge \$50.00 or more must have a written refund policy. For all other events the following applies:

Refunds are permitted as long as they are requested two (2) or more weeks prior to the event. After that, the funds can only be transferred to another member in the same chartered organization for use at that specific event.

Refunds are not granted regardless of circumstances after the two (2) calendar week deadline before the event has been reached.

If an event is not held, all funds shall be returned without any fee or expense withheld, first to the unit account or next to the unit via the committee chair.

Because materials and other supplies are purchased prior to an event, it is impossible to have a more liberal refund policy. If a registrant is sick, the event is still held, the materials were purchased and the event expected them to attend. If a registrant suddenly realizes that they did not plan their calendar well or their school changes a test, this is outside of the control of the event. In other words, the event must plan and make decisions based on every registrant's attendance, not on unforeseen circumstances.

Purchasing materials and services for an event

All transactions for goods and services must be processed in one of the following ways, listed in order of preference:

1. **Purchase orders shall** be used for any transaction with a business that accepts them with the exception when the amount are less than \$100. The event chairperson or his designee must authorize a purchase request, using a *Purchase Request form (Attachment B)*. The form is submitted to the event staff advisor, who submits it to the Council Finance Office, where a purchase order will be issued.

1. **Cash advances** will be issued only after submission of: (1) a list of goods or services anticipated to be purchased; (2) contact information from the businesses providing the goods and services, and (3) the cost amounts for the goods and services. A *Check Request form (Attachment C)* must be submitted no less than 21 days prior to the event. A cash advance will not exceed \$1,000.

The council issues checks only on the 15th and on the last business day of each month. Cash advance requests must be submitted at least ten (10) days before the next day that checks will be issued.

All funds and original receipts equaling the amount of the cash advance must be submitted in a complete packet within five (5) business days following the last day of an event. Use the *Petty Cash / Advance Reconciliation form (attachment D)* for this purpose.

2. **Reimbursement** for goods and services purchased in advance should be made only upon advance approval by the event chairperson and event staff advisor. Any purchases lacking approval or documentation will be submitted directly to the council treasurer along with a detailed accounting of why the established procedure was not followed. This can result in considerable delay in reimbursement.

The cost of any item or service that does not appear on the approved budget for the event can be paid only with approval of the event chairperson and the event staff advisor, who must confirm that the goods were received or the services were provided. Full documentation in the form of receipts, packing slips and other records, must be submitted to the Council Finance office without delay.

Use of cell phones, Wi-Fi service, telephone calls made from home, postage paid out of pocket, replacement of personal computer ink cartridges, **and tolls unless it has been approved in advance by the event chair and advisor.**

Only persons authorized by the Council Scout executive are permitted to enter into contractual relationships on behalf of the council. The council is not responsible for any agreement made without such authorization.

Council staff reserves the right to substitute any item on an event budget that it can provide more efficiently or at lower cost.

Any items that are purchased for an event, but not used, should be returned for credit if possible. If not, they must be turned in to the Council office for possible use later for other events.

Tax exemption

Tidewater Council is a tax-exempt organization through the U.S. Internal Revenue Service. For this reason, sales tax on purchases will not be reimbursed **on any item that by law that the Boy Scouts are exempt from.**

The event staff advisor can supply official tax-exemption letters for use in purchasing event supplies. The council's Federal Tax Identification number can be used only for official council business.

Handling money

Official council receipt books are available from the event staff advisor and must be used whenever money is collected at an event. Each receipt must state from whom the money was received, the date, the amount and, if payment is by check, the check number. It must be signed by the recipient. The original (white copy) goes to the person paying and the yellow and pink copies remain in the receipt book and are for council use.

Under no circumstances should expenses be paid out of funds collected at an event. Anticipated expenses should be determined and a suitable cash advance should be arranged. Volunteers can be reimbursed for valid expenses before the event and do not have to wait until or after the event itself.

Petty cash

Petty cash of \$250.00 or less to make change at an event can be obtained through the cash advance method described above. The transaction must be arranged by the event chairperson through the event staff advisor and a full accounting of all cash must be made within five (5) business days after the last day of the event. Petty cash checks are made payable to the event staff advisor and they are held accountable for the funds.

Accounting for funds received

Event staff advisors are bonded to handle money. Therefore, it's best that funds be turned over to him or her. The event staff advisor will provide a receipt for money received. In the event that the event staff advisor is not available to receive the money, it should be delivered to the Council office no later than the fifth (5) business day after the last day of the event. A receipt will be issued at that time.

For their own protection, at no time and under no circumstances should youth members be asked to take responsibility for handling funds.

Activity Budget (Attachment A)

Activity / Camp:

Date of Event:

Project Code:

District / Division:

SW =

INCOME	Amount	Number	PROPOSED BUDGET	ACTUAL INCOME/EXPENSES	DIFFERENCE
Fees Youth @			\$ -		
Late Fees Youth @			\$ -		
Fees Adult @			\$ -		
Late Fees Adult @			\$ -		
Fees Staff @			\$ -		
Late Fees Staff @			\$ -		
Other Income			\$ -		
Other Income (Material or Services Donations)			\$ -		
TOTAL INCOME			\$ -	\$ -	\$ -
EXPENSES	Amount	Number			
Fees to National			-		
Food & Commissary			-		
Transportation			-		
Sanitation / Janitorial			-		
Medical / Health & Safety			-		
Site / Facility Rental			-		
Program			-		
Postage			-		
Printing			-		
Shipping			-		
Recognition / Awards Adult			-		
Recognition / Awards Youth			-		
Miscellaneous Expenses			-		
SUBTOTAL			\$ -	\$ -	\$ -
Contingency Fee (5%)			-	-	
Administration Fee (15%)			-	-	
Accounting Fee (\$35.00 events over \$500.00)					
SUBTOTAL			\$ -	\$ -	\$ -
Liability Insurance - \$1.50/one day event; \$2.50/weekend; \$7.00/week long			-		
Rental Vehicle, Insurance- \$15.00 per day/per vehicle fee					
TOTAL EXPENSES			\$ -	\$ -	\$ -
DIFFERENCE			\$ -	\$ -	\$ -

Your Signature on this budget indicates that you have read and understand the Events Handling and Budget Procedures for all District and Council Events manual (most current revision) and agree to abide by the Guide to Safe Scouting (most current revision) and Youth Protection policies. Distribution of approved budget: original to council finance office, copy to Event Chairman, copy to Staff Advisor.

APPROVALS	PROPOSED BUDGET	DATE	CLOSE OUT	DATE
Event Chairman				
Staff Advisor				
Staff Leader (if applicable)				
Scout Executive				

Note: Close Out must be done with Event Chairman's copy of receipts and Bookkeepers print out of Posted Detail Listing. The finances are not final until they match. Policy states this must be accomplished within 14 days of the last day of the event.

CHECK REQUEST FORM (Attachment C)

Please Print

Date: _____ Submitted by: _____

Approved by: _____ Date Check Needed by: _____

Amount: _____

Pay to: _____

Address: _____

City, State, Zip: _____

Return Check To: Staff: _____ Mail: _____

Explanation of Event Expense: _____

Finance Office Use: Charge to GL Account # _____

CHECK REQUEST FORM (Attachment C)

Please Print

Date: _____ Submitted by: _____

Approved by: _____ Date Check Needed by: _____

Amount: _____

Pay to: _____

Address: _____

City, State, Zip: _____

Return Check To: Staff: _____ Mail: _____

Explanation of Event Expense: _____

Finance Office Use: Charge to GL Account # _____

PETTY CASH / ADVANCE RECONCILIATION (Attachment D)

Payable to: _____

Event: _____

Requested by: _____

Today's Date: _____

Date Needed: 15th of the month _____ Last Day of the month _____
(Checks are run only the 15th and the last day of the month)

Date	Vendor	Item Description	Account Number	Amount

Initial Petty Cash Requested \$ _____

Total Receipts \$ _____

Cash on Hand \$ _____

Total receipts & Cash on Hand \$ _____

Total Authorized to Re-Issue \$ _____

Approved by: _____

Event Chairman: _____

Staff Supervisor: _____

Posted to GL: _____

Check Issued to replace Petty Cash CK _____

CAMP AND ACTIVITY REFUND APPLICATION (ATTACHMENT E)

The Tidewater Council only allows refunds for events for individuals that request it on this form two weeks prior to the event. After that, the funds can only be transferred to another member in the same chartered organization for use at that specific event and must be communicated in writing to the event chairperson for this to happen. This refund policy applies to all events unless there is an exception in the Event Leader/Participation Guide for that event or camp.

Events that are canceled by the council shall have all funds reimbursed without any surcharge and participants will not need to complete this form.

Approved refunds are subject to a 15 percent surcharge.

It's important to note that refunds can be for any reason, but this form must be completed and submitted by the deadline.

Please Print:

Event or Activity Name and Date of: _____

District: _____

Name: _____

Make Check Out To: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone No: (area code please) _____

Amount Paid: \$ _____

Amount of Refund Requested: \$ _____
(attach copy of receipts)

I understand that 15% will be deducted.

Reason for Request: _____

Signature of Requester: _____ Date: _____

Please place refund in the unit account - Unit Type and Number: _____
(The refund will be mailed to the address above-or posted to the unit account.)

For Office use:	Account-Number:
-----------------	-----------------

Event Committee Action:

Request is: Accepted Denied Refund Amount \$ _____

Event Chairman: _____ Date: _____

Council Approval: _____ Date: _____

Event Fact Sheet
(Attachment F - two sided document)

Date Prepared: _____ Updated: _____ Updated: _____ Updated: _____

Name of the Event: _____

Date of the Event: _____

Event Start Time: _____

Location of Event: _____

Event End Time: _____

Registration Deadline (Early Bird): _____

Registration Fee (Early Bird): _____

Registration Deadline (Final): _____

Registration Fee (Final): _____

Extra Patch Cost: _____

District/Council: _____

Chairperson: _____

Home: _____ Work: _____ Fax: _____

Cell: _____

E-Mail Address: _____

Professional Advisor: _____

Participants are expected to bring what in order to participate: _____

Directions to the event: _____

What Scouting Skills or requirements in handbooks can be expected to be taught at this event: _____

EVENT FACT SHEET ATTACHMENTS

(Attachment F - two sided document)

Attach or include the following:

___ Roster of event committee and what job assignment they carry

___ A copy of the flyer or promotional materials that will be used with this event

___ A copy of the approved budget

___ A copy of the time table that is used to plan the event

___ Written or confirmed in writing emergency plans with local officials

___ A map of the location of the event (should be included with the promotional materials)

___ A copy or statement of the goals for this event

SAMPLE WORK SCHEDULE for DISTRICT/COUNCIL ACTIVITIES (Attachment G)

STEP NO.	JOB STEP TO BE DONE	DAYS BEFORE OR AFTER ACTIVITY
1	Secure location. Select chairman. Recruit committee.	-180
2	Meeting of committee to develop program, budget, patch, promo, etc.	-150
3	Prepare attendance promotion announcement for release in 10 days.	-130
4	Develop recognition plan & prepare Knapsack and "E.K." articles.	- 90
5	Water, sanitation, fuel, supply, permits & other facilities arranged.	- 80
6	Arrange for religious observance, if needed.	- 60
7	Plan assignments, recruit personnel, finalize program details, etc.	- 60
8	Prepare and release advance publicity and media announcements.	- 40
9	Arrange traffic control, parking, and police, if needed.	- 30
10	Prepare event signs.	- 30
11	Meeting of committee: Details completed, special guest invitations prepared and sent, registration well underway.	- 30
12	First aid & hospital emergency service arranged.	- 15
13	Facility for Trading Post, PA/sound system, etc. arranged.	- 15
14	Physical properties & HQ area arranged.	- 15
15	Radio/TV/PR spots arranged for release in 8 days.	- 15
16	Final program set.	- 15
17	All special programs planned & responsibilities assigned.	- 15
18	Arrange for delivery of any materials to site.	- 3
19	Event set-up.	- 1
20	Event.	0
21	Prepare reports, thank you's, and follow-up.	1
22	Committee meets for evaluation. Event information collected and 'packaged' to be passed on to next chair person.	7

COMMUNICATION TIME LINE for DISTRICT/COUNCIL ACTIVITIES (Attachment H)

STEP NO.	JOB TO BE DONE	DAYS BEFORE OR AFTER ACTIVITY
1.	Committee secures location, selects chairman, recruits committee and begins to plan terrific activity or event.	- 120
2.	Committee continues planning process, and discusses possibility of attendees.	- 90
3.	Flyer/notice/event information is brought to council office for copying and mailing	- 45
4.	Flyer/notice/event information is mailed.	- 40
5.	Flyer/notice/event information is received by everyone NOT living in North Carolina.	- 37
6.	Flyer/notice/event information gets put into Scoutmaster's/Cubmaster's briefcase.	- 36
7.	<u>Option 1</u> : Flyer/notice/event information is read by Scoutmaster/Cubmaster the day AFTER the monthly committee meeting. (NOTE : In this case, do not pass "GO!" Do not collect \$200, and turn in your game piece because YOU JUST LOST!)	- 29
	<u>Option 2</u> : You're in luck! Scoutmaster/Cubmaster actually removes notice from briefcase, reads it, AND takes it to the next committee meeting. (NOTE : In this case, you may continue playing the game.)	
8	Unit leaders decide to participate in event. Event information details will go out at next pack or troop meeting.	- 22
9.	Pack or troop meeting held.	- 15
10.	Leaders begin to call parents who did not attend pack meeting. SPL begins to call patrol leaders who did not attend troop meeting. Patrol leaders begin to call Scouts who did not attend last troop meeting.	- 14
11.	All calls finally completed. Everyone notified	- 7
12.	Event registration deadline	- 7
13.	Flyer/notice/event information finally arrives in North Carolina.	- 7
14.	Activity or event.	0
15.	Flyer/notice/event information arrives in California to unit's registered Scoutmaster/Cubmaster who moved from the area last summer	7
16.	Committee conducts evaluation meeting to analyze low attendance.	14

WHY 120 DAYS IS NOT ENOUGH TIME TO PROVIDE FOR A QUALITY EVENT!

FINAL ACTIVITY REPORT AND BUDGET

(Attachment I - two sided document)

Submit this as your cover sheet for your final report and attached the information as called for on the second page. Complete and submit within two weeks of your event.

Name of the Event: _____

Location: _____

District\Division: _____

Attendance (by number of people and unit):

Youth: _____

Adult: _____

Staff: _____

Total: _____

Number and Type of Units Represented: _____

Weather Conditions: _____

Major Injuries: Yes _____ No _____ If Yes, Submit Incident Report

Strong Points of the Event: _____

Weak Points of the Event: _____

General Assessment of the Event: _____

Name of Course Director/Event Chair: _____

Report Prepared By: _____ Date: _____

Distribution: Rosters to registration; and all materials archived for four years

Signature of Event Chairman: _____ Date: _____

Signature of Event Advisor: _____ Date: _____

Scout Executive's Signature: _____ Date: _____

FINAL ACTIVITY REPORT AND BUDGET CONTINUED (ATTACHMENT I-TWO SIDED DOCUMENT)

Attached or included with this file should be the following:

- Roster of event committee and what job assignment they carry
- A copy of the flyer or promotional materials that will be used with this event
- Copies of the initial approved and final budget
- A copy of the time table that is used to plan the event
- Written or confirmed in writing emergency plans with local officials
- A map of the location of the event (should be included with the promotional materials)
- A copy or statement of the goals for this event

In the close out report that will be saved for future reference (all of the above items) plus the following information:

- An evaluation of the event that will include:

Personnel Location

A statement as to the attainment of Scouting goals

Communications or marketing effectiveness

An actual budget with the computer generation from accounting

A Statement as to any incidents that occurred during the event. Incident reports should be turned into the Scout Executive.

Things you would do different next time

Copies of articles with the date of publication in the "Knapsack" Newspaper

PR articles and news releases provided for this event

Outstanding problems as to the date of the filing of the closing report

Listing of people in attendance by unit and/or position in Scouting

The majority of this information should be turned in within two weeks of the Scouting event through the event chairman to the Scout Executive.

Remember, our Mission is to provide a Quality Scouting Program to youth through Chartered Organizations who select Quality Leaders.