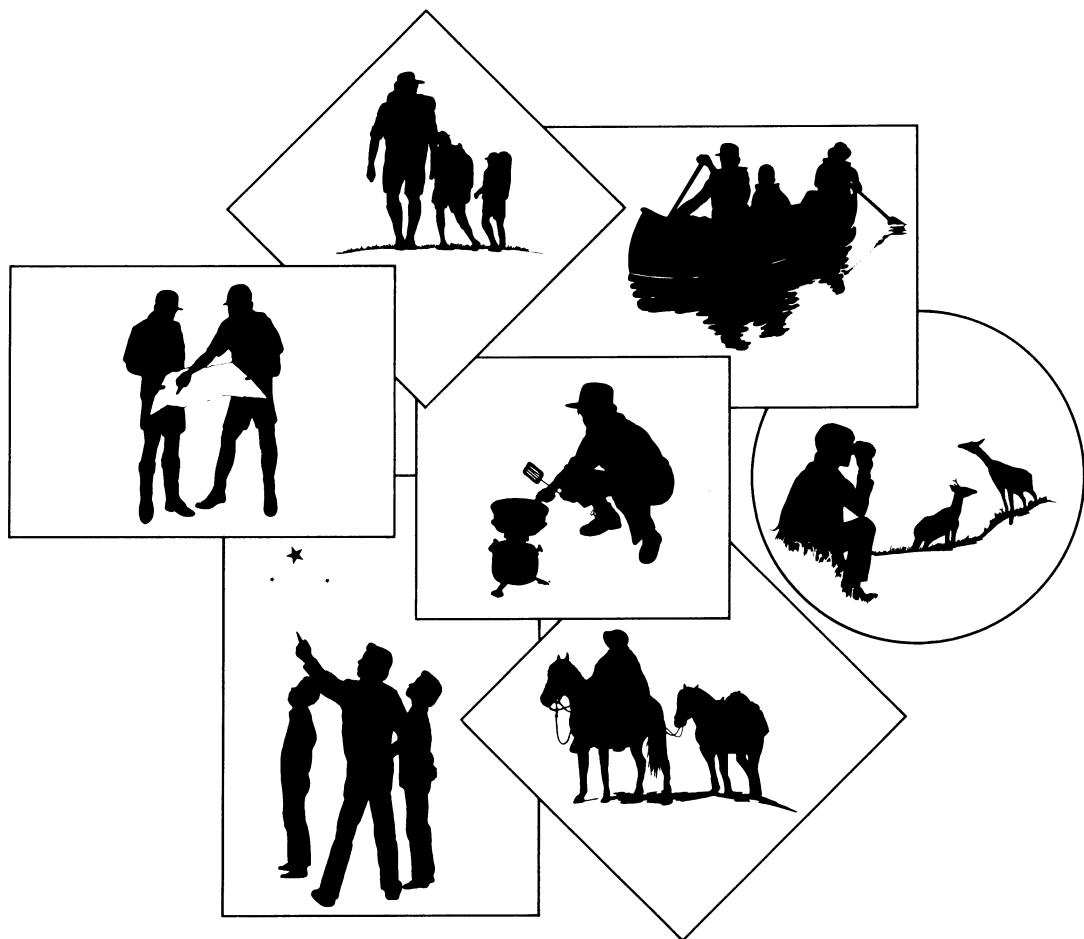


ACTIVITY PLANNING GUIDE

FOR DISTRICT AND
COUNCIL EVENTS



ORANGE COUNTY COUNCIL
BOY SCOUTS OF AMERICA

Updated: January 15, 2018

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Introduction

The Activity Planning Guide outlines the steps and procedures to follow in planning, conducting, and closing out a district or council event. This manual will assist the chair of the activity, the Council Vice President or District Chairman to whom the committee is responsible to, and the Council Staff Advisor to the event.

It is the vision of the Orange County Council to provide every youth member a safe, meaningful and fun Scouting experience. Conducting an activity in the Boy Scouts of America represents a partnership between a committee of volunteers, the council staff and the policies and procedures of the Boy Scouts of America. All events – district or council – are at the discretion and approval of the Orange County Council Executive Board. **Events not complying with standards may result in an activity not being approved or cancelled.**

The fiscal health of the council relies on the financial success of all events and activities, which comprise the council budget. Therefore, each activity must be self-sustaining, covering both direct and indirect costs. The procedures included in this manual help to assure activity participants that their funds are being used properly and for the purpose intended. By making the council aware of all transactions, the council will be able to assist vendors and participants who may request payments and refunds.

Controls regarding cash receipts, income and expenses are mandated by the Audit and Accounting Guide for Non-Profit Entities of the Financial Accounting Standards Board (FASB), the Internal Revenue Service for a 501(c)3 organization, the Orange County Council Executive Board, and the national council of the Boy Scouts of America. The council staff is held responsible to ensure that all accounting standards and policies are followed.

This manual outlines the fiscal management procedure of the Orange County Council, Boy Scouts of America and complies with FASB requirements. Policies regarding activity receipts, expenses, cash controls, etc. not addressed in this guide may be referenced through the Council Staff Advisor and the Stewardship Manual.

Several booklets are available from the Boy Scouts of America to help with specialized or specific events. For example, Recognition Meetings, Day Camps, Camporees and Webelos Woods have their own guidebooks. These manuals serve as a secondary resource to this Activity Planning Guide. Further information is available in the Activities and Civic Service Committee Guide.

Steps to Planning an Activity

1

Select an Activity

2

Recruit a Chairman

- Select the Date
- Select the Location

3

Conduct a Preliminary Planning Meeting

- Review Chairman Job Description
- Review last year's report of the activity
- Build a backdating schedule
- Create an activity budget
- Review purchasing procedures
- Complete initial Purchase Request forms
- Establish a plan for promoting the event
- Review staffing needs
- Set up committee meeting schedule
- Reserve a location for committee meetings
- Reserve location for the activity

4

Promote the Event

- Draft promotional materials
- Secure Council approval of promotional fliers
- Open an Activity Folder
- Complete work orders for printing and mailing
- Distribute materials to units

5

Conduct Activity Planning Meetings

- Review purchasing procedures with staff
- Follow promotion plan
- Coordinate efforts of Staff

6

Make Purchases

- Follow purchasing procedures

7

Conduct Event

- Receipting cash at an activity
- Trading Post guidelines
- Safety Procedures

8

Close Out and Debrief the Activity

- Finalize all financial transactions, orders, and purchases
- Conduct committee evaluation meeting
- Complete final activity report with Staff Adviser

1

Selecting an Activity

Activities for youth and leaders are selected by a district committee in coordination with the Council Program Committee. Suggested events are included in the *Activities and Civic Service Committee Guide*.

Activities or events should have specific objectives that fulfill the mission of Scouting. A training course should provide useful information to assist leaders in fulfilling their position responsibilities. A camporee provides participants a method for experiencing Scout fellowship, competition, skill development, and fun. Before an activity is selected, it must first be asked does this activity take the place of regular unit programs or does it supplement programs where units may not be able to conduct this activity on their own? It is not the responsibility of a district or council to provide events just for fun or that take the place of what units should do on their own. Activities are planned to assist unit leaders in providing an ideal year in Scouting for youth and families.

During the annual planning process, district and council activities are submitted to the Council Program Committee for review. Approved activities are included in the annual council calendar. The Executive Board has final approval of the calendar. Activities not included in the calendar must be approved at least 120 days before the activity by the Council Program Committee.

2

Recruiting a Chairman

Activity Chairmen are approved by the District Key 3, comprised of the District Chairman, District Commissioner and District Executive. Council Activity Chairmen are approved by the Council Vice President of Program, Council President, and Scout Executive. Activity Chairmen serve a one-year term and must be approved for each successive year. Following the event, the activity chairman may make a recommendation for next year's chairman, but may not recruit someone until approved by the District or Council Key 3. **Failure to comply to any the policies in this manual will require immediate removal as event chairman.**

Selecting the Date

Once a date is submitted to the Council Program Committee, approved, and published in the annual calendar, dates for activities cannot change. Just because the chairman or location is unavailable, does not constitute a valid reason for changing a date. During the unit annual planning process, units are scheduling far in advance, what activities they will participate in. Remember, district events are not scheduled to just have them, or because "we have always done that." If a chairman or location becomes unavailable, choose a new chairman and/or a new location.

Choosing a Location

Choosing a location can be a difficult task. Does the location provide enough parking, campsites and program areas? Does it have sanitation facilities? Is there a cost? All activities should be at low-cost or free locations. Paying for a site can substantially increase the participation price. It is not the intention of the BSA to pay for sites just because they are "perfect." Look for sites where Scouting can make an impact (e.g. doing a service project). In all cases, a contract must be negotiated between the chairman, staff advisor, and the location and signed by the professional staff advisor.

Volunteer and Staff Roles

Scouting is a volunteer organization that works in concert with staff to produce an outstanding program for youth. The council has a professional staff (full-time, career employees) including district executives, district directors, program director, director of field services and Scout executive to help organize, administer and support the program. The council also employs a support staff of store clerks, administrative assistants, office manager, accounting staff and rangers to support our volunteers and programs.

All activities are assigned a staff advisor to support the chairman and volunteer committee. The staff advisor will usually attend part of or the entire activity. If the staff advisor is not able to be on-site for the entire event, he/she will provide a phone number where they can be reached in the case of emergency. If the advisor will be out-of-town or otherwise unavailable during part or all of an activity, another staff member will be assigned to be on-site or available via cell phone and provide that information to the activity chair. In the case of an emergency, the staff advisor must be contacted immediately and consulted for proper BSA emergency procedures.

Chairperson / Committee Role
<ul style="list-style-type: none"><input type="checkbox"/> Attend appropriate council level meetings<input type="checkbox"/> Review committee prospects with staff advisor prior to recruiting<input type="checkbox"/> Recruit a committee<input type="checkbox"/> Develop an activity plan<input type="checkbox"/> Develop a promotion plan<input type="checkbox"/> Develop & design promotion material<input type="checkbox"/> Provide all activity promotion and program materials to staff advisor for review<input type="checkbox"/> Promote the event<input type="checkbox"/> Secure activity materials and location<input type="checkbox"/> Design the patch or other materials<input type="checkbox"/> Recruit volunteers for the activity<input type="checkbox"/> Establish committee meeting schedule in cooperation with staff advisor<input type="checkbox"/> Chair all committee meetings<input type="checkbox"/> Write articles for <i>ScoutWeek</i> and content for webpage<input type="checkbox"/> Review budget and purchasing procedures with committee<input type="checkbox"/> Organize the program<input type="checkbox"/> Develop a written schedule for the activity<input type="checkbox"/> Recruit volunteers to handle registration<input type="checkbox"/> Conduct a leadership briefing at the beginning of the event.<input type="checkbox"/> Ensure that all policies in the Guide to Safe Scouting are followed<input type="checkbox"/> Brief activity staff on youth protection policies<input type="checkbox"/> Troubleshoot problems with staff advisor<input type="checkbox"/> Regularly communicate with staff advisor<input type="checkbox"/> Thank committee members<input type="checkbox"/> Conduct and evaluation meeting using the "Closing Report" and "Recap Report"<input type="checkbox"/> Collect and turn in receipts within seven days of the activity

Staff Advisor Role

- ☐ Orient the chairman.
- ☐ Work with district committee to recruit a chairperson
- ☐ Provide suggestions for committee members
- ☐ Provide a back-dating schedule
- ☐ Provide a draft budget
- ☐ Review contracts and arrange signatures and deposits
- ☐ Order patches and materials
- ☐ Get promotional fliers and posters printed
- ☐ Ensure all activity staff and participants are registered. Have adult and youth applications on hand
- ☐ Be sure date is clear with district and council calendar
- ☐ Provide details on prior year budget, attendance, fliers, etc.
- ☐ Request purchase orders, checks and petty cash as required
- ☐ Distribute promotion materials to other districts if needed
- ☐ Brief other staff as necessary on the activity
- ☐ See that all reimbursements (if any) and bills are paid within two weeks of the receipt of invoices
- ☐ Give copies of promotion and registration information to support staff
- ☐ Oversee registration
- ☐ Provide an attendance list prior to the event
- ☐ Provide budget reports
- ☐ Ensure that all BSA policies are followed including those in the Guide to Safe Scouting
- ☐ Review all promotional materials before printed
- ☐ Ensure all Youth Protection Policies are communicated and followed
- ☐ Troubleshoot problems with chairperson
- ☐ Ensure all funds and receipts are secured and turned in to the bookkeeper immediately following the activity
- ☐ Regularly communicate with chairperson
- ☐ Turn in "Closing Report" and "Recap Report" within two weeks of the event
- ☐ Thank committee members and any donors
- ☐ Submit registration information for the website 90 days in advance.
- ☐ Submit report for insurance certificate of liability
- ☐ Staff members may have work or personal activities that conflict with an activity. Staff advisors should be on-site for the event, be available for emergency calls or arrange for support by another staff member. Provide emergency contact information to at least 2 key volunteers.

3

Preliminary Planning

Preliminary Planning Meeting

The Activity Chairperson and Staff Adviser will conduct a planning meeting 120 days prior to the event. A budget is developed along with the promotional flier, work orders for printing, and purchase orders and check requests completed. If done properly, this meeting will produce the greatest amount of success and reduce the amount of effort needed for to complete the event. These steps are discussed at the appropriate council level meetings for the activity.

Review Chairman Job Description

Before a chairman can effectively begin his or her task, they must first understand what is expected of them. Each activity will require a detailed job description (Exhibit 3-1). Be sure to provide a job description for each staff position on the event committee.

Exhibit 3-1

Sample Job Description

ORANGE COUNTY COUNCIL

BOY SCOUTS OF AMERICA

BOY SCOUT TRAINING CHAIRMAN

JOB DESCRIPTION

FUNCTION: Manage the adult leader training program for Boy Scout Leaders

RESPONSIBLE TO: District Training Chairman

WORKS WITH: District Training Committee, Council Training Committee and District Executive

RESPONSIBILITIES: Recruit and direct team members to accomplish these tasks:

- ❖ Attend Council meetings
- ❖ Attend monthly District Committee Meetings
- ❖ Help fulfill District training objectives concerning Boy Scout Leaders
- ❖ Maintain a copy of the District Fast Start Tape and make available to new Boy Scout Leaders
- ❖ Make sure a successful Leader Specific Course for troop leaders is conducted twice a year
 - 1 Recruit, train and direct Leader Specific Course staff members
 - 2 Make sure course director and staff members follow the national training syllabus
 - 3 Create and distribute promotional materials to Boy Scout leaders
- ❖ Implement and follow council budgeting and purchasing policies
- ❖ Promote district- and council-sponsored training courses (e.g. Wood Badge and Trainer's Edge)
- ❖ Update and maintain District Boy Scout training records and training materials

Review Last Year's Report of the Activity

The Staff Adviser will provide the activity folder for last year's event. Included in the folder will be a close-out report completed by the prior year's chairperson, a final budget with a forecasted budget for this year, copies of the promotional flier, registrations, and purchase orders.

Build a Backdating Schedule

A backdating calendar will assist the chairman, the district executive and the event committee to keep on track for the event. It also helps ensure that items are ordered on time, materials ready, and people are in place to make the event successful. A specific schedule should be created for each activity (Exhibit 3-2). It would be helpful to include a copy of the schedule in the activity folder.

Exhibit 3-2

Backdating Schedule

ACTIVITY	
Date	Task
-210	Recruit Chairperson Set Date
-180	Select Location, Reserve Facilities in Writing, Get Contract Signed
-150	Recruit Committee
-120	Preliminary Planning Meeting Prepare Budget Develop Promotional Materials Complete and Turn In Website Information Form
-90	First Committee Meeting Submit Purchase Requisition Forms Order Patches, Supplies, etc. Promote in Newsletter & Roundtable
-75	Distribute Media Releases Submit Work Orders for Printing Obtain Necessary Purchase Orders
-60	Second Committee Meeting Promote in Newsletter & Roundtable Mail or Email Registration Forms to Units Make Supply Purchases
-45	Call Units
-30	Promote in Newsletter & Roundtable Third Committee Meeting Request Petty Cash If Necessary (use Check Request Form)
-20	2nd Call to Units
-15	Registration Deadline Reconfirm Physical Arrangements Reconfirm Staff Members Obtain Petty Cash Check, If Necessary
-7	Send "Notification of Event" Memo to police/sheriff, fire, ambulance, and hospital
-5	Final Check on Details
0	Activity
+7	Return Equipment Turn In Registrations, Money and Receipt Copies Send Thank You Letters Submit Final Bills, Invoices, etc.
+14	Host Evaluation Meeting Prepare Close Out Report

Create an Activity Budget

Using the forecasted budget in last year's activity folder, the Chairman and Staff Adviser prepare a draft budget. Use the Budget Planning and Accounting Form (Exhibit 3-3), to prepare a budget for this year's event. The budget form is also available as an Excel spreadsheet. On the form, list the actual budget from last year and then conservatively estimate for this year.

Handling of Funds

All funds must be administered and accounted for by the council. Under **no** circumstances may a district, activity, group representing a district or a group representing an activity open any type of bank account. All funds must go through council accounts.

Review Fees

To determine the fee for participants, you must first look to see how large the surplus was from last year. Why was there a surplus? Did donations offset fees and would you receive those donations again? On the other hand, were expenses too low?

Estimate attendance based on prior years. Do not plan for 100% attendance of the eligible participants. For example, the district has 1,000 Boy Scouts, and the past five years attendance at the Camporee has been 200 – 300 Scouts. In this case, It is recommended that you conservatively plan for no more than 200 Scouts.

It is better to determine expenses before setting a fee. If the expenses are too high, recalculate expenses until a reasonable fee can be established for all participants.

Set the fee structure for all participants. Be sure to plan for late participants, adult and staff fees. **Everyone who participates in an activity will pay his or her own way, including event staff and the staff advisor.** Staff recognition should be meaningful, but not the main expense of the budget. Often hand-made recognition items are more meaningful than store-bought items.

Determine Expenses

Based on an estimated attendance, it is now possible to determine expenses. Set the income fee to cover these expenses. The last expense item is a percentage of the budgeted expenses. Every activity must include 20% for indirect expenses and 10% contingency. This covers the cost for council-supplied items such as incidental copying, telephone calls, office supplies and office staff time. The 30% should be based on the subtotals of projected expenses and then added to that to create the grand total expense. To encourage pre-registration, events should include an early bird fee and a higher fee for those who register just prior to or pay at the door.

Using Accounting Codes

1-XXXX-XXX-20

Income and expense account numbers are four-digit codes. These account numbers are helpful in keeping track of specific transaction items used to operate the event. Each activity is also assigned a three-digit project code (activity ID number) that identifies the event to the council accounting department. Accounting codes are used in the budget, purchase orders, and when identifying receipts for reimbursement. There are many accounting codes available. Please see your staff advisor for additional codes. Project codes are assigned by the council accounting department.

Account Number Description

Income for an activity is credited to 1-6801-xxx-20. This number is followed by the 3-digit project code. This number must be included on all registration forms.

Some events may have a trading post. Income is credited to 1-6811-xxx-20 and expenses for cost of the stock is credited to 1-812-xxx-20.

Expenses Codes

9101 – Medical, Health & Safety
8103 – Program/Training Supplies

8104 – Food Supplies

8106 – Office Supplies
8108 – Catering

8301 – Postage & Shipping
8402 – Site/facility Rental
8409 – Janitorial/Sanitation
8601 – In-Council Printing
8609 – Outside Printing
9151 – Adult/Staff
9153 – Youth
9151 – Units

Recommended for Expenses

First aid supplies and logbooks.
Materials used to provide the program for participants, including competitive events, crafts, games, syllabus, etc.
Crackerbarrel snacks, meals, paper goods, utensil, and cookware. Food supplies used for for competitive events are a program expense.
Pencils, paper, registration materials, etc.
Use when a company provides meals i.e. district Dinner, staff meals at a camporee.
Mailings and shipping costs for supplies.
Fees for use of a location.
Port-a-jons, cleaning supplies, janitor fees.
Printing done by the Council Service Center.
Printing done outside the Council office.
Recognition for staff
Patches, t-shirts
Ribbons

Staff Recognition

Thanking staff for their efforts is important. However, caution must be used to not over spend on items just because they are staff. Please keep in mind that unit leaders who brought the participants worked just as hard to bring their kids. They spent time arranging transportation, meals, unit leadership, preparing kids for the program etc., and they paid their own way. **Event staff polos, jackets and gift cards are prohibited unless pre-approved by the Scout executive and prepaid by staff.**

Budget Approval

All District activity budgets must be reviewed by the District Chairman and approved by the Staff Adviser and the Director of Field Services. Council activities are reviewed by the Vice President of Program and approved by the Staff Adviser and the Director of Field Services. All budgets are due to the council accounting department 120 days before the event.

Budget Close Out

All receipts, invoices and revenues must be turned in to the staff advisor on the day of the event. The first business day after the event, the staff advisor will review all budget paperwork and turn it into accounting with a close out report.

Final budgets must be submitted 14 days following the conclusion of the event.

After all invoices have been paid, the council will print a project code report detailing income and expenses. From that print out, a forecasted budget can be prepared and turned in with the final report.

Exhibit 3-3
Activity Budget Form

ORANGE COUNTY COUNCIL

BOY SCOUTS OF AMERICA

BUDGET PLANNING AND ACCOUNTING FORM

DISTRICT/COUNCIL: _____

ACTIVITY: _____

ACTIVITY DATES: _____

ACTIVITY LOCATION: _____

INSTRUCTIONS:

- Use for all District / Council activities.
- Complete and submit to supervisor/executive 120 days prior to event.
- Final budget must be approved before purchase and orders are made.
- Purchase Orders must be obtained and approved prior to each expenditure.

BUDGET PREPARED BY: _____

APPROVED B^A: _____

ACTUAL PREPARED BY: _____

APPROVED B^A: _____

ACCOUNT ID# _____

INCOME

INCOME	No. of Participants				Fee	Activity Performance			Forecast	
	Last Year		This Year			Last Year		This Year		Budget
	Actual	Budget	Actual			Actual	Budget	Actual	Next Year	
6801 - Fees Youth				@ \$						
6801 - Fees Youth Late				@ \$						
6801 - Fees Adult				@ \$						
6801 - Fees Adult Late				@ \$						
6801 - Fees Staff				@ \$						
6811 - Trading Post Sales										
6812 - Trading Post Cost of Sales					()	()	()	()		
Other: (Specify)										
TOTAL INCOME:						0	0	0	0	

EXPENSES

	Item Descriptions				
8101 - Medical, Health & Safety Supplies					
8103 - Program/Training Supplies					
8104 - Food Supplies					
8106 - Office Supplies					
8108 - Catering					
8301 - Postage & Shipping					
8402 - Site/Facility Rental					
8409 - Janitorial/Sanitation					
8601 - In Council Printing					
8609 - Outside Printing					
9152 - Recognition -- Adult/Staff					
9153 - Recognition - Youth (i.e. Patches)					
9155 - Recognition - Units (i.e. Ribbons)					
9315 - Insurance					
xxxx - In-Direct Overhead Costs (20%)					
xxxx - Contingency (10%)					
Other: (Be Specific)					
TOTAL EXPENSES:				0	0

NET INCOME OVER/UNDER EXPENSE:

	0	0	0	0
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DATE BUDGET CLOSED: _____

Rev: January 2018

Review Purchasing Procedures

The Chairman and Staff Advisor will thoroughly go over the purchasing procedures for the event. According to the budget, who will spend how much and for what? These procedures are described in Section 6 – Making Purchases.

Complete Purchase Order Forms

As described in the purchasing procedures, Section 6, it may be possible for many of the purchases to be identified early on. These items should be submitted with the budget. Items like patches, portable toilets, facility rentals, etc. are standard items and can be approved early.

Establish a Plan for Promoting the Event

Without a good promotion plan, many events fail. As the saying goes “proper prior planning prevents pitifully poor performance,” or “people who fail to plan, plan to fail.” Promotion is the key to any good event. Section 4 – Event Promotion will assist in the development of promotional materials.

Review Staffing Needs

Each event requires a different number of staff. Of course, the more staff you have, the lighter the workload. In all cases, be sure that for each position recruited there is a job description prepared.

BSA Registration of All Staff

To ensure quality leadership, national BSA registration is required for all adults affiliated with the Boy Scouts of America. A national criminal background check is conducted on all volunteers affiliated with the organization to ensure youth protection standards are met and maintained.

It is acceptable to have non-BSA groups assist with programs at district and council activities. Such groups could include wildlife groups, archery clubs, military units, woodworking clubs, etc. It is also acceptable to have businesses participate if they are helping to put on activities. However, it is not acceptable to have businesses participate if they are selling product or using the event solely for promotion of their business or products to youth or adults without the express written permission of the council. Representatives of outside groups do not need to be registered with the BSA, but you should get in writing the official name of the group, the name and phone number of the president or owner, and the names of all their representatives that will be on site.

In general, any person, youth or adult that is participating in the event and that is wearing the BSA uniform must be registered with the Boy Scouts of America. Parents that are participating with their children do not need to be registered unless they are also serving in a leadership or staff role. Your staff advisor should have on hand youth and adult leader applications in order to allow people to apply for membership on site if necessary.

Set Up Committee Meeting Schedule

Like your backdating schedule, it is important to identify early on dates and locations of staff meetings. This will help your staff schedule their time for your event. Be sure to include checkpoint meetings with the Chairman and the Staff Adviser.

Custom Orders

Most activities should have a patch to recognize those that attend and to be something for people to remember the event. Patches usually need to be ordered eight weeks in advance to guarantee on-time delivery. The council requires that you obtain two price quotes for every patch including the BSA national supply through the Santa Ana Scout Shop.

Activity patches are designed to wear on the right pocket of the Scout uniform. Special edition “council strips” are not allowed. Council shoulder strips are used only for major council programs and must be pre-approved by the Council Executive Board and the Scout executive. Special edition Order of the Arrow lodge flaps must be pre-approved by the Order of the Arrow executive committee.

T-shirts, hats, mugs and other such items may be used for some council activities and programs.

Facilities

Reserve facilities as far in advance as possible, minimally six months in advance. Get facility confirmations in writing. Only the staff advisor can sign contracts. Submit a Purchase Order for estimated cost of facility rental.

Use of council camps must be reserved in writing with the camping registrar. Do not assume facilities are reserved if an activity is on the council calendar. Specific reservations must be made to indicate which facilities will be used. Don't forget to reserve meeting rooms at the service centers for committee meetings, if necessary. The calendars for meeting rooms and camps fill fast.

There is a fee for use of council camps for activities to help pay for maintenance, utilities and materials. The usage fee depends on the facilities that will be used and must be built into the activity budget. For details, see your staff advisor or the program director. Submit rental invoice with the approved Purchase Order to request payment.

Guide to Safe Scouting

All programs offered at unit, district and council level must follow BSA policies – including the safety policies found in the **Guide to Safe Scouting**. This guide can be found online at www.scouting.org. The guide addresses many programs including aquatics, pioneering, shooting sports, winter activities, transportation and much more. Protect the health of participants, review and follow the policies in the **Guide to Safe Scouting**.

Review the age appropriate guidelines to ensure the activity complies for youth participation.

Environmental & Facility Stewardship

At district and council events set the example for environmental stewardship. Careful consideration should be given to the activity site to be sure that we take care of the environment and “Leave our campsite better than we find it.” Things to consider:

- **Trash Cans:** Have on hand an adequate number of trash cans and make sure they are placed in logical locations (where people will most likely have trash—bathrooms, kitchen areas, by the trading post, major trail junctions, etc).
- **Policing campsites:** Ask participants/units to “police” their campsites before departure. If possible, inspect campsites for cleanliness prior to checking units out and awarding them their participation patches or awards.
- **Recycling:** Activities should offer recycling if cans, glass, plastic bottles, cardboard, etc. are used. Make arrangements in advance for recycling containers and for someone to take recyclables to a recycling center after the activity.
- **Facility Use Rules:** Remind participants of important Scouting practices appropriate to your location such as staying on trails, no vehicles off roads, no chopping down standing trees, no use of knives and axes on standing trees, only having fires in approved fire rings, etc.
- **Clean-up:** Be sure all facilities that are used are cleaned, trash removed and floors swept and mopped so that the Boy Scouts will be invited back.
- **Damage:** If damage happens to a facility, it should be noted, take photos of the damage inform the property/facility owners of the damage and inform them that the BSA will pay to repair the damage. These expenses will come from the activity budget.

Health & Safety: Scout Safety is our #1 Priority!

Maintaining health and preventing illness and injury are top priorities in any Scouting activity. Insisting on good preventive practices like drinking lots of water, using sun protection, and being in good health and physical condition appropriate to the activity go a long way in keeping boys, parents, and leaders healthy.

Here are other aspects of risk management to consider:

- Proper adult supervision, which includes two-deep leadership, behavior management, and discipline.
- Use of the buddy system by all campers.
- Privacy to ensure Youth Protection.
- Trained first-aider(s) with proper, sheltered, easily identified treatment areas with lighting, refrigeration, or coolers, located to provide accessibility, privacy, and safety.
- Adequate first-aid supplies and equipment always available, stored properly, and accessible on-site.
- Regular and emergency communication systems like landline telephones, cellular phones, walkie-talkies, sirens, or other signals.
- Hand washing and sanitation stations should be available and their use promoted to prevent the spread of viruses.
- Proper health forms completed and on file for access only by those who need to know the information.

- Prior arrangements with local police, fire, and emergency medical services and the local hospital for possible assistance.
- If units will be camping, the event staff should maintain a map of where all units are located in order to assist in finding a unit, Scout or leader in case of emergency and to help locate units for late arriving Scouts and leaders.
- Emergency evacuation signal and plan of action, known to everyone and practiced.
- Emergency action plans developed for missing persons, intruders, natural disasters, bad weather, lightning, sudden illness, injury, or death.
- Traffic safety, vehicle control, and security for campers and visitors.
- Proper program skill instruction and supervision with assessment of physical conditioning adequate for the activity.
- Fire safety plan includes established standards for campfire types and locations, cooking fires, location and types of lanterns, and a fireguard plan for each den site and program area; liquid fuels restricted within BSA policies and flames prohibited in tents.
- Sites checked regularly for hazards of all kinds to eliminate and minimize hazards; proper warnings provided or access prohibited to any hazards; a contingency plan ready if camp must be shut down for any reason.
- Promotion of the use of two-person trail tents, checking to ensure they meet BSA standards; tents must provide sleeping space for two campers, reasonable dressing space, and enough storage space for packs and equipment.
- For more information on the most current lightning safety rules, visit www.lightningsafety.noaa.gov.
- Ensure that emergency vehicle access is maintained to all program and camping areas. Do not allow area roads or parking lots to become blocked by vehicles.
- Notify at least one week in advance the appropriate police or sheriff department, ambulance service, fire department, and hospital of the event, location, estimated attendees and contact persons so that they can respond appropriately in case of emergency. See attached memo that can be used for this purpose.

Youth Protection

Activity staff and the staff advisor must work together to ensure that all youth protection policies are followed at all times during activities.

Always **enforce all of Scouting's Youth Protection Policies** in all meetings and activities. All staff should complete Youth Protection training available through many training courses and online at the council website.

1. **Two-deep leadership** for all activities and outings. We recommend this for all meetings as well. One leader must be registered and 21 years of age or older, the other adult must be 18 years of age or older.
2. **No one-on-one contact** between adult leaders and youth. Counseling of youth members should be done at a distance, but must be within view of others. Merit badge counselors must work with a minimum of two youth at all times.
3. Show **respect for privacy** with showers, changing, etc. Intrude only to the extent that health and safety require. Adults must shower at different times or in different facilities than youth.
4. **Separate sleeping accommodations are required** for youth and adults except in the case of children and their parents.
5. There must be **proper preparation** for strenuous, challenging or high-adventure activities. Youth should not be forced to do an activity they are incapable of, not prepared for or not trained for.
6. There are **no secret organizations** within the Boy Scouts of America. **All activities and ceremonies are open to parents.**
7. **Appropriate attire** must be worn at all times at Scouting activities. Things like "skinny-dipping" are not allowed. Adults should change clothes in private when possible and should not be seen by Scouts in their underclothes unnecessarily.
8. Always use **constructive discipline**. Corporal or physical punishment is **never permitted**.
9. **Hazing** in any form **is not permitted**. **Initiation rites are not permitted**.
10. Units must **properly train and supervise youth leaders** to ensure youth leaders follow all BSA policies.
11. **Physical contact** between adults and youth should be **kept to a minimum**. Using common sense, it is ok to shake hands, pat a boy briefly on the back, hold hands of a young child while crossing a street, touch while demonstrating/teaching a skill such as first aid skills (keeping contact far away from private areas), etc. If a child initiates contact such as a hug, an appropriate, limited response is proper. Likewise, sensitivity should be exercised with children who indicate they don't want to be touched. It is ok to touch a child for the child's protection, such as pulling a child away from a ledge or performing first aid in an accident. Examples of inappropriate contact include the following: adults shall not give massages, give long hugs, pat a child's behind, or wrestle with or tickle children.
12. All members are expected to **conduct themselves in accordance with the principles set forth in the Scout Oath and Law**. Physical violence, hazing, bullying, theft, verbal insults, ethnic slurs, crude or sexual jokes, pornography, demeaning behavior and drugs and alcohol have no place in Scouting and may result in a reprimand or the revocation of membership.

In case of suspected child abuse, have your staff advisor contact the Scout executive immediately. If you suspect that a crime has been committed, call 911 and report the incident, then have your staff advisor contact the Scout Executive immediately.

4

EVENT PROMOTION

Early and attractive promotional materials will make an impact on the success of the event. The largest mistake an activity can make is late promotion to unit leaders. Units leaders are busy, and their unit schedules fill quickly. If you want to maximize attendance, you must assist unit leaders in their planning process.

Promotion Planning

Each activity will complete an Event Marketing Plan worksheet. The plan includes creating a timeline and messages for a variety of communication channels: *ScoutWeek* e-newsletter, social media posts, e-blasts, webpages, press releases, and flyer distribution.

The event chairman, staff advisor will meet with the Council marketing team six months prior to the event to complete the worksheet. See Exhibit 4-1.

The activity committee should minimally plan the following promotion strategies:

- *Scoutweek* articles in the issue at least two months in advance of the activity
- Website promotion on the interactive calendar and on the district or council page
- 8 1/2" x 11" informational and registration flier to be distributed at roundtables.
- 11" x 17" poster (black & white unless color printing is donated)
- Display board for use at district roundtable meetings and other district events. Council activities should plan on three to four display boards for use at district roundtables.
- Roundtable announcements – members of the organizing committee should be at roundtables for the three months leading up to the activity.
- Email to unit leaders, including a PDF of the registration flier.

There are many other promotional possibilities – be creative!

Online Event Registration

All activities will use the council campmaster system to collect registrations for events. Paper applications for events will no longer be accepted. To create an online registration, complete the OCBSA Website Calendar and Online Registration Set Up form. See Exhibit 4-2.

The event chairman can designate an event registrar to track registrations. This person will have 24/7 access to the online event system.

ScoutWeek E-Newsletter

Brief articles can be placed in *ScoutWeek* electronic newsletter to promote activities. Sometimes there is room for photos (from last year's activity). Articles may be edited for clarity and brevity.

Exhibit 4-1 Event Marketing Plan

Orange County Council

EVENT MARKETING PLAN

Boy Scouts of America

Instructions: Successful event participation requires a well-prepared communication plan. The event staff advisor and/or event chair will meet with the Marketing team 6 months prior to the event to complete a marketing plan. The Marketing team will help identify appropriate communication channels and appropriate messages to maximize event coverage. The project manager owns the content; the Marketing department owns the design.

Event Name: _____ **Event Date:** _____ **Marketing Plan Approved:** _____
Event Staff Advisor: _____ **Event Volunteer Chair:** _____ **Date:** _____
Event Description: _____

Target Audience: Age Group _____ **Audience Roster:** ☐ Email list from ScoutNet **Notes:** _____
 Unit Type _____ ☐ Own email list _____
 District _____ ☐ Mailing list from ScoutNet _____
 Council-Wide _____ ☐ Own mailing list _____
 Non-Scouts _____

Marketing Support Needed: Artwork/Graphics _____ **Notes:** _____
 Pictures _____
 Copy/Text _____
 Webpage _____

Calendar and Event Registration Form completed (Due 3 months before event date): ☐ No ☐ Yes **Action:** _____

Other Marketing Channels:

The council will use appropriate communication channels to effectively promote the event. These services are free. However, some events may wish to invest in other paid types of media. These channels will be charged to the event.

Social Media Ads: ☐ No ☐ Yes **Account Number to charge:** _____ **Budget Allocation \$** _____ **Start Date:** _____
Ads _____ **Notes:** _____
Print Ad: ☐ No ☐ Yes **Account Number to charge:** _____ **Budget Allocation \$** _____
Ads _____ **Publication:** _____ **Print Ad due to Publication:** _____

KEY MARKETING MESSAGES (Create event marketing plan)

Event Name: _____

Week #		Date	Scoutweek	Social Media	E-Blast	Press Release	Front Desk	Flyer Distribution
-12	-3 months							
-11								
-10								
-9								
-8	-2 months							
-7								
-6								
-5								
-4	-1 month							
-3								
-2								
-1								
Event Date								
+1	Follow Up							
+2								
Guidelines			<input type="checkbox"/> Save the Date <input type="checkbox"/> Event Information <input type="checkbox"/> Registration Information <input type="checkbox"/> Key Messages (stories, pics) <input type="checkbox"/> Follow Up (story, pics)	<input type="checkbox"/> Save the Date <input type="checkbox"/> Event Information <input type="checkbox"/> Registration Information <input type="checkbox"/> Create FB event <input type="checkbox"/> Key Messages (stories, pics) <input type="checkbox"/> Follow Up (story, pics)	Only 1 per month Target List to use on MailChimp?	2 weeks prior to event Follow up needed Y / N?	4 weeks prior to event	Flyer ready for 3 Roundtables

Website Calendar and Online Registration Set Up Form

OCBSA Website Calendar Add Event Request / Online Registration Set Up

Event Details/Contact Info

Event title: _____

Start date/time: _____ End date/time: _____ Number of Days: _____

Contact Name: _____ Phone: _____
(must have a campmaster account to access registration information)

Council Staff Advisor: _____ Former event in campmaster date: _____

E-mail: _____ Website URL: _____

Event Details

BSA Property: _____ or
Non-BSA venue name: _____ Address: _____

City: _____ State: _____ Zip: _____

Event Type: ☐ Cub Scouts ☐ Boy Scouts ☐ Venturing ☐ Other: _____

Is there an event flyer? ☐ YES (please include with submission) ☐ NO

Is there an additional attachment? ☐ YES (please include with submission) ☐ NO

Event Description: _____

Event Cost & Tickets

☐ Free Buy tickets URL: _____ BSA Account Number: _____

Event Fee: _____ Deposit refundable? ☐ YES (attach policy) ☐ NO

Youth Fee: _____ Adult Fee: _____

Youth late fee: _____ Adult late fee: _____ Date late fee beings: _____

Registration Info

Reservations: ☐ By Unit ☐ By Individual Date event to be posted in campmaster: _____


Registration Open date/time _____ Registration Close date/time: _____

Send email confirmation after initial payment? ☐ YES (please include text) ☐ NO

Will campsite be reserved by reservation for this event? ☐ YES ☐ NO

Limit number of reservations? ☐ YES ☐ NO If yes, how many? _____

Accept waitlist reservation request? ☐ YES ☐ NO

 BOY SCOUTS OF AMERICA. ORANGE COUNTY COUNCIL	OCBSA Website Calendar Add Event Request / Online Registration Set Up
--	--

Event Categories			
Select all that applies:	<input type="checkbox"/> Other _____		
<input type="checkbox"/> Council Cmte Meeting	<input type="checkbox"/> Activities	<input type="checkbox"/> Camping	<input type="checkbox"/> IROEC
<input type="checkbox"/> Council Event	<input type="checkbox"/> Advancement	<input type="checkbox"/> Cub Scout Camps	<input type="checkbox"/> NSB
<input type="checkbox"/> Religious Event	<input type="checkbox"/> Membership	<input type="checkbox"/> Fundraising	<input type="checkbox"/> OSO
<input type="checkbox"/> OA Event	<input type="checkbox"/> Training	<input type="checkbox"/> Special Events	<input type="checkbox"/> SSRLV

Marketing Support Requests	
Marketing Plan Completed:	<input type="checkbox"/> YES <input type="checkbox"/> NO Action: _____
Welcome Email Prepared:	<input type="checkbox"/> YES <input type="checkbox"/> NO Action: _____

Office Use Only	
Submitted by: _____	Date: _____
Event Entered to Campmaster: _____	By: _____
Date Entered Council Calendar: _____	By: _____

Instructions:

- Submit completed form to Camping Registrar.
- Camping Registrar will create campmaster event.
- Camping Registrar transfers form to Marketing Specialist to create online calendar entry.

Protected Dates – No events can be scheduled over these activities (Tag all Categories):

January <ul style="list-style-type: none"> OA Banquet Staff Planning Conference Top Hands Orientation Council Annual Business Meeting February <ul style="list-style-type: none"> Council Appreciation Dinner Wood Badge March <ul style="list-style-type: none"> Adventure Card Kickoff April <ul style="list-style-type: none"> Eagle Recognition Dinner 	May <ul style="list-style-type: none"> Scout-O-Rama June <ul style="list-style-type: none"> NYLT August <ul style="list-style-type: none"> Popcorn Kickoff September <ul style="list-style-type: none"> Wood Badge October <ul style="list-style-type: none"> University of Scouting November <ul style="list-style-type: none"> Scout for Food/Day of Service
--	--

Draft Promotion Materials

Before a flier can be distributed at roundtable or emailed to unit leaders, it must first meet a set of standards and be approved by the Staff Adviser. Listed in this section are guidelines to help in producing your promotion piece. (Exhibit 4-3 for a sample.)

Design Standards

When designing a flier, be sure to include the following pieces of information:

- ❖ A flier has two parts – activity information and registration form. Divide your flier so that the participant can keep the information and return the registration form.
- ❖ The activity name, date, location, price, late fee, registration deadline, and account number should be included in both sections.

- ❖ All fliers must have the District name, “Orange County Council” and “Boy Scouts of America” in the header.
- ❖ Include who, what, when including day(s) date(s) starting time and ending time, where including address and nearest major cross streets, freeway exit, or highway mile marker, cost, what to bring, refund policy, registration deadline for “early-bird” fee and amount of late fee, and contact name and telephone number. Be sure to include the chairperson’s phone/email and the Staff Adviser work telephone number and extension.
- ❖ The registration form must include: activity name, registration deadline, and link to online registration.

Exhibit 4-3

Sample Camporee Flier

ORANGE COUNTY COUNCIL

BOY SCOUTS OF AMERICA

Takeany District Fall “Survivor Scout” Camporee

WHO?	An invitation to all Boy Scout troops.		
WHERE?	Oso Lake Scout Camp. 21131 Los Alisos Blvd., Rancho Santa Margarita, CA 92688		
WHEN?	Friday, April 10, through Sunday, April 12, 2011. Units may leave Saturday night after campfire.		
TIME?	Friday	5:00 to 8:00 p.m.	Arrival & Registration, units set up campsites
		9:00 p.m.	Senior Patrol Leader (SPL) & Scoutmaster Meeting in Lodge
		9:30 p.m.	Cracker Barrel for all adult leaders and SPL's
	Saturday	9:00 a.m.	Flag Raising Ceremony in the main field
		9:15 a.m. to 4:30 p.m.	Activity stations open
		7:30 p.m.	Campfire and flag retirement ceremony
	Sunday	10:00 a.m.	Flag Raising Ceremony in the main field
		10:15 a.m.	Non-Denomination “Scouts’ Own” Service
		10:45 a.m.	Camporee Ends
COST?	\$20.00 if paid by March 5 th . Late registration or walk-ins: \$25.00. No refunds for no-shows (see council refund policy). Fee includes patch, facility rental, and program equipment.		
REQUIRED:	Scouts and leaders should bring full uniforms. Be prepared for cold and/or rainy weather. Activities will be by patrols. Patrols should bring flags, fire building kits and tools, compasses, work gloves and a wilderness survival kit (kits will be judged for completeness, usefulness, and how light weight and compact they are).		
QUESTIONS?	Call _____ (Camporee Chair) at 555-5555 or _____ (Staff Adviser) at (714) 546-4990 x ____.		

ONLINE

REGISTRATION: Register online at www.ocbsa.org. You can pay with credit or debit card online.

Registration Deadline: March 5th, at 4:30 p.m.

Roundtable Promotion

Use roundtables to distribute promotional fliers, have a display board and make an announcement. Plan for an activity committee member to be present and to promote the event at the three roundtables leading up to the activity.

Keep roundtable announcements brief, to the point and exciting. Keep in mind that each roundtable has a planned program. Often there are many announcements, so if one person drones on and on about their event, it takes away from the program that others have prepared. Keep your announcement to one to two minutes. Make it fun!

If you are planning a council activity, be sure to recruit a volunteer from each district for the committee so they can promote the activity within their district.

Refund Policy

This policy pertains to council and district activities. Summer camp programs have a separate policy. All refund requests must be submitted in writing to the council office. A full refund is given fourteen (14) or more days prior to the event. For notification seven (7) days prior to the event, 50% is refunded. No refunds will be given on notifications received on the day of the event. Refunds maybe transferrable upon request. For emergency situations (illness or injury with written documentation by a medical doctor of parent or guardian, a death in the family or unexpected relocation of the family), a 50% refund will be provided. Refund requests must be made in writing before the event or, for emergency situations only, during the event or on the business day following the event. Requests made after that time will not be honored.

Secure Council Approval of Promotional Flier

Before fliers can be distributed or mailed, the Staff Adviser for the event must approve all promotional materials. If the flier meets the standards as outlined in this section, then work orders can be processed for printing and mailing.

Work Orders

To request printing, complete a work order (Exhibit 4-4) and submit to the office manager. Copies, collating, stapling, etc. can be provided for the event at a greatly reduced rate as compared to outside printing.

To request labels for mailing, complete a work order for rosters and labels (Exhibit 4-4) and submit to the office manager. All work is completed on a first-come, first-served basis. Be sure there is adequate time prior to your deadline for printing and mailing. Please allow three weeks to have the mailing stuffed and taken to the post office. Assistance from the activity committee will be greatly appreciated.

Exhibit 4-4

Work Order for Printing Rosters and Labels

-WORK ORDER-	
FOR PRINTING ROSTERS AND LABELS	
DATE _____	<div>For Office Use</div> <div>Received _____</div> <div>Approved _____</div> <div>Completed _____</div>
REQUESTED BY _____	
DISTRICT _____	
NEED BY _____	
<div>ROSTERS</div> <div>UNIT # _____ or <input type="checkbox"/> BY POSITION →</div> <div># OF COPIES: _____</div> <div>LABELS (options)</div> <div>STYLE: <input type="checkbox"/> INDIVIDUAL <input type="checkbox"/> CHESHIRE</div> <div>SORT: <input type="checkbox"/> BY ZIP <input type="checkbox"/> ALPHA</div> <div>TYPE: <input type="checkbox"/> BY NAME <input type="checkbox"/> FAMILY OF</div> <div>LIST: <input type="checkbox"/> ADULT & YOUTH</div> <div><input type="checkbox"/> ADULT ONLY</div> <div><input type="checkbox"/> YOUTH ONLY</div> <div>UNIT: <input type="checkbox"/> LDS <input type="checkbox"/> NON-LDS</div> <div><input type="checkbox"/> BOTH</div> <div>MULTIPLES: <input type="checkbox"/> YES <input type="checkbox"/> NO</div>	
<div>SELECT POSITIONS</div> <div>(Check Choices)</div> <div><input type="checkbox"/> Cubmaster <input type="checkbox"/> Asst</div> <div><input type="checkbox"/> Den Leader <input type="checkbox"/> Asst</div> <div><input type="checkbox"/> Webelos Leader <input type="checkbox"/> Asst</div> <div><input type="checkbox"/> Tiger Cub Coach</div> <div><input type="checkbox"/> Scoutmaster <input type="checkbox"/> Asst</div> <div><input type="checkbox"/> Varsity Coach <input type="checkbox"/> Asst</div> <div><input type="checkbox"/> Crew Advisor <input type="checkbox"/> Asst</div> <div><input type="checkbox"/> Post Advisor <input type="checkbox"/> Asst</div> <div><input type="checkbox"/> Ship Advisor <input type="checkbox"/> Asst</div> <div><input type="checkbox"/> Committee Chairman</div> <div><input type="checkbox"/> Member of Committee</div> <div><input type="checkbox"/> Charter Representative</div> <div><input type="checkbox"/> Institution Head</div> <div><input type="checkbox"/> District Chairman</div> <div><input type="checkbox"/> District Committee Mem</div> <div><input type="checkbox"/> District Mem at Large</div> <div><input type="checkbox"/> Merit Badge Counselors</div> <div><input type="checkbox"/> District Commissioner</div> <div><input type="checkbox"/> Asst District Comm</div> <div><input type="checkbox"/> Unit Commissioner</div> <div><input type="checkbox"/> Roundtable Comm</div> <div><input type="checkbox"/> Roundtable Staff</div> <div><input type="checkbox"/> Other _____</div> <div><input type="checkbox"/> Other _____</div> <div><input type="checkbox"/> Other _____</div>	

Work Order for Printing

-WORK ORDER-	
DATE _____	<div>For Office Use</div> <div>Received _____</div> <div>Approved _____</div> <div>Completed _____</div>
REQUESTED FOR _____	
REQUESTED BY _____	
PROJECT DESCRIPTION _____	
PRINTING DEADLINE _____ AM _____ PM _____	
MAILING DEADLINE _____ AM _____ PM _____	
<div>PRINTING</div> <div><input type="checkbox"/> TO BE TYPED <input type="checkbox"/> COLLATE # OF COPIES _____</div> <div><input type="checkbox"/> LETTERHEAD <input type="checkbox"/> STAPLE PAPER COLOR _____</div> <div><input type="checkbox"/> BOOKLET <input type="checkbox"/> FOLD CARD STOCK COLOR _____</div> <div><input type="checkbox"/> BACK TO BACK <input type="checkbox"/> CUT</div> <div><input type="checkbox"/> INSERT COVER <input type="checkbox"/> 3-HOLE PUNCH</div> <div>ACCT # TO BE CHARGED FOR PRINTING</div> <div>1 8601 _____ AMOUNT \$ _____</div>	
<div>MAILING</div> <div><input type="checkbox"/> BULK RATE (200 piece min.) <input type="checkbox"/> WINDOW ENVELOPE</div> <div><input type="checkbox"/> FIRST CLASS RATE (200 piece min.) <input type="checkbox"/> RETURN ENVELOPE</div> <div><input type="checkbox"/> FIRST CLASS QUANTITY MAILED _____</div> <div><input type="checkbox"/> POSTCARD DATE MAILED _____</div> <div>ACCT # TO BE CHARGED FOR MAILING</div> <div>1 8301 _____ AMOUNT \$ _____</div> <div>Special Instructions</div> <div>_____</div> <div>_____</div> <div>_____</div> <div>Copies: White - Office Manager Canary - Originator</div>	

Opening an Activity Folder

To officially conduct an event, an activity folder must be opened in the council office. An activity is considered “open” when an approved budget and promotional flier is submitted to the council accounting department.

The folder is then placed in a file cabinet at the front desk where the activity committee and staff adviser can access it. The folder is not to leave the office. Copies of registration information may be made by the responsible volunteer or staff adviser during office hours.

As the activity progresses, it is recommended that purchase orders, copies of invoices and receipts, and any material pertaining to the event, be placed in the folder for next year’s planning. When the activity is concluded, the folder will be pulled by the staff adviser and reviewed with the activity chairman for the closing report. See Section 8 – Closing Out the Activity.

Distributing Promotional Materials

To adequately promote the event, promotional fliers should be distributed at the council office, roundtable and mailed (if budgeted for) to unit leaders. A copy of the flier must also be given to the front desk of the council service center in your area to be included in an information binder.

5

Conduct Activity Planning Meetings

Periodic staff meetings will help to keep members informed, trained, and on track to completing their tasks. A staff meeting schedule should be included on your backdating schedule and with each staff member's job description. Be sure to include the council meetings in the schedule and most important, have a representative if the chairmen is unable to attend.

Using Scout Service Centers for Meetings

Committees are welcome to use meeting rooms at the William Lyon Homes for Scouting Service Centers for planning meetings. Generally, the service centers are open from 9:00 a.m. to 5:00 p.m. Monday through Friday.

Meeting rooms are used frequently—particularly on evenings and weekends. You must schedule your use of meeting rooms well in advance. You can schedule the Council Service Center meetings rooms with the volunteer service desk.

For any use of the buildings after hours, **you must arrange for a council staff member to unlock the building and unarm the security system** upon arrival and also arrange for the same or different staff person to arm the security system and lock the building when the meeting is finished. Generally, you should ask the staff advisor for your activity to handle this. If that person is not available, he or she can help you find someone else who can assist with the building use.

Review Purchasing Procedures

As the activity chairman, you are responsible for the maintenance and accounting of the activity budget. It is important to review the purchasing procedures with all staff members purchasing supplies for the event. It will also be necessary to review cash receipts with the activity registrar. See Section 7 – Conducting the Event for details.

Review Health and Safety Guidelines

- Is a qualified medic on site at all times? How will people find the medic?
- Is there a completely stocked first aid kit on site? How will people find it? There should be a sign posted.
- Are emergency plans in place and communicated to participants for fire, lightening, high winds and earthquake. Where is the gathering place for emergencies? What is the emergency signal? Who do people notify in case of emergency?
- What is the evacuation plan for your site?
- Parking: how will you park cars in order to keep vehicle traffic out of the program and camping sites?
- What are procedures for a lost Scout? Have these been communicated to all participants.
- Are there proper hand washing facilities available for participants? Are you regularly reminding participants to wash/sanitize hands following using the restroom and before all meals?

- Has the site been inspected to identify and remove or mark dangerous obstacles? Old lumber with nails, tripping hazards, dead & decaying animals, splinter hazards, electrical hazards, falling hazards?
- Are sites for activities carefully selected to avoid kids running into trees, buildings, holes, etc.
- Examine overhead power lines to be sure that there is no danger of Scouts coming into contact with lines with poles, fishing poles, etc.
- Is proper protective gear used for activities? Helmets for biking, sledding, rock climbing, etc. gloves when dealing with wood or lumber.
- Are power tools such as drills, chainsaws, etc. used only by adults and stored securely when not in use?
- Are all activities conducted in accordance with the Guide to Safe Scouting, Safe Swim Defense, Safety Afloat, and Climb on Safely? Activity leaders should be given copies of all appropriate safety rules in preparation for the event.

Equipment Checklist

- First Aid Kit
- Flags and flag stands
- Signs to direct people to the location
- Registration information, change, money box, receipt book, pencils/pens,
- Printed schedules and maps or printed programs, large poster of schedule to post
- PA or bullhorn
- Markers, tape, thumb tacks, twine, scissors, poster board, etc.
- Nametags
- Flagging tape to mark hazards
- Signs to program areas

6

Making Purchases

The following procedures have been established to assist council and district activity chairmen and their committees to properly account for all transactions regarding an event.

Purchasing Procedures

No volunteer is expected to accrue any out-of-pocket expense for any approved council or district activity, event or training course.

Before any purchases can be made, a Purchase Order (Exhibit 6-1) must be obtained from the Scout office by requesting it from your Staff Advisor. A Purchase Order identifies what the purchase will be for, the account number to be charged, and to whom the expense will be reimbursed. All expenses for the activity must be pre-approved by the council. The professional staff advisor verifies if the amount of the request falls within the activity budget expense line, and that such purchases are in direct benefit of the event and to participants. For instance, purchasing large material items, like Dutch ovens, canopies, gas stoves, etc. are not always a direct benefit to the Scouts. In addition, these are council property items and must be included in the council inventory.

Purchases may be made in the following ways: purchasing from a vendor with whom the council maintains an account, purchases made by a volunteer or council staff member, purchases made with a council check, and cash advances to volunteers or council staff members. All purchases must be a part of the activity budget and pre-approved. **Receipts submitted for purchases that were not in the budget or pre-approved will not be reimbursed.**

Accounting Policies

Like any business, the Council has a set of board-approved accounting policies that staff and volunteers are expected to follow:

1. There must be a council-approved budget on file prior to any expenses for an activity.
2. **The Council reserves the right to refuse any unauthorized expenditure or those expenditures turned in after the 30th day of completion of activities, events or training courses.**
3. Purchase order, cash advancements and reimbursements will not be issued for items not in the approved budget.
4. The activities, events, or training courses chair/director and professional staff advisor must approve all requests for purchase orders, cash advances, or reimbursement.
5. All reimbursements must have an **original** receipt or invoice attached to the request to be paid.
6. The Council reserves the right to take up to 30 days to make payment on all outstanding accounts to vendors or individuals from the date the invoices or receipts are turned in to the accounting department.

7. The Council issues checks only one day a week. Approved requests submitted Tuesday at 3pm generally will be ready on Friday.
8. All activities, events or training courses receipts must be submitted within 14 days of the completion of the activity, event or training course to be considered for reimbursement.
9. Any request for cash advance must be made two weeks or more before the date need.
10. Checking accounts are NOT allowed for activities or for districts.

Reimbursement for Authorized Purchases

A Purchase Order can be issued in the name of the person allowing them to spend up to the maximum amount of the Purchase Order. Purchase orders can only be issued if there is a council-approved budget for the activity. The purchase order cannot exceed the amount approved in the budget. To make a purchase, the person spends his or her own money. Original receipts are returned, with a copy of the Purchase Order, to the accounting department for reimbursement. No purchases can be made without an approved Purchase Order. **No reimbursement for funds expended without an approved Purchase Order and original receipt/invoice will be made.** This method requires persons to advance their own money for later reimbursement.

Reimbursements for purchases made require that original receipts be submitted with a copy of the purchase order. Turn in all paperwork no later than seven days following the event. The council generally processes checks weekly. Receipts received four days before a check run, may be authorized for reimbursement. Do not complete a new Purchase Order or check request form to request reimbursement. Mark the PO "okay to pay" and attach original receipts will establish compensation. Purchases made without an approved purchase order will not be reimbursed.

Purchase Orders

A "purchase order" is an internal tracking device that gives a person permission to spend an approved amount of money for a specific activity. The "P.O. number" is used for accounting purposes to ensure that expenses are charged to the correct accounts. When charging a purchase at a vendor that the council has an account with, provide the "P.O." to the vendor and ask them to note the P.O. number on the invoice. When the council receives the invoice, by referencing the P.O. number, the council will know that the expense was authorized and will know what account to charge the expense to.

Vendors track P.O. numbers only as a courtesy to us and not all vendors do so. Only authorized persons may make charges to accounts that the council maintains at vendors.

Upon approval of the Purchase Requisition, three copies of an official Purchase Order (Exhibit 6-2), will be issued to the person purchasing the supplies. One copy is for the vendor or person making the purchases. The second is a copy used to keep track of expenditures against the budget. It is recommended that this second copy be kept in the Activity Folder. To be reimbursed, it will be necessary to attach receipts to the original Purchase Order and submit them to the council bookkeeping department.

Purchasing from an Approved Vendor

This is the preferred method of purchasing. A Purchase Order will be issued in the name of an established vendor who will later invoice the council for payment. Council vendors are required to have a properly approved Purchase Order number for all charges to the council or those charges will not be reimbursed. A list of vendors is available from the staff adviser or from the council accounting department. To make the purchase, a copy of the purchase order is presented to the vendor. The vendor will provide a receipt that must be returned to the council office, attached to a second copy of the purchase order.

In some cases where supplies are ordered from a catalog, a copy of the packing slip must be returned along with the second copy of the purchase order. This informs the accounting department that these items were received and that payment can be made. All purchases that are ordered must be delivered to a council service center for inventory by designated staff.

Establishing a New Vendor

It is the desire of the council to establish credit with a select group of vendors that provide common services for all activities. This will allow easier ordering, reduced pricing, and a relationship we can count on. Please check with your staff adviser for established vendors in your area. If you find a vendor in your area that you would like to work with, please discuss it with your staff advisor. Your staff advisor will contact the council accounting department. If no other suitable vendor is available, they may contact that vendor to establish a relationship.

At no time may a volunteer negotiate a contract without the council approval. At no time may a vendor be asked to bill the council for a purchase unless a council-approved purchase order is provided. Only persons authorized by the council executive board may sign contracts (usually Scout executive, director of field services, council treasurer or council president). This includes catering, patch orders, t-shirts, and rental fees.

Invoices and Statements

Purchases made at established vendors will generally be paid by the council within one week of the receipt of an invoice from the vendor. A statement given to the person at the time of purchase is not a bill. However, some vendors like engravers and caterers provide receipts in the form of an invoice and expect that they be returned to the council office. No payment to the vendor will be made until these original "receipts" are turned into the council accounting department. Therefore, with all purchases, please return receipts to the accounting department as soon as the purchases are made.

This will speed up reimbursements and payments to vendors.

Receiving Shipments

All orders from catalogs, patches, t-shirts, etc. must be shipped to the Council Service Center. Be sure to add your district or activity name in the "In Care of Section" of the shipping address. **No shipments can be sent to volunteer homes.**

Purchase Order Form**ORANGE COUNTY COUNCIL, INC. - BOY SCOUTS OF AMERICA**

1211 EAST DYER ROAD - SANTA ANA, CALIFORNIA 92705-5605

PHONE (714) 546-4990

No.

THIS PURCHASE ORDER NO.

MUST APPEAR ON YOUR INVOICE

PURCHASE ORDER

VENDOR OR PERSON TO BE PAID: _____

FOR RESALE: YES ☐ NO ☐

ADDRESS: _____

CITY/ST/ZIP: _____

DELIVER TO THE ATTENTION OF : _____

SPECIAL INSTRUCTIONS	ACTIVITY NAME
	ACTIVITY DATE

Qty	Description	Unit Cost	Total	Account Number			Budget	Actual	Variance

Documentation required, i.e quote, contract, etc.

Tax . . .

Shipping

Total . . .

For office Use

Requester's Signature _____

Date _____

Staff Advisor Approval _____

Date _____

NOT VALID UNLESS
SIGNED AND STAMPED
APPROVED

Cabinet Approval _____

Date _____

Cabinet Approval _____

Date _____

CHECK REQUEST**Purchases Made with a Council Check**

Checks can be issued to vendors who will not extend credit to the council or for items such as site rental or catering deposits. Back up documentation (signed contract, vendor cost estimate, etc.) must be submitted with the check request (Exhibit 6-2). This method is not preferred because often the event registration fees will not have been collected, attendance is difficult to predict, and the council may not have the funds available to advance at that time.

Cash Advance to a Person

A check can be issued to an approved volunteer for "petty cash". The maximum allowable for petty cash is \$250. Petty cash expenses are purchases made during the event to supplement materials for higher than expected attendance, unforeseen needs, or emergencies. **Request for cash advances must be made two weeks or more before the date needed.** To use this method, the person receiving the advance must account for the funds **no later than seven days following the event.** Failure to comply will result in ineligibility for future check requests, Purchase Orders or reimbursements. An IRS 1099 statement will be sent to all individuals not closing out petty cash advances by December 31st of that year.

Check Request Form**ORANGE COUNTY COUNCIL****BOY SCOUTS OF AMERICA****CHECK REQUEST**

Vendor #: _____ Invoice Date (or Request Date): _____
 Invoice #: _____ Due Date: _____
 Payable to: _____
 Attention: _____
 Address: _____
 City: _____ State: _____ Zip: _____

Note: Please staple receipts behind check request. Requests without account numbers will be returned to requester. One check request per invoice. Cash advances cannot be mailed and need to be picked up in the accounting department.

ITEM & COST DESCRIPTION	CHARGE TO ACCOUNT NO. Example: 1-8106-010-99	AMOUNT \$\$\$
	Total	\$ -

Department _____ Supervisor Approval: _____

Approved for payment by: (1) _____ (2) _____

Donations

Donations of supplies, food, and cash can be a great benefit to an activity. Many times, they are budget-relieving items, and are greatly appreciated. However, it is important to receipt all donations received, and a copy should be included in the activity folder. There are guidelines to be followed when donations are received. First, money saved in the budget or on a purchase order that was previously approved does not allow a person to purchase different items or go over the spending limit. In addition, if it is a cash donation, it must be properly receipted, see Section 8, and deposited at the council service center. To use this donation, follow the same purchasing procedures as outlined above. Do not spend the cash just because you have it. If the donor contacts the council with a tax-related question, the council will have no record of the gift and the donor will lose out on proper recognition and a tax deduction.

It is extremely important that all donors receive a thank you letter immediately following the event. The letter should be signed by both the chairman and the staff advisor. Complete the Donation Receipt Form (see Exhibit 6-3) and return to the development department.

Exhibit 6-3

Donation Form

Orange County Council

Boy Scouts of America

DONATIONS RECEIPT

Activity: _____

____ Council Service Center

____ Irvine Ranch Outdoor Education Center

____ Oso Lake Scout Camp

____ Newport Sea Base

____ Schoepe Scout Reservation at Lost Valley

Donor (s): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Day Phone: _____ Evening Phone: _____

Items: _____

Donor Signature: _____ Date: _____

Accepted by: _____ Date: _____

7

Conducting the Event

If all goes well, you will have a full event and all purchases made. However, experience shows that last minute walk-ins, late registrants, and additional staff may require money collected at the event and/or the purchase of additional supplies.

Receipting Cash

A Field Receipt book can be issued by the council service center for all events. Fees collected at the activity must be properly receipted. The receipt must include date, who from, amount, if the payment was cash or check, name of activity, and a signature of the person collecting the money. Give the white copy to the customer.

Cash collected on site may not be used for purchases or reimbursements. The activity Chairman may use a "petty cash" fund or a Purchase Order for last minute purchases. In addition, a \$50 "change fund" and cash box may be requested from the accounting department to be used to make change at the event. It is important to track your cash box with field receipts.

Return the "change fund," cash box, Field Receipt book, and fees collected within 14 days of the event to the accounting department. The yellow copies of the receipt book should match the cash and checks being turned in.

Trading Post

Conducting a trading post at an activity can be a blessing or a burden. The activity chairman and staff adviser will need to weigh the pros and cons of having a trading post at an event. Many times, the amount of work and time involved necessary to staff, stock, and operate a trading post out weighs the profits received (if any). However, this may be just what the activity needs to provide that special program or recognition item.

To conduct a trading post, supplies will be required. Using the purchasing procedures, items may be purchased for resale. To maximize profits, return all items possible and then submit the receipts for reimbursement. All net proceeds are receipted by the council and credited to the event budget.

If ordering specialty items for a trading post, keep the items generic. Do not have the items embroidered or printed with a year, date, district name or event name (except for large council events). Doing so makes all leftovers worthless after the event and the council will have to charge off the cost of the items to the event, often times canceling any profits made in the trading post.

Specialty items should be marked with "Orange County Council" so extras can be transferred to and sold at other events. You will have a more successful trading post if you order conservatively and sell out of items than if you order excessively and have lots of leftovers that negate any profits. All purchases for trading post items MUST be pre-approved by council staff.

Leadership Briefing

Activities should include a leadership briefing to inform leaders (and Scouts if appropriate) of subjects including the following: (It may be helpful to put this information in writing and hand it out to leaders/participants.)

- Where restrooms/showers are located for adults, youth, and males and females.
- Who first-aid responder(s) are and where they can be found. Where the first aid station(s) and first aid kit(s) are located.
- Who to go to for help or an emergency.
- Use of the buddy system for all Scouts.
- Procedure in case of a lost Scout. Remind Scouts what to do if they become lost.
- If inclement weather is a possibility, where to go in case of high winds, tornado, or lightning.
- What emergency signals will be used in case of severe weather, fire, or other emergency.
- Remind participants that there should be no flames inside tents.
- Instructions on fire conditions for campfires. Whether fires may be built anywhere or only in established campfire rings, etc. A shovel and water buckets must be located adjacent to all fire rings.
- As necessitated by conditions, remind Scouts and leaders to: drink lots of water, wear hats for sun protection, put on sun block to protect from sunburn, wear work gloves if needed, etc.
- Where to find drinking water.
- Remind all participants to wash/sanitize hands after using the bathroom and before meals.
- What to do with trash, recyclables, wash water, grey water, etc.
- No cutting down of standing trees.
- Where to park cars.
- If the weather is cold, let participants know where they can go to warm-up.
- Instructions for how to respond to encounters with wild animals that may be found at your site (bears, cougars, moose, rattlesnakes, etc.)
- Curfew time/quiet hours.
- Smoking area: if necessary, there should be a designated smoking area out of sight of Scouts.

8

Closing Out and Debriefing the Activity

This could be the most important step in planning and conducting the activity. Properly closing out an activity ensures that all transactions are final, bills are paid, reimbursements made, and recommendations given for improving next year's event.

It is imperative that all transactions are completed within 7 days of the event, and a evaluation completed within 14 days.

Final Transactions

Immediately following the event:

- ❖ Turn in all cash payments received.
- ❖ Turn in all vendor invoices and packing slips.
- ❖ Turn in receipts for purchases made. Mark the receipts with the appropriate Purchase Order number; a check request is not necessary for reimbursement.
- ❖ Turn in any paperwork to be included in the Activity Folder as reference for next year.

Hosting an Evaluation/Debrief Meeting

One of the last responsibilities of the activity chairman is to conduct a summary/debrief meeting of the event. Using the Event Evaluation and Closing Report Form as a guideline (exhibit 8-1), the activity chairman will be able to properly evaluate the success of the event and seek recommendations for improvements for next year. Have the staff provide both positive and negative feedback. The chairman for next year would like to continue what is right and fix what is wrong. Record your actual results on the Quality Program Checklist (exhibit 8-3).

Complete a Final Activity Report

The final act of the activity chairman will be to work with the staff adviser to complete the Event Evaluation and Closing Report form, and to close the activity Folder. This should be done within 14 days of the activity.

Closing Report Form

Complete the form with as much detail as possible. It is recommended that additional pages be added if necessary. Be sure to include final numbers, recommendation for facility, program, and staff, and a suggestion for the new chairman if the current chairman does not wish to continue. This report will be added to the Activity Folder.

Closing the Activity Folder

The staff adviser will provide the folder. Complete the actual budget column (Exhibit 3-3), by tallying purchase orders, receipts, invoices etc., and then forecast next year's budget based on the same attendance as this year. Close the folder by submitting the Evaluation report, budget and recommendations for next year. The Staff Adviser will turn the folder to the accounting department for storage. Once next year begins, the folder can be retrieved and used to assist in next year's planning.

Over / Under Expenses

After reviewing the actual budget and forecasting next year's budget, did your budget reflect a gain in revenue or a loss?

Expenses Greater Than Income

Sometimes this happens. Perhaps attendance was low, expenses were high or the weather had an impact. Proper planning done in advance usually eliminates this problem. The purchasing procedures help control over-spending and early promotion helps reduce attendance problems. In rare instances, there may still be enough time to cancel an event.

Income is Far Greater than Expenses

A careful review of the event should pinpoint the reason that income was higher than expected. Usually having higher attendance than planned results in a higher surplus than expected. The activity chairman can make a recommendation to purchase supplies needed for future events, training materials, and syllabuses. Following the same purchasing procedures, the activity chairman can request funds to purchase these supplies. A decision to accept the recommendation will be made after the event is closed out and all expenses, council cash flow, and the success of other district events are considered. For instance, a district may show a loss in the district dinner, but the day camp has made up for it.

Event Evaluation Report

Orange County Council

Boy Scouts of America

EVENT EVALUATION REPORT

Event _____ Date _____

District or Council _____

Location _____ Time _____

Short Description of Event _____

Chairperson _____ Phone _____

Staff Advisor _____

Financial Recap

Budgeted Attendance: Yth: _____ Adults: _____ Staff _____ Actual Attendance: Yth _____ Adult _____ Staff _____

Youth Fee \$ _____ Adult Fee \$ _____ Staff Fee \$ _____ Late Fee \$ _____

<u>Expense Item</u>	<u>Cost</u>	<u>Expense Item</u>	<u>Cost</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Insurance Fee to be charged: (\$0.50 per person per day) _____ (people) x \$0.50 x _____ (days) = \$ _____

Contingency Fee to be charged: (15% of total expenses): \$ _____ (expenses) x 0.15 = \$ _____

Gross Income \$ _____ Expense \$ _____ Net Income \$ _____

Committee MembersResponsible for

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Circle the names of committee members that should definitely be asked to help again next year. Suggestions for *new* committee members next year:

_____	_____
_____	_____
_____	_____

If this event were to occur at the same time next year, list the key tasks activities, the start date, and time required (days or weeks) to execute the event effectively.

<u>Tasks</u>	<u>Start Date</u>	<u>Time Required</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

How was the Event Advertised? (List Media and/or Publications)

Recognition Needed for These Volunteers:

Location and Facility (Pros & Cons):

--

Reminders, Things Easily Forgotten, Or Things NOT to Do:

This Event Could be Improved by:

Please include maps, layouts, checklists or any other tools that would assist next year's chairperson.

Submitted by (please print)	Phone

Submitted to Supervisor (please print)	Date

Submitted to VP of Program (please print)	Date

Addendum Items to include with Event Evaluation Report:

- 1. Attach Budget Planning Form with actual results completed.
- 2. Attach Quality Program Checklist with actual result column completed.
- 3. Attach Event Staff List with recommendations for future staff.

Orange County Council

Boy Scouts of America

NON-SCOUTING GROUP PARTICIPANT ROSTER

(To be filled out by all non-Scouting participants in Boy Scout of America activities)

Name of Group: _____

President/Owner/Manager of Group: _____

Telephone: (_____) _____

Name of BSA Activity: _____ Date of Event: _____

Activity or service that your group is providing: _____

Name of person coordinating the on-site activity: _____

Coordinator's phone: (_____) _____

Roster of all group participants that will be on site: (please print clearly)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Thank you for assisting the Orange County Council, Boy Scouts of America to deliver
quality Scout programs to youth!

Quality Program Checklist

	Quality Indicator	Assigned to	Actual result
1.	<u>Goals:</u> Are there clear, written goals for the event? Is the committee clear on why the event is being done and what is to be accomplished? How does the event support the mission and strategic plan of the council?		
2.	<u>BSA Program:</u> What part of the BSA program does the event support? Does the event take away from unit programs? Is it timed correctly so that it fits in with the prescribed BSA program and with the council calendar?		
3.	<u>Communication:</u> Details of the event are posted on the online council calendar at least 3 months in advance. Flyer is mailed, emailed and distributed <i>at least</i> 8 full weeks prior to the event. The flyer included date, time, location, program, prices and who to call with questions (a volunteer). It is professional, attractive and easy to read.		
4.	<u>Pre-Registration:</u> It is simple to register. Information is on the website three months in advance including registration ability. A sample of the flyer is given to each of the service center staff members so that they know about the activity.		
5.	<u>Directions:</u> A clear map with written instructions including freeway exit numbers is provided. Signs are posted to be sure people can easily find the site. Parking information is provided and is clear.		
6.	<u>Parking:</u> Are people instructed where to park? Is there enough parking? If dark when people arrive (such as at a camp in the evening) is there someone with a light to welcome and direct people?		
7.	<u>On-Site Registration:</u> Registration is smooth, simple, quick and run professionally. Participants are never more than 3-deep in line. People HATE waiting in lines! It's a terrible first impression.		
8.	<u>Welcome:</u> There was a welcome sign, a designated place for people to go when they arrived and coffee or other beverages for leaders.		
9.	<u>Greeting:</u> Participants are enthusiastically greeted by volunteers and/or Scouts and directed to registration.		
10.	<u>Schedule:</u> A clear, simple schedule of activities (or program or meeting agenda) is posted and handed out so that people know when and where all activities are happening without having to hunt for the information.		
11.	<u>Scout Skills:</u> If a youth event, Scouts should learn, practice and test Scout skills appropriate to their level. There should be challenging activities for all age levels that will be present.		
12.	<u>Competition:</u> Scouts should be encouraged and recognized for learning and practicing skills to the best of their ability. Scouts should be challenged to "do their best." Lazy or poor work should not be accepted. Competition can be used to challenge Scouts to work hard, do their best and have fun. Competition should be used as a technique, not as an end result.		

	Quality Indicator	Assigned to	Actual result
13.	<u>Scout Recognition</u> : Are all units recognized with a ribbon (or other method) for their participation? Are all winning units recognized with trophies, traveling trophies or some other method? All members of the winning unit should receive some sort of recognition. Minimally, 1 st , 2 nd , and 3 rd place unit leaders and Scouts should receive recognition.		
14.	<u>Speakers</u> : The keynote speaker speaks for no more than 15 minutes. The speaker is interesting and clued into the event and to the Boy Scouts – their speech is in context and has relevant tie-in to the Scouts (provided in advance by the staff). The event was not deluged with too many speakers. Other speakers are brief and to the point and do not take away from the keynote.		
15.	<u>Scouting</u> : Participants learn something new about Scouting. They see Scouting through Scouts present, video and photos but are not overwhelmed with a myriad of information, endless facts, speakers and/or handouts. They take away 1 or 2 key points. Displays or posters are on display so that they see Scouting. They see clearly that Scouting is diverse in terms of ethnicity, girls in the program and the Scoutreach program.		
16.	<u>Impact</u> : Participants gain the feeling like Scouting is relevant today and truly making an impact on youth in our county. Scouting is delivering excellent results.		
17.	<u>Activity</u> : During the reception/registration/or any other downtime, there is something to do (i.e. contests, displays, etc.). If spouses are invited, there is something fun/interesting for them to do or be involved in (remember, spouses don't know the other people there and probably have minimal knowledge of or interest in Scouting.)		
18.	<u>Business</u> : Is there any value to sponsors? Are sponsors recognized or mentioned in printed materials or verbally in the program? Is there a good opportunity to meet other leaders? Do the committee and staff go out of their way to introduce participants to each other so that people meet each other and network?		
19.	<u>Fun</u> : Is the event fun? Did people have smiles on their faces when they left? Or were things too serious or just plain boring?		
20.	<u>Food & Beverages</u> : Food is good, served on time, served quickly and is hot. Enough serving lines are offered so that no one stands in line more than 5 minutes.		
21.	<u>Entertainment</u> : If music or entertainment is provided, it is timed so that it can be heard (does talking during the reception drown the music out?) Is there an adequate sound system? If done as a stand alone, it was not too long.		
22.	<u>Lighting, Sound & Stage</u> : Will a sound system be needed so speakers can be heard? The podium (speaker) is well lighted. Speakers and music can be clearly heard. Stage is positioned so that all can clearly see all speakers and screens. Flags should not block the view of the podium.		

	Quality Indicator	Assigned to	Actual result
23.	<u>Invocation</u> : If a meal is included, an invocation should be offered. Scouting is inter-faith and invocations should be one that persons of all faiths can join in. If a song or established invocation (such as the <i>Philmont Grace</i>) is used, it should be printed in the program or taught to the audience. If the <i>Philmont Grace</i> is used, explain what Philmont is and what the word “raiment” means.		
24.	<u>Flag Ceremonies</u> : If appropriate, a flag ceremony should be conducted. In most cases, ceremonies should be brief. Be sure of a clear path for flag bearers to travel and watch for low ceilings, doors or lights. The American flag should always be posted to the right of the speaker, podium or stage. Practice, practice, practice!		
25.	<u>Health & Safety</u> : There are adequate health personnel and supplies on hand. Obvious risks are considered and planned for.		
26.	<u>Event Length</u> : The event starts and ends on time. Careful consideration is given to the date, time and length of the event. People don’t want to show up and have “dead” time that could have spent with their family. Does the event end on time and at a reasonable hour (particularly if a weeknight)? Remember that people particularly value their evenings and weekends with family. People may have to drive 2 or more hours to get home.		
27.	<u>Event Staff</u> : Staff is helpful, courteous and prompt. They add to, not detract from, the event. They wear nametags to identify themselves. There is adequate staff on hand.		
28.	<u>Photos</u> : A volunteer takes photos and video of the entire event for <i>ScoutWeek</i> articles and future promotion.		
29.	All donated services recognized: Those who donate services like audio-visual, printing, time, emcee, equipment, talent, speaking, etc. are recognized in the program and/or with signs.		
30.	<u>Evaluation</u> : If appropriate, prepare in advance an evaluation form to distribute and collect from participants. Include completed evaluations in the event folder for review in preparation of future events.		
31.	<u>Recognition</u> : Appropriate recognition is made of all activity staff members and donors to the activity. Recognition need not be expensive—usually the most cherished recognition are the personal, home-made recognition items that have special meaning to the recipients.		

NOTIFICATION OF EVENT

To: All Emergency Services
 From: Boy Scouts of America, Orange County Council
 Subject: An upcoming event in your area with youth and adults

The Boy Scouts of America will be holding an event in your area that we would like you to be aware of. We are making you aware of this event so that in case of an emergency (such as severe weather, forest fire, flood, etc.), you will know the details in case you need to contact those at the event or you need to respond to an emergency at the event.

Name of Event:	
Location (Name & Address):	
Event Begins (day, date, time):	
Event Ends (day, date, time):	
Key On-Site Contact Person & Cell Phone Number:	
Secondary On-Site Contact & Cell Phone Number:	
On-Site Land Line Number (if any):	
Estimated number of participants:	Youth: _____ Adults: _____
Types of Activities taking place:	
Are people sleeping overnight? (Tents or cabins?)	
Contact Person & Phone # for questions in advance:	

CONCLUSION

On behalf of the Orange County Council, thank you for chairing your activity. Your participation as chairman for a youth or adult program is significant to the success of the Scouting aims and methods. Together with volunteers and council staff, we are making a difference in the lives of youth and families.

By following the procedures outlined in this manual, every youth, adult, donor, and staff can rest assured that their money was well spent, managed and used properly for the benefit of all those involved in the activity.

Thank you again for your support, leadership and enthusiasm for the Scouting program.



BOY SCOUTS OF AMERICA
ORANGE COUNTY COUNCIL

1211 East Dyer Road
Santa Ana, CA 92705
714-546-4990
www.ocbsa.org