

Chester County Council
Boy Scouts of America
EVENT PLANNING GUIDE



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Introduction

It is the vision of the Chester County Council to provide every member a safe, meaningful, fun event. Conducting an event in the Boy Scouts of America represents a partnership between a committee of volunteers and council staff utilizing the policies and procedures of the Boy Scouts of America. All events, district or council, are held at the discretion and approval of the Chester County Council Executive Board. Events may not be approved or may be cancelled if they do not comply with BSA standards. The Chester County Event Planning Guide outlines the steps and procedures to follow in planning, conducting, and closing out a successful district or council event. This manual is designed to assist district and council event chairs, district and council committee chairs, staff advisors and respective council officers in planning and conducting an outstanding event.

We hope you find this booklet helpful in your endeavor to bring quality, safe, fun, and educational Scouting experiences to the youth and adult membership of Chester County Council. While protocol and procedures for health and safety regulations, the filling out of forms and reports, and adhering to specified financial reporting rules may seem tedious at times, they are necessary for the sake of uniformed organization and approach to the best application of the Scouting program and should serve to benefit organizers and the recipients alike. By following the procedures outlined in this manual, every youth, adult, donor, and staff member can expect that all involved will benefit.

A significant part of the Council's fiscal health relies on the financial success of all events which comprise the council budget. Therefore, each event must be self-supporting. The procedures included in this manual help to assure participants in events that their funds are being used properly and for the purposes 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. But this booklet is more than about prudent financing of events. It's about the excellent program offered by Chester County Council to its thousands of Scouts and adult volunteers.

This guide is not intended to be a guide on how to budget or a guide to promoting an event. If you need additional information on budgeting, promotion or committee operations please refer to the references cited in the appendix.

On behalf of the Chester County Council, thank you for chairing your event. Your participation as chairperson 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 in Chester County.

Establishing an Event

Selecting an Event

It is important to keep in mind that events have specific and well-defined objectives. Events are planned to assist unit leaders in providing an ideal year in Scouting for youth and families. A training course should provide enough information to assist adult leaders in fulfilling their position responsibilities, where a camporee provides participants a method for experiencing scout fellowship, competition, skill

development, and fun. Before an event is selected, it must first be asked: Does this event take the place of regular unit programs or does it supplement programs where units may not be able to conduct this event on their own? It is not the responsibility of a district or council to provide events just to have them.

During the annual planning process which usually takes place in March, district and council events are submitted to the council program committee for review and inclusion on the calendar. The Executive Board has final authority to approve the calendar. Approved programs are posted on the annual council calendar. Programs not included in the annual planning process must be submitted to the professional staff advisor and approved by the vice president of program at least 7 months before the event.

Selecting the Date

Dates for events are set in the council calendar 3 years in advance and are reviewed in March of the year **prior** to the event. Events are approved and published in the annual calendar. Dates for events should not change except due to extenuating circumstances. Just because the chairperson might be unavailable or location is unavailable, does not constitute a valid reason for changing a date. Units attending events sponsored by the council are scheduling, in many cases, years in advance what program they will attend. If a chairperson or location becomes unavailable, choose a new chairperson and/or a new location. Event chairs must check to be certain an alternate date and location does not conflict with other already established council events. Preference should always be given to the event with an already established date. The professional staff advisor along with the district key 3 and/or the council key 3 will be responsible for resolving any conflicts that may arise.

Recruiting a Chairperson

District event-chairpersons are approved by the District Key 3 comprised of the district chairperson, district commissioner and district executive. The district event chairpersons should be selected by the respective district subcommittee chairs (ex. marketing, membership, program advancement, etc..) and in place 8 to 12 months prior to the event. Council event chairpersons are selected by the various council level committee chairs and are approved by the respective council vice president, council president, and Scout executive. Although event chairpersons normally serve a one-year term and must be approved for each successive year, it is often in the interest of continuity that a chairperson might serve more than one year, as long as longer tenure is approved as has been stated, by the respective council vice president, council president, and Scout executive.

Selecting a Location

When considering a location, it might be beneficial to select different venues so all participants can enjoy variety of places, as well as programs. Using the same venue again and again can make a program seem stale. Choosing a proper location is essential to the success of the event. Does the location provide enough parking, enough campsites and program area, does it have sanitation facilities? Is there a cost? All programs should find locations that are free or less expensive. Paying for a site can add substantial costs to the Scout and his family. It is not the intention of the council to pay for sites just because they are "perfect." Look for sites where Scouting can make an impact. For instance, can a service project be accomplished? In all cases, agreements should be negotiated between the event chairperson, staff advisor, and the property owner and signed by the staff advisor. All outdoor venues, even for one day

events, must comply with the National Camp Accreditation Requirements. If you are considering holding your event at the Horseshoe Scout Reservation, be sure to contact the Reservation's Manager a year in advance of your event to reserve your space and understand the costs associated with using the facilities at the Reservation. There is a separate reservation form required for utilizing camp facilities; that form is found in the appendix.

Initial Event Planning

The event chairperson, respective district or council committee chair and staff advisor should conduct an initial planning meeting a minimum of 6 months prior to the event. A final budget is developed as well as a registration flier. Ordering, purchasing, and check request procedures should be reviewed and timetables established. If done properly, this meeting will produce the greatest amount of success and reduce the amount of effort needed for your event. Questions or concerns about purchasing procedures can be directed to the staff advisor by calling the Council Service Center at (610) 696-2900.

Before an event chairperson can effectively begin his or her task, they must first understand what is expected of them. Each event will require a detailed position description. The district chair or council vice president for program, district or council committee chair or the professional staff advisor will supply each event chairperson with a position description who will then be sure to create a position description for each staff position.

An example of a position description format is found at the end of this document.

The staff advisor will provide the event folder for last year's event. Included in the folder will be a close out report/event evaluation, a final budget with a forecasted budget for this year, the backdating schedule, copies of the registration flyer, attendance statistics, and purchase orders with vendor and supply details.

A backdating calendar will assist the event chairperson, event committee and the staff advisor 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 event. A copy of the schedule will be kept in the event folder.

A sample backdating folder is found at the end of this document.

Set up Committee Meeting Schedule

It is important to identify dates and locations for staff meetings as early as possible. This will help your staff schedule their time for your event. Be sure to include checkpoint meetings with the chairperson and the staff advisor. Event committee meetings must be identified on the back dating schedule.

Review Staffing Needs

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

Review Health and Safety Needs

The National Camp Accreditation Program defines most events sponsored by CCC as an event covered by those standards and as such an event it must comply with the applicable Health and Safety Standards. For additional information on those requirements please refer to the current edition of the NCAP standards which are available from your staff advisor. At a minimum, you should consider the need for first responder attendance at your event. For overnight events it may be necessary to have ambulance service on site at the event. You must also consider plans for an identified medical location at your event.

Budget Preparation

Using the forecasted budget found in last year's event folder, and the event budget from the current year council budget, the chairperson and staff advisor prepare a final budget.

Review Fees

To determine the fee for participants, you must first look to see if there was a surplus from previous event(s). Did donations offset fees, and would you receive those donations again? Conversely, were expenses too low? A contingency must be planned to cover the other indirect costs or short fall of other events.

Estimate attendance based on prior years. Do not plan for 100% attendance of the eligible participants. For example, the district has 1000 Boy Scouts, and the past five years attendance at the camporee has been 100 – 125 Scouts, it is recommended that you conservatively plan for the same attendance; however registrations must be tracked and used as a tool to refine attendance forecasts.

It is important to determine expenses before setting a fee. If the expenses are too high, reevaluate anticipated 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. The chairperson and his committee should assess the expenses expected and plan fees accordingly. For instance, can the budget carry the entire staff fees without losing money? If not, a smaller fee might be levied on staff, but not having to charge staff in order to make budget is the desired goal. The "break even" point on the budget should be set at 80% of the anticipated people actually attending the event.

Determine Expenses

Based on an estimated attendance, it is now possible to determine expenses. Next set the income fee to cover these expenses. The last two expense items are a percentage of the income fees. Every event must include 10% of anticipated revenue in direct overhead cost. This covers the cost for council supplied items such as liability and accident insurance, incidental copying, telephone calls, office supplies and office staff time. To complete the budget it is important to include a 10% contingency fund as the "net" or profit. This will cover unforeseen expenses or lower than expected attendance. After including these two expenses, budget for the event to break even. (20% total for overhead & contingency). Again, registrations must be tracked and used as a tool to refine attendance, income and expense forecasts.

Using Accounting Codes

Income and expense account numbers are four digit codes established by the National Council. These account numbers are helpful in keeping track of specific transaction items used to operate the event and allow for tracking of income and expenses in the accounting system used by CCC. Each event is also assigned a three-digit cost center or event ID number that identifies the event to the council bookkeeping department. This cost center ID number must be included on all purchase order and check requests. Accounting codes are used in the budget, on purchase request forms, purchase orders, and when identifying receipts for reimbursement. For some events, there are additional account numbers available. For instance, camps have numbers for National Camp School. The staff advisor can provide additional numbers if necessary.

Account Number Description

Fee income for an event is credited to specific accounting codes. This number is followed by the Event ID code and must be included on all registration forms. For example, a training event may have a number like 1-6801-451-20. The full account number is Fund-Account-Event ID-Class of Expense. For example, a training event may have a number like 1-6801-451-20. Most events Fund will always be 1 and Class will always be 20. So, 1 (Fund)- 6801 (Account Number)- Event ID (451)- Class of Expense (20).

In some rare cases, an event will have a trading post. Income is credited to code 6811, and an expense pertaining to the cost of the stock sold is credited to code 6812.

Income Codes

6801 –Event
6811 - Sales

Recommended Income Descriptions

Registrations etc.
Trading post sales

Expense Codes

8101 – 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
9152 – Adult/Staff Recognition
9253 – Youth Recognition

Recommended Expenses Descriptions

First aid supplies and logbooks.
Materials used to provide the program for participants, includes competitive events, crafts, syllabi, etc.
Cracker barrels, snacks, meals, paper goods, utensils, and cookware. Food supplies used for competitive events are a program expense.
Pencils, paper, etc. and registration materials
Use to track a company expense, i.e. district dinners, staff meals at Camporee.
Mailings and shipping costs for supplies.
Fees for use of location.
Portable toilets , cleaning supplies, janitor fees.
Printing done by a Council Service Center.
Printing done outside the Council office.

Budget Approval

All final District event budgets must be reviewed and approved by the Event Chairperson, District Committee Chairperson, and District Key 3 and by the Staff Advisor. Council events budgets must be reviewed and approved by Event Chairperson, Council Committee Chairperson, Program V.P. and by the Staff Advisor. All preliminary budgets are due by September 1st of the year before the event and must be submitted to the council as part of the annual council budget approval process. Final approved budgets are due at the completion of the initial planning meeting at least six months prior to the event. Any significant variations from the preliminary budget must be approved by the Executive Board. The budget will reside with the Staff Advisor. A sample budget is found at the end of this document.

Review Purchasing Procedures

The Event Chairperson and Staff advisor will thoroughly go over the purchasing procedures for the event, paying close attention to what purchases need to be made and whom will be making those purchases. As described in the purchasing procedures, it may be possible for many of the purchases to be identified early; these items should be submitted with the final budget. Items like patches, port-o-johns, facility rentals, etc. are standard items that can generally be approved early.

Event Promotion

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. The event chair should work with the marketing and communications committees in executing the promotion plan.

Draft Promotion Materials

Chester County Council has myriad ways to communicate and promote information to our Scouts and leaders. We can include promotion in:

- E-newsletters (*Trailblazer*)- Send to: trailblazer@cccbsa.org 14 days before required publication date. Submitted articles/photos subject to review. Use the sample submission form located in the appendix.
- Website – www.cccbsa.org
- Social Media - Facebook, Twitter

Design Standards

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

- The event name and account number.
- The district name (if a district event), “Chester County Council” and “Boy Scouts of America.”
- The event information including who, what, when, where, why, cost, and what to bring,
- The council refund policy, registration deadline, and contact name and telephone number and email address.

Example Promotional Flyer & Event Registration

An example of a promotional flyer and event registration form is found at the end of this document.

Secure Council Approval of Promotional Flyer

Before a flyer can be distributed at roundtables or e-mailed to unit leaders, it must first meet a set of standards and be approved by the staff advisor. Early and attractive promotional materials will make an impact on the success of the event. The largest mistake an event can make is late promotion to unit leaders. Unit leaders are busy, and their unit schedules fill quickly. If you want participants, then you must assist unit leaders in their planning process.

Registration

Online Registration

The council utilizes and encourages the use of the Doubleknot online reservation management system for event registration. Doubleknot allows real-time tracking of event sign-up with secure methods of processing payments. The event chair in coordination with the staff advisor will fill out the Doubleknot request form located at www.cccbsa.org/forms. Registration can take up to three weeks to build, depending on its complexity. In certain cases access to Doubleknot can be provided to the event chair person. The event chairperson should work with their staff advisor to determining if access to Doubleknot registration is possible for each particular event.

Payment Methods

Payments can be made using six (6) methods: Cash, Check, Credit Card, Debit Card, PayPal or Unit Escrow Account. To use the unit escrow account, a place for “print name,” signature and date must be included. Only individuals authorized to sign on the unit account may use this form of payment. Checks must be made payable to: **Chester County Council, BSA.**

Under no circumstances can registration forms be returned to an address of a volunteer. All registration forms must be receipted and hence must be submitted to the council office. This policy protects the volunteer in cases of refunds and participant inquires. Copies of all registration forms will be included in an event folder at the council office, and can be accessed by the event committee and the Staff Advisor.

Required Registration Information

All registration forms and on line documents must include the following information: event name, account number, unit number, district, unit contact name, return address, unit contact phone number (including cell number), unit contact email address, payment method, preliminary number of people attending, and total fees paid.

Refund Policy

It is the policy of the Chester County Council, that all fees are transferable but not refundable. However, refunds may be requested in writing, two weeks prior to the event for unforeseen circumstances. Failure to participate in an event does not warrant a refund. Each event has a unique refund policy based on cost and date. You should contact your staff advisor to learn more about the refund policy for your event. The event refund policy must be included in the registration forms for the online registration to become active.

Work Orders

To request printing, complete a work order and submit to your staff advisor. Copies, collating, stapling, etc. can be provided for the event at a greatly reduced rate as compared to outside printing. All work is completed on a first come, first served basis. Be sure that you allow adequate time in advance of the printing deadline to allow for your needs to be met.

Conducting the Event

With great planning you will have a fun filled event. However, experience shows that last minute walk-ins, late registrants, and additional staff may require that money be collected at the event and may result in the need for additional supply purchases.

Receipting Cash

Only the chairperson, his or her designee, and/or the professional staff advisor should handle cash. In all cases there should be a minimum of two people at the location where cash is accepted. An adequate number of receipt books should be on hand. You need to plan accordingly.

A field receipt book(s) will be issued by the council service center for all events. Fees collected at the event must be properly receipted. The receipt must include date, who from, the amount, if the payment was cash or check, the event the payment was for, 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 event chairperson may use a "petty cash" fund issued on the day of the event, or a purchase order for last minute purchases. In addition, a "change fund" and cash drawer may be requested from the council service center for a small amount of cash to be used to make change at the event. It is important to track your cash drawer with field receipts.

Return the "change fund," cash drawer, field receipt book, and fees collected within 7 days of the event to a council service center. The yellow copies of the receipt book should match the cash and checks being turned in.

Trading Post

Conducting a trading post at an event can be a blessing and/or a burden. The event chairperson and staff advisor will need to weigh the pros and cons of having an event trading post. Many times, the amount of work and time involved necessary to staff, stock, and operate a trading post outweighs the potential benefits. However, this may be just what the event needs to provide that special program, or recognition item.

Ample supplies will be required to conduct a trading post. Using the referenced purchasing procedures, items may be purchased for resale. To maximize profits, return all items possible and then submit the receipts for reimbursement. Be sure not to purchase items that cannot be sold in the future or returned for credit.

Closing Out The Event

This could be the most important step in planning and conducting the event. Properly closing out an event 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 an evaluation completed during the event. Evaluation forms will be supplied by the professional staff advisor. A copy of the Evaluation Form is found at the end of the document.

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 P.O. number, a check request is not necessary for reimbursement.
- Turn in any paperwork to be included in the event folder as reference for next year including attendance, participant roster, and staff roster.

Hosting an Evaluation Meeting

One of the last and most important responsibilities of the event chairperson is to conduct a summary staff meeting of the event. By conducting a summary staff meeting, the event chairperson 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 next chairperson deserves the feedback so they can continue what is right and fix what is wrong.

Complete a Final Event Report

Complete a written evaluation summary that can be referenced for the following year's event the. This should be done no later than 14 days after the post event staff meeting.

A final budget must be submitted with the closing report. After all invoices have been paid, the staff advisor will request a cost center report detailing income and expenses to file in the event folder. From that print out, a forecasted budget for future events can be prepared and turned in with the final report. Final reports should be reviewed by the committee before being filed. The report must include a preliminary budget for the following year's event and should include recommendations for the next event chair. Be sure to include final numbers, recommendation for facility, program, and staff, and a recommendation for the next chairperson.

Sometimes expenses exceed income. Perhaps attendance was low or expenses were high. 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. But, should an event lose money, the council covers the losses. Any deficit will be closely reviewed at the final staff meeting and a recommendation regarding the event's future must be evaluated by the staff and included in the event final report.

Sometimes income is far greater than expenses. Again, unless the event was specifically planned as a fundraising event, a careful review of the event should pinpoint the reason that income was higher than expected. Having higher attendance than planned usually results in a higher surplus than expected. Sometimes, lower future fees might be possible with larger attendance. The reasons for higher than expected income should be discussed at the post event staff meeting and the staff should make a recommendation for possibly lowering next year's fees. A decision to accept the recommendation will be made after the event is closed out and all expenses accounted for.

Closing the Event Folder

The staff advisor will provide the folder. Complete the actual budget column 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 advisor will then return the folder to storage. Once next year begins, the folder can be retrieved and used to assist in next year's planning.

Appendix

Sample Chairperson Position Description

CHESTER COUNTY COUNCIL

BOY SCOUTS OF AMERICA

DISTRICT OR COUNCIL CAMPOREE CHAIRPERSON POSITION DESCRIPTION

FUNCTION: Manage the (DISTRICT OR COUNCIL) Camporee Committee making sure a Camporee is promoted to all units well in advance of the event and ensure a successful Camporee is held.

RESPONSIBLE TO: DISTRICT OR COUNCIL PROGRAM COMMITTEE CHAIR.

WORKS WITH: District or Council Camporee Committee.

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

1. Recruit, train and direct Camporee Committee & staff members
2. Make sure staff members are trained and follow Guide to Safe Scouting and National Camp Standards.
3. Create and distribute promotional materials to Council Marketing and Communications Committees, and to Units and Roundtables.
4. Plan and lead all Camporee planning meetings.
5. Be on site throughout the event to manage staff effectiveness.
6. Follow council budgeting and purchasing policies.
7. Follow all event planning, execution, and closure procedures.

REQUIRED MEETINGS

Report on event progress at two district/council activities meetings at 3 and 1 month prior to the event.

Sample Backdating Schedule

EVENT

Spring Camporee April 17, 18, 19, 2015

Notes:	Date:	Days Before Event	Task
		By March of Year Prior to Event	Recruit Chairperson & Select Location, Date Recruited by March 31, 2014
		210	Recruit Committee
		210	Preliminary Planning Meeting
		180	Prepare Budget
		180	Develop Promotional Materials and distribute after approval
		180	First Committee Meeting & Monthly Thereafter Including Post Event Evaluation Meeting Subsequent to Event
		150	Promote in Newsletter & Roundtable
		150	Distribute Media Releases
		150	Promote in Newsletter & Roundtable
		120	Complete a "Request for an Online Registration" form and email it to doubleknot@cccbsa.org. This form will be used to create the online registration. The form can be found online at www.cccbsa.org/forms
		30	Call Units
		30	Complete material orders
		10	Registration Deadline
		10	Reconfirm Physical Arrangements
		10	Reconfirm Staff Members
		0	Final Check on Details
		0	Event/Distribute & Collect Event Evaluation Forms
		Days After	Turn in at door registration to Staff Advisor
		7	Return Equipment
		7	Send Thank You Letters
		7	Submit Receipts for Cash Advances
		14	Host Evaluation Meeting with Staff/Review Event Evaluations
		30	Prepare Close Out Report with Staff advisor and Submit to appropriate District/Council Staff advisor / Volunteer Leader.

Example Promotional Flyer and Registration Form

CHESTER COUNTY COUNCIL

BOY SCOUTS OF AMERICA

DISTRICT NAME

CUB SCOUT BASIC LEADER TRAINING

WHAT? An invitation to all Tiger, Cub, Webelos, and Pack Adult Leaders

WHERE? Church of Jesus Christ of Latter Day Saints

WHY? Improve Cub Scouting in Chester County

WHEN? Saturday, March 11, 20XX

TIME? 8:00 A.M. Registration
8:30 A.M. Sessions Begin
2:30 P.M. End

COST: \$10.00; Walk-ins \$15.00 Refunds not available for no shows.
Fee includes morning refreshments, Lunch, "Trained" patch, and handouts.

REQUIRED: Enthusiasm, willingness to learn, Cub Scout Leader Handbook, notepaper and writing implements.
Please wear your Cub Scout Uniform.

NOTES: Please view the Cub Scout Fast Start Training video before participating. No coffee or smoking on church premises. This is an adults only event, childcare is not provided.

QUESTIONS? Call _____ (Cub Training Chair) at 555-5555 or _____ (Advisor) at 555-1212 x____.
Registration Deadline: March 8, 20XX at 4:30 p.m. at the Council Service Center

Detach

DISTRICT NAME CUB BASIC LEADER TRAINING

March 11, 20XX

Pack # _____ **District** _____

	Print Name	Position**	Address	City / Zip	Phone Number	Email
1)	_____	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____	_____

****Codes:** Cubmaster - CM; Assistant - CA; Committee Chairperson - CC; Member of Committee - MC; Parent – PA
Den Leader - DL; Assistant - DA; Webelos Leader - WL; Assistant - WA; Tiger Cub Leader – TC

_____ Pack Leaders X \$10.00 = \$_____

_____ Walk-ins X \$15.00 = \$_____

Total Due: \$_____

Payment by: () Cash () Check () Debit Card

() Unit Account () PayPal () Credit Card

Card Type: _____ Number: _____ Exp. _____

Name on Card: _____ Security #: _____

Authorizing Signature for Unit Account: _____ Date: _____

Day Phone # _____ Print Name _____

Make Check Payable and Returned To:

Chester County Council
Boy Scouts of America
504 South Concord Road
West Chester, Pa 19382-5261



BOY SCOUTS
OF AMERICA
CHESTER COUNTY COUNCIL

Evaluation Form for _____

On a scale of 0 to 10: If asked, how likely are you to recommend this event to others?

0=definitely no. 0 1 2 3 4 5 6 7 8 9 10 10= definitely yes

What did we do that we should STOP doing?

What didn't we do that we should START doing?

What did you like that we should CONTINUE doing?

Your name (optional) _____



BOY SCOUTS
OF AMERICA
CHESTER COUNTY COUNCIL

Evaluation Form for _____

On a scale of 0 to 10: If asked, how likely are you to recommend this event to others?

0=definitely no. 0 1 2 3 4 5 6 7 8 9 10 10= definitely yes

What did we do that we should STOP doing?

What didn't we do that we should START doing?

What did you like that we should CONTINUE doing?

Your name (optional) _____

Request for an Online Event Registration

This form should be filled out and emailed to doubleknot@cccbsa.org six months but in no case less than three months prior to your event. This will allow sufficient time for the event to be created and your participants to register. If you are not sure on some of the information, you may leave the space blank.

Event Name: _____

Start date of event: _____ End date of event: _____

Start time of event: _____ End time of event: _____

URL for more information: www._____
 (check box if page will need to be created on www.cccbsa.org)

Contact E-Mail Address: _____ (should be a @cccbsa.org email address)
 (check box if page will need to be created on www.cccbsa.org. Examples would be camporee2015@cccbsa.org, firstaidemeet2016@cccbsa.org etc.)

List of personnel who should receive this email and the designated response person.

Person	Event Position	Email Address	Designated Responder (Y/N)

Detailed description of event: _____

This should include information crucial to the event and any links to required documents:

Address of event: _____

Registration begin date: _____

Registration end date: _____

Cost for event: _____ (per registrant)

(if your event has a complex fee structure, please explain below)

Trailblazer Input Form for Next Edition

Steps:

1. Select your intended audience: (check best group)
 - Cub Scout parents and leaders
 - Boy Scout & Venturing parents and leaders
 - All Scouting parents and leaders

2. Requested distribution: (check best answer)
 - Next Trailblazer
 - Next Trailblazer, plus two additional editions: ___/___ ___/___

3. Compose up to a one-page article as a Word document in Ariel 10 font (as this sentence is formatted). Then compose a brief “teaser” in Ariel 12 font to catch the essence of the article and draw a “click” (as these instructions are formatted). Please note that your “teaser” will be the Trailblazer article and have an on-line “click” that takes interested people to your full article which will be stored on the Council web site.

4. In your article, consider covering answers to:
 - What is it?
 - Who should go (or do)?
 - Why would they want to go (or do)?
 - When and where (place, address, date, time, duration)?
 - Wear and bring? (uniformed event, work clothes, water, gloves, lunch, etc.)
 - How to take action, if appropriate, including cost
 - Contact person for more information

5. After composing your teaser and article, save this document and send it as an email attachment to: trailblazer@cccbsa.org with the Subject line: Trailblazer Submission

Please note that articles accepted will also be posted or otherwise synchronized with information in the online Council Calendar. People will then find the same information from the Trailblazer and its links as they will find by following an event posted to the Council Calendar. [that is, there should be similar teaser information on the Calendar with a link to more as needed].

SAMPLE TEASERS and ARTICLES

Sample 1 – If it is helpful to you, type over material shown in these two samples replacing the sample with your event details. Be positive and be creative.

This paragraph is the teaser for the Trailblazer:

Calling All Rescuers. The annual First Aid Meet completion returns on February 7 7:30am-1:00pm at Downingtown’s Technical College High School. Rescuers and “victims” are needed. Registration cost is \$40 per team of 8 *[make it clear]* and includes lunch. Click [here](#) for more information and to register.

Below is the detail that you would see by following the above link:

First Aid Meet

This is a competition between Troops and Crews showcasing their knowledge and skills in diagnosing and treating victims in staged scenarios. Scout Troops and Venturing Crews are encouraged to form teams of up to 8 members (ideally existing patrols, but not required) who will compete as a team. The meet is designed to test your skills by applying them in authentic, real-life situations while competing against peer groups.

Arrive by 7:30am at the Technical College High School, 433 W. Boot Road, Downingtown, PA (map). Competition will begin by 8:00am with all units completing the challenges by 1:00pm. Lunch will be provided as part of the \$40 team registration fee (up to 8 youth per team). Participants should come in Class A uniform with a standard unit first aid kit for each team. Special supplies will be provided by the event director. Prizes will be awarded for the top teams and all participants will receive a distinctive event patch. For more information, contact George Washington @202-555-1212 or George.Washington@thefirstPresident.org Click [here](#) to register your team.

Sample 2 -- If it is helpful to you, type over material shown in these two samples replacing the sample with your event details. Be positive and be creative.

This paragraph is the teaser for the Trailblazer:

Registration for the University of Scouting (UOS) is now open. The UOS is how adult leaders become trained to lead Scouting units and to deliver a fun, effective, and safe program to our youth members. Each course is focused on your role in Scouting to make you be comfortable and effective, and to have fun with your kids in Scouting. Click [here](#).

Below is the detail that you would see by following the above link:

The Click (in this case) would take the interested person to our training catalogue on the Council web site, which gives information about each course, a training roadmap, and a way to register for any course.

Additional Resources

<http://www.scouting.org/filestore/Outdoor%20Program/pdf/430-001.pdf>

Camporee Guide

<http://www.scouting.org/filestore/mission/pdf/33082.pdf>

Activities and Civic Service Committee Guide

<http://www.scouting.org/filestore/pdf/33088.pdf>

Guide to Advancement

http://www.scouting.org/filestore/Outdoor%20Program/pdf/34786_WB.pdf

Camping and Outdoor Program Committee Guide

http://www.scouting.org/filestore/pdf/511-028_web.pdf

Guide to Leader Training

<http://www.scouting.org/filestore/mission/pdf/33706.pdf>

Staging Recognition Meetings

<http://www.cccbsa.org/forms>

Forms for Unit, District and Council Leaders

<http://www.scouting.org/filestore/commissioner/pdf/33080.pdf>

Membership Events – see page 31 for membership event information.

http://www.scouting.org/filestore/financeimpact/pdf/CFD-Manuals/Special_Events.pdf

Fund Raising Special events manual

http://www.scouting.org/filestore/financeimpact/pdf/CFD-Manuals/FOS_Ask_Event_Dinner.pdf

FOS Ask Event (Pacesetter)

<http://www.scouting.org/scoutsource/commissioners/training/college.aspx>

Link to a Zipped file for Commissioner College

<http://www.scouting.org/scoutsource/HealthandSafety/GSS/toc.aspx>

Guide to Safe Scouting On Line Version

<http://cccbsa.doubleknot.com/event/hsr-year-round-program-reservation-request/1286131>

HSR Facilities Use Form