
ETHAN ALLEN DISTRICT EVENT PLANNING GUIDE

Prepared by

Sarah-Lynne Carrara

March 2021

Table of Contents

Planning Schedule	3
Budget	3
Patches	3
Events	3
Adult Leadership	3
Activities	4
Equipment & Materials	4
Food	4
Camping	4
Sanitation	4
Insurance	4
Bringing in Non-Scouting Groups/Vendors	4
Awards	5
First Aid	5
Registration Forms	5
Check-in/Event Day	5
Appendix	6
Planning Schedule Worksheet	6
Activity Budget Planning and Accounting Worksheet	7

Planning Schedule

Using the Planning Schedule Worksheet in the Appendix, determine the dates for the various tasks involved in planning the event. Remember the sooner you start planning, the more likely you are to provide a quality program. The first step in the planning process is to identify and meet with a Short-Term Camp Administrator for a consultation/orientation prior to ensure the correct standards and procedures are utilized. Be sure to work with your Staff Advisor/District Executive and Short-Term Camp Administrator to complete all the required documentation including but not limited to NCAP Local Council Authorization and Assessment Declaration Part A, NCAP Site Evaluation, and budget planning worksheet. The timing for when these forms need to be completed is outlined in the Planning Schedule Worksheet. Documents to refer to when planning an event include NCAP Standards, Guide to Safe Scouting, Shoot Sports Manual, and Youth Protection policies.

Budget

There is an Excel spreadsheet to be completed with anticipated income and expenses. This budget spreadsheet then gets sent to the District Executive/Staff Advisor, Council Executive and Accounting Specialist for approval. The approval to move forward with the budget comes from the District Executive and/or the Council Executive. Once the budget is approved, then the event can be posted for registration and materials can be ordered, and other purchases made that have been approved as part of the event budget. Receipts must be kept and submitted to the Accounting Specialist for reimbursement. The Accounting Specialist can purchase items that have been approved as well if requested.

A final budget must be submitted to the District Executive/Staff Advisor within two weeks of the event date. This final budget is to include the actual expenses and income.

Patches

Patch designs must be submitted to council for approval and ordering. BSA requires us to use specific BSA approved vendors for our patches. After the patch design is submitted to council, it then goes out to National for approval and to the vendors for initial cost quotes and design proof. Several vendors typically observe the Chinese New Year and are on Holiday the end of January into February as a result. The process for patch design approval, production and shipping can take up to 2 months.

Events

Adult Leadership

It is important to plan the Program Schedule to include appropriate adult leadership for each station at the event, including but not limited to two deep leadership and ensuring there is a female adult leader present when female Scouts are participating in activities.

Activities

When planning the activities, ensure they meet standards set forth in the Guide to Safe Scouting. If you have shooting sports activities, this includes having certified shooting sport range directors and following protocols outlined in the Shooting Sports Guide manual.

Equipment & Materials

The types of activities you plan for the event will also impact your materials and supplies list, which in turn needs to be accounted for in the budget. When assigning materials/equipment responsibilities to volunteers, be sure to keep a list and confirm who is bringing what items for the event. Developing a back up plan in case something is forgotten or overlooked is a responsible part of event planning.

Food

Sustenance is important at any event. When planning for the event, you will need to determine if the event will provide any meals or if the units/participants will be responsible. If the participants are responsible for providing their meals this needs to be conveyed ahead of the event. If meals are provided as part of the event program, meals need to be of nutritious value and follow standards outlined in the NCAP Standards.

Camping

Many events, including Camporees, have a camping component to them. It is important to ensure distancing between female camping sites and male camping sites. Always refer to the Guide to Safe Scouting, Youth Protection policies and NCAP Standards when determining camping needs for your event. There are different policies for Cub Scouts versus Scouts BSA programs.

Sanitation

It is important to ensure there are proper restroom facilities for all participants. If the facility you are using does not have restrooms available, you will need to work with a company who rents port-a-lets. This cost will need to be included in your budget. Along with restroom facilities, it is important to ensure you have sanitation supplies such as hand soap, sanitizer, toilet paper, paper towels and other cleaning agents.

Insurance

When holding events off council property, you may be required to have additional insurance coverage. It is important to check with your venue about any insurance requirements they may have. When you have the specific details on insurance needs, you or your Short-Term Camp Administrator can contact the Council Service Center to acquire the insurance.

Bringing in Non-Scouting Groups/Vendors

There are occasions when it is advantageous to bring in a non-scouting group to give a demonstration as part of your program, provide food services or other program needs. In these situations, it is important to request certification that criminal background checks have been performed on anyone who will be on-site from outside groups. Compliance with Youth Protection policies is mandatory, this includes

ensuring there are two registered BSA Adult members who have completed Youth Protection Training with Scouts on the premises.

Awards

Awards are an important part of the event for many units. It is important to consider what awards you would like to give out and how they will be earned. Many units like receiving useful items as rewards. The cost of these items will need to be included in the budget.

First Aid

Depending on the location of the event will depend on the certifications required by the Medical Officer. There needs to be a designated Medical Officer at the event. If EMS response time is greater than 10 minutes, the Medical Officer needs to hold advanced medical training certification such as EMT, MD, or RN. If EMS response time is less than 10 minutes, the Medical Officer could be someone with basic First Aid and CPR certifications. The Medical Officer for the event also needs to complete a onetime self-assessment training on the My. Scouting website; the certificate of completion needs to be on file. Be sure to determine if you need to provide a first aid kit for the Medical Officer or if they will be bringing their own.

Registration Forms

Once the budget for the event has been approved, registration can be set up in Black Pug. All registrations should go through Black Pug. You will be able to include event description, images, and attachments on the Black Pug registration page. Other items to consider before setting up the event in Black Pug will be what you would like to say in the confirmation email and if you want reminder emails sent out before the event.

Check-in/Event Day

Depending on the type of event – it may be helpful to have a Leaders meeting in advance of the event day. At a Leader's meeting you will be able to answer questions from the Unit Leaders as to what to bring, when to arrive, and other things to expect the day of the event.

When units check in at the event, be sure to take attendance and confirm the payment received. Make sure any forms needed for the event are collected. It is important to have an accurate record of attendance in the event an incident occurs requiring an insurance claim to be filed.

Appendix

Planning Schedule Worksheet

TASK - Backdates are considered completion dates	Suggested Minimum # of WEEKS Before Short-Term Camp
Confirm a Date; select chair; recruit Short-Term Camp Administrator	-30
Submit NCAP Local Council Authorization and Assessment Declaration Part A to council for approval and signature.	-29
Prepare budget.	-26
Select the Theme; Begin promotion of Unit attendance; announce in council newsletter, website and social media; set fees; Prepare Organization Chart; Recruit Committee; add Event to Black Pug.	-24
Secure location	-20
Promote at roundtables, district committee meeting, and district commissioner meeting.	-16
Arrange for traffic control, Emergency Response and police protection. Arrange onsite communications.	-16
Hold meeting of short-term committee; develop program; make assignments; Update Program Materials; Confirm Short-term Camp NCAP Requirements.	-13
Sponsorships; outside vendors; Midway; fees for advertisers.	-13
Design the registration process	-13
Design Theme; Imagery; Name; Update Website and Social Media	-12
Arrange for water, sanitation, fuel supply, insurance, and permits	-12
Arrange for first aid and on-site personnel; prepare operating procedures	-12
Personally, contact any unit without a reservation.	-10
Recruit judging personnel; arrange for religious observance; determine layout for troop sites.	-8
NCAP Site Survey - Confirm Authorization	-8
Arrange all physical properties needed for headquarters.	-8
Order patches; ribbons; certificates; and any other supplies needed.	-8
Prepare final program bulletin with all details - email to all units.	-6
Plan evening program; make assignments. (If vendors or exhibitors involved 12 weeks)	-6
Hold meeting of working group—review all staff assignments; develop special guest list and prepare invitations.	-4
Pick up all materials; take to site.	-2 days
Set up.	-1 day
Host short-term camp.	0
Complete all follow up reports, insurance, and evaluations.	+1

Activity Budget Planning and Accounting Worksheet

ACTIVITY BUDGET PLANNING AND ACCOUNT SHEET

NAME OF EVENT _____		Date Prepared _____	
DISTRICT _____		Event Date _____	
PREPARED BY _____			

INCOME SOURCE <small>Project code Use Minimum Projection</small>	QUANTITY	PRICE	BUDGETED AMOUNT	ACTUAL AMOUNT	VARIANCE
Early Bird Fee			\$ -		
Regular Fee			\$ -		
Subtotal Registration			\$ -		
In-Kind Donations			\$ -		
Patch Sales			\$ -		
			\$ -		
			\$ -		
Total Anticipated Income			\$ -	\$ -	

EXPENSES <small>Project code Use Maximum Projection</small>	QUANTITY	PRICE	BUDGETED AMOUNT	ACTUAL AMOUNT	VARIANCE
Office Supplies (e.g. Copies, Paper, Envelopes)			\$ -		
Postage			\$ -		
Program Supplies			\$ -		
Food			\$ -		
Facility Rental			\$ -		
Sanitation			\$ -		
Patches			\$ -		
Other Recognition (e.g. Ribbons, Trophies)			\$ -		
Technology Services	5%	Total Reg	\$ -		
	Spring		\$ -		
			\$ -		
			\$ -		
Subtotal Expenses			\$ -	\$ -	
CONTINGENCY/SUPPORT 15%			\$ -	\$ -	
TOTAL ANTICIPATED EXPENSES			\$ -	\$ -	
BALANCE - SURPLUS OR <DEFICIT>			\$ -	\$ -	

Staff Advisor Review by: _____	Date: _____
Scout Executive Approval: _____	Date: _____

DIRECTIONS: Complete and submit copy to Scout Executive for approval.
 After completion of event turn in one copy to Scout Executive with the Actual Event report completed.
Event registrations will go live only after the draft budget has been reviewed and approved.

Reimbursement Request Due Date _____