A Guide to Planning District and Council Events

Prepared for all Professionals and Volunteers
Dear Scouting Volunteer,

Congratulations! You have been selected to give leadership to a program for the Scouts of the LaSalle Council. This guidebook is designed to help you in the program and budget planning process for council and district events. In addition, this guide will help you understand and follow the financial and operating procedures for the LaSalle Council of the Boy Scouts of America. These materials, used with the assistance and advice of your Staff Advisor, should make your event a smooth, efficient, and enjoyable one. Every form that is mentioned in this guidebook is available from your Staff Advisor or the Morris – 1st Source Scout Center.

Thank you for your willingness to serve and best wishes for a safe, fun, and educational program!

Randy Yoho
VP of Program
ryoho@nd.edu

John Cary
Scout Executive
john.cary@scouting.org
Quick Start Guide

The basic keys to a district or council activity:

1. Do you have a committee?
2. Did you set goals (attendance, reason for event, timeline)?
3. Do you know your logistics (date, time, location)?
4. If using a council camp, did you work with the program administrative assistant at the council to blackout the camp facilities needed?
5. Do you have an approved budget?
6. Do you have approved promotion plans and materials?
7. Did you fill out the Event Setup Request Form on the council website?
   https://www.lasallecouncilbsa.org/eventsubmit
8. Did you work with the program administrative assistant at the council to complete event registration setup, webpage setup, and an e-blast promotion schedule?
9. Did you receive approvals for cash advances and purchase orders through your professional staff advisor BEFORE buying anything?
10. Do you have enough event staff?
11. Do you have a plan for walk-ins?
12. Did you turn in all money and receipts to your professional staff advisor on event day?
13. Did you send out thank you notes to key volunteers, staff, sponsors, speakers, etc. within 3 days after the event?
14. Did your committee perform a Start, Stop, & Continue evaluation within 10 days after the event?
15. Did your committee draft a budget for next year’s event (if applicable) within 30 days after the event?
16. Did you communicate regularly throughout the entire process with your professional staff advisor, committee, and volunteer staff?
Activity Planning Guide

Introduction

*The purpose of this guide is to provide the essential steps and procedures needed to conduct a district or council event

*It’s about the Scouts!!! If you’re in Scouting for any other reason, you’re in it for the wrong reason!!! Always keep coming back to “Why am I here?” The SCOUTS! This attitude will help make issues with adults not look too big or seem too important. Ask yourself – “Why am I a volunteer?” Constantly remind the volunteers you will be working with why they are there – the SCOUTS.

*All events are to be financially self-sustaining. It is vital for the council to demonstrate good business practices by assuring that budgets are well-thought-out, followed, and frequently reviewed during the planning and event execution process.

*Funds collected from events are to be properly receipted, safeguarded, and reported in a timely manner, as required by National BSA policy, local council policy, and IRS regulations. Field receipt books are available through your staff advisor.

*Resources are available to assist you with event planning from the National BSA website at www.scouting.org. Especially useful is the Activities and Civic Service Committee Guide, #33082C.

Selecting an Activity

*The model district event schedule calls for two spring events, two fall events, and two winter events outside of training events and summer camping opportunities.

*Additional or new events must be approved by the District Key 3 (District Executive, District Chairman, and District Commissioner) in consultation with the VP of Program. The VP of Program (Randy Yoho) has the final authority in approving district and council events. In addition, the VP of Program will also consult with the Council Enterprise Risk Management Committee Chair (Susan Barriball).

*Any district or council event that will be utilizing the BSA advancement program and is charging a fee for Boy Scouts or Cub Scouts to attend must submit to the district or council advancement committee the following items prior to requesting authorization to hold such an event:
  1. budget
  2. list of badges that will be offered
  3. list of certified counselors or instructors

Approval of such an event comes from the district or council advancement committee in consultation with the Council VP of Program.
Who is in Charge of Events?

*District activities are run by a District Activities Chair who is accountable to the District Chair and District Committee

*The District Activities Chair should work closely with the Staff Advisor throughout the planning, execution, and evaluation of the event.

*The role of the Staff Advisor is to support the work of the volunteers, not to run the event.

Program Staff Advisor Responsibilities

The prime responsibility of a Program Staff Advisor is to promote success of the experience in the eyes of the participants by working closely with the volunteer chair to provide his or her “professional” understanding of the program, the logistics required, and applicable BSA policies. The advisor shall serve as a coach, confidant, and cheerleader to the volunteer chair. The Staff Advisor shall monitor program preparation and execution. He or she shall not be automatically considered as a member of the program staff. The prime responsibilities of a program staff advisor are as follows:

A Staff Advisor:

1. Must have thorough knowledge of the program or activity.
2. Helps select the program site and secures necessary contracts, if applicable.
3. Assists in defining and obtaining necessary program resources.
4. Aids the volunteer chair in the development and approval of the program budget.
5. Assures that all program materials required from the National Supply Division or other vendors are available on time.
6. Provide council service center program supplies, as well as reproduction and other services, as requested by the volunteer chair.
7. Opens and closes the council service center when it is used for program staff meetings.
8. Makes unsolicited suggestions to the volunteer chair pertaining to all aspects of the program including, but not limited to, staffing, location, budget, content, schedule, and meeting agendas.
9. Confers with the volunteer chair to assure that adequate pre-program staff development and program preparation progress is occurring.
10. Assists the staff during post-program evaluation(s).
11. Provides sufficient guidance to assure that the program experience meets the quality standards of the LaSalle Council, Boy Scouts of America.
12. Allows the volunteer chair to administer the program from staff recruitment through program evaluation, without being manipulative or imposing.
13. Consults with the council / district program chair when differences between volunteer chair and Staff Advisor cannot be resolved between them.
14. Enables the volunteer chair to live up to the list of volunteer chair responsibilities.
Recruiting a Chair

*District Activities Chairs are approved by the District Key 3.

*Council Activities Chairs are approved by the Council VP of Program (Randy Yoho), Council President (Brad Beutter), and Scout Executive (John Cary).

*Activities Chairs serve a one-year term and must be approved for each successive year.

*Activities Chairs are to ensure that the event is conducted in a balanced manner in terms of health and safety, program, and finances.

Selecting the Date

*To ensure that unit leaders can incorporate district and council events into their yearly planning, dates need to be recommended to your Staff Advisor 12 months prior to event date, and confirmed by October 30 of the year prior to your scheduled event.

*Remember, district events should enhance unit programs not replace them. Be sure not to schedule an event because “we have always done that.”

Choosing a Location

*Be sure to consider multiple factors when considering a location; such as parking, camping areas, sanitation facilities, adequate space for programs, and cost.

*If possible, choose a highly visible location so that you can show off your event to the public.

*Keep in mind that only your Staff Advisor or other designated professional can sign a contract with an organization or property owner.

Review Chair’s Job Description

*An Event Chair can only be effective if they understand what is expected of them.

*The Event Chair is responsible for forming their staff and assigning tasks to them; a sample job description follows:
EVENT CHAIR
JOB DESCRIPTION

FUNCTION: Manage the District or Council Event

RESPONSIBLE TO: District Chairman and District Executive or Staff Advisor.

WORKS WITH: District Executive, District Chair, and Event Staff

RESPONSIBILITIES: Recruit and direct team members to accomplish the necessary tasks and ensure event is properly staffed:

- Attend all appropriate monthly District Committee Meetings.
- Make sure the activity or event staff members follow national and local policies and activity guides.
- Create and distribute approved promotional materials to leaders.
- Implement and follow council budgeting and purchasing policies:
  - Develop and review budget with District Executive
  - Online registration is developed and submitted before event is opened
  - Follow proper purchase order procedures for any expenditures *(must work with District Executive or no purchases will be reimbursed!)*
  - Event is closed out completely

*Event Chairs should always remember that the **volunteer** role in events is to plan, organize, promote, and marshal all other resources to run the event.

*The role of the **Staff Advisor** is to advise and assist especially in areas of scheduling, budgeting, and coordinating council resources
Keys to Success for Event Chairs

**Step 1 Goal Setting**
*Set realistic program goals “Why are we doing this event?”*
*Set realistic attendance goals; every event should have a target audience.*
*Set realistic financial goals; a budget must be established and approved before promotion and purchasing can take place.*

**Step 2 Logistics**
*Consider the date, location, and time.*

**Step 3 Backdating**
*Helps prevent missing important planning tasks; a sample backdating form follows:

### Sample Event Timeline

<table>
<thead>
<tr>
<th>Task</th>
<th>Duration</th>
</tr>
</thead>
<tbody>
<tr>
<td>Secure Location and Date</td>
<td>1-2 years</td>
</tr>
<tr>
<td>Recruit Chair</td>
<td>12 months</td>
</tr>
<tr>
<td>Recruit Committee</td>
<td>12 months</td>
</tr>
<tr>
<td>Prepare Budget</td>
<td>12 months</td>
</tr>
<tr>
<td>Meet with Committee to Develop Program</td>
<td>6-9 months</td>
</tr>
<tr>
<td>Prepare Promotional Materials</td>
<td>6 months</td>
</tr>
<tr>
<td>Post on Council Website and Establish Online Registration System</td>
<td>6 months</td>
</tr>
<tr>
<td>Establish Pre-registration Deadline</td>
<td>6 months</td>
</tr>
<tr>
<td>Request Cash Advances Through Staff Advisor</td>
<td>4 months</td>
</tr>
<tr>
<td>Promotion at Roundtables</td>
<td>3 months</td>
</tr>
<tr>
<td>Prepare Physical Facilities (permits, logistics)</td>
<td>3 months</td>
</tr>
<tr>
<td>Meet with Committee to Review Staff Assignments</td>
<td>3 months</td>
</tr>
<tr>
<td>Request Purchase Orders Through Staff Advisor</td>
<td>1 month</td>
</tr>
<tr>
<td>Prepare Signage and Programs</td>
<td>15-30 days</td>
</tr>
<tr>
<td>Secure Additional Staff Support</td>
<td>15-30 days</td>
</tr>
<tr>
<td>Final Walk-through of Facility</td>
<td>15 days</td>
</tr>
<tr>
<td>Pick-up Materials</td>
<td>3 days</td>
</tr>
<tr>
<td>Set-Up</td>
<td>1 day</td>
</tr>
<tr>
<td>Event</td>
<td>Day of Event</td>
</tr>
<tr>
<td>Turn in Money Collected at Event to Staff Advisor</td>
<td>Conclusion of Event</td>
</tr>
<tr>
<td>Turn in all Receipts Requiring Reimbursement to Staff Advisor</td>
<td>Conclusion of Event</td>
</tr>
<tr>
<td>Prepare and Send Out Thank You’s</td>
<td>3 days after Event</td>
</tr>
<tr>
<td>Completion of Event Reconciliation Form with Staff Advisor</td>
<td>7 days after Event</td>
</tr>
<tr>
<td>Close Out Meeting with Committee and Budget Development</td>
<td>1 month after Event</td>
</tr>
</tbody>
</table>
**Step 4 Budget**

*Events must be financially self-supporting; no additional funding from the council should be expected to “bail out” an over budget event.
*Income collected on site during the event cannot be used to pay for expenses.
*Establish fee structure (early bird, regular, late, etc.).
*Any items bearing the licensed phrases or logos of the BSA can only be purchased by a BSA licensed vendor.
*Event patches must be ordered through your Staff Advisor; allow time for submitting artwork, receiving the required 3 quotes, and patch production.
*Staff attending event with a unit should pay the regular event fee.
*If a reduced fee is appropriate for some staff and or if the staff is to receive a free patch, hat, shirt, etc., please be sure to adjust your budget accordingly.
*All event budgets need to include a 2% online registration fee based on the total income; this fee is meant to help defray the cost of the online registration system the council utilizes.
*Refer to the Council and District Activities Finance Plan and the Event Budget and Finance Report located at the end of this guide for additional details.
*Before purchasing equipment (Dutch ovens, dining fliers, etc.) for your event, seek assistance from your Staff Advisor.
*While individual units cannot ask for cash donations or gifts, events associated with districts and the council can; be sure to consult your Staff Advisor before soliciting an individual or business for a donation.

**Step 5 Promotions**

*All major fliers need to be approved by your Staff Advisor.
*A key factor in getting high attendance is targeting your audience about your event at least 5-7 times through (roundtable, multiple up-dated flyers, Constant Contact, direct mailings, unit visitations, emails, etc.)
*Assistance with producing flyers is available from the Program Administrative Assistant; a sample flyer follows on the next page.

**Step 6 Recruit Staff or Committee**

*Identify people you can work with.
*Have “backup” staff available.

**Step 7 The Event**

*The Event Chair and Staff Advisor should not be tied down to a specific task; they should be free to walk around and observe what is happening.
*Provide participants an event evaluation form to fill out and turn in before the end of the event.

**Step 8 Wrap up**

*Hold within a month of the event with the staff advisor present.
*DRAFT a budget for next year's event.
*Consider unit participation and attendance to determine if programs should be changed or if event is viable and should be held in the future.
*A sample event evaluation form is located at the back of this guide.
Are you ready for a fun day of shooting shotguns?

**Shotgun Shooting Day**

Hosted by LaSalle Council, BSA

So you ask, where is this happening?

Wood Lake Scout Reservation / Camp Tamarack, Jones, MI

When is this fun day going to happen?

Saturday, April 20, 2019 From 10:00 am - 4:00 pm EDT

How do you sign up?

Register your Boy Scouts using your unit account online at the council website, [www.lasallecouncilbsa.org/shootingsports](http://www.lasallecouncilbsa.org/shootingsports).

The cost is 3 shots for $1.00, and will be collected at the event. PLEASE BRING CASH!

Sorry, no Cub Scouts for this event.

Does your Scout have a partial Shotgun Shooting blue card and only needs to complete the shooting portion? If so, make sure to sign him up to attend.

Bring your blue card on the day of the shoot.

Day of the event information:

Parking will be at the main parking lot, next to the Trading Post building. Follow the trail out to the Rifle Range.

Shotguns, eye and ear protection are provided.

Camping is available. Reservations are available through the council website.

Contact: Larry Hupp (xxx) xxx-xxxx, emailaddresshere@email.com
Registration through the Council On-line System

Registrations for all events will be done through the on-line event registration system and must include a copy of the promotional materials. The following information about your event will be needed to set up your event:

<table>
<thead>
<tr>
<th>Your name and contact information</th>
<th>Name of the event</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type of activity</td>
<td>Is the event a district or council event?</td>
</tr>
<tr>
<td>Is the event open to other districts if it is a district event?</td>
<td>Activity location: full name and address of location.</td>
</tr>
<tr>
<td>A brief description of activity. This will appear on the website.</td>
<td>What documents (flyer, schedule, merit badge list. etc.) do you want to upload?</td>
</tr>
<tr>
<td>Who is the contact person for the event? Include email address and phone number.</td>
<td>You can authorize up to two additional persons who can have access to the registration list for your event. Must include email address.</td>
</tr>
<tr>
<td>Can youth and adults participate?</td>
<td>Do you need to know the names of participants or just the number coming to event? This will influence the cost of the online fees for your event.</td>
</tr>
<tr>
<td>What type of information do you need to collect on youth participants besides their name and unit number? You should include at least emergency contact information, allergies and dietary restrictions, phone number, and address.</td>
<td>What type of information do you need to collect on adult participants besides their name and unit number? You should include at least emergency contact information, allergies and dietary restrictions, phone number, and address.</td>
</tr>
<tr>
<td>What is the maximum number of participants that can attend your event?</td>
<td>What are the start and end dates / times for your event?</td>
</tr>
<tr>
<td>What is the cost of your event for youth and adults?</td>
<td>Will you have early discounts, late fees, or will you accept registrations at the door?</td>
</tr>
<tr>
<td>Where should participants check in at the event location?</td>
<td>Refer participants to the council refund policy.</td>
</tr>
</tbody>
</table>

To create an event, go to the “Resources” tab on the LaSalle Council website and click the “Online Event Set-up Request” button. Please consult with your Staff Advisor and the Program/Field Administrative Assistant (Sarah Carpenter) for further assistance. Your set-up request needs to be completed at a minimum of two months or more before your event. Once registrations start coming in for your event, you will be able to access various reports to monitor the progress of your event sign ups. Instruction for accessing these reports follows on the next page. Please consult with your Staff Advisor and the Program/Field Administrative Assistant for further assistance in obtaining these reports.
Pulling Event Reports and Sending Messages Through the On-line Registration System

Once you have obtained an admin login account from the Program Administrative Assistant, you will be able to pull reports and send messages for your event by using the on-line system.

How to Pull Event Reports

1. Login to [http://www.lasallecouncilbsa.org](http://www.lasallecouncilbsa.org) using your admin account.

2. While hovering on the Events Tab, select your Event Type, then select your Event.
3. Select the **Reports** Tab, then select any report to download.

How to Send Messages

1. Login to [http://www.lasallecouncilbsa.org](http://www.lasallecouncilbsa.org) using your admin account.
2. While hovering on the **Events** Tab, select your **Event Type**, then select your **Event**.

![Image of the Events Tab selection process]

3. To create a new message, first click the **Messages** Tab, then click **New**, add a subject for your message, then add the content of your message.

![Image of the Messages Tab creation process]
4. Once your message is created, click **Save Message** and you will see your saved message now added to the **Message Template Section**. You can edit this message at any time.

5. To send your message to ALL GROUPS in your event, first select your message from the **Message Template Section** and click **Send Message** at the bottom of the page. A box will then pop up with your event listed and “Sent to All Groups?” automatically checked. Finally, to send your message, click **E-mail Message To Groups**.
6. To send messages to INDIVIDUAL GROUPS in your event, once the message box pops up, unselect “Sent To All Groups?” and begin typing the name of the group in the Send To box. Select the entire name that appears in the dropdown (Ex. Pack 522, LaSalle, Algonquian) to add the group to your Send To box. You can send to as many groups as you want, as long as they are registered for your event.

7. Once you have added your groups, click E-mail Message To Groups to send your message.
LaSalle Council, Boy Scouts of America Refunds Policy
Board Adopted 12/20/17

For Camping/Activities/Training Events
Registration fees can be transferred to another person attending with the same unit for the same event in the same year without any financial penalty. In the case of registration fees that have been paid and are not being transferred as above, 50% of the individual registration fee is considered nonrefundable. A refund for the remaining 50% of the registration fee will be processed if a written request or email (info@lasallecouncilbsa.org) is received by the Program Administrative Assistant at the service center at least 2 weeks prior to the start date of your camp week, activity, or event. After that, refunds of the nonrefundable portion will be considered only for hardship and emergency cases on an individual basis.

For High Adventure Camping/Activities/Training Contingents/Jamborees
High Adventure trips require a significant financial commitment, both on the part of the participant and the council. If a participant cancels their participation in the High Adventure trip, the amounts paid by the council on behalf of the participant to the High Adventure base, for transportation to/from the base, for shakedowns, etc. will not be refunded to the council. As a result, the council is unable to refund any funds paid by participants to La Salle Council for High Adventure trips.

For Facility Rentals (Cabins, Campsites, etc.)
Fees for the use of camp facilities (campsites, cabins, etc.) must be paid in full at the time a reservation is placed. Reservations must be cancelled by a written request or email (info@lasallecouncilbsa.org) to the Program Administrative Assistant at the council service center at least 2 weeks in advance of the reserved use date in order to receive a full refund of fees paid. After that, refunds will be considered only for hardship and emergency cases on an individual basis.
Appendix:

Council and District Activities Finance Plan

The following are the details of the financial policies of the council which incorporate BSA policies and “best” business practices. Please seek out your Staff Advisor if you have any questions.

2018 Council & District Activities Finance Plan (Rev. 10-17-18)

1. Print the budget for the activity, available from the District Executive (four months in advance).
2. Note on the calendar when to request a cash advance, if needed (four months in advance).
3. Review the calendar, program plan, and budget with the committee that will be responsible for the event (four months in advance).
4. Have the volunteer chair assign responsibilities for each aspect of the event (four months in advance).
5. Follow up with each person on their particular responsibilities (at least one month in advance).
6. Hold the event.
7. Issue temporary field receipts for all checks and monies collected at the event.
8. Take all checks and monies and then turn them in to the Staff Advisor, along with temporary field receipts (within one week).
9. Sit down with the committee and review the results of the event and then plan next year’s budget (within one month).
10. Turn in this year’s results, along with next year’s budget (within one month).

Field Receipts

1. Issue a field receipt for all checks and monies received outside of the council service center.
2. Issue field receipt books to all professional staff members and then replace them as they are used. On occasion, it may be necessary to issue field receipt books to support staff members and volunteers.
3. All field receipts shall be pre-numbered, consist of three copies, and be issued to a specific person. The assistant Scout executive shall periodically check to identify and verify proper usage of field receipts.
4. Field receipts must be completed in ink with sufficient pressure to make all three copies legible. Issue new field receipt books as current ones are used. Extra books are available for large events.
5. Each of the three parts of a field receipt has a specific purpose. The white (top) copy shall go to the original payer. The yellow copy shall accompany cash receipts turned in to the council service center. The pink copy shall be kept with the field receipt book and then be turned in when a new book is issued.
6. All copies of the field receipts must be accounted for. Voided receipts must be clipped to the pink copy of the cash receipt when the field receipt book is turned in.
7. If field receipt books are issued to volunteers, the remaining blank receipts must be recovered after the accounting for the event is completed.
8. All field receipts will be logged by the accounting specialist. The log will account for the receipt book number, issued out / date / to whom, and returned by whom / date.
Cash Advances

Cash advances are monies advanced to professional staff members ONLY for event expenses that cannot be completed using the normal vendor and invoice routine. Advances may only be written to a professional staff member, who has submitted a purchase order (PO) and who will be personally responsible for returning either cash or original receipts that total the amount of the cash advance.

1. Cash advance requests are submitted in time for the regular cash disbursement check run to account 1254. Requests must be for $250 or less and must be approved by the assistant Scout executive.
2. The cash advance must be settled within one week of the completion of the event.
3. Professional staff members reimbursing a cash advance must return unused cash and original receipts for all expenditures labeled with the item purchased. A separate attached list must summarize the purchases by category (such as program supplies, food, and office supplies).
4. Cash advances are not petty cash fund transactions, although they may be used as a substitute for a petty cash fund.

Check Requests

1. Check requests are used only in the absence of invoices from the vendor.
2. Check requests may be generated by any of the staff but must be approved by both the professional advisor and assistant Scout executive.
3. Check requests shall be recorded like any other invoice with the time of the check request, the payee, the date it is put into the Accounts Payable, and the payment date.

Purchase Orders

Sound business management of a council requires that a purchase order system be in place to control expense obligations that the council accrues. Placing an order for services or materials over $100 requires a purchase order. In the rare circumstance that a purchase order is not used, approved receipts should be included in a cash reconciliation Purchase orders will be obtained from the administrative support leader Charlotte Walterhouse and assistant Scout executive Eric Clark.

1. Purchase orders shall be pre-numbered and consist of four copies. A completed purchase order must specify the vendor, purpose of the purchase, account to be charged for the purchase, quantity, price per item quoted, actual cost or estimate, and a signature of the authorizing member of management, such as the assistant Scout executive.
2. The original white copy of the purchase order shall go to the vendor or the requestor, both the second yellow and the third pink copy will be kept by the accounting specialist as a control copy in the council service center, and the fourth goldenrod copy to the Scout Shop manager (if delivered there) or to the camp ranger / director (if delivered there). Copies of the control copy of the purchase order must be filed in numerical order each day.
3. The accounting specialist will be the only source of purchase orders and will know the status of issued purchase orders or unused purchase orders at all times.
4. If a remote site needs a purchase order, the requestor at the remote site must call the council service center, provide the necessary information, and then request a copy of the original purchase order from the council service center.
5. When the vendor invoice has been received (at any site), the fourth goldenrod copy of the purchase order must be sent to the accounting specialist, where the volume and dollar amounts on the invoice are checked and approved. The copy must then be attached to the invoice.
6. Voided copies of the purchase order must be stapled to the control copy of the purchase order.
Other

1. **All purchases** must be pre-approved by both the volunteer chair and professional staff advisor.
2. **All purchases** must be made by or through the professional staff advisor. No purchases may be made without a PO and prior approval by the Staff Advisor. All original receipts should be turned in to the professional staff advisor with one week.

All custom material purchases (logos, screen prints, shirts, hats, patches, etc.) over $200 require three vendor bid quotes from the professional staff advisor and then they must be attached to the completed *Purchase Order Request Form* for final approval by the assistant Scout executive. If applicable, one vendor bid quote needs to be from BSA National Supply.

3. All receipts turned in to the accounting specialist **must be the originals**.
4. All receipts turned in to the accounting specialist must note both the name of the project and the purchaser.
5. All monies must be deposited and reconciled at the council service center within one week of the event.
**Budget Worksheet - Activities**

<table>
<thead>
<tr>
<th>Project Code</th>
<th>Activity Name</th>
<th>Date(s) of Activity</th>
<th>Average Attendance &amp; Fees*</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td># Youth = 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td># Adults = 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td># Staff = 0</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>0 Totals</td>
</tr>
</tbody>
</table>

**Expenses**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Account Description</th>
<th>[enter # items &amp; average cost each]</th>
<th>Notes / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8103</td>
<td>Supplies - Program</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>8104</td>
<td>Supplies - Food &amp; Commissary</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td></td>
<td>Supplies - Janitorial</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>8106</td>
<td>Supplies - Office</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>8301</td>
<td>Postage ($0.47 per piece)</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>8402</td>
<td>Site or Facility Rental</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>8409</td>
<td>Cleaning Contract</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>8601</td>
<td>Inside Printing (b/w - $0.05</td>
<td>color - $0.10 per page)</td>
<td>@</td>
</tr>
<tr>
<td>8609</td>
<td>Outside Printing</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>8910</td>
<td>Individual Assistance - Camperships</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>9151</td>
<td>Recognitions - Staff</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>9152</td>
<td>Recognitions - Volunteers</td>
<td>@</td>
<td></td>
</tr>
<tr>
<td>9153</td>
<td>Recognitions - Youth</td>
<td>@</td>
<td></td>
</tr>
</tbody>
</table>

**Total Expense**

**Revenue**

<table>
<thead>
<tr>
<th>Account #</th>
<th>Account Description</th>
<th>[enter # items &amp; average cost each]</th>
<th>Notes / Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>8801</td>
<td>Fees</td>
<td>@</td>
<td>*per attendance &amp; fees above</td>
</tr>
<tr>
<td>8803</td>
<td>Meals</td>
<td>@</td>
<td>enter # total meals &amp; average price each</td>
</tr>
<tr>
<td>8806</td>
<td>Concessions</td>
<td>@</td>
<td>enter total amount sold</td>
</tr>
<tr>
<td>8831</td>
<td>Other</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total Revenue**

**Surplus / Deficit**

[minimum 10% of total revenue]

Volunteer Chair Approval:  
DD / SDE / DE Approval:  
SE / ASE Approval:  
Date to ASL:  

iv
# Council Camp Pricing

As of 10/1/2017

<table>
<thead>
<tr>
<th>Reservation Site</th>
<th>Campground</th>
<th>Units</th>
<th>In-Council ** (per day)</th>
<th>Out-of-Council (per day)</th>
<th>NON-BSA (per day)</th>
<th>Council/District (per day)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cabin/Lodge</td>
<td>ToPeNeBee</td>
<td>Base</td>
<td>40</td>
<td>80</td>
<td>100</td>
<td>25</td>
</tr>
<tr>
<td>Training Center</td>
<td>ToPeNeBee</td>
<td>Base</td>
<td>175</td>
<td>350</td>
<td>400</td>
<td>125</td>
</tr>
<tr>
<td>Campsite</td>
<td>ToPeNeBee</td>
<td>Base</td>
<td>20</td>
<td>40</td>
<td>50</td>
<td>15</td>
</tr>
<tr>
<td>Fire Bowl</td>
<td>ToPeNeBee</td>
<td>Base</td>
<td>no cost</td>
<td>no cost</td>
<td>no cost</td>
<td>no cost</td>
</tr>
<tr>
<td>Picnic Shelter</td>
<td>ToPeNeBee</td>
<td>Base</td>
<td>15</td>
<td>30</td>
<td>37</td>
<td>10</td>
</tr>
<tr>
<td>Range*</td>
<td>ToPeNeBee</td>
<td>Base</td>
<td>10</td>
<td>10</td>
<td>10</td>
<td>10</td>
</tr>
<tr>
<td>Cabin/Lodge</td>
<td>Rice Woods</td>
<td>Base</td>
<td>15</td>
<td>30</td>
<td>37</td>
<td>10</td>
</tr>
<tr>
<td>Campsite</td>
<td>Rice Woods</td>
<td>Base</td>
<td>15</td>
<td>30</td>
<td>37</td>
<td>10</td>
</tr>
<tr>
<td>Blair Lodge Summer</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>60</td>
<td>120</td>
<td>150</td>
<td>35</td>
</tr>
<tr>
<td>Blair Lodge Winter</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>90</td>
<td>180</td>
<td>225</td>
<td>50</td>
</tr>
<tr>
<td>Cooks Cabin</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>50</td>
<td>10</td>
<td>5</td>
<td>10</td>
</tr>
<tr>
<td>OA Lodge</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>90</td>
<td>180</td>
<td>225</td>
<td>50</td>
</tr>
<tr>
<td>Rotary Lodge</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>90</td>
<td>180</td>
<td>225</td>
<td>50</td>
</tr>
<tr>
<td>Campsite</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>20</td>
<td>40</td>
<td>50</td>
<td>15</td>
</tr>
<tr>
<td>Dining Hall</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>150</td>
<td>300</td>
<td>375</td>
<td>100</td>
</tr>
<tr>
<td>Range*</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>10</td>
<td>10</td>
<td>15</td>
<td>5</td>
</tr>
<tr>
<td>Boats/Canoes</td>
<td>W.L.S.R.</td>
<td>Base</td>
<td>5</td>
<td>10</td>
<td>15</td>
<td>5</td>
</tr>
</tbody>
</table>

*Range needs to be a Council/District event with BSA certified range instructors

** Chartering Organizations are considered In-Council

---

### Whole Camp (Buildings and campsites) per day

<table>
<thead>
<tr>
<th>Week Long (6 days)</th>
<th>ToPeNeBee</th>
<th>1500</th>
<th>1800</th>
<th>2700</th>
<th>720</th>
<th>120</th>
</tr>
</thead>
<tbody>
<tr>
<td>Week Long (6 days)</td>
<td>Rice Woods</td>
<td>300</td>
<td>400</td>
<td>1300</td>
<td>360</td>
<td>60</td>
</tr>
<tr>
<td>Week Long (6 days)</td>
<td>W.L.S.R.</td>
<td>1800</td>
<td>2100</td>
<td>3000</td>
<td>900</td>
<td>130</td>
</tr>
<tr>
<td>WLSR Summer Camps</td>
<td></td>
<td>1200</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>ToPeNeBee Camps***</td>
<td></td>
<td>1000</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*** Cub Day Camps, NYLT, LDS, Life Compass
**Event Evaluation and Closing Report**

Name of Event: ___________________________ Date: ________________

District or Council: _______________________

Activity Chairman: ________________________ Staff Advisor: ______________________

Home Phone: ______________________________

---

### Evaluation of Facilities

1. Was the site appropriate for this event? Yes _______ No _______
2. Were there adequate health and safety facilities available? Yes _______ No _______
3. Was parking managed in a safe manner? Yes _______ No _______
4. Would you recommend this site for this event in the future? Yes _______ No _______
5. Was food service sufficient for this event? Yes _______ No _______
6. Was there adequate sanitation facilities available? Yes _______ No _______
7. Other (explain) __________________________

---

### Program Evaluation

1. Was the program carried out as planned? Yes _______ No _______
2. Was the program well rounded to meet the needs of all participants? Yes _______ No _______
3. Was there a specific program for each level of the Scouting family in attendance? Yes _______ No _______
4. Should this program be repeated in the future? Yes _______ No _______
5. Did this activity conform to the proposed budget? Yes _______ No _______
6. Was the fee sufficient to cover the expenses as outlined in the budget? Yes _______ No _______
7. Other (explain) __________________________

---

### Staff Evaluation

1. Was there adequate staffing for the attendance? Yes _______ No _______
2. Were additional positions for staffing needed that were not planned for? Yes _______ No _______
3. Was the staff in the appropriate uniform for this event? Yes _______ No _______
4. Would you recommend the same staff for future events? Yes _______ No _______
5. Other (explain): __________________________

---

**Recommendations for next year:** __________________________

If this event is to occur again, list potential event chairs: __________________________

---

**Attendace:**

<table>
<thead>
<tr>
<th>Participants</th>
<th>Staff Attendance</th>
<th>Total Participation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tigers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Wolves</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bears</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Webelos</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Boy Scouts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Varsity Scouts</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Venturers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Explorers</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Adult</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Total:** ____________

**EXPLAIN ALL "NO" ANSWERS ON THE BACK OR ATTACH A SEPARATE SHEET**