



# A Guide to Planning District and Council Events

Prepared for all Professionals and Volunteers

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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 – 1<sup>st</sup> Source Scout Center.

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

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## Quick Start Guide

The basic keys to a district or council activity:

1. Do you have a committee?
2. Did you set goals (attendance, program)?
3. Do you know your logistics (date, time, location)?
4. If using a council camp, did you work with the Program Director 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/eventssubmit>
8. Did you work with the Program Director 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](http://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 (Dan Asleson) 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 (Rex Voorheis).

\*Any district or council event that will be utilizing the BSA advancement program and is charging a fee for Scouts BSA 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. Make 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.
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 (Dan Asleson), Council President (Chris Miller), 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.
- \*Remember, district events should enhance unit programs, not replace them.

## **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.
  - 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 the event is opened.
  - Follow proper purchase order procedures for any expenditures (**must work with your District Executive or purchases will NOT be reimbursed!**)
  - Event is closed out completely.

\*Event Chairs should always remember that the **volunteer** role in events is to plan, organize, promote, and secure 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

Secure Location and Date	1 year
Recruit Chair	8-12 months
Recruit Committee	6-12 months
Prepare Budget	6-12 months
Meet with Committee to Develop Program	6-9 months
Prepare Promotional Materials	6 months
Set up Council Website & submit Tenatrou event request set up.	3-6 months
Request Cash Advances Through Staff Advisor	4 months
Promotion at Roundtables	3 months
Prepare Physical Facilities (permits, logistics)	3 months
Meet with Committee to Review Staff Assignments	3 months
Request Purchase Orders Through Staff Advisor	1 month
Prepare Signage and Programs	15-30 days
Secure Additional Staff Support	15-30 days
Final Walk-through of Facility	15 days
Pick-up Materials	3 days
Set-Up	1 day
Event	Day of Event
Turn in Money Collected at Event to Staff Advisor	Conclusion of Event
Turn in all Receipts Requiring Reimbursement to Staff Advisor	Conclusion of Event
Prepare and Send Out Thank You's	3 days after Event
Completion of Event Reconciliation Form with Staff Advisor	7 days after Event
Close Out Meeting with Committee and Budget Development	1 month after Event





## 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 Program Director.
- \*A key factor in getting high attendance is targeting your audience about your event at least 5-7 times through (roundtable, *Constant Contact*, direct mailings, unit visitations, emails, etc.)
- \*Assistance with producing flyers is available from the Program Director 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 with 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 the event is viable and should be held in the future.
- \*A sample event evaluation form is located at the back of this guide.



(Sample Flyer)



SCOUT ME IN™

BSA BRANDING

Are you ready for a fun day of shooting shotguns?



## Shotgun Shooting Day

Hosted by LaSalle Council, BSA

what

So you ask, where is this happening?

Wood Lake Scout Reservation / Camp Tamarack, Jones, MI

When is this fun day going to happen?

PICTURES

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 INFO

Contact: Larry Hupp (xxx) xxx-xxxx, emailaddresshere@email.com



## Registration through the Councils Online System

Registration for all events will be done through the online 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:

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

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.

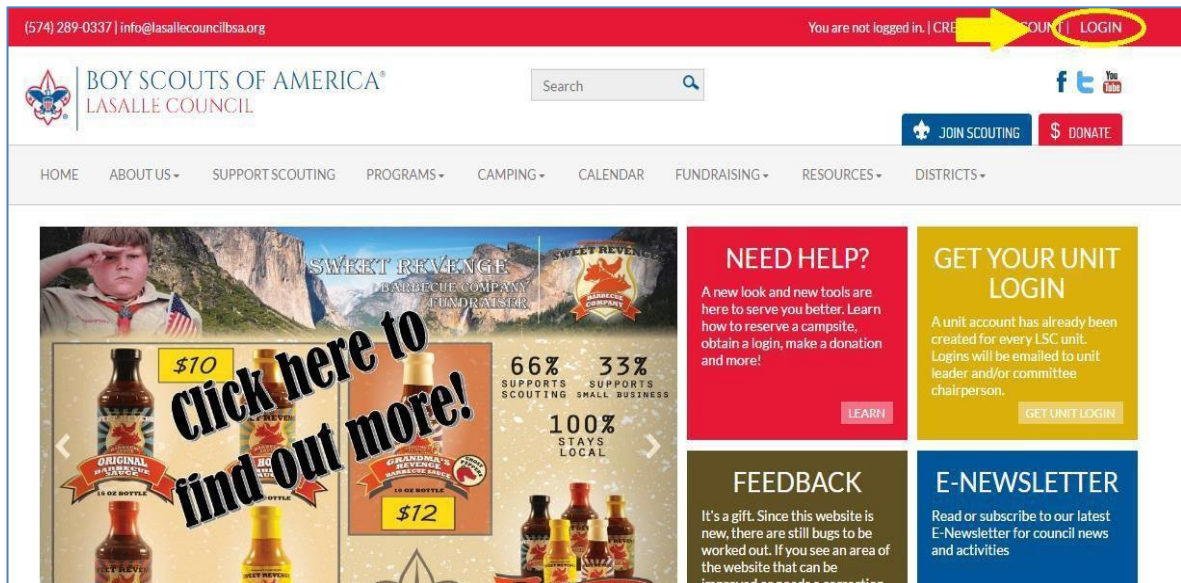


# Pulling Event Reports and Sending Messages Through the On-line Registration System

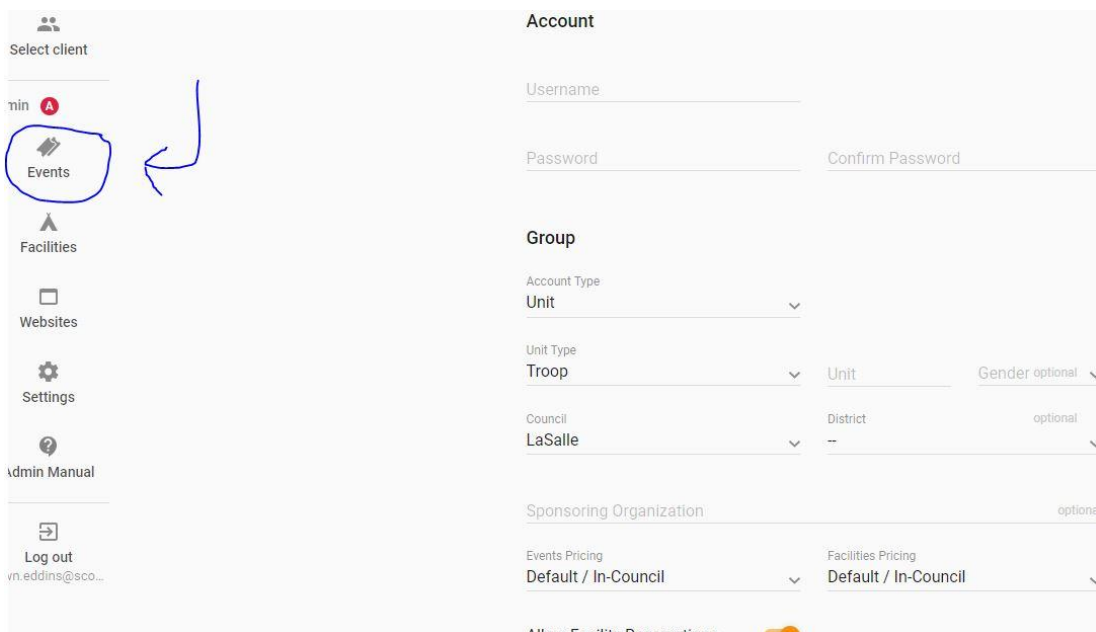
Once you have obtained an admin login account from the Program Director, you will be able to pull reports and send messages for your event by using the online system.

## How to Pull Event Reports

1. Login to <http://www.lasallecouncilbsa.org> using your admin account.



2. Once signed in, click the **Events** tab & select your event by name.





- 3-1. Click on the three dots & select **Reports**, then select your preferred event report to download. Then click generate.

Search NEW

Show Events From Past Years ☐ Show Deleted ☐

Baloo Training 2024  
Start: 4/13/2024 3 Groups Registered

⋮

## Reports

For more reports, go back to the Event Type and go to the Reports tab

- ☒ Groups, Check-In (PDF)  
Generates invoices for all registrations, regardless of amount due.
- ☐ Groups (Excel/CSV)  
Summary of all registrations by group.
- ☒ Participant Roster (PDF)
- ☐ Participant Roster (Excel/CSV)
- ☐ Event Class Schedule (Excel/CSV)
- ☒ Event Class Schedule, for Youth (HTML)
- ☐ Event Class Schedule, for Adults (HTML)
- ☐ Event Class Schedule, Group Classes (HTML)
- ☐ Instructor Class Roster (PDF)  
Class roster for all classes in event. To run for a specific class, use button in Tools section above.
- ☐ Participant Class Schedules, by Group (PDF)  
Page breaks for each group, not for individual participants.
- ☐ Participant Class Schedules, Requirements Completed (PDF)  
Same as above export of participants class schedules except that the title is different (Requirements) the footer contains a message about merit badge counselors. Page breaks for each group, same as above.
- ☐ Participant Class Schedules, by Participant (PDF)



# **LaSalle Council, Boy Scouts of America Refunds Policy**

## **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 ([dawn.eddins@scouting.org](mailto:dawn.eddins@scouting.org)) is received by the Program Director 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 shakedown, 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 ([dawn.eddins@scouting.org](mailto:dawn.eddins@scouting.org)) to the Program Director at the council service center at least 2 weeks in advance of the reserved use date 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.

#### **Council & District Activities Finance Plan**

1. Print the budget for the activity, available from the District Executive.
2. Note on the calendar when to request a cash advance, if needed.
3. Review the calendar, program plan, and budget with the committee that will be responsible for the event.
4. Have the volunteer chair assign responsibilities for each aspect of the event.
5. Follow up with each person on their responsibilities.
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 & registration/check-in paperwork.
9. Sit down with the committee and review the results of the event and then plan next year's budget.
10. Turn into Staff Advisor this year's results, along with next year's budget.

#### **Field Receipts**

1. Event Chairs should be issued a field receipt book for all checks and monies received outside of the council service center.
2. Issue field receipts upon payments at your event.
3. All field receipts shall be pre-numbered, consist of three copies, and be issued to a specific person. White copy is for the paying participant. Yellow copies should be turned in with payment. Pink copy will stay in the book for records.
4. Field receipts must be completed in ink with sufficient pressure to make all three copies legible.
5. All copies of the field receipt book 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.

## **Cash Advances**

Cash advances are monies advanced to the Staff Advisor of the event. ONLY for event expenses that cannot be completed using the normal vendor and invoice routine. Advances may only be given to the Staff Advisor, who has submitted the request and who will be personally responsible for returning unspent cash & receipts that total the amount of the cash advance.

1. Cash advance requests once submitted to the Staff Advisor will take a minimum of seven to ten business days. Requests may not be for more than \$250.
2. The cash advance reconciliation must be settled within one week of the completion of the event.

## **Check Requests**

1. Check requests are used to reimburse vendors only with an invoice/receipt.
2. Check requests will be generated by your Staff Advisor and must be approved by the Program Director.
3. Check requests will be mailed to the payee and should allow 7-14 business days from date of submission.

## **Purchase Orders**

A purchase order number may be requested from your Staff Advisor to be given to an approved vendor for invoicing purposes only.

1. Purchase orders shall be assigned its number only by the Program Director. 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 from the Event Chair.
2. The Program Director will be the only source of purchase orders and will know the status of issued purchase orders at all times.
3. When the vendor invoice has been received by the Staff Advisor, the volume and dollar amount on the invoice are checked and approved & turned in for payment.



## 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 within 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 Program Director.

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.

iv

Budget Close Out Report									
District:					60-Day Benchmark Date:				
Activity Title:					60-Day Benchmark Attend 25%:	0			
Activity Start Date:					30-Day Benchmark Date:				
Activity Location:					30-Day Benchmark Attend 50%:	0			
Staff Advisor:					14-Day Benchmark Attend 85%:	0			
Lead Volunteer:					On-line Registration:	Yes		No	
Cost Center code					On-line Payments:	Yes		No	
BUDGETED REVENUE			BUDGET	ACTUAL REVENUE			ACTUAL		
Participant Type	Est. # Participants	Fee		Participant Type	Actual # Participants	Fee			
		\$ -	###			\$ -	\$ -		
		\$ -	###			\$ -	\$ -		
		\$ -	###			\$ -	\$ -		
		\$ -	###			\$ -	\$ -		
		\$ -	###			\$ -	\$ -		
		\$ -	###			\$ -	\$ -		
Total Participant Fees	0		###	Total Actual Participants	0		\$ -		
Other Income (enter description below)				Other Income (enter description below)					
		\$ -	###			\$ -	\$ -		
		\$ -	###			\$ -	\$ -		
		\$ -	###			\$ -	\$ -		
Total Other Income			###	Total Other Income				\$ -	
TOTAL ESTIMATED REVENUE			###	TOTAL ACTUAL REVENUE			\$ -		
BUDGETED EXPENSES				ACTUAL EXPENSES					
Program Supplies									
Food & Commissary Supplies									
Sanitation & Janitorial Supplies									
Facility Rental Fee (including council camp rentals)									
Recognition (Patches)									
Equipment Rental									
Printing/Postage									

Expense Contingency (10% of expenses)				###					
Administration Fee (10% of total estimated revenue)				###	Administration Fee (10% of total estimated revenue)				\$ -
TOTAL ESTIMATED EXPENSES				###	TOTAL ACTUAL EXPENSES				\$ -
NET Difference + OR (-)				###	ACTUAL NET Difference + OR (-)				\$0.00
<u>Approvals</u>					<u>Close-Out</u>				
Lead Volunteer:_____			Date: _____ -		Lead Volunteer:_____			Date: _____	
Staff Advisor:_____			Date: _____ -		Staff Advisor:_____			Date: _____	
Council Approval:_____			Date: _____ -		Council Approval:_____			Date: _____	
EVENT TO BE CLOSED NO LATER THAN 30 DAYS FROM DATE OF EVENT									
		December 9, 2020 Revision							

Council Camp Pricing

As of 10/1/2017

Reservation Site	Campground	Units			
		Base	Base x 2.0	Base x 2.5	
		In-Council ** (per day)	Out-of-Council (per day)	NON-BSA (per day)	Council/District (per day)
Cabin/Lodge	ToPeNeBee	40	80	100	25
Training Center	ToPeNeBee	175	350	400	125
Campsite	ToPeNeBee	20	40	50	15
Fire Bowl	ToPeNeBee	no cost	no cost	no cost	no cost
Picnic Shelter	ToPeNeBee	15	30	37	10
Range*	ToPeNeBee				10
Cabin/Lodge	Rice Woods	15	30	37	10
Campsite	Rice Woods	15	30	37	10
Blair Lodge Summer	W.L.S.R.	60	120	150	35
Blair Lodge Winter	W.L.S.R.	90	180	225	50
Cooks Cabin	W.L.S.R.	50			30
OA Lodge	W.L.S.R.	90	180	225	50
Rotary Lodge	W.L.S.R.	90	180	225	50
Campsite	W.L.S.R.	20	40	50	15
Dining Hall	W.L.S.R.	150	300	375	100
Range*	W.L.S.R.				10
Boats/Canoes	W.L.S.R.	5	10	15	5

\*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

Week Long (6 days)	ToPeNeBee	1500	1800	2700	720	120
Week Long (6 days)	Rice Woods	300	400	1300	360	60
Week Long (6 days)	W.L.S.R.	1800	2100	3000	900	130
WLSR Summer Camps		1200				
ToPeNeBee Camps***		1000				

\*\*\* 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: \_\_\_\_\_

**Attendance:**ParticipantsStaff AttendanceTotal Participation

Tigers \_\_\_\_\_

Wolves \_\_\_\_\_

Bears \_\_\_\_\_

Webelos \_\_\_\_\_

Boy Scouts \_\_\_\_\_

Key Staff \_\_\_\_\_

Other Adult Staff \_\_\_\_\_

Youth Staff \_\_\_\_\_

OA Members \_\_\_\_\_

Council Staff \_\_\_\_\_

\_\_\_\_\_ 0

Varsity Scouts \_\_\_\_\_

Venturers \_\_\_\_\_

Explorers \_\_\_\_\_

Adult \_\_\_\_\_

**Total:** \_\_\_\_\_ 0**Total:** \_\_\_\_\_ 0

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

**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: \_\_\_\_\_