

Event Information Sheet

This form must be completed and submitted to Council for review and approval

before any advertising or purchasing can be done. Please follow all instructions.

Please Note: All flyers, leaders guides, and advertising materials must be sent along with this application for review **before they are sent to units/leaders/public**. These materials should be sent in an editable format and must comply with the Flyer and Advertisement Guidelines in the Event Information Packet. **Completed Event Information packet should be submitted to: taryn.colby@scouting.org**

Completed Event Information packets should be submitted to the District Executive for follow up and approval. No applications will be approved without a follow up and review of applicable budgets and procedures.

Event Title: _____

Event Description (this verbiage will be placed in the online event registration, max 500 chars.) :

Date (s) of Event: _____

Partial or Multi-day event? (Circle one) Partial Multi Day

-Check in Time: _____

-Event Start Time: _____

-Event End Time: _____

Location of Event:

Location Name: _____

Address of Venue: _____

City/State/Zip: _____

If using Ingawanis Adventure Base- (You must include IAB facilities into your budget and sign the applicable key contract)

Volunteers using IAB must not assume access to camp and must first sign a Key Contract and check out applicable keys. See Page 6 for full policy.

| | | | |
|---|---|--|--|
| Kitchen <input type="checkbox"/> | Dining Hall <input type="checkbox"/> | Waterfront <input type="checkbox"/> | Rifle/Shotgun Range <input type="checkbox"/> |
| Picnic Area <input type="checkbox"/> | Program Shelter <input type="checkbox"/> | Council Fire Ring <input type="checkbox"/> | Pool* <input type="checkbox"/> |
| Cedar View Cabin <input type="checkbox"/> | Cedar View Campsite <input type="checkbox"/> | Elliot Cabin <input type="checkbox"/> | Arrow Cabin <input type="checkbox"/> |
| Valley Forge Cabin <input type="checkbox"/> | Valley Forge Campsite <input type="checkbox"/> | Robin Hood Cabin <input type="checkbox"/> | Robin Hood Campsite <input type="checkbox"/> |
| Chief Ona <input type="checkbox"/> | Black Hawk <input type="checkbox"/> | East Pioneer <input type="checkbox"/> | Nawakwa <input type="checkbox"/> |
| Saluyee <input type="checkbox"/> | Sioux Ridge <input type="checkbox"/> | Dan Beard <input type="checkbox"/> | Prairie View <input type="checkbox"/> |
| Maple Ridge <input type="checkbox"/> | Ingachook <input type="checkbox"/> | Wakosha <input type="checkbox"/> | Birch Knoll <input type="checkbox"/> |
| Ranger <input type="checkbox"/> | *Pool is only open during Summer Camps and August | | |

Please mark all facilities that will be used for this event that will not be open for rental by participants:

Event Contact (This person must be willing to field calls and/ or emails from guests about the event)

Name: _____

Phone Number: _____

Email: _____

Online Registration Set Up Form

Online registration is required for all events, even if Event Chair is allowing at door registration. At door registration is in addition to online registration and will be subject to the late fees.

Event Registration Time Lines and Pricing

Starting January 1, 2019, event prices and registration will look as follows: **Early Bird pricing will be available to online registrants** until one (1) week before the event, Regular rate pricing will take effect once Early Bird pricing closes and until online registration closes three (3) days before the event (or sooner if indicated by Event Chairman).

Regular registration rates will be the Early Bird pricing + 50%. Example: If the Early Bird rate for an event is \$5.00 then the Regular rate will be \$7.50. If an Event Chairman allows "At Door" registration, the Regular rate applies and must be collected at the door.

Capacity _____

Early Bird Cost for Adults: \$ _____ Early Bird Cost for Youth: \$ _____

Registration Open Date: _____ Registration Close Date: _____

***If you choose to not close registration in the advised 3 day time window we highly recommend closing registration at the last possible date to collect numbers for purchasing supplies.**

***Registrations close at 11:59 pm on the day you indicate.**

***If yes, the price for at door registration will be the event price plus half, example: event price is \$5, at door will be \$7.50. Volunteers must be willing to collect the at door price at check-in.**

Will this event allow at door registration? (Circle One) Yes No

Registration Set Up and Data Collection

Registration Variant (This is how someone will register, Check One)

- Unit Registration** (Events that cater to youth require a Unit to register first and Units will add participants)
- Individual Registration** (Events catered towards Adults, like trainings, that do not require a Unit to register)

What information needs to be collected per participant?

| | | | | | | |
|---------------|----------------|--------------------------|----------|--------------------------|----------|--------------------------|
| Phone Number | Do Not Collect | <input type="checkbox"/> | Optional | <input type="checkbox"/> | Required | <input type="checkbox"/> |
| Address | Do Not Collect | <input type="checkbox"/> | Optional | <input type="checkbox"/> | Required | <input type="checkbox"/> |
| Date of Birth | Do Not Collect | <input type="checkbox"/> | Optional | <input type="checkbox"/> | Required | <input type="checkbox"/> |
| *Gender | Do Not Collect | <input type="checkbox"/> | Optional | <input type="checkbox"/> | Required | <input type="checkbox"/> |
| Special Needs | Do Not Collect | <input type="checkbox"/> | Optional | <input type="checkbox"/> | | |
| *Unit Number | Do Not Collect | <input type="checkbox"/> | Optional | <input type="checkbox"/> | Required | <input type="checkbox"/> |
| Email | Do Not Collect | <input type="checkbox"/> | Optional | <input type="checkbox"/> | | |

Will there be a patch, shirt, hat or other item available for registrants? (Circle One)

Yes No

Will the cost of these items be reflected in participant registration pricing or sold separately (Circle One)?

Registration Separate

If separate: indicate cost per person

| | | | |
|-------|------|----|--------------|
| Patch | Cost | \$ | |
| Hat | Cost | \$ | |
| Shirt | Cost | \$ | Size Options |
| Mug | Cost | \$ | |
| Other | Cost | \$ | |

I understand that before any item is purchased I must complete a purchase request form and receive approval from the Winnebago Council, Boy Scouts of America. I understand that the expectation for purchasing is to receive quotes on items over \$350.00, and all purchasing approval will come from the Winnebago Council, Boy Scouts of America. I understand that not following the purchasing guidelines may result in lack of reimbursement for personal expenses used to purchase supplies. I understand that materials, food, facility rental and any other supplies must be budgeted and approved before purchasing.

Event Chair Initials: _____

Dashboard Users will have read only access to the event registration on the website:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

Weather Backup Plan

Cancelling Events hurts Scouts!

It is expected that Event Chairs have a back up plan for any potential unexpected weather that may hinder an event. It is advised to set a date for the event and consider up to two (2) possible alternative dates. Speak with rental facilities to ensure these dates are feasible for use of their property and that rental fees are transferable, volunteer staffing including Merit Badge Counselors should know alternate dates and be ready to assist on those days as well. **At NO TIME should an Event Chair or event volunteer staff promise refunds to volunteers, Scouts, Scouters or families.** When asked about refunds, Event Chairs should direct volunteers, Scouts, Scouters and families to the Official Winnebago Council, Boy Scouts of America refund policy available online at

(By signing, the Event Chair and District Executive confirm they both understand and agree on all event policies of the Winnebago Council and will adhere to all guidelines set by the Winnebago Council, Boy Scouts of America)

www.winnebagoobsa.org or to call the Winnebago Council Service Center.

Event Chairman Signature: _____

Event Chairman Printed Name: _____

District Executive Signature: _____

Purchasing Procedure

No purchases for events can be made until the purchasing procedures are met in full.

- 1) Make a list of items needed for the event including facilities (including Ingawanis), food, supplies and recognition items like shirts or patches.
- 2) Fill out a Purchase Request form for the items with the prices of the items, the location the items will be purchased at and who will be purchasing the items if the Council does not have a relationship with that vendor and that vendor does not accept transactions on account

*Whenever possible, vendors should be chosen for their ability to make transactions on account with the Winnebago Council

3) A separate purchase request must be created per location of purchase.

4) Purchase requests must be submitted before any purchases are made, once the purchase is approved, a purchase order will be given to the Event Chairman to make purchases.

*If a purchase order is not given or a purchase request is not approved before purchases are made, the Council reserves the right to deny requests for reimbursement.

Purchase Requisition

Winnebago Council, BSA #173

| | | | | | | |
|---|-----------------------------------|--------------------------------|------------|--------------|---------------------------------|--|
| No. | | | | | | |
| To: | Vendor Name or Event Chair | | | Date: | Date Purchase Request Submitted | |
| Indicate Source of Supply: | | | | Value: | Total \$ | |
| Quantity | Description | | | | | |
| How many of each item will be purchased | Cost of each item being purchased | List of each item individually | | | | |
| Purpose | Event Name/ Use during event | | | Date Ordered | Office Use | |
| When Wanted | Date | Account # | Office Use | PO No. | Office Use | |
| | | | | From | Office Use | |
| Requester: | Event Chairman | | | Approved | Office Use | |

Flyer and Advertisement Guidelines

Flyers, leader guides and other sources of advertisement for events are extremely helpful in boosting attendance and answering commonly asked questions about an event. All forms of advertisement need:

- 1) **To be approved by Council before distribution!**
- 2) Have a date, time, location and address of event location
- 3) Have correct cost information per the cost guidelines laid out in this guide - include any applicable at door costs
- 4) To direct customers to online registration and include dates of registration timeframes
- 5) Have contact information of someone associated with event or Winnebago Council office

Leader's Guides must be as complete and accurate as possible to avoid changes once documentation has been made public. All policies should reflect those of the Boy Scouts of America and Winnebago Council. Leader's guides should include all necessary information for a participant to be successful including but not limited to (note, not all of these options will apply to all events):

- Map of location
- Packing list
- Scout requirements and prerequisites
- Itinerary
- Menu
- Leader and Scout expectations for participation
- Etc.

All forms must be submitted along with this application packet for approval by the Winnebago Council, Boy Scouts of America. Please email editable formats of guides and advertisements to District Executive to be discussed in the follow up meeting.

Ingawanis Adventure Base Usage Policy

Starting January 1, 2019 the usage of Ingawanis Adventure Base facilities must be recorded in the budget as an expense in the total amount of the rental price per facility and time frame of usage. This will show as a facility rental fee as it would any other, non BSA, location.

Ingawanis Adventure Base Key Policy

As of the Spring of 2019, Ingawanis Adventure Base gates, buildings and cabins have been re-keyed. Volunteers and Event Chairs should not assume access to Ingawanis Adventure Base. Applicable Key Contracts must be signed, and keys checked out before volunteers and Event Chairs arrive at camp. No more than what is reserved through the Winnebago Council Service Center will be checked out to Volunteers. Keys must be returned promptly. Missing keys will be paid for by Event Chair. Only those names listed on the key contracts may possess, handle, or use assigned keys. Violations of the Key Contract will result in a \$50 fine, paid by the signed Event Chair. Key contracts can be procured through the District Executive or Winnebago Council Service Center.

Online Registration and At Door Fees Policy

Online registration is required for all Council and District level events. Online registration is designed to collect all necessary information for reporting purposes as well as for use by Event Chairman and volunteers who will need to make purchases. It is highly encouraged that online event registration is closed at the last possible day to collect this information before purchases are made if not following outlined registration dates on the Online Registration page. If an event will allow an extra at door registration, an extra fee of half of the regular registration rate will apply. This is to help cover the cost of supplies for last minute, unplanned, participants as well as encourage on time registration.

If a registration states that it will not accept at door participants, no extra participants should be admitted. The office will not open registration without express permission from the Event Chair. The office will not advise that questioning participants contact Event Chairs for this permission. **The Event Chairman should not promise late or at door registration to anyone without Council approval.**

Purchase Request and Purchase Order Policy

No monies should be spent without proper authorization by the Winnebago Council, Boy Scouts of America. Purchase requests must be submitted to the Winnebago Council for approval before purchases are made. Once a purchase request is approved, a purchase order will be issued. If a purchase request is not approved yet a purchase is made, the Council reserves the right to deny requests for reimbursement. Volunteers may not open accounts with businesses on behalf of the Winnebago Council nor should a volunteer make a promise of payment to a vendor without prior approval by the Winnebago Council.

Upon approval, a volunteer may submit receipts for purchases made for events. Only purchases that were approved via a Purchase Request will be approved for reimbursement. Receipts must have the accompanying Purchase Order number on them.

Refund Policy

All events are subject to the official Winnebago Council, Boy Scouts of America. No separate refund policy should be instituted for an event without express permission from the Scout Executive of the Winnebago Council, Boy Scouts of America.

Refunds should not be promised by Event Chairman or Event Staff without checking the official Winnebago Council refund policy. For questions on refunds or applicable circumstances, contact the Winnebago Council, Boy Scouts of America.

Recognition Items and Memorabilia Policy

Recognition Items or Memorabilia such as t-shirts, hats, patches, mugs and so on often have a design period that must be considered to ensure the item is available at the time of the event. Purchase Request procedures must be followed when ordering these items. Recognition and memorabilia items should be ordered in enough time for the items to be available to participants at event check-in. Work with the Winnebago Council to ensure that these items are ordered through Boy Scouts of America approved vendors. Not all vendors are licensed by the BSA to print the logo or other items for BSA related items. Volunteers should not establish a working relationship with new vendors without express permission by the Winnebago Council, Boy Scouts of America. These items should be sold to participants at a rate that remains 20% sustainable and should be built into the registration cost per participant. No items should be ordered without consulting the District Executive and the event budget.