

# TROOP 297 - EVENT LEADER'S GUIDE

(last updated 1/8/09)

Thank you for coordinating this event!

The Event Coordinator will hand you an event folder two months before your event. Keep all the paperwork for your event in this folder, and take it with you to the event. When your event is over, give this folder to the Treasurer. If you have any questions, see the Event Coordinator or the Treasurer.

**FACILITIES:** Reserve any facilities needed for the event as far in advance as possible. Forest preserves should be reserved on January 2nd if possible, as spots for the coming year become available on January 1st and fill quickly. Be sure to get confirmation in writing. Documentation from the facility about the reservation should be present at the event and a copy given to the Treasurer.

**EVENT COST:** Determine the total cost of the event, which may include facility or campsite fees, group activity fees, etc. If your event will be reimbursing drivers for gas, then the appropriate sign-up sheet (see SIGN-UP SHEETS, below) can compute the cost per person based on the mileage to the event and the number of drivers and non-drivers. Grub money is collected separately and paid directly to the adult and scout Grub Masters. Make sure you include a buffer in your event cost in case people drop out or unexpected expenses arise. If in doubt, work with the Treasurer to determine the cost.

**PROMOTION:** Make a flyer with all the pertinent information, then give copies of the flyer to the Troop Scribe for the Take Home folders and to the Treasurer. Email a copy of the flyer and any other details about the event to the Webmaster. Make an announcement and reminders about the event at troop meetings, plus post the announcement and reminders to the troop's Yahoo Group. If further discussion is needed during a troop meeting, then schedule time with the SPL.

**SIGN-UP SHEETS:** Have a sign-up sheet available at troop meetings. Please use one of the following Excel spreadsheets:

Event Sign-up Sheet (no gas reimbursement)

Event Sign-up Sheet (gas reimbursement)

Day Outing Sign-up Sheet

Each of the sign-up sheets has a worksheet to help you determine how much to charge for the event (enter only the fields in red - all others are calculated for you). If you have any problems, ask the Treasurer for help.

Collect the event fees or get authorization for the event fees to be deducted from the scout accounts. Check with the Treasurer to make sure that the scout accounts have enough money to cover the deductions. Keep in mind that sometimes multiple events may be going on at the same time and each one will have scout account deductions.

Please do not operate the event on a "cash" basis, where participants bring cash to the event, which is then put into a kitty and doled out as needed. This method has been tried and found to be an accounting nightmare.

**PERMISSION SLIPS:** The permission slips act as “Hold Harmless” waivers and basic medical directives. Download the troop’s standard permission slip. In the top box, insert your event name and location, the event date(s), and a description of the event’s activities. Email a copy to the troop’s Webmaster and have the permission slips available at troop meetings. Each adult attending the event must fill out and sign a permission slip. Each scout attending the event must have their parent/guardian fill out and sign a permission slip for them, plus the scout must also sign the permission slip.

**GRUB MASTER:** If you will be cooking your own meals, then find an adult Grub Master to organize the meals for the adults.

**TOUR PERMIT:** Tour Permits are needed for most events. The Event Coordinator will submit a Tour Permit to council at least two weeks before the event. Council will sign it and send it back to the Event Coordinator. It should be kept in the event folder.

You can review the council’s Tour Permit on the council’s website. The Event Coordinator will need the following information to fill out the permit: date and location of the event, number of youth and adults attending, driver information, event leader and assistant event leader, and names of adults with specific training (depending on the event). Check out “Tour Permit FAQ” on the council’s website for more information.

**MEDICAL RECORDS:** Request copies of the medical records from the Troop Medic for each person attending the event. The types of medical forms are:

**Class 1** – for all events; filled out by parents/guardians; good for 12 months

**Class 2 & 3** – for events over 72 hours in length; requires a medical evaluation

**Class 2** – for scouts and adults under 40; good for 36 months

**Class 3** – for adults 40+ and high-adventure participants; good for 12 months

**DRIVERS:** Make sure each attendee has a ride to the event, then complete the Driver List. Give the drivers a copy of the Driver List and directions, plus the medical forms and permission slips for each of their passengers.

**MONEY MATTERS:** Once you have collected ALL of the fees from the people who will be attending the event, give the money, the sign-up sheet, and a Deposit Form to the Treasurer. These must be turned into the Treasurer before the event.

If you need a check to pay for something related to the event, give a Check Request Form to the Treasurer. If you are given a blank check, make sure you email the Treasurer as soon as you return with the amount of the check. Give any receipts to the Treasurer.

If you paid for something yourself and need reimbursed, give a Reimbursement Form along with any receipts to the Treasurer. You can either request a check or have the amount credited to your son’s scout account.

Troop checks require two signatures, so let the Treasurer know ahead of time that you will need a check. If you need a copy of any documentation for the event folder, please make a copy before you give it to the Treasurer.