

ACTIVITY PLANNING GUIDE

FOR DISTRICT AND COUNCIL EVENTS

There is an old adage that says: “If you fail to plan, you plan to fail”

An event’s success is often dependent on the ability of all involved to communicate clearly and work together. This Event Planning Guide is designed to be a working tool to help both Volunteers and Professionals alike. The steps outlined herein will define each other’s role and outline the tasks necessary to ensure success. The Scouting Professional’s role (serving as District Executive or Staff Advisor) is to advise and assist, especially in areas of scheduling, budgeting, and coordinating Council resources. The Volunteer’s role is to plan, organize, promote, and marshal all the resources necessary to run the event. In other words, it is the role of the Volunteers to make things happen. These guidelines should help. They include both *requirements* and suggestions.



CENTRAL GEORGIA COUNCIL
BOY SCOUTS OF AMERICA

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Introduction

The Activity Planning Guide outlines the steps and procedures to follow in planning, conducting, and closing out a district or council event. This manual will assist the Activity Committee Chairperson, the Council Vice President or District Chairman to whom the committee is responsible to, and the Council Staff Adviser to the event.

It is the vision of the Central Georgia Council to provide every youth member a safe, meaningful, fun activity. Conducting an activity in the Boy Scouts of America represents a partnership between a committee of volunteers and the policies and procedures of the Boy Scouts of America. All events, district or council, is at the discretion and approval of the Central Georgia Council Executive Board. Events not complying with standards may result in an activity being not approved or cancelled.

The total financial health of the council relies on the financial success of all events and activities, which comprise the council budget. Therefore, each activity must be self-sustaining. The procedures included in this manual help to assure participants of activities that their funds are being used properly and for the purpose intended. By making the council aware of all transactions, the council will be able to assist vendors and participants who may request payments and refunds.

Controls regarding cash receipts, income, expenses are mandated by the Accounting Guide for Non Profits of the Financial Accounting Standards Board (FASB), the Internal Revenue Service for a 501(c)3 organization, the Central Georgia Council Executive Board, and by the National Council of the Boy Scouts of America.

Throughout this guide, references will be made to the Council Stewardship Manual. This manual outlines the fiscal management procedure of the Central Georgia Council, Boy Scouts of America. Policies regarding activity receipts, expenses, cash controls etc, not addressed in this guide may be referenced through the Council Staff Adviser and the Stewardship Manual.

Several Booklets are available from the Boy Scouts of America to help specialized or specific events. For example, Recognition Meetings, Day Camp, Camporee, and Webelos Woods have their own guidebooks. These manuals serve as a secondary resource to this Activity Planning Guide. Further information is available in the Activities and Civic Service Committee Guide, No. 33082C. This reference outlines the responsibilities of the Council and District Activities and Civic Service Chairmen.

Steps to Planning an Activity

1 Select An Activity

2 Logistics

3 Conduct a Preliminary Planning Meeting

- Review Chairman Job Description
- Review last year's report of the activity
- Build a backdating schedule
- Create an activity budget
- Review purchasing procedures
- Complete initial Purchase Request forms
- Establish a plan for promoting the event
- Review staffing needs
- Set up committee meeting schedule

4 Promote the Event

- Draft promotional materials
- Secure Council approval of promotional flyers
- Open an Activity Folder
- Complete work orders for printing and mailing
- Distribute materials to units

5 Conduct Activity Planning Meetings

- Review purchasing procedures with staff
- Follow promotion plan
- Coordinate efforts of Staff

6 Make Purchases

- Follow purchasing procedures

7 Conduct Event

- Receipting cash at an activity
- Trading Post guidelines

8 Close Out Activity

- Finalize all financial transactions, orders, and purchases
- Conduct committee evaluation meeting
- Complete final activity report with Staff Adviser

1

Selecting An Activity

Activities for youth and leaders are selected by a district committee in coordination with the council program committee.

It is important to keep in mind that activity or events have specific and well-defined objectives. A training course should provide enough information to assist adult leaders in fulfilling their position responsibilities, where a Camporee provides participants a method for experiencing Scout fellowship, competition, skill development, and fun. Before an activity is selected, it must first be asked does this activity take the place of regular unit programs or does it supplement programs where units may not be able to conduct this activity on their own? It is not the responsibility of a district or council to provide events just to have them. Activities are planned to assist unit leaders in providing an ideal year in Scouting for youth and families.

During the annual planning process, district and council activities are submitted to the Council Program Committees for review. Approved activities are included in the annual council calendar and distributed to unit leaders. The Executive Board has final approval of the calendar. The appropriate Council committee must approve activities not included in the calendar at least 120 days in advance.

2

Logistics

Recruit a Chairman

District Activity & Event Chairmen are recommended by the District Key 3, comprised of the District Chairman, District Commissioner and District Executive, with final approval made by the Scout Executive. The Council Vice President of Program, Council President, Council Activity Chairman and Scout Executive approves council Activity & Event Chairmen. Activity Chairmen serve a one-year term and must be approved for each successive year. Following the event, the activity chairman may make a recommendation for next year's chairman.

Selecting the Date

Once a date is submitted to the Council Executive Board and it is approved and published in the annual calendar, dates for activities cannot change. If the chairman or location is unavailable, this does not constitute a valid reason for changing a date. During the unit annual planning process, units are scheduling far in advance, what and when they will participate in activities. If a chairman or location becomes unavailable, choose a new chairman and/or a new location.

Choosing a Location

Choosing a location can sometimes be a difficult task. Does the location provide enough parking, enough campsites and program area, does it have sanitation facilities? Is there a cost? All activities should find locations that are free or less expensive. Paying for a site can add substantial costs to the youth and family. It is not the intent of the BSA to pay for sites just because they are "perfect." Look for sites where Scouting can make an impact, for instance can a service project be done. In all cases, a contract must be negotiated between the chairman, staff adviser, and the location with final approval by the Scout Executive.

3

Conduct A Preliminary Planning Meeting

The Activity Chairperson and Staff Adviser will conduct a planning meeting 120 days prior to the event. A revised budget is developed along with the promotional flyer, work orders for printing and mailing, and purchase orders and check requests completed. If done properly, this meeting will produce the greatest amount of success and reduce the amount of effort needed for your event.

All purchase and check requests are subject for review with final approval by Scout Executive or his/her designee. An inventory of supplies should be completed to ensure no purchase is duplicated.

Review Chairman Job Description

Before a chairman can effectively begin his or her task, they must first understand what is expected of them. Each activity will require a detailed job description (Be sure to create a job description for each position a staff member is recruited.

Central Georgia Council

Boy Scouts of America

Event/Activity Chair Job Description

- Function:** Provide leadership for the Event
- Responsible to:** Vice President of Program, Council Activity Chairman & District Executive/Staff Advisor
- Works with:** District Executive and Event Staff
- Responsibilities:** Recruit and direct team members to accomplish the necessary tasks and ensure the event is properly staffed:
 - Scouting is fun!
 - Work with Staff Advisor to recruit the following Vice Chairs:
 - Vice Chair of Program: established theme and preparation, determine facilities, program supplies, and equipment needed
 - Vice Chair of Support Services/Staging: physical arrangements, health and safety, and work with the Event Chair and Staff Advisor for the overall budget of the event
 - Vice Chair of Promotion: publicity, registration, getting units involved
 - Establish a meeting schedule of event committee and ensure the vice chairs established meeting of the subcommittee to accomplish the goals of the Cub-O-Ree
 - Make sure the activity or event staff members follow national and local policies and Guide to Safe Scouting
 - Create and distribute approved promotional materials to leaders and Scout families
 - Implement and follow council budgeting and purchasing policies:
 - Develop and review the budget with the District Executive
 - 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.

Review Last Year's Report of the Activity

The Staff Adviser will provide details for last year's event. Included will be a close out report, a final budget with a forecasted budget for this year, and copies of the promotional flyer.

Build a Backdating Schedule

A backdating calendar will assist the chairman, the district executive and the event committee to keep on track for the event. It also helps ensure that items are ordered on time, materials ready, and people are in place to make the event successful. A specific schedule should be created for each activity.

Backdating Schedule

_____	ACTIVITY
-210	Recruit Chairperson
-180	Select Location, Date
-150	Recruit Committee
-120	Preliminary Planning Meeting Prepare Budget Develop Promotional Materials
-90	First Committee Meeting Submit Request to Purchase Forms Order Patches, Supplies, etc. Promote in Newsletter & Roundtable
-75	Distribute Media Releases Submit Work Orders for Printing
-60	Second Committee Meeting Promote in Newsletter & Roundtable Mail Registration Forms to Units
-45	Call Units
-30	Promote in Newsletter & Roundtable Third Committee Meeting
-20	2nd Call to Units
-15	Registration Deadline Reconfirm Physical Arrangements Reconfirm Staff Members
-5	Final Check on Details
0	Activity
+7	Return Equipment Turn in registrations and money Send Thank You Letters Submit Final Bills, Invoices, etc.
+14	Host Evaluation Meeting Prepare Close Out Report

Create An Activity Budget

Using the forecasted budget from last years event, the Chairman and Staff Adviser prepares a draft budget. Use the Budget Planning and Accounting Form (Exhibit 3-4), to prepare a budget for this year's event. On the new form, list the actual budget from last year and then conservatively estimate for this year.

Review Fees

Budget planning is a collaboration process between Chairman and Staff Advisor. Both must agree before presenting budget to District Activities & Civic Service Chairman, District Commissioner and District Chairman; with final approval by Scout Executive or his/her designee. Council activities and event budgets must be submitted to Vice President of Program, Activities & Civic Service Chairman and Council Outdoor Program Chairman; with final approval by Scout Executive or his/her designee.

Estimate attendance based on prior years. Do not plan for 100% attendance of the eligible participants. For example, the district has 1000 Boy Scouts, and the past five years attendance at the Camporee has been 400 – 500 Scouts. It is recommended that you conservatively plan for no more than 500 – 550 Scouts.

For most activities, it is better to determine expenses before setting a fee. If the expenses are to high, recalculate until a reasonable fee can be established for all participants.

Set the fee structure for all participants. Be sure to plan for late participants, adult and staff fees. **Everyone who participates in an activity should pay his or her own way, including the staff adviser.** Staff recognition should be meaningful, but not the main expense of the budget.

Determine Expenses

Based on an estimated attendance, it is now possible to determine expenses. Next set the income fee to cover these expenses. The last two expense items are a percentage of the income fees. Every activity must include a 20% Indirect Overhead Cost. This covers the cost for council supplied items such as liability and accident insurance, incidental copying, telephone calls, office supplies and office staff time. To complete the budget it is important to include a 10% contingency fund. This will cover unforeseen expenses or lower than expected attendance. After including these two expenses, budget for the event to break even.

Using Accounting Codes

1-XXXX-XXX-20

Income and expense account numbers are four digit codes. These account numbers are helpful in keeping track of specific transaction items used to operate the event. Each activity is also assigned a three-digit Project Code or Activity ID number that identifies the event to the council accounting department. Accounting Codes are used in the budget, on purchase request forms, purchase orders, and when identifying receipts for reimbursement. For some activities, there are additional account numbers available. For instance, camps have numbers for National Camp School. The Staff Adviser can provide additional numbers if necessary.

Account Number Description

All income for an activity is credited to 6801. This number is followed by the Activity ID code and must be included on all registration forms. For example, a training event may have a number like 1-6801-451-20.

Some events have a trading post. Income is credited to 6811, and an expense pertaining to the cost of the stock sold is credited to 6812.

Expense Codes

8101 – Medical, Health & Safety
8103 – Program/Training Supplies

8104 – Food Supplies

8106 – Office Supplies
8108 – Catering

8301 – Postage & Shipping
8402 – Site/Facility Rental
8409 – Janitorial/Sanitation
8601 – In Council Printing
8609 – Outside printing

Recommended Expenses

First aid supplies and logbooks.

Materials used to provide the program for participants, includes competitive events, crafts, syllabuses, games etc.

Crackerbarrels, snacks, meals, paper goods, utensils, and cookware. Food supplies used for competitive events are a program expense.

Pencils, paper, etc. and registration materials.

Use to track a company expense, i.e. district dinners, staff meals at Camporee.

Mailings and shipping costs for supplies.

Fees for use of location.

Port-a-jons, cleaning supplies, janitor fees.

Printing done by a Council Service Center.

Printing done outside the Council office.

Recognition Account Numbers

There are three recognition numbers: 9152 – adult/staff; 9153 – youth; 9255 – units. Depending on the activity, it may be necessary to use these numbers to track, for historical purposes, specific expense items. For example, you may want to charge your patches to 9152 – staff/recognition and t-shirts to 9153 – youth. Unit recognition usually represents ribbons.

Budget Approval

All District activity budgets must be reviewed by the District Chairman and approved by the Staff Adviser and the Scout Executive. Council Activities are reviewed by the Vice President of Program, Council Activities Chair, Council Outdoor and Program Chair and approved by the Staff Adviser and the Scout Executive. All budgets are due to the council accounting department 120 days before the event.

Budget Close Out

A final budget must be submitted 14 days following the conclusion of the event. After all invoices have been paid, the council will print a project code report detailing income and expenses. From that print out, a forecasted budget can be prepared and turned in with the final report.

Budget Form

Budget Form

Central Georgia Council #096			Boy Scouts of America
	Activity Budget		
District/Council: _____			
Activity: _____		Budget Prepared by: _____	
Activity Dates: _____			
Activity Location: _____		Approved by: _____	
INCOME	LAST YEAR	PROPOSED BUDGET	ACTUAL
Registration Fee - Youth _____ (#) at _____ (Fee)			
Late Registration Fee - Youth _____ (#) at _____ (Fee)			
Registration Fee- Adult _____ (#) at _____ (Fee)			
Late Registration Fee- Adult _____ (#) at _____ (Fee)			
6811- Trading Post Sales			
6812- Trading Post Cost of Sales	\$ ()	\$ ()	\$ ()
Other Income			
TOTAL INCOME			
EXPENSES			
8101- Medical, Health & Safety Supplies			
8103- Program/Training Supplies			
8104- Food Supplies			
8106- Office Supplies			
8108- Catering			
8301- Postage & Shipping			
8402- Site/Facility Rental			
8409- Janitorial/Sanitation			
8601- In Council Printing			
8609- Outside Printing			
9152- Recognition- Adult/Staff			
9153- Recognition- Youth			
9155- Recognition- Units			
9431- Other Expenses			
SUBTOTAL			
Admin. Expenses 20% of income			
Contingency Fund (10%)			
SUBTOTAL			
9322- Liability Insurance \$ 1.00 per person			
TOTAL EXPENSES			
DIFFERENCE			

Review Purchasing Procedures

The Chairman and Staff Adviser will thoroughly go over the purchasing procedures for the event. According to the budget, who will spend how much and for what? These procedures are described in Chapter 6.

Complete Initial Request to Purchase Forms

As described in the purchasing procedures, Chapter 6, it may be possible for many of the purchases to be identified early on and should be submitted with the budget. Items like patches, port-o-potties, facility rentals, etc. are standard items and can be approved early.

Establish a Plan for Promoting the Event

Without a good promotion plan, many events fail. As the saying goes “People who fail to plan, plan to fail.” Promotion is the key to any good event. Chapter 4 will assist in the development of promotional materials.

Review Staffing Needs

Each event requires a different number of staff. Of course the more staff you have, the less the workload. In all cases, be sure that for each position recruited there is a job description prepared.

Set up Committee Meeting Schedule

Like your backdating schedule, it is important to identify early on dates and locations of staff meetings. This will help your staff schedule their time for your event. Be sure to include checkpoint meetings with the Chairman and the Staff Adviser.

4

EVENT PROMOTION

Early and attractive promotional materials will make an impact in the success of the event. The largest mistake an activity can make is late promotion to unit leaders. Unit leaders are busy, and their unit schedules fill quickly. If you want participants, then you must assist unit leaders in their planning process.

Draft Promotion Materials

Before a flyer can be distributed at roundtable or mailed to unit leaders, it must first meet a set of standards and be approved by the Staff Adviser. Listed in this chapter are guidelines to help in producing your promotion piece.

Design Standards

When designing a flyer, be sure to include the following pieces of information:

- ❖ A flyer has two parts – activity information and registration form. Divide your flyer so that the participant can keep the information and return the registration form.
- ❖ The activity name should be included in both sections.
- ❖ The activity information should include who, what, when, where, cost, what to bring, refund policy, registration deadline, and contact name and telephone number. Be sure to include the Staff Adviser work telephone number and extension.
- ❖ The registration form must include: activity name, registration deadline, unit number and district, who to make payment to, return address, payment method, participant name and/or unit contact person with phone numbers, and total fees paid.

Payment Methods

Payments can be made using three methods: Cash, Check, or Credit Card. Checks must be made payable to **Central Georgia Council, BSA, or CGC-BSA**.

Return Address

Under no circumstances can registration forms be returned to an address of a volunteer. All registration forms must be receipted and submitted to the council office. This policy protects the volunteer in cases of refunds and participant inquires. Copies of all registration forms will be included in an activity folder at the council office, and can be accessed by the activity committee and the District Executive.

Promoting the Event

Sample Training Flyer

CENTRAL GEORGIA COUNCIL

BOY SCOUTS OF AMERICA

DISTRICT NAME

CUB SCOUT BASIC LEADER TRAINING



WHAT? An invitation to all Tiger, Cub, Webelos, and Pack Adult Leaders
WHERE? Camp Benjamin Hawkins | 2251 Boy Scout Road, Byron, Georgia
WHEN? Saturday, March 11, 2000
TIME? 8:00 A.M. Registration
 8:30 A.M. Sessions Begin
 2:30 P.M. End

COST? \$8.00; Walk-ins \$10.00 Refunds not available for no shows.
 Fee includes morning refreshments, Lunch, "Trained" patch, and handouts.

REQUIRED: Enthusiasm, willingness to learn, Cub Scout Leader Handbook, notepaper and writing utensils.
 Please wear your Cub Scout Uniform.

NOTES: Please view the Cub Scout Fast Start Training video before participating. No coffee or smoking on church premises. This is an adults only event, childcare is not provided.

QUESTIONS? Call _____ (Cub Training Chair) at 555-5555 or _____ (Adviser) at 743.9386 x____.

Registration Deadline: March 8, 2000 at 4:30 p.m. at the Council Service Center

✕ Detach

DISTRICT NAME CUB BASIC LEADER TRAINING

Pack # _____ District _____

March 11, 2000

	Print Name	Position**	Address	City / Zip	Phone Number
1)	_____	_____	_____	_____	_____
2)	_____	_____	_____	_____	_____
3)	_____	_____	_____	_____	_____
4)	_____	_____	_____	_____	_____
5)	_____	_____	_____	_____	_____

****Codes:** Cubmaster - CM; Assistant - CA; Committee Chairman - CC; Member of Committee - MC; Parent – PA
 Den Leader - DL; Assistant - DA; Webelos Leader - WL; Assistant - WA; Tiger Cub Leader – TC

_____ Pack Leaders X \$8.00 = \$ _____ Credit Account # 1-6801-364-20
 _____ Walk-ins X \$10.00 = \$ _____ Payment by: () Cash
 Total Due: \$ _____ () Check
 () Credit Card

Make Check Payable and Return To:
 Central Georgia Council
 Boy Scouts of America
 4335 Confederate Way
 Macon, GA 31217
 (478)743.9386 Fax-(478)745.2686

Card # _____ Exp: _____

Signature for Card Approval _____

Day Phone # _____ Print Name _____

Refund Policy

It is the policy of the Central Georgia Council, that all fees are transferable but not refundable. However, refunds may be requested in writing, prior to the event for unforeseen circumstances. Failure to participate in an activity does not warrant a refund. See the Council Refund Policy (online).

Secure Council Approval of Promotional Flyer

Before flyers can be distributed or mailed, the Staff Adviser for the event must approve all promotional materials. If the flyer meets the standards as outlined in this chapter, then work orders can be processed for printing and mailing.

Opening An Activity

To officially conduct an event, an activity must be opened in the council office. An activity is considered “open” when an approved budget and promotional flyer is submitted to the council.

Registration fees will be logged daily by a council staff member, and may be reviewed in person, mailed, or by telephone. Copies of registration information may be made by the responsible volunteer or staff adviser during office hours.

Distributing Promotional Materials

To adequately promote the event, promotional flyers should be distributed at the council office, roundtable, and mailed (if budgeted for) to unit leaders. A copy of the flyer must also be given to the front desk of the council service center in your area to be included in an information binder.

Work Orders

To request printing, complete a work order and submit to the office manager. Copies, collating, stapling, etc. can be provided for the event at a greatly reduced rate as compared to outside printing.

Be sure that adequate time is made available prior to your deadline for printing and mailing. Please allow three weeks to stuff a mailing and taken to the post office.

5

Conduct Activity Planning Meetings

Periodic staff meetings will help to keep members informed, trained, and on track to completing their tasks. A staff meeting schedule should be included on your backdating schedule and with each staff member's job description.

Review Purchasing Procedures

As the activity chairman, you are responsible for the maintenance and accounting of the activity budget. It is important to review the purchasing procedures with all staff members purchasing supplies for the event.

6

Making Purchases

The following procedures have been established to assist council and district activity & event chairmen and their committees to properly account for all transactions regarding an event.

Purchasing Procedures

Before any purchases can be made, a Request to Purchase Form must be completed and a Purchase Order returned to the person doing the purchasing. Expenses for the activity must be pre-approved by the council. The Council accounting department verifies if the amount of the request falls within the activity budget expense line, and that such purchases are in direct benefit of the event and to participants. For instance, purchasing large material items, like Dutch ovens, canopies, gas stoves, etc. are not always a direct benefit to the Scouts. In addition, these are council property items and must be included in the council inventory.

Purchases may be made in the following ways: Purchasing from a vendor, purchases made by a volunteer or council staff member, purchases made by a council check, and cash advances to volunteers or council staff members.

Purchasing From A Vendor

This is the preferred method of purchasing. A Purchase Order will be issued in the name of an established vendor who will later invoice the council for payment. A list of vendors is available for the staff adviser or from the council accounting department. To make the purchase, a copy of the purchase order is presented to the vendor. The vendor will provide a receipt that must be returned to the council office, attached to a second copy of the purchase order.

In some cases where supplies are ordered from a catalog, a copy of the packing slip must be returned along with the second copy of the purchase order. This informs the accounting department that these items were received and that payment can be made.

Purchases Made By A Person

Before any purchases can be made, a "Request to Purchase Form" must be completed. Once approved a Purchase Order will be issued in the name of the person allowing them to spend up to the maximum amount of the Purchase Order. To make a purchase, the person must spend his or her own money. Receipts are returned, with a copy of the Purchase Order, to the accounting department for reimbursement. No purchases can be made without having an approved Purchase Order. *No reimbursement for funds expended without an approved Purchase Order will be made.* Although this is the second best method, it does require persons to advance their own money for later reimbursement.

Purchases Made By A Council Check

Checks can be issued to vendors who will not extend credit to the council or for items such as site rental or catering deposits. Back up documentation (signed contract, vendor's cost estimate, etc) must be submitted with the check request.

Cash Advances To A Person

Checks up to \$250 can be issued to a person to pay for "petty cash" expenses. Petty cash expenses are purchases made during the event to supplement materials for higher than expected attendance, unforeseen needs, or emergencies. This method is also not preferred because it is often difficult to get an accounting for the expenses, obtain receipts and any remaining cash in a timely way following the event. To use this method, the person receiving the advance must account for the funds no later than seven days following the event. Failure to comply will result in ineligibility for future check requests, Purchase Orders or reimbursements. An IRS 1099 statement will be sent to all individuals not closing out petty cash advances by December 31 of that year.

Request to Purchase Forms

To use any of the above purchasing methods, a person must first complete a Request to Purchase form. This form must include to whom the purchase order will be issued, the date purchase order is needed, a listing of the items to be purchased, the budget account number to credit the purchases, and a signature. Do not forget to add estimated taxes and shipping charges. The form is then submitted to the activity staff adviser who then submits it to the council bookkeeping department.

Upon approval, an official Purchase Order, is returned to the person making the purchase, with a spending limit. **At no time during this process can purchases be made until an official Purchase Order is issued.** Please allow at least one week for processing a Request to Purchase Form.

The Purchase Request Form must be filled out completely with a detailed listing of the items you wish to purchase and their approximate cost. Items purchased that were not listed, and any amount over the spending limit will not be reimbursed. Can additional Request to Purchase forms be submitted for additional purchases? Yes! If you see that you are getting close to exceeding your spending limit, submit a new request, wait for approval, and then continue purchasing.

Vendors

It is highly recommended that purchases be made with a vendor. It is the desire of the council to establish credit with a select group of vendors that provide common services for all activities. This will allow easier ordering, reduced pricing, and a relationship we can count on. Please check with your staff adviser for a list of established vendors in your area.

Establishing A New Vendor

If you find a vendor in your area that you would like to work with, please inform the council accounting department and they will contact that vendor to establish a relationship. At no time may a volunteer negotiate a contract without the council approval. This includes catering, patch orders, t-shirts, and rental fees.

Reduced Costs

Everyone would like to save money for his or her activity. However, the cheapest price does not always mean the best. As stated before, if an established vendor has your purchase, we ask that you value this judgement and make your purchase using a purchase order. Allowing the council thirty days to pay a vendor helps everyone involved in Scouting. Reimbursing you thirty days later or longer is not a preferred way to do Scouting business.

Invoices and Statements

Purchases made at established vendors will be paid by the council upon the receipt of an invoice from the vendor. A statement given to the person at the time of purchase is not a bill. However, some vendors like Smart & Final, engravers and caterers provide receipts in the form of an invoice and expect that they be returned to the council office. No payment to the vendor will be made until these "receipts" are turned into the council bookkeeping department. Therefore, with all purchases, please return receipts to the bookkeeping department as soon as the purchases are made. This will speed up reimbursements and payments to vendors.

Receiving Shipments

All orders from catalogs, patches, t-shirts, etc. must be shipped to the Council Office. Be sure to add your district or activity name in the "In Care of Section" of the shipping address. In some cases where shipments are sent to a volunteer's home, the packing slip must be returned to show proof that items were received and payment can be made to the vendor.

Reimbursements

Reimbursements for purchases made require that receipts be submitted with a copy of the purchase order. Turn in all paperwork no later than 7 days following the event. The council processes checks twice a month, on the 15th and 30th of the month. Receipts received three days before a check run may be authorized for reimbursement.

Donations

Donations of supplies, food, and cash can be a great benefit to an activity. Many times, they are budget-relieving items, and are greatly appreciated. However, it is important to receipt all donations received, and a copy should be included in the activity Folder. There are guidelines to be followed when donations are received: First, money saved in the budget or on a purchase order that was previously approved does not allow a person to purchase different items or go over the spending limit. In addition, if it is a cash donation, it must be properly receipted, see chapter 8, and deposited at the council service center. To use this donation, follow the same purchasing procedures as outlined above. Do not spend the cash just because you have it. If the donors contact the council with a tax relief request, the council will have no record of the gift and the donor will lose out on a much-appreciated contribution.

7

Conducting The Event

If all goes well, you will have a full event and all purchases made. However experience shows that last minute walk ins, late registrants, and additional staff many require money collected at the event and the need for additional purchases of supplies.

Receipting Cash

A Field Receipt book will be issued by the council service center for all events. Fees collected at the activity should be properly receipted. The receipt must include date, who from, the amount, if the payment was cash or check, the activity the payment was for, and a signature of the person collecting the money. Give the white copy to the customer.

Cash collected on site may not be used for purchases or reimbursements. The activity & event chairman may use a "petty cash" fund or a Purchase Order for last minute purchases. In addition, a "change fund" and cash drawer may be requested from a council service center for a small amount of cash to be used to make change at the event. It is important to track your cash drawer with field receipts.

Return the "change fund," cash drawer, Field Receipt copies, and fees collected within 7 days of the event to the council service center. The yellow copies from the receipt book should match the cash and checks being turned in.

Trading Post

Conducting a trading post at an activity can be a blessing or a burden. The activity & event chairman and staff adviser will need to weigh the pros and cons of having a trading post at an event. Many times, the amount of work and time involved necessary to staff, stock, and operate a trading post out weighs the profits received. However, this may be just what the activity needs to provide that special program, or recognition item.

To conduct a trading post, ample supplies will be required. Using the purchasing procedures, items may be purchased for resale. Items from the Scout Shop may also be checked out on consignment. To maximize profits, return all items possible and then submit the receipts for reimbursement. Income generated from a trading post is credited to account number 6811 and receipts for the cost of the stock is charged to 6812 in the activity budget.

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Closing Out The Activity

This could be the most important step in planning and conducting the activity. Properly closing out an activity ensures that all transactions are final, bills are paid, reimbursements made, and recommendations given for improving next year's event.

It is imperative that all transactions are completed within 7 days of the event, and an evaluation completed by 14 days.

Final Transactions

Immediately following the event:

- ❖ Turn in all cash payments received.
- ❖ Turn in all vendor invoices and packing slips.
- ❖ Turn in receipts for purchases made. Mark the receipts with the appropriate PO number, a check request is not necessary for reimbursement.
- ❖ Turn in any paperwork to be included in the Activity Folder as reference for next year.

Hosting An Evaluation Meeting

One of the last responsibilities of the activity chairman is to conduct a summary meeting of the event. At this meeting the activity chairman will be able to properly evaluate the success of the event and seek recommendations for improvements for next year. Have the staff provide both positive and negative feedback. The chairman for next year would like to continue what is right and fix what is wrong.



Conclusion

On behalf of the Central Georgia Council, thank you for chairing your activity & event. Your participation as chairman for a youth or adult program is significant to the success of the Scouting aims and methods. Together with volunteers and council staff, we are making a difference in the lives of youth and families.

By following these procedures outlined in this manual, every youth, adult, donor, and staff can rest assured that their money was well spent, managed and used properly for the benefit of all those involved in the activity.

Thank you again for your support, leadership and enthusiasm for the Scouting program.

Activity Budget

District/Council: _____
 Activity: _____
 Activity Dates: _____
 Activity Location: _____

Budget Prepared by: _____
 Approved by: _____

INCOME	LAST YEAR	PROPOSED BUDGET	ACTUAL
Registration Fee - Youth _____ (#) at _____ (Fee)			
Late Registration Fee - Youth _____ (#) at _____ (Fee)			
Registration Fee- Adult _____ (#) at _____ (Fee)			
Late Registration Fee- Adult _____ (#) at _____ (Fee)			
6811- Trading Post Sales			
6812- Trading Post Cost of Sales	\$ ()	\$ ()	\$ ()
Other Income			
TOTAL INCOME			
EXPENSES			
8101- Medical, Health & Safety Supplies			
8103- Program/Training Supplies			
8104- Food Supplies			
8106- Office Supplies			
8108- Catering			
8301- Postage & Shipping			
8402- Site/Facility Rental			
8409- Janitorial/Sanitation			
8601- In Council Printing			
8609- Outside Printing			
9152- Recognition- Adult/Staff			
9153- Recognition- Youth			
9155- Recognition- Units			
9431- Other Expenses			
SUBTOTAL			
Admin. Expenses 20% of income			
Contingency Fund (10%)			
SUBTOTAL			
9322- Liability Insurance \$ 1.00 per person			
TOTAL EXPENSES			
DIFFERENCE			

