



Event Log

Event

Event Location

Date

Event Coordinator



Event Committee Membership Log

Event Identification

Event: _____ Event Date: _____
 Event Coordinator: _____ Event Location: _____

Event Committee

<u>Committee Position</u>	<u>Member Name</u>
Committee Chair	_____
<i>ℓ</i> Camp Chief	_____
Assistant Camp Chief	_____
Registrar	_____
Campfire Chief	_____
Security Coordinator	_____ <i>ℓ</i>
First Aider(s)	_____
Water Safety	_____
<i>ℓ</i> Cook	_____
Quartermaster	_____
Scouts Own	_____
Youth Representative	_____
Youth Representative	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



Event Planning, Accounting and Report

Event Identification

Event: _____ Event Date: _____
 Event Coordinator: _____ Event Location: _____

Event Plan (Estimated Budget)

<u>Income Source</u>	<u>Amount</u>	<u>Expense Item</u>	<u>Amount</u>
Event Float	\$ _____	Site Fee	\$ _____
Youth Fees _____ @ _____	\$ _____	Kybos _____ @ _____	\$ _____
Adult Fees _____ @ _____	\$ _____	Materials	\$ _____
_____	\$ _____	Event Crests _____ @ _____	\$ _____
_____	\$ _____	Daily use fee _____ per head _____	\$ _____
_____	\$ _____	Communications _____	\$ _____
_____	\$ _____	Committee Food _____	\$ _____
_____	\$ _____	Carts _____	\$ _____
_____	\$ _____	_____	\$ _____
Income Total	\$ _____	Expense Total	\$ _____
Balance	\$ _____		
Submitted by _____		Approved by _____	

Event Accounting (Actual Budget)

<u>Income Source</u>	<u>Amount</u>	<u>Expense Item</u>	<u>Amount</u>
Event Float	\$ _____	Site Fee	\$ _____
Youth Fees _____ @ _____	\$ _____	Kybos _____ @ _____	\$ _____
Adult Fees _____ @ _____	\$ _____	Materials	\$ _____
_____	\$ _____	Event Crests _____ @ _____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
_____	\$ _____	_____	\$ _____
Income Total	\$ _____	Expense Total	\$ _____
Balance	\$ _____		
Submitted by _____		Reviewed by _____	

Event Report

Financial Position \$ _____ surplus deficit

Attendance:

	Expected	Actual
Youth	_____	_____
Leaders	_____	_____
Event Committee	_____	_____

Additional Documentation: First Aid Report(s) attached



Event Time Line

Four Months Prior:

- ?? Form Committee
- ?? Select Committee Tasks
- ?? Select Site
 - ?? Site Visit
 - ?? Site Reservation
- ?? Select Theme
- ?? Preparation of registration packages and camp rules

Three Months Prior:

- ?? Regular committee planning meetings
- ?? Pre-registration packages or notices
- ?? Crest Design contest
- ?? Reservations for District equipment (see District QuarterMaster)
- ?? Reservations for any rented equipment
- ?? Prepare an Event Budget

Two Months Prior:

- ?? Regular committee planning meetings
- ?? Selection of Crest Design
- ?? Ordering crests
- ?? Registrar confirms status of all groups
- ?? Detailed planning for camp activities and schedule
- ?? Special camp awards prepared, i.e. Hawthi

One Month Prior:

- ?? Regular committee planning meetings
- ?? Letters to local Police, Fire and Medical
- ?? Final camp package updates and schedules to all groups
- ?? Site inspection and site assignments
- ?? Review traffic, parking and security plans

One Month Post Event:

- ?? Return all District/borrowed equipment (other camps will need it!)
- ?? Complete the financials
 - ?? Deposit all funds
 - ?? Pay all bills
 - ?? Complete financials balance sheet
 - ?? Forward to Section Coordinator/District Commissioner
- ?? Thank you letters to helpers, donations, etc
- ?? Final committee meeting to review event
- ?? Complete event log and forward to Section Coordinator/District Commissioner



Event Check List

Safety

- ☑☑ District approved First Aider(s) with assigned times or shifts
- ☑☑ Emergency plans and procedures (Scouts Canada Emergency/Action Plan) developed AND documented
- ☑☑ One committee member designated to plan for, and coordinate if necessary, an evacuation of camp
- ☑☑ Nearest medical facilities known
- ☑☑ Safe drinking water available
- ☑☑ Scouts Canada Safety Checklist reviewed and attached

Planning and Program

- ☑☑ Prepare package (use previous years) with:
 - ☑☑ camp rules
 - ☑☑ sample kit lists
 - ☑☑ camping tips based on the site
 - ☑☑ campsite safety checklist
 - ☑☑ Map to the site
 - ☑☑ Map of the site
 - ☑☑ Sample permission forms
 - ☑☑ Group Registration form
 - ☑☑ Medical form
 - ☑☑ Any other info, i.e. criteria for judging for awards
- ☑☑ Prepare a budget in the early stages of the planning
- ☑☑ Scouts Canada Camping and Outdoor Guide reviewed and incorporated into plans
- ☑☑ Security plan to be reviewed and approved by the event committee
 - ☑☑ Ensure enough staff for adequate coverage and time off
 - ☑☑ Security staff familiar with boundaries, camp rules
 - ☑☑ Develop a plan for traffic flow into and out of camp
 - ☑☑ Define parking areas
- ☑☑ Obtain or make event signs to locate camp and for traffic
- ☑☑ Consider Gilwell club members for event staffing, judging, etc
- ☑☑ Ensure each camp function/committee member has a backup
- ☑☑ Ensure there are adequate toilet facilities on site or rentals
- ☑☑ Determine if individual campfires are allowed
- ☑☑ Determine Headquarters equipment requirements
- ☑☑ Committee identification, i.e. hats or scarves
- ☑☑ Determine HQ and guests cooking requirements and arrange for cooking staff
- ☑☑ Leader meeting preparations, i.e. announcements, last minute changes, rules, etc
- ☑☑ Prepare Camp Opening and Closing plans so nothing is overlooked
- ☑☑ Camping, parking, events, first aid and HQ should all be clearly identified with signs
- ☑☑ Plan to register groups as they arrive instead of waiting for