

WASHINGTON CROSSING COUNCIL

COUNCIL AND DISTRICT ACTIVITY

RESOURCE MANUAL

*For use in the planning and implementation of
all Council and District activities*

Updated: January 2023



BOY SCOUTS OF AMERICA
WASHINGTON CROSSING COUNCIL

Thank you for volunteering! Your leadership is instrumental in the development of quality programs for the youth, families, unit leaders, and all volunteers in Washington Crossing Council.

This resource manual will serve as a tool in the planning and implementation of Council and District activities. Outlined throughout, you will find the latest policies as it relates to budget approval, refunds, Ockanickon Scout Reservation usage, and more. It is essential to continue to work hand-in-hand with your staff advisor as you develop your plans.

Thank you for your willingness to help. Please do not hesitate to let us know how we can best serve you as you prepare for a safe, fun, and exciting program!

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Planning a Successful Event (summary)

Step 1: Goal Setting

- How many participants are you preparing for?
- Is there a theme for the event?

Step 2: Logistics

- Where would you like to have the event?
- Are there required permits or fees?
- NCAP Short-term Camp considerations.

Step 3: Build a back dating calendar

- A sample back dating tool is available from the resources section. You can add, modify, or delete major milestones as you see fit.

Step 4: Budgeting

- Meet with the event staff advisor to create a working budget.

Step 5: Promotions & Online Registration

- Plan to have online registration open 90 days prior to the event. The **Online Calendar and Registration Form** is due to the council office 4 weeks prior to registration opening.

Step 6: Recruiting Staff

Step 7: Hold the Event

- Have fun!

Step 8: Wrap-up

- Make sure to leave the area better than you found it.
- Is there a post-event survey to seek feedback from participants?
- Hold a debrief meeting utilizing the **Event Evaluation Form** from the resources section

NCAP Short-term camp

A short-term camp is any council-organized overnight camping program, whether one-time or continuing, that is one, two or three nights in length where the council or its agents provide the staffing and may provide program and food services, and includes camps conducted off council properties. National training courses, specifically National Camping School, Leave No Trace Master Educator, National Youth Leadership Training, Wood Badge, OA trainings such as NLS, are subject to the short-term camp requirements, regardless of format or duration. All other national training courses designation must be determined based on the number of nights of the camp (such as SEAL, Powderhorn, KODIAK) (SA-001).

A **NCAP Local Council Authorization and Assessment Declaration** must be approved by a short-term camp administrator prior to the event with an on-site assessment the day of the event. This authorization can be obtained as soon as the location is secured and must be in place before the event can be promoted and open for registration.

Events held at a non-NCAP authorized property will also require a **NCAP Site Appraisal Form**.

Contact the Council's NCAP chair to be assigned a short-term camp administrator who will work with you to ensure your event complies with the NCAP standards. A short-term camp planning flowchart is available from the resources page.

Calendaring

Each fall the various council and district program committees begin the process to build the calendar for the following two years. Proposed events are submitted through a council-assigned staff advisor.

Once a calendar is approved, event names will be listed on the online council calendar. Event coordinators can supply additional information about the event using the **Online Calendar and Registration Form**.

Some things to consider:

- When was the event held in the past. Is it a good time on the calendar? Year-to-year consistency helps units plan their calendars.
- What religious observances or holidays take place?
- Does the event interfere with other council events that youth would participate in?

Budgeting

Each August & September the council builds the operating budget for the upcoming year. During this time, the district or council committees will work with event coordinators and staff advisors to develop preliminary event budgets.

- Consider the location fees.
- Consider attendance trends when planning income and event fees.
- Consider online registration credit card transaction fees.
(i.e., Individual vs. unit registrations)
- Adjust for annual inflation for food and material expenses.
- Is the event income covering all expenses including credit card processing, event management expenses, and other fees?

When it comes to plan the for the event, the staff advisor and event chair will review the preliminary budget and discuss any modifications needed for this year's event for both income and expenses to reflect current trends. All modifications to the budget must reflect the same projected net revenue line as the preliminary budget.

A **Budget Planning Tool** is available from the resource section.

Online Registration

With your date secured on the calendar, you are almost ready to open your event registration. If your event does not use online registration, we recommend a paper registration form.

1. Establish your registration deadlines and late fees (if applicable)
2. Submit Online Calendar and Registration form.
3. Online registration will be available for testing within **two weeks** once all the required information has been submitted. Missing information could delay registration form creation.
4. Once the event coordinator approves the online registration test link, it will be placed on the council calendar.

All events will have a refund policy listed on the event registration page. The standard policy is available from the resources page. All refunds will be approved by the event coordinator in consultation with the staff advisor.

Things to Consider

When running a district or council activity, there are many things to review and consider as you plan and hold your event. You may think of more, but this is a good start.

- Does your event follow the guidelines of the Guide to Safe Scouting and Age-Appropriate Guidelines?
- What safety moments should you consider?
- What accommodations and modifications to your program should be made so all individuals can participate regardless of physical and mental ability?
- What accommodations do you have in place to meet youth protection standards?
- Is there a plan for walk-in registrations?
- Does a weekend activity provide an opportunity for Scouts to fulfill their Duty to God?
- Do you have a health officer that can administer first aid?

All events must have a copy of the BSA Incident Report Form readily available. Once the health and safety of all is under control, the incident must be reported to the event coordinator and staff advisor.

Any issues involving bullying, hazing, sexual harassment, or other Youth Protection violations must be immediately reported to the event staff advisor, camp ranger, scout executive, or their designee.

Purchases & Fiscal Procedures

Below you will find an outline of all policies related to purchase orders, making purchases, and being reimbursed, cash advances, and handling money at events.

Purchases

- All purchases totaling, single or multiple receipts, over \$100 must be pre-approved with the staff advisor and have a purchase order assigned. Without approval, the purchaser may not be reimbursed for expenses. Check with the staff advisor to see if a vendor is already established.
- All vendor purchases such as patches, portable restrooms, and others require pre-approval through the staff advisor who will issue a purchase order.
- All patches are ordered by the staff advisor and shipped to the Council Service Center. Event coordinators should factor in shipping costs when budgeting for recognition.

Reimbursement for Purchases

- All submissions for reimbursement should be provided to the staff advisor promptly and include original receipts. *Please note, the Council only issues checks twice per month.*

Day of Event Money Collection

- The event coordinator will work through the staff advisor to secure a field receipt book and develop the event check-in process.
- Upon receipt of money, the field receipt book will be utilized to issue a receipt to the payee, and the remaining two copies are used during the financial reconciliation process.
- All checks should be made payable to Washington Crossing Council, BSA.
- All money collected should be submitted to the staff advisor and provided to the council office within 5 business days.

Purchases & Fiscal Procedures (continued)

Donations

Donations made to an event from outside organizations, companies, vendors, or individuals should be discussed between the event coordinator and staff advisor.

- Donations of supplies are considered a gift-in-kind. *For example, the event budgeted for Pinewood Derby trophies at \$200, but the local trophy shop is willing to donate them. This is a gift-in-kind.*
- All donations should provide an income value that is reflected in the approved event budget income line. The cost of donated goods should be reflected in the expense line. *This will help in the budget building process for the following year to make sure income and expenses are aligned properly.*
- Event coordinators must discuss all donation prospects with the staff advisor before accepting the donation.

Fundraising

- A table hosted by a unit selling goods (drinks, candy bars, etc.) at an event is considered a unit fundraiser and not considered as part of the event itself.
- Fundraising income and expenses are not considered as part of the activity budget.
- Any unit wishing to fundraise at an event must fill out a Unit Money Earning Application and receive approval from the District Finance Committee and Staff Advisor.
- Any unit wishing to sell perishable goods must follow the state's requirements outlined by the state and local municipality Board of Health, and they must secure the appropriate permits/inspections.
- Income generated from the fundraiser is not a donation to the District or Council, and is income generated for the unit as outlined in the Unit Money Earning Application.

Facilities

If your facility requires a certificate of insurance, please work through your staff advisor to secure the appropriate documentation.

When reserving a facility and entering into a contract, the Scout Executive is the only individual authorized to sign the contract. The event coordinator will work through their staff advisor to secure the required signatures. The staff advisor is listed as the event point of contact.

All events should have appropriate facilities and resources available for disposing of trash and have restrooms available. At least one handicapped enabled bathroom must be made available. Your staff advisor can help in securing portable toilets and wash stations if they are required for your facility.

Whether your event is going to have **Shooting Sports, Climbing, COPE elements, Aquatics, or any other activity that requires specialized equipment and training**, a facility evaluation, BSA requirements, and adult leadership requirements will need to be reviewed with the event coordinator and staff advisor.

Ockanickon Scout Reservation Usage

All council or district activities that would like to use Ockanickon Scout Reservation are required to complete an Ockanickon Usage Request Form available from the staff advisor. The form has a list of current fees which should be factored into the event's budget.

Online reservation of campsites and cabins opens 6 months in advance. We recommended all OSR usage requests are submitted more than 6 months in advance to avoid conflicts. Event Coordinators can submit their usage request form to their staff advisor.

Tips for a Successful Event at Ockanickon

- Communicate any specific program needs to the staff advisor. Any program areas such as shooting sports or the climbing tower must be coordinated through the appropriate council committee at least three months in advance.
- The staff advisor and event coordinator must meet with the camp ranger at least **30 days** before the event for a walk-through.
- Events that require the use of the kitchen must provide a ServSafe trained volunteer.
- All buildings and facilities must be inspected by the event coordinator and camp ranger prior to leaving the property.

APPENDIX

Contact Information

| Topic | Name | Phone | Email |
|-------------------------------------|------------------|---|--|
| Budgets | Staff Advisor | | |
| Online Calendar & Registration Form | Michelle Cathers | 215-348-7205 x305 | michelle.cathers@scouting.org |
| Certificate of Insurance | Staff Advisor | | |
| Check requests | Staff Advisor | | |
| Facility contracts | Staff Advisor | | |
| Incident Reports | Staff Advisor | | |
| Purchase order requests | Staff Advisor | | |
| Council NCAP Chair | Wilmer Johnson | | ncap@washingtongcrossingbsa.org |
| OSR Usage Requests | Michelle Cathers | 215-348-7205 x305 | michelle.cathers@scouting.org |
| OSR Ranger | Alec Oates | 215-622-5631 | alec.oates@scouting.org |
| Director of Support Services | Todd Warner | 215-348-7205 x318 Cell: 215-485-0031 | todd.warner@scouting.org |
| Scout Executive | Magne Gundersen | 215-348-7205 x317 Cell: 267-884-6889 | magne.gundersen@scouting.org |

NJ Mandatory Reporting Hotline
 Toll-Free: (877) 652-2873
 TDD: (800)835-5510
 TYY: (800)835-5510
<http://www.nj.gov/dcf/reporting/how/>

PA Mandatory Reporting Hotline
 Toll-Free: (800) 932-0313
 TDD: (866) 872-1677
<http://www.dhs.pa.gov/citizens/reportabuse>

*** Once a report has been made, contact the Scout Executive.**

Resources

| | |
|---|---|
| Incident Reporting Tool | https://bit.ly/3Wrurzv |
| YPT/Membership Infraction Reporting Tool | https://bit.ly/3GzfUoN |
| Near Miss Reporting Tool | https://bit.ly/3wpffbj |
| Request for Certificate of Liability Insurance | https://bit.ly/3wpQzQc |
| OSR Event Usage Form | https://bit.ly/3Y94WnV |
| Online Calendar & Registration Form | https://bit.ly/3iXwMEu |
| Budget Planning Tool | https://bit.ly/3wovgON |
| Event Evaluation Form | https://bit.ly/3ZTtCSZ |
| Sample Event Back Dating Tool | https://bit.ly/3Wy6whF |
| BSA NCAP standards | https://bit.ly/3XSclrt |
| NCAP Local Council Authorization and Assessment Declaration | https://bit.ly/3DA3OBV |
| NCAP Site Appraisal Form | https://bit.ly/3DA47g3 |
| NCAP Short-term Camp Planning Flowchart | https://bit.ly/3WBbqug |
| Event Refund Policy | https://bit.ly/3X3iJev |

Council/District Activities Procedures

Name of Event:_____ **Date:**_____

I have read these procedures and policies and agree to follow them in the execution of my duties and responsibilities as District Activity or Event Chair.

Signed _____

Name _____

Volunteer Title _____

Date _____

E-mail Address _____

Phone # _____

**PLEASE RETURN THIS PAGE TO YOUR
DISTRICT EXECUTIVE OR STAFF ADVISOR.**

