

Scouting America



Pacific Harbors Council

Version 1 – Updated February 1, 2025

This guide serves as a reference for professionals and volunteers organizing district or council-level events that involve budgeting and participant registration. It is the responsibility of the council and district leadership, with support from professional staff, to ensure event leaders are informed about this guide and adhere to its guidelines and timelines. A flow chart is available on the last page of this guide.

Planning an Event

1. Conceptualize your event This typically occurs during the annual planning conferences for the following year(s).
 - a. Who benefits from the event, target audience
 - b. What will be going on (Elevator Pitch)
 - c. When: What is the primary date and a potential secondary date for the event
 - d. Where: Where is the event going to be held and does it meet Scouting America standards for the program level.
 - e. Why hold the event and what is the expected outcome to be successful
 - f. How do you plan on accomplishing this event?
2. Confirm an event Chair - Volunteer that needs to be committed and confident!
3. Check that event location is available.
 - a. The Creighton Scout Service Center and Camp Thunderbird can be reserved by contacting the Council Office or going through your Field Executive.
 - b. All other venues generally require a contract and/or a reservation fee. Only the Scout Executive or their designated representative, typically the Assistant Scout Executive, is authorized to sign contracts when the council is the responsible party.
4. All events must have an approved budget by the Assistant Scout Executive or Scout Executive prior to opening the registration or committing council funds.

5. Set up planning meetings. The frequency is at the discretion of the event lead but typically planning meetings should initially be monthly, then more frequent if required as the event date gets closer.
6. Your Staff Adviser is your direct link to council policies and services and is responsible for providing guidance and logistical support when needed. The staff adviser should be invited to all committee meetings and included on key communication issues.

Event Registration Set Up in in Black Pug (24/7)

All events will be set up by a council employee once the required information is received. After the event is set up, the event lead can be given access to view the event registrations. Additional levels of access will be determined by the type of information and planning needs.

1. Required information needed to set up a registration.
 - a. When to open and close the registration window. Is the close date a hard deadline or will late registrations be accepted?
 - b. Will registration be by Units, Patrols, or individuals/families?
 - c. What are the categories of registration? (Ex. Cub Scout Youth, BSA Youth, Cub Scout Adult, BSA Adult, Event Staff)
 - d. Who can attend the event? Are there any groups that cannot attend, for example, the event is only for Scouts BSA and not Cub Scouts.
 - e. What is the max capacity for the event? Is this capacity overall or per registrant type? Should the event have a waitlist?
 - f. What information needs to be collected for each registrant?
 - i. Required- Allergies, dietary restrictions, emergency contacts.
 - ii. Optional- Gender, age. Does BSA Registration need to be verified?
 - g. What is the established fee for the event according to the approved budget?
 - i. Does the price differ for each registrant?
 - ii. Will there be early bird pricing/late fees?
2. Provide a description of the event that will be posted on the landing page. Also provide any graphic like patch design.

3. If there a flyer made for the event or is help needed to create one? Note that all flyers should be approved by the council to ensure consistency in branding and messaging.
4. Does the event need to be included on the Council Homepage Banner and social media channels?
5. Who is the event contact and their contact information to display on the registration page.

Budgeting for the Event

Every event must have an approved budget in place. If a budget has already been created for the event, your staff adviser will provide a copy to the event lead. If no budget exists, collaborate with your staff adviser to develop one using the approved Pacific Harbors Council Budget Template.

Once the budget is drafted, it must be submitted to the Assistant Scout Executive for review and approval. Upon approval, the event budget will be integrated into the overall council budget projections. By following this process, we ensure financial accountability and alignment with council goals. Budget Considerations:

1. Will the event require patches, t-shirts or other items unique to the event?
2. What is the minimum number of people expected for the event. Always budget for the minimum number of people to keep the budget in the positive.
3. Will there be an early bird price to encourage early registration?
4. Will there be different pricing for participants, adults, or staff?
5. What meals will be provided, including any cracker barrels? The Food and Commissary line in the budget are usually the biggest expense and most often is the issue when an event ends up in the negative. Always budget food slightly higher than anticipated to allow for fluctuations in costs.
6. What program items will need to be purchased? Always work with the staff adviser to determine what the council may already have in the program building at Camp Thunderbird or at the council office. The council also has business accounts with Walmart and Amazon for purchasing program supplies. Always remember to consider sales taxes when appropriate.
7. Will there be any facility or equipment rental fees?
8. Will there be costs for printing or advertising?

9. Are there any costs for pre-event planning or after event meetings?
10. Are there any certification or training costs prior to the event?

The Budget Template will automatically calculate credit card processing fees and registration system fees based on the anticipated revenue, and a contingent/Return to Council fee.

Budget Reminders

The event budget is a detailed calculation of projected income and expenses designed to ensure a positive financial outcome. Here are some important guidelines:

1. Once the event budget is approved, the original template should remain unchanged.
2. Expenses can be adjusted based on actual income and participation:
 - a. If participation is lower than anticipated, expenses should be reduced accordingly.
 - b. If participation exceeds expectations, expenses may be increased within the limits of the additional income.

This approach helps maintain financial balance while accommodating changes in event participation.

Additional Information

If the event is going to occur at Camp Thunderbird, the camp must be reserved independently of the budget, and a camp usage fee included in the budget.

A Leader's Guide is recommended for all events and should include the below elements. Contact your staff adviser for past guide templates if needed.

1. Introduction that builds excitement!
2. Registration requirements and deadlines
3. Costs
4. BSA registration and YPT requirements for all youth and adult participants.
5. Required adult supervision for units.
6. Check-in and Check out procedures.

7. Behavioral expectations (Scout oath and Law).
8. Prohibitive items.
9. Required Annual Health and Medical Record.
10. Requirements to identify any special or dietary needs.
11. Event schedule of events.
12. Recommended packing and equipment list.
13. Description of events, as needed.
14. Council refund policy.

After Event

The event lead, committee, and staff adviser should schedule a post-event meeting to complete an after-action report. This report serves as a valuable tool for evaluating the event's successes and challenges, providing insights to improve planning and execution for future events.

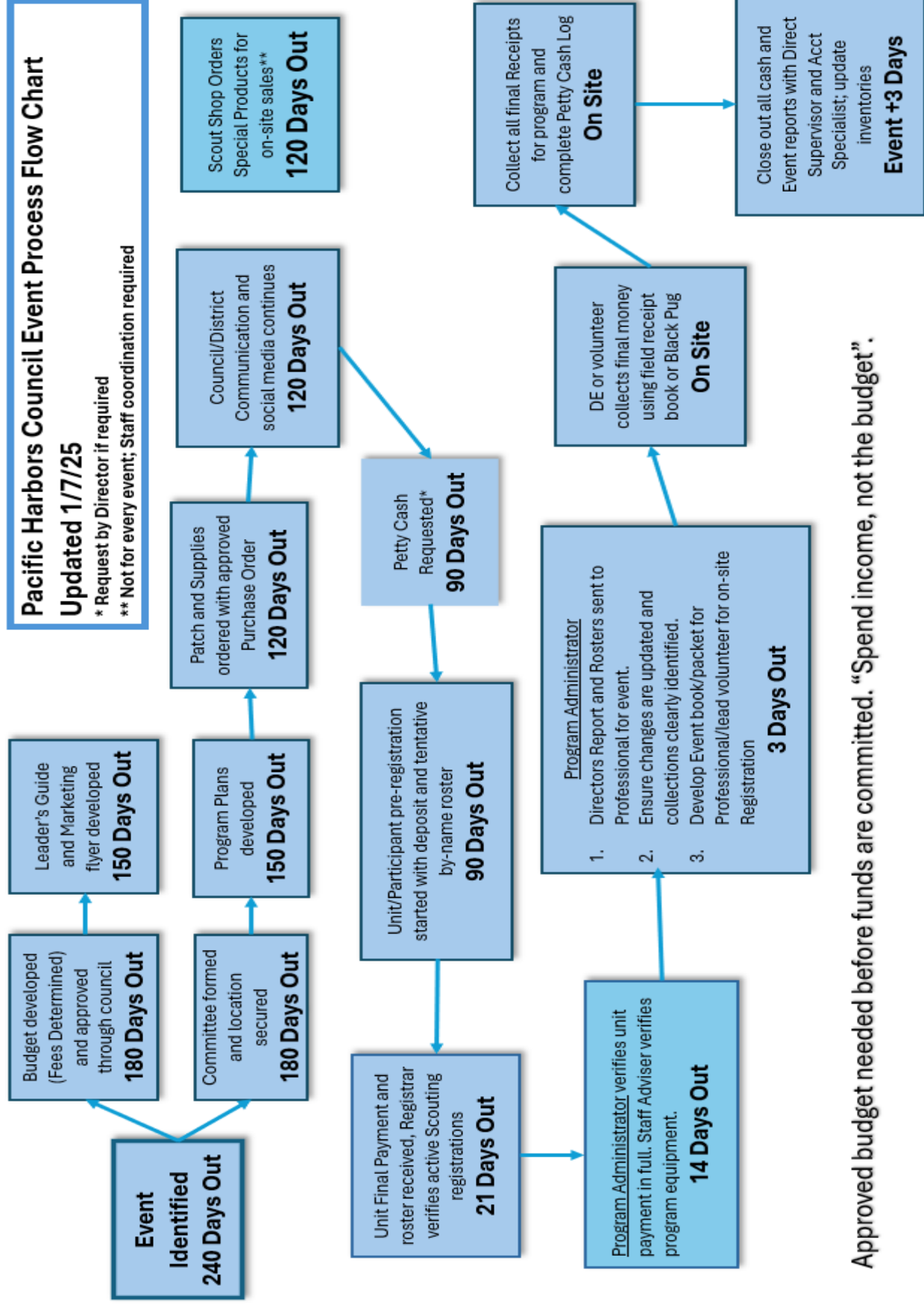
1. Meet with key planners and discuss what went well and what did not go well.
2. Document these findings
3. Collect all documentation used for the event and submit it to your staff advisor.
4. Send out participant survey via Black Pug or other acceptable method as determined by the committee in coordination with the staff adviser.

Pacific Harbors Council Event Process Flow Chart

Updated 1/7/25

* Request by Director if required

** Not for every event; Staff coordination required



Approved budget needed before funds are committed. "Spend income, not the budget".