Glacier's Edge Council Event Procedures

Updated September 2017

The following outlines the procedures related to Council and District events.

STEP 1: SETTING UP YOUR EVENT

1. All events are to use 247scouting.com to track event registrations, payments, attendance and to perform the end of event budget closeout.
2. Create your event on Scoutingevent.com by completely filling out "BlackpugEventSetupForm"
    a. The Form must be submitted no less than 60 days prior to your event.
    b. Submit the form to Callie Fritchen. (callie.Fritchen @scouting.org)
    c. Once the event has been created on Scoutingevent.com, a draft will be emailed to the event chair for review and approval.
    d. Once approved, the event will open according to the request.
    e. First Time Users: If you do not have a scoutingevent.com login, please e-mail Callie Fritchen who will assist you in getting set up.
    My login is: ______________________ My password is:_____________________

STEP 2: BEST PRACTICES FOR PURCHASING ITEMS

1. Your Staff Advisor will provide the budget and assistance with budgetary processes. All expenses must be tracked by the Event Chair via the District Budget Tracker and Petty Cash Tracker. There are 4 options for making purchases for your event.
2. Option 1: Purchase Order.
    a. Volunteer receives a "quote" from a vendor – this does not need to be an invoice. With the quote you must have the Vendor Name & Address, Event & Reason for Purchase, estimated quantity, unit price and approximate total price.
    b. Quote is turned in to Staff Advisor
    c. Staff Advisor provides Volunteer with a PO# (can be in e-mail, phone call or paper)
    d. Volunteer provides PO# to vendor along with Council Address
    e. The Vendor will mail the final invoice (with PO#) to scout office, who will send a check directly to the Vendor.
3. Option 2: Check Request
    a. Volunteer receives an "invoice" from a vendor
    b. Volunteer receives a "invoice" from a vendor. With the invoice you must have the Event & Reason for Purchase.
    c. Invoice is turned in to Staff Advisor who completes check request
    d. Check is mailed from scout office to the Vendor.
4. Option 3: Reimbursement
    a. Volunteer gets pre-approval of item to be purchased from Staff Advisor
    b. Volunteer purchases item and turns in receipt to Staff Advisor. With the receipt you must include Name & Address, Event & Reason for Purchase.
5. Option 4: Petty Cash (Cash Advance)
    a. Volunteer submits a request for petty cash to Staff advisor no less than 14 days prior to your event.
    b. Petty Cash is received by staff advisor for event and given to volunteer.
    c. Volunteer purchases items and turns in receipts along with left over petty cash to staff advisor. The total must equal 100% of the amount borrowed. Volunteer responsible for losses.

STEP 3: THE EVENT

1. After the event registration closes, log into your Scoutingevent.com account and confirm all registrations and monies paid. This can easily be done by viewing the event summary page.
2. Print the following Reports which are used for event check-in. (they are your backup plan if the internet fails at the event location):
    a. Check-In: Primary Registrant
    b. Check-In: Walk-in Data Collection
3. Event Check-in
    a. Check-in should be completed online through the check-in module in scoutingevent.com. (see attached step by step instructions). If internet is not available, use your printed copies.
    b. Check-in attendees as they arrive at the event
    c. Ensure all attendees are fully paid and mark/update payments accordingly in the registration paperwork.
    d. Issue and collect field receipts for any money received. (this is important for event clean-up)
4. Money collection and handling
    a. Have two people count any money collected and record this on the enclosed "denomination checklist". (note: this should NOT include any money from petty cash)
    b. Within 2 Business Days, submit to the Scout Service Center the denomination checklist along with all money collected including left over petty cash.

STEP 4: EVENT CLOSE OUT

1. All events should be closed out within 30 days of the event and include the following:
2. Via 247scouting.com, ensure all attendance is accurate including walk-ins and no-shows and print the final attendance sheet. (Check-in Primary Registration Report)
3. Via 247scouting.com, enter comments, data and event information into the closeout report and print the closeout report.
4. Review the Budget with your Staff Advisor comparing revenues and expenses and create a projected budget for next year's event utilizing the District Budget Developer.
5. Working with your Staff Advisor, use the Event Reporting Envelope to collect all required items and close out the event. Turn in the Event Reporting Envelope to the Scout Service Center with the following items enclosed:
    a. Attendance Checklist
    b. Updated and Complete Petty cash Tracker + Receipts
    c. Updated and District Budget Tracker + Receipts and Reimbursement requests
    d. Budget (reviewed with staff advisor with projected budget for next year's event)
    e. Event Close Out Report
    f. Relevant program information and event notes (schedules, flyers, agenda's etc.)
    g. Anything else that would help next year's event chair.
        i. *This packet is retained and given to the event chair for the following year as a starting point for planning purposes. The more complete the data, the better we can carry the event forward.*