

## Event Coordinator Guidelines

An **Event Coordinator (EC)** is a registered adult/scout that plans & conducts a Service Area event. The EC reports directly to the Trefoil Service Area Manager and becomes part of the Service Team. The EC forms an **event committee** to help plan and execute to assure the event success.

**Troop events:** troops attend with troop leaders or a substitute (ie. Badge Days, Fall Fun Day etc).

Leaders keep permission slips, submit a troop summary form & one troop check for the amount.

Leaders bring the individual permission slips to the event & supervise their troop at the event.

**Individual events:** scout or scout & parent attend (ie. Mother/Father Daughter, Trefoil Camp etc).

Leaders submit a troop summary form, one troop check, or individual checks.

**EC keeps all scout permission slips** because the leader is not expected to attend the event.

**Camp:** individuals attend & send the registration forms & personal checks directly to the EC.

### Planning Guidelines

1. **The EC submits a budget request to the Service Team at least 2 months prior to the event.**
2. **The EC attends the Service Team Meeting for budget presentation & approval.**
3. The EC may consult a Service Team member & use the Past Events Notebooks for ideas.
4. **The EC sets the price of the event to break even based on the projected budget.**
5. If the projected per scout cost is \$4.25, then a \$5 event fee is fair and reasonable.
6. If the registration deadline passes & participants are low so the event won't break even, then the EC contacts the Service Unit Manager to decide about event cancellation.
7. **The EC must have a First-Aider and a First Aid Kit** available for each event.
8. **The EC must CONSULT the Safety Wise manual &** ensure activities follow safe guidelines.
9. **Purchase Additional insurance** for events with unregistered adults or girls @ Beaver Council.
10. Submit High Risk Activity form to Joann Clark 4 weeks prior to event refer to Volunteer Resource Manual p.71.
11. **Plan for inclement weather** have shelter or change activities to prevent cancellation.
12. **Maintain the proper adult/scout ratios** according to Safety Wise manual.
13. **A "No Siblings Allowed" rule is strongly encouraged and is the norm.**
14. **Delegate to adult helpers the main aspects of your event,** (i.e. kitchen, registration table, etc).
15. **Inform &** train adult helpers PRIOR to the event day.
16. **Incorporate the Trefoil annual theme if possible.**
17. **Trefoil Camp Directors MUST receive formal Council Camp Training; special rules apply.**
18. **Submit Sample Flyers or registration materials to the Service Team 2 months in advance.**
19. **Make flyers available to leaders no less than 4-6 weeks prior to the event via [www.trefoilscouts.org](http://www.trefoilscouts.org).**
20. **If Marburger Funds are being used for the event, then flyer states "Financial support made possible by the Chester Marburger Memorial Fund."**
21. **Other statements that should appear on the registration form (scout flyer) are**
  - a. "Refunds are not available beyond the registration deadline."
  - b. "Registrations or substitutions will not be accepted beyond the deadline."
  - c. "Patches or other items handed out at events will not be provided to no-shows."
  - d. "Adult attendance is limited to Safety Wise ratio. No siblings allowed."
22. **Provide an emergency contact number** for parents to reach the EC during an event.
23. **Provide a troop summary form to leaders** with names of scouts/adults attending & \$ total.

### Money Handling

24. **Make all checks** to GSWPA & they are deposited by the Service Area Treasurer.
25. **DO NOT use Troop or personal checking accounts to run a Service Unit Event.**
26. If the EC needs to pay for items in advance then show receipt for reimbursement by treasurer.
27. Deposits of registration money by treasurer are made prior to event.
28. Consult with the SUM or Trefoil Treasurer with any other financial concerns.
29. Distribute patches/badges AFTER the event to account for no-shows & scout loss of patch.
30. **Provide evaluation form** to adult and scouts & feedback should be included in the event report.
31. **Submit one copy of the Trefoil Expense Summary Form with receipts attached** at the first Leader Meeting following the event. Reimbursements cannot be made without receipts.
32. **Submit 2<sup>nd</sup> report with** copies of all forms used to Manager for future reference in the Event Notebooks.
33. **Any left-over supplies should be placed in the GS closet in Mars UP Church** for future use.