

Event Information Sheet

This form must be completed and submitted to the Winnebago Council for review and approval before any advertising or purchasing can be done.

Please follow all instructions.

Please Note: All flyers, leaders guides, and advertising materials must be sent along with this application for review before they are sent to units/leaders/public. These materials should be sent in an editable format and must comply with the Flyer and Advertisement Guidelines in the Event Information Packet.

Completed Event Information packets should be submitted to courtney.desforge@scouting.org

Event Title: _____

Event Description (this verbiage will be placed in the online event registration) :

Date (s) of Event: _____

Partial or Multi-day event? (Circle one) Partial Multi Day

-Check in Time: _____

-Event Start Time: _____

-Event End Time: _____

Location of Event:

Location Name: _____

Address of Venue: _____

City/State/Zip: _____

If using Ingawanis Adventure Base- (You must include IAB facilities into your budget)

Please mark all facilities that will be used for this event that will not be open for rental by participants:

Kitchen Dinning Hall Waterfront Rifle/Shotgun Range Archery Range Picnic Area
Program Shelter Council Fire Ring Cedar View Cabin Cedar View Campsite Elliot Cabin
Valley Forge Cabin Valley Forge Campsite Robin Hood Cabin Robin Hood Campsite Arrow Cabin
Chief Ona Black Hawk East Pioneer Nawakwa Saluyee Sioux Ridge Dan Beard
Prairie View Maple Ridge Ingachook Wakosha Birch Knoll Ranger Pool*

*Pool is only open during Summer Camps and August

Scouting Groups event is designed for (circle all that apply):

Cub Scouts Webelos Scouts, BSA Venturing Exploring Adult Leaders

Event Contact (This person must be willing to field calls and/ or emails from guests about the event):

Name: _____

Phone Number: (_____) _____

Email Address: _____

Online Registration Set Up Form

Online registration is required for all events, even if Event Chair is allowing at door registration. At door registration is in addition to online registration and will be subject to the regular rate pricing listed below.

Event Registration Timelines and Pricing

Starting January 1, 2019, event prices and registration will look as follows: Early Bird pricing will be available to online registrants until one (1) week before the event, Regular rate pricing will take effect once Early Bird pricing closes and until online registration closes three (3) days before the event (or sooner if indicated by Event Chairman).

Regular registration rates will be the Early Bird pricing + 50%. Example: If the Early Bird rate for an event is \$5.00 then the Regular rate will be \$7.50. If an Event Chairman allows "At Door" registration, the Regular rate applies and must be collected at the door.

Early Bird Cost for Adults: \$ _____ Early Bird Cost for Youth: \$ _____

Registration Open Date: _____ Registration Close Date: _____

***If you choose to not close registration in the advised 3 day time window we highly recommend closing registration at the last possible date to collect numbers for purchasing supplies.**

***Registrations close at 11:59 pm on the day you indicate.**

Will this event allow at door registration? (Circle One) Yes No

***If yes, the price for at door registration will be the event price plus half, example: event price is \$5, at door will be \$7.50. Volunteers must be willing to collect the at door price at check-in.**

Registration Set Up and Data Collection

Registration Variant (This is how someone will register, **Check One**)

- Unit Registration** (Events that cater to youth require a Unit to register first and Units will add participants)
- Individual Registration** (Events catered towards Adults, like trainings, that do not require a Unit to register)

What information needs to be collected per participant?

Phone Number	Do Not Collect	<input type="checkbox"/>	Optional	<input type="checkbox"/>	Required	<input type="checkbox"/>
Address	Do Not Collect	<input type="checkbox"/>	Optional	<input type="checkbox"/>	Required	<input type="checkbox"/>
Date of Birth	Do Not Collect	<input type="checkbox"/>	Optional	<input type="checkbox"/>	Required	<input type="checkbox"/>
*Gender	Do Not Collect	<input type="checkbox"/>	Optional	<input type="checkbox"/>	Required	<input type="checkbox"/>
Special Needs	Do Not Collect	<input type="checkbox"/>	Optional	<input type="checkbox"/>		
*Unit Number	Do Not Collect	<input type="checkbox"/>	Optional	<input type="checkbox"/>	Required	<input type="checkbox"/>
Email	Do Not Collect	<input type="checkbox"/>	Optional	<input type="checkbox"/>		

Gender is required for over nights and Unit Number is required for Individual Registrations.

Will there be a patch, shirt, hat or other item available for registrants to purchase through their registration? (Circle One)

Yes No

If Yes: indicate cost per person

Patch Cost \$

Hat Cost \$

Shirt Cost \$ Size Options

Mug Cost \$

Other Cost \$

I understand that before any item is purchased I must complete a purchase request and receive approval from the Winnebago Council, Boy Scouts of America. I understand that the expectation for purchasing is to receive quotes on items over \$350.00, and all purchasing approval will come from the Winnebago Council, Boy Scouts of America. I understand that not following the purchasing guidelines may result in lack of reimbursement for personal expenses used to purchase supplies.

Event Chairman Signature: _____

Event Chairman Printed Name: _____

Purchasing Procedure

No purchases for events can be made until the purchasing procedures are met in full.

- 1) Make a list of items needed for the event including facilities (including Ingawanis), food, supplies and recognition items like shirts or patches.
- 2) Review all potential expenses with your District Executive or District Associate. Fill out a Purchase Request form for the items with the prices of the items, the location the items will be purchased at and who will be purchasing the items if the Council does not have a relationship with that vendor and that vendor does not accept transactions on account.

* Whenever possible, vendors should be chosen for their ability to make transactions on account with the Winnebago Council

- 3) A separate purchase request must be created per location of purchase.
- 4) Purchase requests must be submitted before any purchases are made, once the purchase is approved, a purchase order will be given to the Event Chairman to make purchases.

*If a purchase order is not given or a purchase request is not approved before purchases are made, the Council reserves the right to deny requests for reimbursement.

Purchase Requisition

Winnebago Council, BSA #173

No.					
To:	Vendor Name or Event Chair			Date:	Date Purchase Request Submitted
Indicate Source of Supply:				Value:	Total \$
Quantity	Description				
How many of each item will be purchased	Cost of each item being purchased	List of each item individually			
Purpose	Event Name/ Use during event			Date Ordered	Office Use
When Wanted	Date	Account #	Office Use	PO No.	Office Use
				From	Office Use
Requester:	Event Chairman			Approved	Office Use

Flyer and Advertisement Guidelines

Flyers, leader guides and other sources of advertisement for events are extremely helpful in boosting attendance and answering commonly asked questions about an event. All forms of advertisement need:

- 1) **To be approved by the Winnebago Council before distributed!**
- 2) Have a date, time, location and address of event location
- 3) Have correct cost information per the cost guidelines laid out in this guide
- 4) To direct customers to online registration and include dates of registration
- 5) Have contact information of someone associated with event or Winnebago Council office

Leader's Guides must be as complete and accurate as possible to avoid changes once documentation has been made public. All policies should reflect those of the Boy Scouts of America and Winnebago Council. Leader's guides should include all necessary information for a participant to be successful including but not limited to (note, not all of these options will apply to all events):

- Map of location
- Packing list
- Scout requirements and prerequisites
- Itinerary
- Menu
- Leader and Scout expectations for participation
- Etc.

All forms must be submitted along with this application packet for approval by the Winnebago Council, Boy Scouts of America. Please email editable formats of guides and advertisements to courtney.desforge@scouting.org.

Ingawanis Adventure Base Usage Policy

Starting January 1, 2019 the usage of Ingawanis Adventure Base facilities must be recorded in the budget as an expense in the total amount of the rental price per facility and time frame of usage. This will show as a facility rental fee as it would any other, non BSA, location.

Online Registration and At Door Fees Policy

Online registration is required for all Council and District level events. Online registration is designed to collect all necessary information for reporting purposes as well as for use by Event Chairman and volunteers who will need to make purchases. It is highly encouraged that online event registration is closed at the last possible day to collect this information before purchases are made if not following outlined registration dates on the Online Registration page. If an event will allow an extra at door registration, an extra fee of half of the regular registration rate will apply. This is to help cover the cost of supplies for last minute, unplanned, participants as well as encourage on time registration.

If a registration states that it will not accept at door participants, no extra participants should be admitted. The office will not open registration without express permission from the Event Chair. The office will not advise that questioning participants contact Event Chairman for this permission. The Event Chairman should not promise late or at door registration to anyone without Council approval.

Purchase Request and Purchase Order Policy

No monies should be spent without proper authorization by the Winnebago Council, Boy Scouts of America. Purchase requests must be submitted to the Winnebago Council for approval before purchases are made. Once a purchase request is approved, a purchase order will be issued. If a purchase request is not approved yet a purchase is made, the Council reserves the right to deny requests for reimbursement. Volunteers may not open accounts with businesses on behalf of the Winnebago Council nor should a volunteer make a promise of payment to a vendor without prior approval by the Winnebago Council.

Upon approval, a volunteer may submit receipts for purchases made for events. Only purchases that were approved via a Purchase Request will be approved for reimbursement. Receipts must have the accompanying Purchase Order number on them.

Refund Policy

All events are subject to the official Winnebago Council, Boy Scouts of America refund policy. No separate refund policy should be instituted for an event without express permission from the Scout Executive of the Winnebago Council, Boy Scouts of America. Refunds should not be promised by Event Chairman or Event Staff without checking the official Winnebago Council refund policy. For questions on refunds or applicable circumstances, contact the Winnebago Council, Boy Scouts of America.

Recognition Items and Memorabilia Policy

Recognition Items or Memorabilia such as t-shirts, hats, patches, mugs and so on often have a design period that must be considered to ensure the item is available at the time of the event. Purchase Request procedures must be followed when ordering these items. Recognition and memorabilia items should be ordered in enough time for the items to be available to participants at registration. Work with the Winnebago Council to ensure that these items are ordered through Boy Scouts of America approved vendors. Not all vendors are licensed by the BSA to print the logo or other items for BSA related items. Volunteers should not establish a working relationship with new vendors without express permission by the Winnebago Council, Boy Scouts of America. These items should be sold to participants at a rate that remains 20% sustainable and should be built into the registration cost per participant.