

So You Want To Run An Event?

This guide was prepared to help you run an event for Pack 98. It is not intended to be limiting to you or to constrain your creativity. You should feel free to consult other resources, including volunteers who have run similar events for other organizations. We all want the same end result: Quality programs for the boys that reflect the goals of BSA.

Who's Who and What's What?

Chair

If you are running an event, you are the Chair of the event. You are responsible for all aspects of the event.

The Committee

The Committee for the event consists of parents who have indicated on the Pack 98 Registration Form that they are interested in events similar to the one you are organizing. These Committees include, for example, the Outings Committee, the Summer Activities Committee and the Service Projects Committee. The members of the Committee are listed on the Pack Website under "List of Leaders." When initially contacting the Committee members, keep in mind that they may not remember selecting the event on the Registration Form.

Conversely, people may have failed to volunteer for an event that they would be interested in. For example, someone who listed camping as a hobby should be happy to help on the Family Camping Committee). You should check the Pack's "Talent Inventory" to identify these candidates.

Of course, another great way to identify Committee members is to see who attends the event.

In addition, there are the wallflowers who haven't volunteered for anything. In some cases, these people have written "call me when needed" in lieu of selecting specific activities. The Cubmaster has a list of these people, and, in fairness to those who have already volunteered for other activities, they should be contacted.

Producer

The "Producer" is the Pack Leader (usually the Committee Chair, Assistant Committee Chair or Cubmaster) who has volunteered to be your resource for the event. If you have questions or a problem arises, he or she is the person to go to. Conversely, the Producer is expected to monitor the progress of the Committee to identify problem areas. The Producer's job is to:

- Contact the Chair (or find one) early (at least 3 months in advance);
- Have the Chair show up at the two Leaders Meetings preceding the event; and
- Set specific tasks, including reporting.

Event-Specific "How-To Guide"

In addition to this guide, there is an event-specific "How-To Guide," which contains every bit of information that the Chair of the event needs to know, including phone numbers, timelines, traditions, budgets, suggestions, etc. This isn't intended to say "you must do it our way," but rather "here's how to begin." In fact, the expectation is that you will identify improvements, implement them and revise the How-To Guide accordingly - for your own benefit the next time you run the event, as well as facilitating a smooth succession.

Resource Book

In addition to the How-To Guide, your event should have a Resource Book. The Resource Book should contain, at minimum, the following:

- this guide;
- the How-To Guide (hard copy and diskette to encourage updating);
- BSA's *Guide to Safe Scouting* (explained below);
- other relevant Official BSA materials (if any), particularly materials from the Cub Scout Leaders Manual; and
- anything else that may be useful to someone running the event (for example, copies of pages from relevant Websites).

Note that our Pack is still in the process of developing the Resource Books, so yours may not be complete. If that is the case, completing the Resource Book is one of your jobs.

Purpose and Goals of the Event

What Are The Goals?

In general, an event should have two goals:

- The boys should have fun; and
- There should be an element of learning and/or doing.

Deciding on the specific purpose and goals of your event is essential to the success of the event. If you are unclear about the purpose and goals of your event, the flyers and messages you send out about the event will also be unclear.

Purposes of Cub Scouting

At all times, try to achieve one or more of the following Purposes of Cub Scouting:

- Positively influence character development and encourage spiritual growth.
- Help boys develop habits and attitudes of good citizenship.
- Encourage good sportsmanship and pride in growing strong in mind and body.
- Improve understanding within the family.
- Strengthen boys' ability to get along with other boys and respect other people.
- Foster a sense of personal achievement by helping boys develop new interests and skills.
- Show how to be helpful and do one's best.
- Provide fun and exciting new things to do.
- Prepare boys to become Boys Scouts.

Criteria For a Quality Event

A quality event should:

- reflect the Cub Scout Promise and the Law of the Pack;
- address current needs of the boys and the community;
- be appropriate to the age level;
- be fun;
- be flexible;

- be inexpensive;
- have boy input (if not boy planned);
- be challenging;
- be positive learning experiences; and
- have a well-trained and happy staff.

Scheduling Events

The timing of your event is very important. If you schedule it when several other things are already going on, you will create conflicts for people and perhaps make it impossible to succeed before you even get started – but you may not find out that turnout will be low until you've done all the work! Be sure to consult the Pack Calendar and the school calendar and take religious holidays into consideration. Also, if the event will be held outdoors, consider a rain date.

Location

Before selecting a location:

- Read the *Guide to Safe Scouting*
- Review event purposes and goals
- Make a list of all possible sites

Points to be considered in choosing the location:

- Fees (for both scouts and parents).
- Size – is the location too small or too large?
- Make sure that you, as the adult planning the event, has toured the property.
- Parking facilities - Where will parking be and how much will it cost?
- Are there any age restrictions?
- Is the event appropriate for siblings? If so, they should be invited; if not, the flyer should state this clearly.
- Is it stroller and handicapped accessible?
- Written permission to use the property must be obtained from the property owner.
- A rain date must be planned when holding an outdoor event.

- In Scotch Plains and Fanwood, the Park Calendar is opened on January 2nd of every year - book park dates early (e.g., Pack Picnic)! Additional refundable deposits are required for the use of park restrooms.
- Any other requirements stated in the *Guide to Safe Scouting*.

If your event will be held at the Church, please (a) call the Church Secretary (Nancy) at 322-9222 to reserve space at the Church and (b) review the letter from the Church setting forth the rules and regulations for use of the Church, which can be found on the Pack Website under "Pack Documents."

Setting Event Fees

Most events should be self-financed, although some (such as the Pinewood Derby) are considered part of the basic Pack Program and are funded by general Pack Dues. Fees should be based on actual costs of the event. You should know what the break-even point is. Occasionally, we add \$1 or so to the cost of a ticket/admission fee to cover incidentals, such as drinks or snacks for the boys.

Participants should make checks payable to "Pack 98." All event proceeds should be given to the Treasurer to deposit.

Keeping accurate records and receipts of all transactions for your event will ensure good management practices and keep the event on budget. Planning can help you to define your budget. Review the budget items below to help you plan expenses.

Expenses

- **Program**: This is a big item and should reflect the event's goals. It includes tickets, arts and crafts supplies, hand-outs and participation incentives such as patches (see below).
- **Meeting Space Rental**: This is the cost of using building, site and/or other facilities.
- **Refreshments**: This includes food, beverages, paper goods, etc. Some facilities have set meal or snack package rates. This option sometimes makes a trip much easier, as people don't have to worry about packing, carrying and storing food. If it's not in a flier - ask. Conversely, if there are no eating facilities available, you will need to plan to **REMI ND** everyone to pack food and a drink. (It is a rare day trip that someone doesn't forget to pack lunch and the parent assumes we're stopping somewhere to purchase food.)

- Transportation: Are you chartering transportation? Studies show that this is safer than having individuals drive. Check with Council before signing a contract. If not:
 - ◆ be sure to provide all drivers with clear and accurate copies of directions; and
 - ◆ **DO NOT** attempt to caravan -- that is an invitation to an accident or having someone get lost, either of which can spoil the event.
- Housekeeping: Be sure to leave a place cleaner than you found it. Bring clean-up supplies, such as paper towels, trash bags, etc.
- Miscellaneous: This is for all the little things that don't fall into the other categories.

Income

Income includes:

- Program or Registration Fees; and
- Contributions (monetary or supplies).

Patches

Boys enjoy being recognized, so the Pack encourages the use of patches. On the other hand, giving a patch for every event is inappropriate. Thus, the decision to provide a patch should be made at a Leaders Meeting (unless, of course, participants traditionally receive patches). If a patch will be provided, it is the responsibility of the Chair (not the Advancements chair) to obtain and distribute them.

Patches are sometimes available for purchase at the event. If not, they can be obtained from the following Websites (all of which deliver on time and have attractive patches that are priced at about \$1 each):

- Design-it (<http://208.146.103.234/catalog.html>)
- Stock Patches (<http://www.youthawards.com>)
- Joycrest (<http://www.joycrest.com>)

Delegation

Delegation is critical. Remember that you have a Committee supporting you. Most Committee members are eager to help, but they need to be told what to do. If you

need help, or think you will need help, just ask. Here is a list of some common tasks that can be delegated:

- Ask a parent to help with bathroom duties.
- Occasionally circumstances may occur that will preclude you from being there early or that you must leave late. Arrange to have a back-up adult on call, just in case. Give that person all pertinent health information, phone numbers, checks or monies due, permission slips, etc.
- Ask parents to keep track of particular groups of children and other adults, if the situation warrants. Examples: County fair, stadium events, the group splitting up into smaller groups at a destination such as at the Liberty Science Center, museum trips, sometimes hiking trips, etc.

The first step in delegating is planning. When delegating, keep the following in mind:

- If you wait until the last minute to plan, it will be much more difficult to delegate and the quality of the event will suffer.
- Will you be using Den Chiefs or other Boy Scouts?
- Will you need non-Scout volunteers?
- Give a clear and brief description of the work to be done.
- Give specific results expected.
- Give a time line for completion of tasks.
- Give guidance and assistance when needed.
- Follow up (check on time lines, etc. to see how it's going).
- Give credit to those who do the job (frequent verbal "thank-you's" go a long way).

Flyers

You will need to prepare an event flyer/registration form/permission slip.

Create a Positive Impression!

When you put words on a piece of paper and send it to people, you create a communication tool that is important not only to the success of your event but to the perception people will have of Pack 98. We want the impression we create to be a positive one.

Flyer Nuts and Bolts

A sample flyer is attached as Exhibit A. The registration form and permission slip, located at the bottom of the flyer, should be consistent from event to event. The important part is the top part, where the event is described. Keep in mind:

- The masthead should be centered and similar to the one in the sample flyer.
- The flyer heading/title should be eye-catching.
- Use graphics if possible. The Virtual Cub Scout Leaders Handbook (see the Web Resources on the Pack Website) contains clip art that can be pasted into the flyer.
- Be sure the event description identifies:
 - ◆ Who is invited (e.g., are siblings invited?)
 - ◆ Date/time/place
 - ◆ Rain date
 - ◆ Cost
 - ◆ Items to bring (such as snacks, money, warm clothing)
 - ◆ Contact person(s) for additional information
 - ◆ Registration deadline
- Select a paper color that is appropriate for the intent and audience of your flyer. So your flyer stands out, don't use white paper.
- Make at least 75 copies for distribution at one or more Pack Meetings.
- Be sure that the flyer is in electronic form and email it to the Pack's Webmaster so it can be posted on the Pack Website.

Get a Second Opinion

Proofread, then proofread again! Be sure to ask someone who is unfamiliar with the event to look at your flyer. Don't ask them if they "like it" or if "it's okay" -- they will glance at it and say it's fine. Ask them if they would be interested in attending the event and whether they have any questions. This will make it necessary for them to read your piece.

Guide to Safe Scouting

All events must follow the guidelines found in BSA's *Guide to Safe Scouting* to ensure that activities are conducted in a safe and prudent manner. The Chair is

responsible for complying with all standards in the *Guide to Safe Scouting* that apply to the event. This responsibility cannot be delegated.

A copy of the *Guide to Safe Scouting* should be included in the Resource Book for the event or may be accessed through the Pack Website under "Web Resources." A key part of the Guide, the "Sweet 16 of BSA Safety," is attached as Exhibit E. (Keep in mind that the *Guide* is updated from time to time. If you rely on a hard copy, please check the virtual version to identify any changes.)

The *Guide to Safe Scouting* has many important rules and advice that apply to virtually any event, while others are tailored to the specific activity (e.g., water sports and even fund-raisers). In particular, the Sweet 16 of BSA Safety and the section on First Aid apply to all Pack events. You should review the *Guide to Safe Scouting* carefully when planning an event to implement the Sweet 16 of BSA Safety and to identify any additional requirements.

Tour Permits

A Tour Permit is required for all Pack or Den Events taking place outside of Scotch Plains/Fanwood. It needs to be filed at Council at least two weeks in advance of the event. This is critical to ensure that the event is covered by the BSA's insurance policy.

When filling out the Tour Permit, you can attach the Pack's "Tour Permit Vehicle List," which can be found on the Pack Website on the Web Resources page (the password is "sc0uts"; note the zero in place of the letter "o"). This List is compiled each year from Registration Forms. Unfortunately, not everyone has provided vehicle information and the information may change, so it's important to confirm that each driver and vehicle attending the event is also on the List. If they're not, please (a) amend the filed Tour Permit and (b) notify the Cubmaster so the List can be updated for future events.

Keep in mind that in the Tour Permit application, every event leader is required to certify that he or she has read the *Guide to Safe Scouting*. Section XII of the *Guide* sets forth the rules pertaining to transportation.

What if a Scout's Parent Will Not Attend?

All Cub Scouts must be accompanied by a parent or guardian. Scouts who wish to attend without a parent MUST find another adult who will be responsible for them. The Chair should never be responsible for a child other than his or her own. This includes transportation.

Publicity

Publicity is very important. Consider the following:

- Contact the Pack Photographer to take photos (if he or she is not available, someone else should bring a camera).
- Contact the Publicity Chair to get an article in a local newspaper.
- Post a page in the Pack Website.
- At the event, have a Scout volunteer to write an article for the Pack Newsletter.

Checklists

You are encouraged to use the following checklists:

- Pre-Event Checklist - Exhibit B
- Day-of-Event Checklist - Exhibit C
- Post-Event Checklist - Exhibits D

These should be adapted to your event.

Suggestions

This guide is intended to be a dynamic document that reflects the input of all of the volunteers of Pack 98. Just as you will come up with improvements for the How-To Guide for your event, you will probably think of improvements for this guide. In fact, some of them may be the same! Please provide any suggestions to the Committee Chair or Cubmaster.

**SCOTCH PLAINS-FANWOOD
CUB SCOUT PACK 98
Presents
Patriot's Path Council Night
with the New Jersey Nets!!!**

WHEN: FRIDAY, APRIL 14, 2000 at 7:30 P.M.
WHERE: CONTINENTAL AIRLINES ARENA
DEADLINE: MARCH 30, 2000

***** Scouts who wish to attend without a parent MUST find another adult who will be responsible for them. *****

Fill out the Registration Form/Permission Slip below and return it with your check payable to "Cub Scout Pack 98" to _____ at _____ no later than 5:00 p.m. on Thursday, March 30.

Questions? Call _____ at _____.

**CUB SCOUT PACK 98 - [NAME OF EVENT]
REGISTRATION FORM/PERMISSION SLIP**

Check # _____ is enclosed for \$ _____
Scout Name: _____
Address: _____
Phone # _____

_____ has my permission to participate in all activities associated with the above-referenced event. My child does not have any physical disabilities (except as noted below) and has my permission to engage in all activities offered in connection with the event.

Exceptions (if any): _____

I will ____ I will not ____ be attending the event (**REMEMBER: All Cub Scouts must be accompanied by a parent or guardian. Scouts who wish to attend without a parent MUST find another adult who will be responsible for them.**)

I will ____ I will not ____ be assisting with transportation, using the following vehicle: _____.

I understand that I am responsible for my child's transportation to and from the event. If I cannot be reached in an emergency, I hereby give my permission to the physician, selected by the leader in charge, to secure proper medical care, including hospitalization.

During the event, I may be reached at the following phone number: _____. If I cannot be reached, the following person will know where I can be contacted:

Name _____ Phone # _____
Physician's name _____ Phone # _____

Dentist's name _____ Phone # _____

Parent/Guardian Signature _____

Date: _____

*Please return this form to _____ by hand/U.S. mail at _____ or e-mail
(_____).*

PRE-EVENT CHECKLIST

- . Identify a Co-Chair
- . Speak to the Producer
- . Location reserved
- . Time: _____
- . Place: _____
- . Deposit sent \$_____
- . Approval obtained from _____
- . Flyer completed
 - .. Drafted
 - .. Reviewed by another person
 - .. Printed
 - .. Sent to the Webmaster
- . Initial Committee Meeting
- . All volunteers (including Committee members, Den Chiefs, etc.) have been briefed on the requirements and your expectations
- . Budget has been prepared
- . Travel directions secured and copied
- . Meeting places identified
- . Patches ordered (if necessary)
- . Follow-through on all items (make a list and check it twice!)
- . One week in advance: All resource people have been confirmed
- . Food
- . Supplies
- . First aid kit
- . Arrange for publicity
- . Set up committee identified
- . Cleanup crew identified
- . Opening Ceremony planned
- . Closing Ceremony planned
- . Den/Pack Flags obtained (if necessary)

DAY-OF-EVENT CHECKLIST

- Arrive early.
- Circulate, inspire, communicate.
- Be enthusiastic!
- Rain? Most events can proceed with a light rain, but **DO NOT** compromise safety!
- Trouble shoot - don't make hasty decisions. Think through the consequences of a decision.
- Delegate tasks that suddenly occur - don't fall into the mind trap "only I can do this" or "it would be easier to do it myself."
- Give volunteers liberal doses of comfort and caring, TLC, etc.
- Relax - the event will take care of itself if the preliminary work was done thoroughly.
- Enjoy the event.
- Solicit volunteers for next year's event.

POST-EVENT CHECKLIST

- Get one of the Scouts to write an article for the Newsletter
- Return all borrowed items
- Send thank-you's to outside resources as well as volunteers
- Complete finances
- File financial report to the Treasurer
- Update the How-To Guide while everything is fresh in your mind
- Provide feedback to the Cubmaster on the "So You Want to Run an Event" document
- Pat yourself on the back

THE SWEET 16 OF BSA SAFETY

These 16 safety points, which embody good judgment and common sense, are applicable to all activities:

1. Qualified Supervision. Every BSA activity should be supervised by a conscientious adult who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced, and skilled in the activity to be confident of his or her ability to lead and teach the necessary skills and to respond effectively in the event of an emergency. Field knowledge of all applicable BSA standards and a commitment to implement and follow BSA policy and procedures are essential parts of the supervisor's qualifications.
2. Physical Fitness. For youth participants in any potentially strenuous activity, the supervisor should receive a complete health history from a health-care professional, parent, or guardian. [NOTE: Basic medical information is collected as part of the Pack's registration process, but we should ask the parents if any boy has any special limitation for the particular activity. For strenuous events and those that exceed 72 hours, BSA Forms 34412 and 34414 may need to be filled out.] Adult participants and youth involved in higher-risk activities (e.g., scuba diving) may have to undergo professional evaluation in addition to completing the health history. The supervisor should adjust all supervision, discipline, and protection to anticipate potential risks associated with individual health conditions. Neither youth nor adults should participate in activities for which they are unfit. To do so would place both the individual and others at risk.
3. Buddy System. The long history of the "buddy system" in Scouting has shown that it is always best to have at least one other person with you and aware at all times of your circumstances and what you are doing in any outdoor or strenuous activity.
4. Safe Area or Course. A key part of the supervisors' responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.

5. Equipment Selection and Maintenance. Most activity requires some specialized equipment. The equipment should be selected to suit the participants and the activity and to include appropriate safety and program features. The supervisor should also check equipment to determine whether it is in good condition for the activity and make sure it is kept properly maintained while in use.
6. Personal Safety Equipment. The supervisor must assure that every participant has and uses the appropriate personal safety equipment. For example, activity afloat requires that each participant properly wear a personal flotation device (PFD); bikers, horse-back riders, and whitewater kayakers need helmets for certain activities; skaters need protective gear; and all need to be dressed for warmth and utility as the circumstances require.
7. Safety Procedures and Policies. For most activities, common-sense procedures and standards can greatly reduce any risk. These should be known and appreciated by all participants, and the supervisor must assure compliance.
8. Skill Level Limits. Every activity has a minimum skill level, and the supervisor must identify and recognize this level and be sure that participants are not put at risk by attempting any activity beyond their abilities. A good example of skill levels in Scouting is the swim test, which defines conditions for safe swimming on the basis of individual ability.
9. Weather Check. The risks of many outdoor activities vary substantially with weather conditions. Potential weather hazards and the appropriate responses should be understood and anticipated.
10. Planning. Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks and also anticipates contingencies that may require an emergency response or a change of plan.
11. Communications. The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.

12. Permits and Notices. BSA tour permits, council office registration, government or landowner authorization, and any similar formalities are the supervisor's responsibility when such are required. Appropriate notification should be directed to parents, enforcement authorities, landowners, and others as needed, before and after the activity.
13. First-Aid Resources. The supervisor should determine what first-aid supplies to include among the activity equipment. The level of first-aid training and skill appropriate for the activity should also be considered. An extended trek over remote terrain obviously may require more first-aid resources and capabilities than an afternoon activity in a local community. Whatever is determined to be needed should be available.
14. Applicable Laws. BSA safety policies generally parallel or go beyond legal mandates, but the supervisor should confirm and assure compliance with all applicable regulations or statutes.
15. CPR Resource. Any strenuous activity or remote trek could present a cardiac emergency. Aquatic programs may involve cardiopulmonary emergencies. BSA strongly recommends that a person (preferably an adult) trained in cardiopulmonary resuscitation (CPR) be part of the leadership for any BSA program. This person should be available for strenuous outdoor activity.
16. Discipline. No supervisor is effective if he or she cannot control the activity and individual participants. Youth must respect their leaders and follow their directions.