

## MINSI TRAILS COUNCIL ACTIVITIES COMMITTEE

### GUIDELINES FOR DISTRICT EVENTS

- 1) Process for publishing a District event:
  - a. For new District events initiated by a unit volunteer, the volunteer needs to contact their District Activities Committee chair to discuss event's basic information (date, location, program focus, capacity limits, etc.)
  - b. For new District events initiated by the District Committee, specific details need to be discussed with the District Activities Committee chair
  - c. The District Activities Committee reviews/recommends approval to the District Key 3
  - d. Upon approval of District Key 3, the District professional publishes event on council website.
  
- 2) It is highly encouraged that all District events have two co-chairs. This will ensure that, should one chair be unavailable at the event, there will be a person fully involved with all aspects of the event. Event co-chairs need to ensure there are sufficient volunteers for the event.
  
- 3) For events that will allow out-of-district unit participation, Scouts and scouters within the host District will have preference for registration opportunities up to a published date. After that, registration will be open to any scout unit until either the registration deadline or event capacity is reached. For some events, participation may be limited to scouts and scouters from the host District.
  
- 4) Save the Date fliers should be submitted to the District Activities chair at least 90 days prior to the event. The fliers should include at a minimum:
  - a. Date/Time/Location of the event
  - b. Theme (Pinewood Derby, First Aid Meet, etc.) and target audience (Cubs, Scouts BSA, etc.)
  - c. Registration opening date for host District units
  - d. Date registration opens to all scouts and scouters (at least 3 to 4 weeks prior to close of registration)
  - e. Date registration closes
  - f. A capacity limit if pertinent
  
- 5) All activities must be budgeted for a financial surplus. Event co-chairs will work with the District Activities chair to ensure that a responsible budget is submitted and reviewed by the District Key 3. Budget estimates need to be submitted at least 90 days prior to the event.
  
- 6) A post-event evaluation between the co-chairs and the District Activities committee and the District professional should occur within three weeks of the event. This evaluation should minimally include strengths and weaknesses of the

event; suggestions for improvement; and a final review of the financial accounting of the event.

- 7) All events should be scheduled a minimum of six months prior to the event. If a District utilizes a 12-18 months calendar of events, it is highly recommended that the activity co-chairs work with the District Activities Committee to ensure inclusion in this calendar.
- 8) All District sponsored over-night activities must comply with all current National Camp Accreditation Program requirements. It is imperative for the event co-chairs to work closely with the District certified short-term camp administrator to make sure all camping standards are completely followed. Required forms must be completed and sent to the Minsi Trails Council camping director at least 90 days prior to the event.