

## Scope

To ensure we are delivering high quality program and enable us to more consistently deliver the promise of Scouting in Quivira Council, this new policy sets a standard by which all of our Council and District events are to be planned and executed. We believe this policy addresses several aspects of executing Council and District Activities that have presented challenges to our ability to consistently deliver superior results.

This policy is administered by the Council Program Committee. It is the responsibility of the Program Committee to review the policy at least annually and use that opportunity to make updates to the policy based on key learnings and best practices identified over the course of the Program year. When changes to the policy are necessary off-cycle from the annual review, the Council Key 3 can authorize changes until such time as the revised policy can be proposed to and ratified by the Council Executive Board.

The Order of the Arrow Lodge will participate in the policy/fees when using Council properties as it is a part of their mission of Cheerful Service. The Lodge is strongly encouraged to follow the policy concepts and practices for Lodge events to be more Prepared and create a stronger Lodge that practices authentic leadership.

The effective date of this policy is 1/1/2020.

## Definitions

**Activity** – All events, training courses, camping, or other activities within the purview of the Program function of the Districts and Council.

**Activity Director** – District or Council volunteer designated as the person responsible for leading the organization and execution of an Activity.

**Council Staff Advisor** – Professional Council staff member responsible for providing support and guidance, as needed, to the Activity Director for a given Activity. For District Activities, this is most often the District Executive.

**Early Bird Deadline** – The Activity Director and Council Staff Advisor will set this date based on the nature of the event. Factors to consider include whether an activity requires a longer timeline to recruit and develop staff, event materials or approvals that may require a long time horizon to prepare, purchase of adequate program materials, etc. It is strongly recommended that this deadline should be set a minimum of 30 days prior to the Final Registration Deadline especially if non-refundable material purchases are necessary that far out from the event.

**Early Bird Fee** – This fee shall be the Participant Cost that has been established during the activity budgeting process. This is the fee that participants will pay prior to the established Early Bird Deadline for the activity.

**Final Registration Deadline** – The Activity Director and Council staff advisor should set this date based on the nature of the event. Factors to consider include the amount of lead time needed for merchandise that must be ordered in advance that is specific to and expected to be available at the time of the event, quantities of food or other materials that must be purchased that may be difficult or impossible to return if too much is purchased, printed materials must be developed and produced for the event, etc. In no case should the registration deadline be any less than 7 days prior to the start date of the event.

**Participant Cost** – As a part of planning for an Activity/Training Course, the Activity Director should determine the cost per participant. That cost shall cover the full cost of the Activity budget based on the minimum number of participants required to host an Activity.

**Standard Registration Fee** – Once the Early Bird deadline has passed, a late fee shall be assessed for all registrations up to the Final Registration Deadline. The late fee for participants shall be assessed on the following sliding scale:

Participant Cost for Event	Late Fee
<= \$20	\$5
> \$20, <= \$50	\$10
> \$50	\$15

For example, if the Participant Cost for an event is \$30.00, the Early Bird Fee will be \$30.00. Any participant registering by the Early Bird Deadline will pay \$30.00 to register for the event. Any participant registering after the Early Bird Deadline shall pay \$40.00.

**Walk-In Registration** – Participants who show up the day of the Activity intending to pay and participate in the Activity and who have not registered prior to the Registration deadline.

### **Activity Budgets & Participant Fees**

For activities that will result in the District or Council incurring costs to host the activity, a preliminary budget must be developed and submitted to the District Executive for District Events or the Scout Executive for Council Events for approval. The Council budgeting process takes place in September of each year. Budgets must be submitted during the annual Council budgeting process for all activities to occur during the following calendar year. If a budget is not submitted for an activity during the annual Council budgeting process, it may not occur during that budget year. Activity Directors and Staff Advisors will be informed when their budget has been accepted into the Council budget for the upcoming budget year.

#### **[Budget Tool](#)**

(click to download)

## Quivira Council – Activity Policy

Unique and/or unexpected opportunities to offer activities may come up after the annual Council budget has been finalized and approved by the Executive Board. If these activities involve the collection of fees and/or incurring of expenses, these activities may only be planned, promoted and executed if approved by the Scout Executive.

It is expected that preliminary budgets will be refined over time as activity details are confirmed. For an event that is recurring, it is suggested that budgets from past events be used as reference to develop the preliminary budget.

The Participant Cost must be an outcome of the budget process to set the fees that will be collected for the Activity. Ideally, the Participant Cost is scalable to accommodate covering the total cost for the range of Participants from minimum required to maximum allowable. In no case should the Participant Cost be less than the full cost to complete the activity based on the minimum number of participants needed to host an Activity.

The Activity Director, Council Staff Advisor, and event staff members are collectively and individually responsible for operating within their budget. The Activity Director and Council Staff Advisor must review budgets and registration status periodically to ensure the Participant Fee that has been established will cover all anticipated costs. In addition, it is strongly recommended that the Activity Director require pre-approval of all expenses and/or restrict purchasing to a limited number of individuals to ensure there are no cost overruns for the activity.

The Activity Director and Council Staff Advisor should determine the point at which a go/no-go decision should be made for an activity. It is strongly recommended that the registration status be reviewed before any non-refundable expenses are incurred for the activity to ensure the minimum participation threshold has been or is highly likely to be achieved for the activity.

The approach to refunds should be established for each event as part of the planning process. It should take into consideration if and when purchases of non-refundable event supplies must be made and when participants declare they will not attend the event. The process for requesting and receiving refunds of fees will be governed by the Quivira Council Refund Policy.

Staff costs are not to be passed on to the participants. Staff members are required to register and pay their own way. Staff registration fees are expected to cover the cost of meals, apparel and any other expenses incurred related to the staff. The exception is for Resident Camps where paid members of camp staff and receive certain benefits such as meals and apparel as a function of their employment by the Council for such events.

Participant Cost is part of the minimum information required to schedule the activity through the respective District Committee and/or Council as well as promoting it on the Council web site, social media, etc.

Following all events, the Activity Director and Council Staff Advisor will be provided with a summary of the income and expenses for the activity. A postmortem event review must be

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conducted to include review of participant evaluation forms to identify what went well and should continue, aspects that require improvement, and new practices that should be implemented should the event be repeated in the future.

### **Event On-Site Registration**

During the planning process, the Activity Director and Council Staff Advisor should determine if Walk-In Registrations will be allowed for the Activity. Note that Activities subject to BSA National Camp Accreditation Program (NCAP) standards such as day camps and resident camps may have requirements for a minimum staff-to-participant ratio for program activities, such as aquatics and shooting sports. This should be considered when deciding whether Walk-In Registrations can, or will be, allowed.

It is expected that Walk-In Registrants will be assessed a late fee. In addition, when applicable, they must provide all required information such as unit roster, annual health record(s), and waiver(s) or permission slip(s). When applicable, they must be informed there is no guarantee they will receive event materials. All pre-registered participants should be given preference to receive event materials over walk-in participants.

### **Council Camp Property & Equipment Usage**

Quivira Council is blessed to have two Council camps as resources to deliver the Promise of Scouting. Because *“A Scout is Thrifty”*, it is important that these resources are used wisely, and the incremental costs associated with the use of the Council camps and equipment are covered by the budget for the Activity.

All Unit/District/Council activities or training events using the camp buildings/equipment will be charged a fee to help defray the costs associated with maintaining the buildings/equipment as well as any incremental utility or Council personnel costs necessary to use the facilities. These charges should be a part of the activity budget created for such events. When creating a budget for an Activity, the Activity Director should refer to the current Short-Term Camping Fee Schedule for each camp property to determine the costs associated with usage of a particular camp building or equipment. Current Fee Schedules are located on the Council Website on the Camping page for Camp Kanza and Quivira Scout Ranch or by contacting the Council office.

### **Activity Expense Reimbursement**

Purchase orders must be submitted for all Activity purchases. Ad hoc purchases should be the exception vs. the rule for any Activity. If there is a need to purchase materials for an event, these ad hoc purchases must be approved by the Activity Director prior to making such purchases.

To ensure timely reimbursement, all receipts for ad hoc purchases must be submitted preferably within 7 days but not later than 14 days after the event. Legible photocopies or images of receipts may be submitted in lieu of originals to expedite the submittal process. After

that time, the budget for the Activity will be closed after which no reimbursements will be given. The Council issues checks twice per month. All reimbursement checks will be issued in the next check issuance cycle after the expense has been submitted and approved.

### **Marketing & Promotion**

An important element in the planning and execution of an Activity is ensuring it is communicated effectively to encourage participation. All communications must contain the basics - Who, What, When, Where and How Much – for the Activity. The communication strategy should include a variety of communication methods since Scouts, Leaders and families have different preferences for staying informed about Scouting opportunities. The Council web page and Council and District social media pages are available as a minimum. The Activity must have a minimum of an approved preliminary budget as well as all basic details as outlined above before it can be promoted via the Council web site and/or Facebook page. In addition to promotion via the Internet, District newsletters, emails, in person communication at Roundtables and other similar events, as well as phone calls extending personal invitations to unit leaders can also be very effective and should be utilized.

### **Waiver**

While a waiver process exists if it is necessary to deviate from the policy as outlined, Activity Directors and Council Staff Advisors are encouraged to do their best to minimize or eliminate the need to submit waivers. Everyone involved is encouraged to demonstrate flexibility and to collaborate to find solutions to achieve the Activity as well as the Council Program objectives in accordance with this policy.

Waivers will be considered on a case-by-case basis. All waivers must be submitted no later than 30 days prior to the Activity, preferably early in the event planning process as the budget is being developed.

Waivers must be submitted in writing to the Director of Field Service for District Events or the Scout Executive for Council Events. The request must include the reason for the request as well as options that were considered prior to concluding that a waiver is necessary. All waiver requests must be approved by the Director of Field Service or Scout Executive.