



District/Council Event Planner

Updated May 15, 2009

This packet is intended to help you in planning your district/council event. All district/council events involving Scouts or Scouters from 3 or more units for more than 8 hrs. of program with more than 5 youth Scouts involved must utilize the Potawatomi Area Council district/council planning packet (Camp Long Lake version if Camp Long Lake is the location of the event). These event planners should be submitted to the District Executive Staff Advisor at least 30 days before the event. It includes a budget planner, Scout Shop requisition form, evaluation form and most importantly a **Health and Safety Personnel Checklist** with the BSA Sweet Sixteen of Safety. The Risk Management Committee asks you to use the checklist to ensure that your event is adequately prepared for the unexpected.

Even when the event is “indoors,” we as Scouts must be ready for fire, weather or first aid emergencies. Someone needs to be the in charge person. Who calls for help or confirms that help has been called? Where does everyone recongregate if evacuation is necessary? How do you account for everyone after evacuation? The personnel checklist assists you in making that emergency preparedness plan.

Below is an Index of enclosures—

<u>✓ when completed</u>	<u>Description</u>
_____	Health and Safety Personnel Checklist
_____	BSA Sweet 16 of Safety
_____	Activity Evaluation Form
_____	Purchase Order
_____	Check Requisition
_____	Scout Shop Requisition (Contact the District Executive if none attached)
_____	Project Sale/Gift in Kind Form
_____	Activity Budget Planner

Remember, the only good outing is a safe outing!

Potawatomi Area Council Event

Health and Safety Personnel Checklist

Activity name _____ Site _____

Date to be held _____ District _____

Fill in name next to title: (Note a person can have multiple compatible duties.)

<u>Name</u>	<u>Title</u>
_____	is event director, responsible for general safety of all programs.
_____	is health officer, responsible for highly visible first aid station(s) check in briefing, its personnel and triage of injuries or illness. Also to submit an incident/accident report to Event Director and Professional Scouter if accident occurs. The on-site health officer is a responsible adult holding a current certification in CPR and a current license or certification of one of the following: standard first aid, licensed physician, licensed nurse practitioner, nurse (RN, LPN, LVN), licensed physician's assistant, medical student (completion of second year or more at a qualified medical school in the USA), paramedic, EMT, first responder (nationally recognized program), military corpsman or medic. If the event is entirely indoors and within the geographic boundaries of the Potawatomi Area Council, the Health Officer must only hold current certification in Red Cross Standard First Aid or equivalent and adult CPR as a minimum qualification.
_____	's vehicle is designated emergency transport vehicle. It will be parked at an appropriate site, preferably near the first aid station. Vehicle must be in good condition and carry current insurance.
_____	is designated emergency driver and has sound knowledge of route to emergency health care facilities.
_____	is the event aquatics director. He/she has the approval of the Potawatomi Area Council Aquatics Committee to conduct all aquatics activities at the event according to National BSA standards.
_____	is event fire officer, responsible for ensuring safe use of fire materials and extinguishing fires. If appropriate, each campsite should have a fire officer.
_____	is the event shooting sports director. He/she has the approval of the Potawatomi Area Council Shooting Sports Committee to conduct all shooting activities at the event according to the council S.O.P.
_____	is weather officer, responsible for observing weather and instituting severe weather procedures when necessary. Needs a weather radio.
_____	has a cell phone/pager number.
_____	will develop and teach event emergency procedure including those for severe weather and fire. He/she will teach these procedures to event staff and participants either through an orientation on the first day of the event and/or through pre-event literature/meetings. Staff and participants should have a good understanding of their individual roles.

_____ is the local emergency facility/map to be attached prior to event.
(Name of Emergency Facility)

_____ is the phone number of emergency facility.
(Emergency Facility Phone #)

_____ Chairman of Event

_____ Date

_____ Professional Staff Advisor

_____ Date

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. 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, horseback 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.

Reference: The Sweet 16 of BSA Safety, No. 19-130

ACTIVITY EVALUATION

1. Please tell us what you thought was great about this program. What did you like the most? What should we try to do again?

2. Give us any suggestions for improvements. How could we do things better? What would you like to see different?

Name _____

Daytime Phone _____

E-mail _____

BA/bd

(Camp.genacteval.doc)

This sheet must be returned to the council service center within 30 days after the event for council records.



POTAWATOMI AREA COUNCIL — BOY SCOUTS OF AMERICA

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Waukesha, WI 53188-1698

Phone (262) 544-4881 • Fax (262) 544-5357 • E-mail office@pacbsa.org • Web site www.pacbsa.org

N^{o.} 00018

TO: _____

Tax Exemption Number
 Wisconsin #ES 0231

Purchase Order
 Above Order No. Must
 Appear On Your Invoice
 And Packing List.

Please Enter Our Order For The Following:

Date: _____

Quantity	Description	Amount	Account

White: Vendor Canary: Office

By _____

Authorized Signature

CHECK REQUISITION

DATE _____, 20_____

PLEASE DRAW CHECK PAYABLE TO: _____

ACCOUNT# _____

VENDOR# _____

EXPLANATION	AMOUNT	
TOTAL		

REQUESTOR'S SIGNATURE _____ APPROVED _____

DATE PAID _____, 20_____ CHECK# _____

Project Sale (Gift-In-Kind) Worksheet/Report

Date: _____

District: _____

Item to be donated: _____

Donor/Prospect: _____

Address for Thank-you note: _____

Date item secured: _____

Value of gift according to donor \$ _____

Pro-rated budget value \$ _____

Total budget value \$ _____

How is it to be used?

Any restrictions?

- General Operating
- Silent Auction
- Resale
- Capital Improvement-Camp Long Lake
- Capital Improvement-Council Service Center
- Repair and Maintenance-Camp Long Lake
- Repair and Maintenance-Council Service Center
- Other: _____

Initial copy of proposal attached

Date Thank-you note written: _____

Copy attached

Program Director or Scout Executive Approval _____

(Signature)

Accounts Posted: _____

Posted by: _____

(Signature)

Activity Budget Planning

Prepare:

- ❶ For all district and council activities and events.
- ❷ Minimum of 45 days prior to activity.
- ❸ Submit to Program Director.
- ❹ Actual report due within 30 days following activity to Program Director.

Note:

Budget approval must be secured before any purchasing, ordering, etc. Purchase orders will not be given without an approved budget.

Event Name _____
 Date of Event _____
 District/Council _____
 Event Location _____ Account # _____
 Attendance:
 Estimated— Youth _____ Adults _____ Staff _____
 Actual— Youth _____ Adults _____ Staff _____

Line Items	Acct. #	Estimated Amount	Actual Amount	Gifts-in-kind	Estimated Value
Expenses:					
Program Materials	8103				
Entertainment	8103				
Transportation	8103				
Facility Rental	8402				
Equipment Rental	8501				
Postage	8301				
Paper	8103				
Envelopes	8103				
Printing - In House	8601				
Printing - Outside	8609				
Food/Refreshments	8104				
Catering	8108				
Recognition - Adult	9152				
Recognition - Youth	9153				
(ribbons, patches, etc.)					
Subtotal					
**Clerical/Office Support (17.5%)					
(includes insurance)					
Contingency (5-10%)					
Total Expenses					
Income:					
Adult Fees @ \$ _____	6801				
Youth Fees @ \$ _____	6801				
Staff Fees @ \$ _____	6801				
Ticket Sales _____	6815				
Miscellaneous _____	6831				
Total Income					
Balance (Net to Offset Other Events)					

Prepared by:

Volunteer _____

Date _____

Professional _____

Date _____

Approved by:

Program Director _____

Date _____

KEY: ** \$0.25/person of the council portion of the district/council event budget for council/district events held at Camp Long Lake will be placed in a medical supply cost center to defray the cost of supplies used from the council/district First Aid boxes supplied by the council.