

Rolling Hills District

Activities Planning Manual



ROLLING HILLS EVENT CHAIR from UNIT LEVEL

Main point of contact to help recruit Staff in the following areas:

- Registration
- Finance
- Program
- Food
- Awards
- Physical Arrangements
- Health and Safety
- Promotion and Publicity

Arrangements Before Event:

1. Work with DE to secure dates, time, and facilities
2. Keep all parents and volunteers on timeline schedule
3. Report to Rolling Hills District Activities Chair monthly.

Responsible for the operation of the entire committee and event

After Event:

1. Report to Rolling Hills District Activities Chair on the event:
 - a) Over all evaluations
 - b) Finance report
 - c) Suggested improvements for other events.
 - d) Acknowledge committee and support staff for helping.

SELECTING AN EVENT LOCATION

The Northern Star Council has seven camp properties where district and council events can be held. (See "Description of Event Areas" on next page.)

Full use of available camps is encouraged, because there are several different "camporee fields" and encampment areas at each camp, such that a district could rotate sites and not repeat program and experiences for several years.

Further, council camps should be considered first because they have been carefully designed and improved to meet Scouting's needs, sometimes in ways that would not even occur to the planners of an event until they were confronted with solving an infrastructure problem at a private event location.

Alternatively, some events may require unusual resources or equipment that our camps don't have, or a committee might desire to appeal to older-boy attendance by going someplace no one can possibly have been before.

In the event a non-council owned property is being considered, the following criteria should be evaluated:

1. Reasonable travel distance.
2. Relatively easy to find.
3. Secure from trespassers.
4. Nearby medical facilities.
5. Consideration of emergency plans.
6. Appropriate water and sanitary facilities.
7. Adequate parking and event areas.
8. Existing safety or health hazards.
9. Understanding of other organizations and individuals sharing the facility.
10. Communication, electrical and shelter requirements.

COUNCIL FACILITIES

The following is a complete list of properties owned and maintained by the Northern Star Council. Please refer to the council's web-site for further details:

<http://www.northernstarbsa.org/Camping/Facilities/Default.aspx>

Fred C. Andersen Scout Camp
Kiwanis Scout Camp
Many Point Scout Camp
Phillippo Scout Reservation
Rum River Scout Camp
Stearns Scout Camp
Tomahawk Scout Reservation
Base Camp

RESERVATIONS AND FEES

Please refer to the council website, www.northernstarbsa.org for a more detailed list of the different camp's facilities and equipment that are available along with pricing structure.

EVENT HEALTH AND SAFETY PLANNING

Risk Management and Safety Concerns

- A. Activities
- B. Equipment
- C. Training of Staff
- D. Instructions to Participants
- E. Event Location
- F. Communication Plan
- G. Emergency Procedures
- H. Existing Natural Hazards
- I. Campsite Cleanliness
- J. Preparation of Meals
- K. Safe Water Source
- L. and more; risk management is a never-ending "awareness" process

Every event must have first-aid personnel identified, and written first aid procedures in place. Consideration should be given to the skill level, credentials, and training of the first aider. Similarly, the equipment and medical supplies needed will vary with the type of event.

The following are some rules of thumb:

1. The unit leader should have first-line responsibility for the campers' welfare and minor first aid care and transportation to medical facilities.
2. The council camp emergency procedures guide should be the basis for procedure and policy.
3. A first aid log should be maintained.
4. An accident report should be filled out for any injuries of note.
5. The **Guide to Safe Scouting** should guide the development of event rules and planning. Each unit should have a copy provided by the council or check on line at <http://www.scouting.org/HealthandSafety/GSS.aspx>.
6. For events with 250 campers: One first-aider
For events with 500 campers: One advanced trained first-aider and one first-aider
For events with 750 or more campers: One EMT or Nurse and 2 first-aider

7. A letter of agreement with local law enforcement officials and/or medical facilities outlining medical insurance responsibilities, etc., is prudent when at a non-council owned location.
8. First aid assistance should be in a clearly identified location and available at all hours.
9. Prescription medication should be the responsibility of whomever the parent designates: the youth or the unit leader. Generally speaking, the youth is most familiar with his or her own medical schedule and needs, and would ideally not be potentially separated from their own medication. Unit leaders should take care to be knowledgeable of and remind the youth of their scheduled dosage, however.
10. The lead first aider for the event should work with the event committee to determine what will be provided and where it will come from.
11. All district and council events that last overnight or involve any risky activities should require medical forms for all staff and participants. Depending on the nature of the event, these can be forms specific for the event, or units can use a general form they have for their regular activities.



EMERGENCY PROCEDURES

Safety is a primary issue when planning Scouting activities. The **Guide to Safe Scouting** can help you plan a safe Scouting event. The following procedures are in place for council staff and volunteers. Their primary focus is on getting swift aid to the individual and then making proper notifications and collecting necessary information.

PROCEDURES FOR MEDICAL EMERGENCY

or

SERIOUS ACCIDENT/FATALITY

1. Seek medical help through the camp leadership, by calling 911, or other means as necessary.
2. Notify Camp Ranger or Camp Director (if occurs at council camp).
3. Notify either the Director of Program, Scout Executive or Director of Field Service if it is a serious accident or injury.
4. Parents should be notified through a designated council staff member when the injury is serious.
5. **Collect all information if medical care is required and submit an *Accident Report Form* to the Program Department within 2 days via fax – 651-224-7239 or mail to: Northern Star Council / BSA at 393 Marshall Avenue, St. Paul, MN 55102-1717**
6. The Scout Executive or Director of Communications will be the public voice if needed.

YOUTH PROTECTION

Any reports and/or suspicious case of child abuse are to be referred immediately to both:

FIRST: The Director of Field Service, Director of Support Services, or Scout Executive at 651-224-1891 or at the numbers listed below.

Reason why the Scout Office must be called FIRST:

Staff may be aware of other confidential information that must be taken into account.

It is possible that action must be taken by the BSA, regardless of action taken by law enforcement.

If the media or other officials contact BSA leadership, we must be prepared to respond with competency.

The Scout Executive is experienced in such issues, and is legally obligated to take the necessary action.

SECOND: The County Child Protection Office (numbers listed below).

Scouting volunteers are not generally mandated reporters and are not required to call law enforcement officials first. The directory to the right lists the telephone contact for each county within Indianhead Council. Those reporting a suspicious case of child abuse are to call the county where the incident allegedly occurred.

INCIDENT REPORTING -

(Fights and Altercations - Non-Medical Incidents)

1. Notify Camp Ranger or Camp Director (if at a council camp).
2. Notify Director of Support Services, Scout Executive or Director of Field Service at 651-224-1891 (if outside of council property).
3. Collect all information and submit an ***Incident Report Form***.
4. The Scout Executive or Director of Communications will be the public voice if needed.

COUNCIL EMERGENCY CONTACT PERSONNEL

Scout Executive - John Andrews

Office 651-254-9140 Home 651-747-1401

Cellular 651-485-1711

Director of Communications— Kent York

Office 763-231-7271 Home 651-645-1696

Cellular 651-760-8430

MINNESOTA Child Protection Offices

<u>County</u>	<u>Agency</u>	<u>Phone Number</u>
LeSueur	Human Services	507-357-8217
Rice	Social Services	507-332-6115
Scott	Human Services	612-445-7751

Accident or Incident Report Form *Confidential*



Name Of Injured Person	Name:	Phone
	Address:	Business Phone:
	Unit #: _____ District: _____ Age: _____	Other (email)
	Registered Scouting Status:	
Time And Location	Date & Time of Incident/Accident	Accident/Incident Occurred During: <input type="checkbox"/> Unit Activity <input type="checkbox"/> Unit Meeting <input type="checkbox"/> Unit Campout <input type="checkbox"/> Council Activity <input type="checkbox"/> Council Camp <input type="checkbox"/> National Camp <input type="checkbox"/> Learning for Life <input type="checkbox"/> Other _____
	Location:	
Other person involved in incident (if any)	Name:	Home Phone:
	Address:	Business Phone:
	Registered Scouting status: _____ Age: _____	Other (email)
Description of Injury	Nature and Extent of Injury:	
		Doctor's Name:
	Where was injured person taken after injury?	Doctor's Phone #:
Was there Property Damage?	Owner:	Home Phone:
	Address:	Business Phone:
	List Damage:	Estimated value of damage:
Description of Incident/ Accident		
Adult Leaders And Witnesses	Leader Name _____ Address _____ Phone _____	
	Leader Name _____ Address _____ Phone _____	
	Witness Name _____ Address _____ Phone _____	
	Witness Name _____ Address _____ Phone _____	
Unit's Chartered Organization		
Other Insurance	Were any Accident and Sickness Benefits Filed?	
Person completing this form	Name:	Phone
	Address:	Business Phone:
	Unit #: _____ District: _____	Other (email)
	Registered Scouting Status:	Date:

Date Received: _____ Received by: _____

Cover these eight (8) points for injuries:

1) List sequence of the activity at the time of injury: _____

2) Location of accident on property. (Please draw diagram if necessary.) _____

3) Exactly what was the injured person doing and how did the accident occur? _____

4) First aid procedure rendered? _____

Was an emergency service called? _____

Which medical facility was the injured party taken to? _____

5) Any unique circumstances (i.e. weather) _____

6) If the injured person was taken home, who provided the transportation?

Name	Phone #	Relationship to injured party	Date & time left camp
------	---------	-------------------------------	-----------------------

7) Who was the first person on the scene and what were their actions?

Name _____ Actions taken: _____

8) Other persons on the scene and their actions taken _____

Do not put down what was not done, **only what was done**. Do not give your opinion on this form - keep it factual. Attach eyewitness reports.

Death or very serious injuries must have a **call placed** to the Director of Support Services, Director of Field Service or Scout Executive **immediately**. See Emergency Procedures Sheet.

This report must be submitted to the Program Department at the Scout Service Center within two (2) days of the accident. Fax #: 651-224-7239.

Signed _____

Position _____ Date _____

For Office Use Only: Camp Dir. _____ Dir. of Sup Serv. _____ Risk Mgt. _____ Prog. File _____
--

BUDGET INFORMATION

Purpose of a budget:

- A budget is a tool for fiscal responsibility
- It helps provide ownership of the event
- Defines the cost of the event for participants

Process:

- Work with your District Executive to develop the event budget
- Remember that NO budget with a negative balance will be accepted.
- Have your District Exec or Staff Adviser submit the budget for approval
- Once the budget has been approved, you can start creating fliers and spending money
- Submit all receipts, bills, and invoices no later than 30 days after the event for payment.

Budgeting Best Practices:

- ALWAYS outline your costs first. These will dictate your fees.
- ALWAYS plan for slightly higher costs and slightly lower attendance than you expect.
- LOOK back at past years information for each event. The last two year's results can tell you a lot about what to expect.
- ASK for help from your District Executive or Staff Adviser if you can't get a budget to work the way that you would like it to.
- Get 2-3 bids for services where possible. Patch companies, Porta-potties, even facilities can vary widely in cost.
- Use an "early bird" special rate for registration, but budget everyone at the "regular rate"
- Use electronic forms (available from your District Executive or Staff Adviser). These are easier to pass around when getting approvals, as well as cheaper because we don't have to make copies.
- Make sure you list all information pertinent to the event on the budget form.
- Events that are weather dependent may be cancelled at the last minute. If at all possible, purchase supplies for these events as close to the event as possible.
- ALWAYS use the tax exempt form when purchasing supplies for activities.
- Budget for BOTH camper fees and building fees at council facilities.
- Remember to include Gifts in Kind in the budget on the income and expense lines.

BUDGET PLANNING AND ACCOUNT SHEET

Northern Star, BSA - Budget Planning & Account Sheet

- Prepare:
- 1) For any district or council activity
 - 2) Submit copies of budget to Field Director and Activities or Training Director, minimum of 45 day prior to activity
 - 3) Actual report due within 90 days following the activity to the Activities or Training Director
 - 4) Budget approval must be secured before any purchases, ordering, etc.

Event Name	Date	District
Location		Cost Center
	Estimate Youth	Adults Staff
	Actual Youth	Adults Staff
		ESTIMATE ACTUAL
INCOME		
-	Est. Youth Fees @	6801 \$ - \$ -
-	Est. Adult Fees @	6801 \$ - \$ -
-	Est. Staff Fees @	6801 \$ - \$ -
-	Act. Youth Fees @	6801
-	Act. Adult Fees @	6801
-	Act. Staff Fees @	6801
Miscellaneous		6831
Miscellaneous		6831
	TOTAL	\$ - \$ -
EXPENSES		
Program Material	8103	
Entertainment	8103	\$ -
Transportation Fares	8711	\$ -
Postage	8301	\$ -
Food & Refreshments	8104	\$ -
Catering (only for district dinner type events)	8803	
Facility Rental	8402	
Camping Fees (per person)	8402	\$ -
Equipment Rental	8501	
Printing	8609	
Recognition	9152	
Gifts-In-Kind (attach list)		
	TOTAL	\$ - \$ -
Contingency (15% of total income)		\$ - \$ -
	TOTAL	\$ - \$ -
BALANCE (net to offset other events)		\$ - \$ -

Prepared by: Volunteer _____ Date _____

Professional _____ Date _____

Field Director _____ Date _____

Activities Director _____ Date _____

Following final approval the Activities Director will send copies to:
 event advisor
 FIELD DIRECTOR
 copy to Accounting
 and will keep one copy on file in the Activities/Training files

MINNESOTA SALES TAX EXEMPT CERTIFICATE

MINNESOTA Department of Revenue

Sales and Use Tax

Certificate of Exempt Status

ST-17

Exempt Organizations

Northern Star Council
Boy Scouts Of America
Hulings Scout Service Center
393 Marshall Ave.
Saint Paul MN 55102-1795

Certificate number ES 20003

Date Issued 06/12/69

Date Reissued 07/11/2005

The organization above is exempt from sales and use tax under Minnesota law on purchases, rentals, and leases of merchandise and services to be used in the performance of its charitable, religious or educational functions. For senior citizen groups, the merchandise must be used for pleasure, recreation, or other nonprofit functions of the group.

This exemption does not apply to purchases of meals, lodging, waste collection and disposal services, or to purchases or leases of motor vehicles, except motor vehicles that are used primarily to transport goods or people, other than employees, as part of the organization's charitable, religious, or educational functions are exempt. Qualifying motor vehicles include those defined in Minnesota Statutes, section 168.011 as a truck or bus, or a passenger automobile that is designed and used for carrying more than nine people. (M.S. 297A.70, subd. 4)

Commissioner of Revenue
by



P. R. Blaisdell, Supervisor
Corporate and Sales Tax Division

REGISTRATION FORMS

Registration forms should include the following information:

- District Logo if you have one
- Event Name
- Information and details about the event
- Price/Late Fee & Cost Code (to be obtained from council office when flier is approved)
- Address to mail registration and money to:
District and event name
Northern Star Scouting / BSA
393 Marshall Avenue or 5300 Glenwood Ave
St. Paul, MN 55102-1795 Minneapolis, MN 55422
- Location of event with address and a map for anyone that doesn't know how to get there.

If registration form is two-part (bottom tear-off) be sure the basic information is located on both halves.

Mail- in registration form should request the following information:

- Type of Unit and Number
- Contact Person
- Phone Number of Contact Person
- Number of boys/youth attending
- Number of leaders/adult attending
- Have a form to fill in # of people ___ X \$ ___ = _____
- If more than one fee is charged list each fee in registration form.

Just remember that there are a lot of new leaders in the district and they need as much information and guidance as possible to do their best. The more information you give the more you will get back to help you do a better job.



Name of Event Here
Day, Month XX, 200X
XXXX XXXX Camp
8:30a.m. - 4:00p.m.

For the following groups:

- Appropriate Groups
- Scouts of a certain age or rank
- Any other pre-requisites or courses they must take before attending
- Cost is \$XX per Scout and includes (food, lodging, program, etc.)
- Program is open to xxx number of participants

Check-in and Orientation (Location or room) 8:30 a.m. sharp
 Program session 9:00 a.m.
 Sessions End/Closing/Awards 4:00 p.m.

Program Details or selling points:

Lots of fun stuff can go in here.
 Any extra details, things to bring, things to buy, etc.
 To register complete the bottom portion of this slip and return it with your
 payment/deposit to the address below

Any questions may be directed to volunteer chair, XXX XXX at 651-222-2222 or e-mail scout@email.com
 Or at the council office District Executive XYZ at 651-254-91XX or e-mail: de@northernstarbsa.org

*Be sure at least 2
 different people
 proof the flyer.*

- Return portion should be about the last 1/3 of the page
- If you need a list or roster for large groups, provide the space or indicate they should attach a separate piece of paper with this information
- HAVE MULTIPLE PEOPLE PROOF READ YOUR FLYERS
- GET COUNCIL APPROVAL ON FLIER
- DOUBLE CHECK ALL DATES AND TIMES

Name of Event Registration Form

Registration Deadline: Month XX, 200X to insure (food delivery, materials, supplies, or just a cut off)
(Deadline is usually 2 weeks to 1 month before an event depending on the event)

Name (or contact person): _____ Unit Type and # _____
 Please check one: Adult: _____ Youth: _____
 Address: _____ City: _____ State: _____ Zip: _____
 ABC Session _____ XYZ Session _____
 Phone #: _____ E-Mail: _____ District: _____
 Total # attending (including adults) _____ Total Amount Enclosed _____

Return application and the \$100.00 deposit to:
 Or please mail with check to:

Name of Event
 Northern Star Council, BSA
 393 Marshall Avenue
 St. Paul, MN, 55102-1795

EVENT TIMELINE

(General)

6 Months

Secure location (Fall Camporee, Klondike Derby, District Pinewood Derby, and District Dinner)
Recruit committee from unit level
Estimate expenses and prepare budget

3 to 5 Months

Promote unit participation and registration.
Order Pinewood Derby trophies and patches, check derby track
Prepare Pinewood Derby unit mailing with official BSA rules.

3 Months

Budget needs to be submitted prior to incurring any expenses
Develop program:

- general program
- demonstrations
- contest
- campfire
- religious service

Send all units a list of activities for event and registration forms
List awards and rank advancement the scouts can earn
Tour site

- develop program area
- camping
- religious service
- campfire
- water
- wood supply
- latrines
- type of cooking

2 Months

Religious service
Awards and qualifications.
Layout troop campsites sites:

- handicap excess
- first aid

1 Month

Traffic control
Prepare signs
Trading post
PA system
Evening program
Finalize schedule of event
Test out Pinewood Derby Track

ACTIVITY EVALUATION "QUALITY MEANS CONTINUOUS IMPROVEMENT"

ACTIVITY: _____ DISTRICT: _____

DATE: _____

	Excellent	Good	Average	Fair	Poor
<i>Program</i>					
<i>Fee for the Event</i>					
<i>Staff Leadership</i>					
<i>Pre-Event Communications</i>					
<i>Location</i>					
<i>Punctuality of Program</i>					
<i>Food</i>					
<i>Event Staff Enthusiasm</i>					

What did you like best about the event? _____

What did you like least about the event? _____

What would you like to change for next year? _____

Any new event ideas for next year? _____

Other Comments? _____

Who from your unit might like to serve on staff next year? _____

Northern Star Council Preferred Recognition Vendors August 2010

The following are some of the most used vendors we for recognition items such as patches, pins, hats, mugs, shirts, etc. These are not the only businesses allowed to use, but they are with Northern Star Council's needs and have been proven to be reliable vendors.

1. National Supply
Marlene Gerdts
Phone: 763-786-3090
Fax: 763-786-2974
mgerdts@bsamail.org
2. Northwoods Promotions
Jay Garey
Phone: 612-750-1799
Fax: 715-236-2627
northwoodspromo@hotmail.com
3. Advantage Emblem
Nathan Bentley
Phone: 1-800-626-4948 ext 170
Fax: 218-626-2916
Nathan@advantageemblem.com
4. Raven and Associates
Phone: 218-740-3017
Toll Free: 877-655-3017
Fax: 218-740-3019
quotes@ravenassociatesinc.com

Preferred Food Vendors December 2010

The following is a list of wholesale food vendors who have worked with the council in various capacities. Each is familiar with our camp facilities, our billing procedures, and our basic needs. Cost is lower when working with these vendors. When planning events with food you are encouraged, but not required to solicit a bid from these vendors.

1. Upper Lakes Foods
Scott Anderson
Phone: 1-800-879-1265 ext. 4290
sanderson@ulfoods.com
2. Reinhart Foods
Doug Hanson
Phone: 651-206-0882
DLHanson@RFSDelivers.com
3. US Foods
Ron Thaden (Grand Forks)
701-795-5900
4. Apperts Food Service
Chad Donnay
320-257-3494
Toll free: 888-898-3614
Fax 320-259-0747
cdonnay@apperts.com

SUCCESSFUL PROMOTION

A well planned and executed event is only successful if people participate, and to get them interested and committed is a function of promotion.

How you promote is dependent upon whom you want to reach and the opportunity you have in interacting with your target audience. A district event for the youth needs to be promoted to the adult leadership as well as the youth. A district recognition event for adult Scouters needs to be promoted to both the leaders, as well as the units.

Types of Promotional Activities:

1. Printed media
 - Council *Navigator* newsletter
 - Council Planning Calendar
 - District newsletters, kick-off packets
 - Roundtable flyers / Electronic Roundtable files
 - Posters
 - Direct mailings
2. Hands-on gimmicks, do-dads
 - trinkets to hang on necklaces
 - traveling trophies
 - theme related items (announcement printed on paper plate for district dinner)
 - patch design contest
3. Incentives
 - price break for early sign-up
 - inclusion of patch in early sign-up

Developing a Promotional Plan:

Consider the timeline of the event and where you are now. If you are looking at an event to be held a year from now, you have time to schedule your announcements and flyers for inclusion in council and district media.

Use a 12 month planner or calendar to slot in your desired promotional items and releases. Work backward from those dates to determine when items need to be started, proofed, samples made and finished items produced or printed. It is wise to build in some down time to allow for unforeseen problems (snowstorms, broken machinery, sick printer, etc.).

Budgetary considerations need to be addressed. What will printing and mailing add to your costs? Will gimmicks be donated or purchased? If items are obtained by donation, keep records of estimated cost.