



# Gulf Stream Council Event Planning Checklist

**Documents:** In order for your event to be approved and put on Gulf Stream Council Calendar the following documents must be submitted. All of these documents can be found at

<https://www.gulfstreamcouncil.org/event-planning>

1. Event Info Form
2. Facility Request
3. Budget

## Marketing:

1. All save the date flyers and marketing materials must be approved by the staff adviser. Once materials are received, all events will be marketed in the Gulf Stream Council E-Blast, on the website and on Social Media.
2. Items printed from GSC require a minimum 2 week lead time.

## Deadlines:

1. In order for your event to get into the 2019 / 2020 Program Guide, these forms must be in hand by April 20<sup>th</sup>. Email to [mike.mcloughlin@scouting.org](mailto:mike.mcloughlin@scouting.org)
2. Check Requests must be done 30 days out from your event
3. POs must be done 2 weeks ahead of when the items need to be ordered.

## Finances and Purchasing:

1. All purchases must first be approved through the GSC Staff Adviser assigned to the event (Mike McLoughlin or Amanda Pantone)
2. Purchasing can only be done for events in two methods:
  - a. PO – where the PO is gotten in advance then the council is billed
  - b. Petty Cash Check Request – where cash is given for incidental spending
3. No spending can occur without an approved PO or approved Petty Cash Amount. This means receipts cannot be turned in after the event for payment if they were not part of a petty cash advance.
4. Food purchasing is done via PO or Petty Cash
  - a. Sysco (PO) orders to be placed with Mike or Amanda. Sysco minimum order is \$500.
  - b. Sam's Club (PO). If you need purchasing from Sam's Club, please arrange a time with your staff adviser where they can meet you upon check out.
  - c. Petty Cash Advance
5. T-shirts / Patches / Mugs – are quoted by and ordered by the staff adviser. Simply provide artwork and specs. However, if you have a specific company you would like to use, provide that information.
6. Shipments of supplies should come to Gulf Stream Council, or if pickup of items is required it should be arranged with the staff adviser to assign a designated volunteer.
7. All events must be closed out within 1 week of the event by turning in all petty cash receipts. In addition, leftover patches, t shirts and other event supplies should be turned over to the staff adviser.

**Required Staffing:**

1. Anytime Aquatics activities occur at a district and council event, they must be approved by the Aquatics Committee and have a GSC approved NCS trained Aquatics Instructors on property.
2. Anytime Shooting Sports activities occur at a district and council event, they must be approved by the Shooting Sports Committee and have GSC approved Shooting Sports Instructors on property.
3. Anytime COPE / Climbing activities occur at a district and council event, they must be approved by the COPE / Climbing Committee and have GSC approved COPE / Climbing Instructors on property.
4. Health Officers must be approved through the Council Health Officer Chairman.
5. Every event that occurs on the camp property must have an assigned Logistics Coordinator who will coordinate with the staff adviser in advance of the event concerning expectations and camp standards.
6. Events using the kitchen must show evidence of a Serve Safe Food Manger certificate and beginning in Fall 2018, those using the TK Kitchen must attend a kitchen orientation.
7. Starting in Fall 2018, all event chairman must have completed the updated GSC Event Training which will be offered both in person and as an online session. This course will be available beginning in August 2018.

**Health and Safety:**

1. Every Council and District Event must follow NCAP standards, which includes following all of the guidelines in the Guide to Safe Scouting.
2. <https://filestore.scouting.org/filestore/outdoor%20program/pdf/430-056.pdf>

**Logistics:**

1. Events over 500 people at TK require an additional dumpster to be included in the budget. Events at OK require a dumpster for any large event.
2. At TK, a Golf Cart is provided to the Health Officer. All other vehicle needs must be arranged via rental.
3. If port-a-potties, golf carts or any other rentals are needed, those are done through a PO from your staff adviser.
4. The Logistics Coordinator is the person responsible for ensuring that camp is checked out and left in exceptional condition. The Logistics Coordinator must check out with either the Campmaster on duty or the Staff Advisor
  - a. All buildings must be cleaned to the standards outlined in the Keep Camp Clean Checklists.
  - b. All items must be returned to their proper location
  - c. All trash must be removed (including trash cans cleaned if needed).
  - d. No event items (including food) are to be left at camp without advance approval of the staff adviser.