



It starts with Scouts.

COUNCIL EVENT APPLICATION

CONGRATULATIONS!

You are planning a local event that will help Scouts Canada provide great, safe, Scouting adventures to youth in Canada. In order to help you hold a successful event, we need you to submit this complete package 2 months before the date of your event.

The Guide and this Application will help your team make sure that you're planning an event that provides a quality program that is safe and contributes to the growth of our membership. It will also help identify the support needed by your Event Management Team and will ensure that we have the capacity to support you.

For further support throughout the event planning process please reach out to eventsupport@scouts.ca. They will be able to assign a dedicated Event Support Scouter to your event.

This package is divided into a few sections, with each section helping you plan a different aspect of your event:

PART 1 Your Idea

Submit Part 1 first—this is your overall idea for the event. Your Event Management Team may take up to 3 weeks to review Part 1 once you submit it.

PART 2 Event Resources

Submit Part 2 after you receive conditional approval for Part 1—it's a lot of work, and it helps to make sure that your idea is solid before figuring out these details. Your Event Management Team may take up to 4 weeks to review Part 2 once you submit it.

PART 3 Your Project Plan

Part 3 will vary depending on the size and nature of your event. Once Part 2 is approved, your Event Management Team will let you know what they require for Part 3 and how long they will require to review it.

PART 4 Reviewing Your Event

Part 4 is your event's final report. This is completed by you and submitted to your Event Management Team within 2 weeks of the end of your event.

The information that you share will be reviewed by your Event Management Team. Your Event Management Team is responsible for approving your event, helping you track progress, and helping you review your event once it is done; they may ask you for more information as part of their review of this package.

To submit your completed package: all parts of this package can be submitted by **email to eventsupport@scouts.ca** as you complete them, and they will be forwarded to the right people for review and approval.

PART 1 Your Idea

Submit Part 1 first—this is your overall idea for the event.
It may take up to 3 weeks to review Part 1 once you submit it.

EVENT ORGANIZERS: Who is on your team?			
Who is the proposed contact person for this event?			
Name	Email	Phone	Primary Role
Who are the other people helping organize this event?			
Name	Email	Phone	Primary Role
Do you plan to recruit more people to your team? What is your plan for recruiting them? Does your team include both members new to the planning team and youth?			
Who is the person that your event planning committee will be accountable to?			
Name	Email	Phone	Primary Role

EVENT SUMMARY: What is this event?

Please provide a short summary of this event.

Please describe what need this event meets for our members.

This is your place to shine—please share what will make this event special.

ALIGNMENT: How does this event support our priorities?

Everybody in Scouts Canada shares five priorities that will help us deliver more great, safe Scouting adventures to more young people; these are:

- Safety
- Membership growth
- Program quality, focused on the Canadian Path
- Volunteer support
- Group capacity, focused on getting more non-section Scouters on to group committees

Please share which priorities this event is aligned with.

Please share why your team believes that this event will help us make progress on the priorities that you have listed above.

EXPECTED ATTENDANCE: Who is this event for?		
Generally, which communities do you expect your participants to come from?		
Please provide your expected attendance numbers.		
	Number of participants	Number of event team members
Beaver Scouts		
Cub Scouts		
Scouts		
Venturer Scouts		
Rover Scouts		
Youth Scouters		
Adult Scouters		
Parents/Guardians		
Volunteer Resources/Helpers		
Youth members of the public		
Adult members of the public		
Total expected attendance		

EVENT DATES				
What is your proposed event date?				
Start Date YY-MM-DD	Start Time 24:00	TO	End Date YY-MM-DD	End Time 24:00
Have you planned any alternate or bad weather dates?				
Start Date YY-MM-DD	Start Time 24:00	TO	End Date YY-MM-DD	End Time 24:00

EVENT LOCATION**Where is this event happening?****Why did you choose this location?****How do you expect participants to travel to and from your event location?****YOU ARE DONE PART 1**

Congratulations—you have done a lot of work and completed Part 1.

- Submit this completed part to your Event Management Team (CK3 or delegate) for review and conditional approval.
- Your Event Management Team may take up to 3 weeks to review Part 1 and respond to your proposal.
- If your Event Management Team provides approval, then you can get started on Part 2. Part 2 will cover the resources that your event will be using in more detail.

How Part 1 will be evaluated

Your Event Management Team will evaluate Part 1 on its alignment with our organizational priorities. They will also consider the size of your event and the amount of time that you are asking for to prepare for your event.

Events that have weak alignment with our priorities and events that are being proposed without enough time to properly prepare are likely to be declined.

PART 2 Event Resources

Complete Part 2 only after you have received conditional approval for Part 1.

PROMOTION: How will people find out about this event?		
In order for us to provide enough support to your event, please let us know what promotional help you would like your service team to provide.	YES	NO
Posting the event on Council web calendar.	<input type="checkbox"/>	<input type="checkbox"/>
Including joining information for the event in a Council newsletter.	<input type="checkbox"/>	<input type="checkbox"/>
Posting joining information for the event on Council social media.	<input type="checkbox"/>	<input type="checkbox"/>
Providing Scouts Canada generic promotional materials like brochures and posters.	<input type="checkbox"/>	<input type="checkbox"/>
Advice for reaching out to local media about the event.	<input type="checkbox"/>	<input type="checkbox"/>

JOINING: How will people join this event?			
Please tell us how people will be joining your event.		YES	NO
There is a registration fee for our event—We require support for registration & financials for our event (note: to use DoubleKnot, the event needs to be for over 50 people and have a total revenue >\$2500. There will also be a 1% processing fee).		<input type="checkbox"/>	<input type="checkbox"/>
There is a registration fee for our event—we will collect the fee, any applicable taxes & take registrations and will forward final event roster and event financials to the applicable service center. Complete page 7 if you choose this option.		<input type="checkbox"/>	<input type="checkbox"/>
Our event is complimentary—We require support for online event registrations.		<input type="checkbox"/>	<input type="checkbox"/>
Our event is complimentary—We will take our own registrations and will forward final event roster & event financials to the applicable service center.		<input type="checkbox"/>	<input type="checkbox"/>
There are no registrations required—this is a complimentary drop in event.		<input type="checkbox"/>	<input type="checkbox"/>
If you are taking your own registrations, please share who will be doing this.			
Name	Email	Phone	Primary Role

When deciding on the fee for the event be sure to include tax and round up to the nearest dollar amount. As well, the Scouts Canada tax number must be listed on any registration form (*For support contact the ops team or your Event Support Scouter.)

ORGANIZATIONAL RESOURCES
Which Council resources do you expect to access for this event?

If you are collecting your own fees

Complete this page if your event will be taking its own registrations and collecting its own fees. **Events that are taking registrations through ActiveNet or that are complimentary to join, do not need to complete this page.**

ACCOUNTING COMMITMENTS		
	YES	NO
We commit to sharing with the applicable service center a monthly financial statement by the 5th of each month for the preceding calendar month, including balance sheet and income statement showing at minimum: <ul style="list-style-type: none"> • Full assets, liabilities, and any remaining surplus • Revenue for the month and year-to-date, including sales tax owing. • Expenses for the past month and year-to-date. • Comparison of revenue and expenses for the year to the event budget. 	<input type="checkbox"/>	<input type="checkbox"/>
We commit to forwarding the GST/HST/PST due to the service centre by the 5 th of each month for payment to the CRA on our behalf.	<input type="checkbox"/>	<input type="checkbox"/>
We commit to ensuring that our accounting is in line with Scouts Canada's policies published at Scouts.ca/ca/bylaws-policies-and-procedures and the Canada Revenue Agency's guidelines for registered charities published here .	<input type="checkbox"/>	<input type="checkbox"/>
We commit to performing a monthly bank reconciliation and will share bank statements with the applicable service center	<input type="checkbox"/>	<input type="checkbox"/>
We commit to forwarding the full financial records for our event to the applicable service center to be held for seven years after the event takes place.	<input type="checkbox"/>	<input type="checkbox"/>

BANK ACCOUNT			
What bank account will be used for this event?			
Account Name	Account Number	Institution and Branch	Current Balance
			\$
Who are the signing officers on this account?			
Name	Email	Phone	Primary Role

SAFETY

What are the major risks that you have identified for this event?

For the major risks that you have identified, what are you doing to reduce the chance or the severity of an incident?

If an incident does happen, how do you plan to respond?

SAFETY (CONTINUED)

What is your shelter-in-place plan?

What is your evacuation plan?

How do you plan to communicate in the event of an incident?

What financial resources does this event involve?

We need to know the expected financial resources that your event will involve because we are accountable to our members, donors, the general public, and the government for how we raise and spend money.

The only way that we can be accountable is to know what your plans are in advance and to support you in tracking your progress towards your plan.

To do this and to reduce the administrative burden on your team, the service centre is prepared to collect funds, issue payments, and issue charitable donation receipts for eligible gifts for your event. We will also ensure that these administrative tasks are done in a way that meets our own policies and the requirements of the laws and regulations that affect us.

We may also be responsible for paying GST/PST/HST to the government on behalf of your event.

Your event may have a more complicated cost or revenue structure than this package was made for. If this is the case for your event, then you may include a copy of your own spreadsheet instead of filling out the financial planning sections of this package. If you choose to do this, then we ask that you update your spreadsheet to match the expense and revenue accounts shown in this package.

In this section of the planning package you will look at your plans with three different attendance levels:

- If the maximum number of people attend your event.
- Your best, reasonable guess for an amount of people attending.
- If this same event ran last year, then if the same number of people attended as last year.

EXPECTED ATTENDANCE

Which Groups or Councils do you expect your participants to come from?

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Please provide your detailed expected participant attendance numbers.

Youth	Maximum	Expected	Last year
Beaver Scouts			
Cub Scouts			
Scouts			
Venturer Scouts			
Rover Scouts			
Youth members of the public			
Total expected youth participants:			
Adults	Maximum	Expected	Last year
Adult Scouters			
Parents/Guardians			
Volunteer resources/helpers			
Adult members of the public			
Total expected adult participants:			

Please provide your detailed expected event team attendance numbers, include all volunteers, trainers, helpers, offers-of-service, and others that will help make it happen.

Youth	Maximum	Expected	Last year
Beaver Scouts			
Cub Scouts			
Scouts			
Venturer Scouts			
Rover Scouts			
Youth members of the public			
Total expected youth participants:			
Adults	Maximum	Expected	Last year
Adult scouters			
Parents/guardians			
Volunteer resources/helpers			
Adult members of the public			
Total expected adult event team members:			

FIXED COSTS

Fixed costs are expenses that are the same, no matter how many people attend your event, including the full value of any items that you expect to be donated.	Our expected fixed costs are:	We expect to pay this cost in the month of:
Administration		
office supplies, printing, and photocopying	+ \$	
postage, courier, and shipping	+ \$	
payment processing fees for debit/credit cards	+ \$	
Travel, meetings, and meals for your event team		
airfare	+ \$	
train/bus/ferry	+ \$	
taxi	+ \$	
meals	+ \$	
accommodation	+ \$	
Vehicle costs		
mileage	+ \$	
Program expenses		
facility/site rental costs	+ \$	
site/program admission costs	+ \$	
equipment rental costs	+ \$	
program supplies	+ \$	
food services	+ \$	
badges, crests, and giveaways	+ \$	
cost of goods sold	+ \$	
Total expected fixed costs	= \$	

VARIABLE COSTS		
Variable costs are expenses that depend on the number of people who attend your event and are based on the cost per person, including the full value of any items that you expect to be donated.	Our expected variable costs per person are:	We expect to pay this cost in the month of:
Administration		
office supplies, printing, and photocopying	+ \$	
postage, courier, and shipping	+ \$	
payment processing fees for debit/credit cards	+ \$	
Travel, meetings, and meals for your event team		
airfare	+ \$	
train/bus/ferry	+ \$	
taxi	+ \$	
meals	+ \$	
accommodation	+ \$	
Vehicle costs		
mileage	+ \$	
Program expenses		
facility/site rental costs	+ \$	
site/program admission costs	+ \$	
equipment rental costs	+ \$	
program supplies	+ \$	
food services	+ \$	
badges, crests, and giveaways	+ \$	
cost of goods sold	+ \$	
Total expected variable costs per person	= \$	

JUST IN CASE		
Please share with us how you've planned to cover any unexpected or higher-than-expected costs.		
Have you included contingency, emergency, or just-in-case amounts in your expected costs?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Is this amount a percentage of the total expenses or a defined dollar amount?	PERCENTAGE <input type="checkbox"/>	DOLLAR <input type="checkbox"/>
What is the total value of the contingency, emergency, or just-in-case amount that you have planned for?	%	\$

SALES TAX		
In order to know if your event will be subject to sales tax, please indicate:	YES	NO
Is money being collected from the people or organizations attending this event?	<input type="checkbox"/>	<input type="checkbox"/>
Is the event overnight?	<input type="checkbox"/>	<input type="checkbox"/>
Have you included the Scouts Canada tax number on all registration forms?	<input type="checkbox"/>	<input type="checkbox"/>
Office use only: required to pay sales tax?	<input type="checkbox"/>	<input type="checkbox"/>
Office use only: province?		
Office use only: rate?	CHARGE:	REMIT:

REVENUE			
Revenue is all the money that will be collected by your event to cover the costs of running the event. Most revenue for most events comes from fees. Please think about fee revenue at three different levels: with your expected attendance; if your event sells out; and, if this event ran last year, if the event has the same number of people attending this year.			
Fee rate	\$		
Number of people	Expected	Maximum	Same as last year
Rate	x \$	x \$	x \$
Subtotal	= \$	= \$	= \$
Other revenue	Our expected revenues are		We expect to receive this in the month of:
Donations and grants	+ \$		
Sales of goods	+ \$		
Total expected other revenue	= \$		
Total revenue	Total fees collected	Plus total expected other revenue	Equals the total expected revenue for your event
if the expected number of people attend	expected \$	+ \$	= \$
if the maximum number of people attend at all fee rates	maximum \$		= \$
if the same number of people as last year attend	same as last year \$		= \$

BREAK-EVEN

Please identify how many people must pay a fee to attend for the event to break even.

Please identify how many people must pay a fee to attend for the event to break even.					
Subtract your variable costs per person from your fee per person		This is your margin	Divide your fixed costs by your margin		This is the break-even number of participants
Fee per person	Variable costs per person	Margin	Fixed cost	Break-even	
\$	- \$	= \$	\$		
			Margin	=	
			\$		

FINANCIAL RISK

Please share what your plans are in case your other revenue sources don't work out.

Please share what your plans are in case your costs are higher than you expect them to be—what are the things that you could save some money on if you had to?

Please share what your plans are in case you do not reach your break-even number of participants.

IMPORTANT DATES: What are your key dates?	
In order for us to provide enough support to your event, please share the important dates leading up to your event.	DATE YY-MM-DD
Event registration	
Registration for your event opens.	
Registration for your event closes.	
Go / no-go date	
The day when your team will make a final decision to either go ahead with the event or cancel the event.	
Commitments to suppliers	
Signed contract with the event site is due.	
Full payment for the event site is due.	
Full payments for other major suppliers are due.	
Please list the suppliers:	
Orders for event supplies are due.	
Full payment for event supplies is due.	
Event supplies are ready.	
Other important dates	
Please list any other dates that are important to the success of your event:	

YOU ARE DONE PART 2

Congratulations—you have done a lot of work and completed Part 2.

- Submit this completed part to your Event Management Team for review and approval.
- Your Event Management Team may take up to 4 weeks to review Part 2 and respond to your proposal. If your Event Management Team provides approval, then you can get started on Part 3.
- Part 3 will cover items specific to the nature and size of your event. During Part 3 you may be asked to provide more information about any of the items covered in Part 1 and Part 2.

How Part 2 will be evaluated

Your Event Management Team will evaluate Part 2 on how well your event aligns with our organizational priorities, on the financial return of your event to Scouting, and on its assessment of your event to be successful using the resources that you have indicated that you need.

Events that have weak alignment with our priorities and events that are likely lose money are likely to be declined.

Office use only: approved event fee per person	\$
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PART 3

Your Project Plan

In this part, you will develop a project plan specific to the size and nature of your event that will ensure that you are able to deliver the experience that you described in Part 1 using the resources that you have asked for in Part 2.

The items that you will be asked to provide in Part 3 will depend on the size and scale of your event. All events will be asked to update their Site Safety Plan and to provide a communication plan. Depending on what else you are asked to do for Part 3, your Event Management Team may identify extra resources or tools that will help you complete this part.

OUR PROJECT PLAN

Please list the items that you have been asked to provide as part of your project plan. Include these completed items as an attachment to this package.

Please share what your plans are for communicating about your event with the people who you would like to register for your event.

Please provide any updates or changes that you have made to your safety plan since you completed Part 2.

PART 4

Reviewing Your Event

In this part, you will review your event so that the organization can learn from your event. This part is due to your Event Management Team within 2 weeks of the end of your event.

ALIGNMENT REVIEW

How did your event actually meet the need that you identified in Part 1 of your event plan?

How did your event actually make progress on the organizational priorities that you identified in Part 1 of your event plan?

If this event happens again, what do you recommend that the event team start doing in order to make it more successful?

If this event happens again, what do you recommend that the event team stop doing in order to make it more successful?

If this event happens again, what do you recommend that the event team continue doing the same in order to make it more successful?

SAFETY REVIEW

Which parts of your event safety plan did you have to use during the event? Please share what happened and whether your plan worked.

Were there any incidents, near misses, or safety concerns that came up that your event safety plan did not cover? Please share what they were and how you handled them.

PEOPLE

Please provide the final attendance	Number of participants	Number of event team members
YOUTH		
ADULT		
TOTAL ACTUAL ATTENDANCE		

\$

Please provide a summary of the financial results of this event.	Total revenue	Minus total expenses	Equals the actual financial impact
	\$	- \$	= \$

KUDOS

Who are the people on your team who did a stand-out job and who should have a bigger role in future events? What roles would they be great for? Have you hit the thank you button for everyone on your team?

OVERALL

	YES	NO
Do you recommend that this event happen again?	<input type="checkbox"/>	<input type="checkbox"/>

Why or why not?

ATTACHMENTS

The following are included as separate attachments to this submission (as required/requested): Examples are provided online in the Event Management Playbook	YES	NO
Program description / plan	<input type="checkbox"/>	<input type="checkbox"/>
Location / Site map	<input type="checkbox"/>	<input type="checkbox"/>
Event Communications Plan	<input type="checkbox"/>	<input type="checkbox"/>
Transportation plan	<input type="checkbox"/>	<input type="checkbox"/>
Risk Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Emergency Management Plan	<input type="checkbox"/>	<input type="checkbox"/>
Crisis Communication Plan	<input type="checkbox"/>	<input type="checkbox"/>
Food Handling / Management Plan	<input type="checkbox"/>	<input type="checkbox"/>