



Coronado Area Council
Boy Scouts of America

**Council & District
Activities Guidebook
Including Spending and Reimbursement
Procedures**

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Prepared. For Life.™



Dear Scouting Volunteer,

Congratulations! You have been selected to give leadership to a program for the Scouts of the Coronado Area Council. This guidebook is designed to help you in the program planning process for Council and District events and to help you understand and follow the financial and operating procedures for the Coronado Area Council of the Boy Scouts of America. These materials, used with the assistance and advice of your Staff Advisor, should make your event a smooth, efficient and enjoyable one. Every form that is mentioned in this Guidebook is available from your Staff Advisor or the Scout Service Center.

Thank you for your willingness to serve and best wishes for a safe, fun and educational program!

Bob Hamman
VP of Program

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Scout Executive

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Sample Event Timeline

Secure Location (Especially if CAC Camp)	1-2 Years
Recruit Chairman	12 Months
Recruit Committee	12 Months
Prepare Budget	12 Months
Meet with Committee to Develop Program	6-9Months
Prepare Promotional Materials	6 Months
Post on Council Website & Establish Online Registration	6 Months
Promote at Roundtables	3 Months
Prepare physical facilities (permits, logistics, etc)	3 Months
Meet with committee to review staff assignments	3 Months
Prepare Signage and Programs	15-30 Days
Pre-Registration Deadline	15-30 Days
Secure Additional Staff Support	15-30 Days
Final Walk-Through of Facility	15 Days
Pick-up Materials	3 Days
Set-Up	1 Day
Event	Day Of
Turn in Money Collected at event	24 Hours
Thank You Letters	72 Hours
Close out Finances	2 Weeks
Close Out Meeting with Committee	2 Weeks

Budgets

All events, activities, training sessions and camps in the Coronado Area Council are conducted on a self-sustaining basis. Through proper planning and volunteer-professional communications, a budget can be prepared that accurately reflects the financial needs of your event.

The Activity Budget Planning and Control Sheet that follows make this procedure clear. "Cues" are shown on this sample budget sheet so that no income sources or expenses are forgotten.

Understanding the Activities Budget Building Worksheet:

1. The volunteer Chairman of the event/activity and the Staff Advisor develop an estimated budget, which will include a 15% contingency and a \$1.00 per participant liability insurance recapture fee.
2. The Staff Advisor submits the estimated budget for approval by the staff member in the Council who is responsible for the overall budget control of that department or event, plus his/her direct supervisor.
3. Once proper approval has been obtained, the budget is submitted to the Accounting Department for appropriate account numbers. NOTE: Money cannot be received or expenditures made until the budget is approved with authorized account numbers. All receipts and expenditures will be made through the Council office. **No expenses will be netted to income. (i.e. Using \$200 in cash from registration to pay the caterer)**
4. Copy of the approved budget will be distributed by Accounting to the Scout Executive, Staff Supervisor, Staff Advisor and Volunteer Chairman.
5. Once the account number has been set up, the office can receive money, by mail or in person, through its regular receipt process using the account number to credit the income to this particular event. Account numbers must be included on registration forms. No registration forms should be distributed without an account number.
6. In accordance with the proper auditing procedures and AAICPA Guidelines, all money received for an event must be receipted and turned into the Council office. No money may be withheld for any reason.
7. As soon as the event is completed and all income and expenses have been recorded, the account is closed on the Council books. There will be no slush funds!

8. All equipment purchases must be approved in advance by staff leadership. All equipment purchased becomes property of Coronado Area Council, Boy Scouts of America.

In order to have sufficient supplies and adequate facilities, you should require pre-registration for your event and include an early payment discount. This may call for partial or full payment of the registration fee in advance.

You should request the number of participants during the registration process. All registrations must be made through the Coronado Area Council and online registration should be encouraged.

Deviation from these procedures is not acceptable and may be considered misappropriation or mismanagement of funds, which could lead to disciplinary action.

Council Issued Checks

If you have a budgeted item for which a vendor requires advance payment (i.e. advance deposit/day of event payment), a check request should be submitted for an advance payment. A bill/invoice marked paid or a receipt must be issued by the vendor upon payment. All advance checks must be made out to the vendor.

Cash advances are often needed to purchase supplies prior to an event or as “starter cash” for events. Check requests for cash advances can be submitted in a volunteer or professional’s name prior to the event in order to purchase needed materials from vendors that will not take Purchase Orders and/or to have proper change during registration or at the Trading Post. Cash advances should be used instead of a volunteer or professional using money out of pocket for events. All funds left over from the cash advance PLUS receipts from purchases made with the advance should be turned in immediately following the event.

NOTE: Checks are issued by the Council office on the 15th and last day of each month only. Five business days are required for checks to be typed and signed.

Purchase Orders

Purchase Orders should be used when ordering/buying supplies, recognition items and food for events. A Purchase Order Request Form should be filled out by the professional and approved by his/her supervisor before an item is ordered. A Purchase Order number is given to the vendor during the ordering/purchasing process. This number will be included in the Invoice sent to the Council office by the vendor and is very important in assuring the money is available to be spent. No items should be ordered or purchased without a Purchase Order number. All vendors should be asked if they will take a Purchase Order number in advance of placing an order – DO NOT place the order

without the Purchase Order number provided by our Accounting Department or appropriate Council leadership.

Contracts

If an event requires the signing of any type of contract or agreement, including site reservation, the contract must be forwarded to the Council office for review and approval. Only Council officers and designated employees are authorized to sign/approve commitments on behalf of the Council or its districts. Districts are not legal entities. All contracts should include payment terms.

Insurance Certificate

If an event requires the issuance of a certificate of insurance, the request must be received in the Council office at least two weeks prior to the event.

Tax Exempt Certificate

Coronado Area Council is a tax-exempt organization. Certificates are available in the Council office and should be made out to specific vendors when used for events.

Sales and Solicitation at Events

Coronado Area Council, Boy Scouts of America reserves the sole right to run Trading Posts and/or other types of solicitations at District and Council events, including training courses.

From time to time an outside vendor may enhance an activity, ie: outdoor/fishing equipment store doing demonstration and sales of equipment at a Fishing Derby. All outside vendors who will be selling/promoting products must be approved through Coronado Area Council's Marketing Committee. This includes the distribution of materials at Roundtables and other events.

Promoting Events

Successful events are well promoted events. A promotional plan should be developed far enough in advance to use all available outlets for informing Scouts, Scouters and the public about the event.

Website promotions – Events should be posted on the Council activities/training pages of the website at least six months in advance. Districts are responsible for posting their own

events on their District landing page of the Council website. A volunteer webmaster can be granted access to posting an event through their District Executive.

Council level events should be posted on the Council activities/training pages of the Council website six months in advance as well. Council events should be posted on the calendar of the website at least 6 months to a year in advance. Information to post on the website should be provided to the program assistant at the Service Center one week prior to posting date. An electronic copy of the event flyer and account number should be included.

Copies

Event invitations, announcements and programs should be planned well in advance of an event. If you require assistance in copying items needed for the event, please complete the appropriate Work Order Form. Large quantity color copies need to be handled by an outside printer and should be budgeted for accordingly.

Mailings

If you intend to do a mailing announcing your event, you should plan for it well in advance. Three working days are required for first class mail and ten working days for bulk mail (200 pieces or more) should be allowed for processing by Council office staff. Please indicate on the appropriate work order form specifically what you would like assistance with (ie. Copying, folding, envelope stuffing, mail merging, etc.). Larger projects may require the assistance of volunteers and additional time to prepare and send out, so plan accordingly.

Rosters

Accurate rosters, preferably by unit, listing every youth and adult participant must be kept. A complete set of final rosters of those who were actually at the event must be submitted to the Council office immediately following the event.

Activity Refund Policy

Activity fees prepaid by members may be refunded with written notification prior to the activity based upon the budget constraints of the activity. A determination of the amount to be refunded will be made jointly between the activity director and the staff advisor, subject to approval of the Scout Executive. Where funds have been expended for the benefit of the member, they will be deducted from any refund. Certain activity fees, such as those for the National Jamboree, are non-refundable due to space limitations.

Facilities and equipment fees prepaid by members will be refunded, less a 10% administration fee, upon written notification 30 days prior to anticipated use. No refunds

will be granted if notification is received less than 30 days prior to use unless another individual or group prepays for the same facility or equipment.

Activity or equipment fees prepaid by non-members will be refunded upon receipt of written notification or cancellation. The request must be received 30 days prior to reservation date. After review and approval by the event chairman and Scout Executive/designee, a refund will be issued.

Recognition Items

Procedure: All orders must be placed by and through the Council with an approved purchase order when the appropriate budget forms have been approved. This should be done at least 90 days prior to the event.

The volunteer event chair should submit color, size, artwork and quantities necessary to the Council Service Center through the event Staff Advisor for ordering.

Deviations from this procedure are not permitted or authorized.

Ordering Custom BSA Items

Custom designed items using official BSA logos should be submitted through the Council office and approved by the Council Marketing Committee before orders are placed. BSA National Supply or approved vendors should be used when ordering these items. Please reference the BSA official brand standards guide before printing any BSA logos.

Reserving Council Camps – District/Council Activities

Council and District events being held at a Coronado Area Council camp should be reserved 2-3 years in advance of the event date when possible. Reservations can be made through the online system or through the program assistant. Reservations should include specific buildings, cabins, outdoor space, pools, etc. No events should be held on Council Camp property without prior reservations. Facility rentals will be reviewed and approved by the program assistant.

Following the event the Camp Ranger will confirm attendance and buildings used, and submit paperwork to the council office. Fiscal transfers between the camping budget and the event (GL Transfer) will occur at the end of the month that event occurred (within 30 days).

GL transfer forms will be in the mailbox of the event Staff Advisor for approval following the event, and must be returned to the Accounting Specialist by the date requested on the form. An event is NOT closed out until this transfer is complete so it must be signed and returned to the Accounting Specialist immediately.

Reserving Council Camps – Unit Use

Coronado Area Council encourages the use of its camp properties year-round. Units can reserve Council camps up to one year in advance. Units should reserve facilities at the camp using the online reservation process. Camp equipment should be reserved by calling the program assistant.

Units or organizations using camp must check in upon arrival and departure with the resident Ranger and/or Campmaster.

Youth are not allowed to leave the camp without an approved adult 21 years of age or older, and without conforming to Youth Protection Policies of the BSA.

The following is prohibited on all Council properties: alcoholic beverages, illegal drugs, pets, personal firearms, including sling shots, sheath knife, chopping or carving of live trees, trenching or ditching of tents and willful destruction of camp properties. Contact the Council program assistant for more information.

All damages to equipment, facilities or natural resources must be paid for by responsible parties. Payment must be made in full before future permission is granted to use Council property.

No flames, of any kind, are allowed inside of tents. This includes propane or gas lanterns, heaters, stoves or candles.

Observe all local and state fire laws.

Boy Scout first aid preparations and precautions must be observed at all times.

Report ALL serious accidents to the Ranger and/or Campmaster

There will be no unregulated hunting of any kind allowed on Council property.

No unit shall leave the Scout Camp without having the campsite or building inspected by the Camp Ranger or Campmaster.

Sleeping is only allowed in buildings that are designated and inspected for overnight accommodations.

THE GUIDE TO SAFE SCOUTING MUST BE FOLLOWED

Liability and Accident Insurance

Comprehensive General Liability Insurance

This coverage provides protection for the Council, all Scouting officials, directors, officers, professional and non-professional employees; also currently registered Scouting units, their Chartered Organizations and volunteer Scouters with respect to liability claims arising out of negligence in the performance of their duties in Scouting.

Boats over 40 horsepower or 26 feet in length, and owned by the Chartered Organization or Council must be specifically listed by the Council with Risk Management Service at the National Office in order that proper coverage is provided. There is no automatic coverage for boats 50 feet and over. All hull damages are the responsibility of the owner.

The insurance does not take the place of any volunteer's personal liability insurance under a homeowners or automobile liability insurance policy, nor does it provide medical payments for injuries. BSA coverage is excess over other valid and collectable insurance carried by volunteers.

Automobile Liability Insurance

Every person who drives a car in connection with a Scouting activity should carry (but is not required to carry) a minimum of \$50,000/\$100,000/\$500,000 of Automobile Liability on their vehicle. Buses and vans **MUST** carry \$100,000/\$300,000/\$1,000,000 automobile liability. A tour plan is required when the unit leaves their immediate area.

Unit Accident Insurance Plan

Coronado Area Council carries Specified Accident and Illness Insurance for all campers, staff and leaders while they are in camp. It does not cover transportation to or from camp. The policy is designed to be used as secondary insurance; that is, it covers the excess not covered by the family's primary health insurance. In the case that the family has no primary insurance, it acts as the primary coverage. Claim forms are available, as needed through the Coronado Area Council office manager.

Check Out Report

Upon completion of the event or program a Check Out Report should be completed by the volunteer event chairperson. This report should include any guidance and information necessary for the successful execution of future events and copies of final budgets, attendance totals, and volunteer lists.

Unauthorized and Restricted Activities

Consult the current edition of the “Guide to Safe Scouting” available at www.coronadoscout.org/resources for the current list of unauthorized activities.