

Staff Advisor/Event Management Responsibilities

1. Recruit overall event chairman who will then put logistics, administration, program and communications/marketing chairs in place with your assistance.
2. Assist overall chairman in recruiting adequate program staff. Most events require the following positions: Overall Event Chair, Program Chair, Logistics Chair, Administration Chair and Marketing/Communications Chair. Staff Advisor should ensure that the best possible person for each position is prospected, prioritized and recruited. All key staff should be recruited with a position description. All Event/Camping Staff need to take a 2-hour training and orientation session.
3. Day events are defined by the fact that no units will be camping the day before or after the event. If a unit camps, this changes your event to a camping event and the staff advisor is responsible to be there from start to finish. The event needs to be operated in accordance with Youth Protection Guidelines, Guide to Safe Scouting and National Camp Accreditation Standards for family, day and resident camping events. All units must submit a unit roster at check-in and make sure everyone is a registered member of the BSA.
4. Oversee all logistics related to event organization (parking, trash, restrooms & port-a-johns, signage, concessions, medical services, pre & post event facility inspection and clean-up).
5. Develop a budget for the event with the Event Chairman. The budget must be approved a minimum of 90 days before the event or in August during budgeting, and must be approved by staff leader and second level supervisor. It is required to use the purchase order system with a minimum of 2-3 bids to secure the lowest price. All expenses \$250 or greater must have a PO #. Staff advisor is responsible for all aspects of budget management. All funds collected at the event must be receipted and turned in the 1st business day following the event. Turn in final budget within 15 business days of event. Event is closed out when all bills are paid. No reimbursement to anyone is to be paid out of event registration petty cash. A draw check with supporting receipts should be used in all cases.
6. Promote overall event attendance by timely distribution of fliers, **making sure event is opened properly on Scouting 247 (Black Pug) <https://scoutingevent.com/571>** (a minimum of 3 months in advance), promotion in “Full Circle”, Facebook, and on website. It is your communications chair and the staff advisor’s responsibility to keep staff and volunteers informed by promoting at roundtables, etc. Provide up-to-date registration by district at each staff meeting leading up to event date. Provide a final event registration handout to staff at staff/team meeting following event. If it is a district family camping event recap attendance sheet is due to the Support Services Department within 15 days of the close of your event.
7. You are the key contact for emergencies. You should be at the event from start to finish and make sure that if event is at camp that the ranger staff has received a camp usage permit. A pre-planning meeting at the location where the event is held is required. All areas to be used must be walked and viewed so there are no surprises to the key staff or Ranger the day of the event. Parking and traffic flow should be discussed. Procedures for check in and check out for units and individuals should have a well thought out plan. This is a priority for locating unit leadership to be able to communicate updates and whereabouts to visitors. This also helps with emergency procedures in case there is a need for quick immobilization.
8. Recognize volunteers with a “thank you” letter in a timely manner and recognize key chairs at campfire or opening ceremony.

Support materials-Camping and Outdoor Program Committee Guide, Cub Scout Outdoor Program Guidelines, Guide to Safe Scouting, NCAP and the ERM Committee-Event Safety Checklist