

# **Michigan Crossroads Council**

# **EVENT PLANNING PROCEDURES**



**Scouting  
America**

**Michigan Crossroads Council**

**CURRENT EVENTS ARE AVAILABLE AT [WWW.MICHIGANSCOUTING.ORG/EVENTS](http://WWW.MICHIGANSCOUTING.ORG/EVENTS)**

Please visit <https://michiganscouting.org/staff-directory/>  
for your district professional contact.

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# INSTRUCTIONS:

## STEP 1

240 days prior to event

- Think of a concept or idea that will excite the youth in your area.
- Ensure it ties to the Aims of Scouting: Character, Citizenship, Personal Fitness, and Leadership.
- Recruit a group of volunteers together to work on a plan of action for the specific event.

## STEP 2

210 days prior to event

- Recruit a group of volunteers to work on a plan of action for the specific event.

WHO

is the Event Chair?  
is the event geared to serve?  
will staff the event?  
will contact the District Professional?  
will create the budget?

WHEN

will the event be held?  
will we promote the event?

WHY

do we want to have this event?

WHAT

is the purpose of the event?  
are the activities included?  
are the desired results?  
are the supplies needed?

WHERE

will the event be held?  
will we promote the event?

## STEP 3

180 days prior to event

- Work with your District Vice Chair of Program & District Professional.
- Submit [Project Charter](#) for approval.
  - Establish Budget, Timeline, Marketing Plan and Determine Stakeholders (all key individuals needed for success) and Facilities needed (Council, rental, etc.).
- Complete [Activity Budget](#)
  - Make sure to include if your event will use a MCC Program Trailer

## STEP 4

150 days prior to event

- **Project Charter Approval.**
  - Project Charter is reviewed and approved by your designated Staff Member, if necessary.
  - You'll receive an approval email from your designated Staff Member with appropriate next steps (see below).

## STEP 5

120 days prior to event

- Submit "[Event Activity Registration Form](#)" to establish a registration link and place on the council online calendar.
  - A draft registration will be built and sent to the event chair for approval.
  - Once draft registration has been approved, it will go live.
  - Once live, you'll receive reporting access to your specific event.
- Submit a "[Marketing Request](#)" for support from our council Marketing Team by using your Marketing Plan from your Project Charter submission.
  - Graphic Design (flyer, patch, social media image).
  - MI Scouter Newsletter Submission.
  - Facebook event creation.
- Submit a council equipment reservation request (shooting sports equipment).

## STEP 6

90 days prior to event

- Full Promotion Starts.
- Registration is open on council website.
- Review Short Term Camp Assessment Document.
  - Make reservation or Non-Scout Facilities, porta johns, equipment, permits, etc.
- Complete Purchase Orders.
  - Purchase Orders – Food, Patches, Facilities, Recognition Items.
    - Use a council approved vendor.
  - Petty Cash and Cash Advance.

## STEP 7

60 days prior to event

- Order Patches from approved BSA Licensed Vendor
- Confirm logistics, staff, safety plan are in place.

## STEP 8

14 days prior to event

- Submit food order through Gordon Food Service (GFS) for approval.
- Online Registration should close.
  - Download event registration documents.
- Submit request to use Program Trailer – this must have been included in your approved activity budget

## STEP 9

Day of Event

- Collect Unit Check-List.
- Conduct an AMAZING event that delivers the promises of Scouting.
- Turn in all collected fees to your professional partner.
- Establish event chair for the next year.

## STEP 10

7-15 days after (Close Out)

- Post Event Review.
- Complete all [Event Closeout Procedures](#)
- [Submit First Aid Log](#) – if medical treatment was provided.
  - All Incident and Near Miss Reports should be turned into your professional partner.
  - <https://www.scouting.org/health-and-safety/incident-report>
- Return Equipment.
- Submit final budget to Vice Chair of Program and Professional Partner.
- Send Thank You notes.
- Prepare budget for next year.

## STEP 11

- Take a moment to reflect on the impact you have made on the lives of young people. Thank you!