



**The Program Event Proposal Form:**

1. Collects information in a consistent format to be entered on the Council's Activities website.
2. Provides the Area Commissioner and Council with an overview of proposed activities.
3. Helps fulfil the Council's responsibility to ensure accountability for Program activities.
4. Suggests a structure for the Event Planning Team that ensures critical roles such as Risk Management are assigned.
5. Provides a budgeting tool to clarify likely expenses and income, financial viability for the event, and appropriate registration fees for participants.

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**COMPLETING THE INFORMATION OUTLINE**

The information will be used to promote the event on the Council website and will be available to Scouters to determine if the event will fit with their Section program. Keep explanations simple and clear. Attach a separate sheet if required.

**Objective of the Event:**

Describe the purpose of the activity; if a minimum number is required to achieve the purpose, that number should be stated -

"The event will enable 75 Cubs to achieve....."

**Support Section Program:**

Be specific.

"Participants will demonstrate completion of Red Star requirements #..., and Athlete's Badge #....."

"Using public transit to and from the event and drawing a map for the next meeting will satisfy community knowledge requirements of ...."

**Participant Cost:**

Identify any additional or optional participant costs.

"Optional Riverboat trip in evening....\$10"

**Participant Equipment:**

List equipment to be provided by individuals or groups in order to participate in total program.

"Every participant requires current registration card."  
"Each team requires 1 compass and 4 knotting ropes."

**Ability Level:**

"Team members must have completed Woodsman Level"

"Construction of cross-country skis under adult guidance (6 weeks)"

**Activity Limitations:**

State clearly any conditions of the program which will limit participation.

"All participants must be able to hike 3 km carrying a 10 kg pack."

**Organizing Team:**

Ensure each of the listed roles has been assigned.

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**COMPLETING THE BUDGET OUTLINE**

The Budget Outline is a tool for establishing anticipated expenses and incomes and using this information to determine registration and other fees. It is not expected that the figures will be exact, but the use of this tool will provide an overview of the financial needs of your event.

**Expenses:**

Not all events will have expenses in all categories listed. Estimate as accurately as possible the cost to your event in the categories which apply. Add any additional categories you believe significant.

**Total Anticipated Expenses:**

Sum all expenses you believe you will have.

**Income:**

List all potential revenues for your event. Include the amount of registration for anticipated attendance, sales, donations, etc.

**Total Anticipated Income:**

Sum all potential incomes and compare to Total Expenses. If Income does not at least equal Expenses, review program and other costs as well as registration fees and adjust as required.

**Advance Funds:**

Some events may require initial funding for mailing, etc. If your event needs start-up financing, show the amount of Advance Funds you believe you need. No advance funds will be made available until your event is approved and your preliminary budget has been submitted.

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**SUBMISSION OF FORMS**

For Area Events, complete the Program Event Proposal and submit to your Area Commissioner for approval. The A.C. will forward the proposal to Council H.Q for approval of the Deputy Council Commissioner.

If you propose a Regional Event, submit your completed Proposal directly to D.C.C. at Council H.Q.