



South Western Ontario Administration Centre
Serving Battlefields and Tri-Shores

EVENT COORDINATOR'S PACKAGE



EVENT / COORDINATOR INFORMATION

| | |
|--------------------|------------|
| Event: | Event Name |
| Area: | |
| Date(s): | Event Date |
| Event Coordinator: | Name |
| Phone: | |
| Email: | |

WORKING TIMELINE

| | Date Submitted | Approved By | Approved By |
|--|----------------|-------------|-------------|
| Budget submitted for Regional approval | | | |
| Submit Actual Budget Report | | | |
| Submit Cash Balance Report | | | |
| | Date Required | Cash Amount | Approved By |
| Request for Cash Advance | YES - | \$ - | |
| Request for Cash Advance | NO - | | |
| Receive Cash Advance | | | |

TIMELINE GUIDELINE

- | | |
|--------------------------------|---|
| 8 weeks before the event | Activity Budget must be submitted for Regional approval. |
| 6 weeks before the event | Cash advance may be requisitioned for (upon budget approval). |
| 4 weeks before the event | Cash advance ready for pick-up. |
| 1 month to 6 weeks After Event | Cash Summary Report submitted to Michelle Taylor, Accounts Payable. |
| After event | Actual Budget and Post Event Report to Michelle Taylor, Accounts Payable. |

EVENT COORDINATOR'S RESPONSIBILITIES

- The event coordinator will be held accountable for all the monies generated by and spent on behalf of the event. All receipts and supporting documents must accompany the event final report.
- The budget, approved by either the Area Commissioner, DAC Program & Special Events for Area approval and approved by either the Regional Commissioner or DCC Program & Special Events for Regional approval must be presented before any expenses can be incurred or committed to. i.e.: No crests can be ordered prior to budget approval.
- Cash Summary Report Form - Must be used to report all cash and cheques received by the Event Coordinator or his/her designee before, during or after the event.
- Recognition Report - In order to facilitate the recognition of Scouters, the H&A Committee Requests that the coordinator take a moment to complete this form.
- Advances can be requisitioned at the Scout Office no sooner than 6 weeks prior to the event. The advance cheque will be available no earlier than 4 weeks before the event. **Please allow us at least 2 weeks notice for any advance, as long as budget has been submitted and Approved.** For follow-up, contact Michelle Taylor at 519-432-2646 or email mtaylor@scouts.ca
- Invoices for goods and services should be submitted to the SWO Admin Centre (531 Windermere Rd, London ON N5X 2T1) directly for payment, attention Michelle Taylor, Accounts Payable.
- Invoices must be made to Scouts Canada - Battlefields Region or Scouts Canada - Tri-Shores Region: Attention Accounts Payable. The Regional Commissioner, DCC Program & Special Events, Area Commissioner, DAC Program & Special Events for Area or Treasurer must approve the invoice before payment will be processed.
- Complete records of attendees must be kept and attached to the final budget report. Receipts must be given to all persons or groups paying monies to **Scouts Canada** for the event.