

SYDNEY NORTH REGION ROVER COUNCIL

Region Event Guidelines



These guidelines have been prepared to assist Crews and committees running events on behalf of the Sydney North Region Rover Council (RRC). They are the accepted protocols for running such events and form the event policy for the Sydney North Region Rover Council. They aim to eliminate confusion in regards to what is expected of the organising Crews.

This document should be read in conjunction with "*Hints and Tips for Event Organisers*", available in the "Activities" section of the "Rover Resources" page on the Region website - www.sydneynorthscouts.com/rovers

The major Rover events run in Sydney North Region are:

- Roventure - February (last full weekend)
- Summer Moot - March (third weekend)
- Service Project weekend - August (first weekend) - but can be varied
- Kalang Kup - October (third Sunday)
- CRAP Region Dinner - November (last Saturday)

Traditionally these have been the dates and should be adhered to. If for any reason the organising Crew/committee feels the date should be changed, a proposal needs to be forwarded to and accepted by the RRC no later than 6 months before the event.

Tenders

The winning Crew of an event shall be given the first option of running the following year's event, subject to the approval/ratification of the RRC. The winning Crew needs to confirm/decline their decision no later than the **first RRC meeting** after the event, by submitting an Event Tender. If the winning Crew declines to run the said event, it will be open to other Crews in the Region to submit tenders.

In the case of CRAP Region Dinner, where there is not usually a winner, the Crew, committee, or individual to run the event will be chosen through a tender process, to be voted on by the RRC. Tenders for CRAP will be due at the **June RRC meeting** and should be submitted for the RRC Executive to consider at least two weeks before this date.

Tenders should include as much information as possible and should be submitted to the RRC's Region Events Co-ordinator (rrc.regactivities@sydneynorthscouts.com) **two weeks prior to the RRC meeting**. Tenders should include the theme and outline, a rough budget outlining how many people you expect and cost per head, location if it has been decided and how you plan to promote the event. A Event Tender form is available in the "Activities" section of the "Rover Resources" page on the Region website.

Budget and Finance

These events are being run on behalf of the Region Rover Council and as such Crews are financially responsible to the Council, therefore:

- A final financial budget must be submitted to the RRC **at least three RRC meetings prior to the event**. It must also be submitted to the Region Events Co-ordinator and/or Treasurer two weeks prior to the RRC meeting. A budget template (Excel) is available in the "Activities" section of the "Rover Resources" page on the Region website. This template should also be used for financial reporting after the event.
- Any increase in budgeted expenditure exceeding 10% of the total budget or \$200 (whichever is lower) must be presented to and approved by the RRC Executive.
- Any new budget items totalling \$50 or more must be submitted to the RRC Executive for approval.

- The use of RRC funds for the replacement or repair of items lost or damaged as a direct result of an event must first be presented to and approved by the RRC.
- All receipts must be kept for expenses. Photocopies or scans of all receipts must be included in the final profit and loss statement.
- All tickets sold for an event must be receipted.
- Any surplus from events run on the RRC's behalf is passed onto the RRC. The RRC will cover losses incurred through the running of the activity, within reason and provided it has been run competently.
- A float of \$500 is available on request to Crews running the Moot or Roventure.

Progress Reports

Progress Reports should be made at each RRC meeting after the tender has been accepted. This will help promote the event and will inform the RRC that the event is up to standard and progress is on time. It would also be a good idea to invite the Region Events Co-ordinator along to planning meetings.

Final Report

Final reports for all events are to be presented at the **first RRC meeting following the event**. It is advisable to forward a copy of any report to the Region Events Co-ordinator at least two weeks before the RRC meeting. This enables Crews to receive feedback from the Executive if additional detail is needed in the report.

Final reports should contain:

- Profit and loss statement (using the budget template)
- Photocopies or scans of all receipts
- Brief outline of the event ie. where, when, attendance numbers
- Brief outline of activities, catering and entertainment
- What worked well and what didn't?
- Any other useful suggestions for future event organisers
- Relevant contact names and phone numbers eg. site, catering, entertainment, show bag contributors
- Copies of promotional material, flyers, event program and scavenger hunt list etc.

Other

- Any revenue-producing activity (ie. bar, café - not including Saturday night dinner at Moots) is at the discretion of the Crew running the event, but must be submitted to the RRC for prior approval. All surplus or losses are the responsibility of the Crew. In the event of the organising Crew not wishing to undertake such activity, other Crews may be offered the opportunity to tender, again subject to prior approval by the RRC.
- The production of t-shirts or other souvenirs (if any) are the responsibility of the Crew running the event. All surplus or losses are the responsibility of the Crew.

Originally compiled by Tracy Donaldson, RRC Region Events Co-ordinator 1998/99 with the help of the 1998 Region Rover Council Executive.

- *Updated August 2006 by Nick Watson, RRC Region Events Co-ordinator 2006/07 with the help of the 2006 Region Rover Council Executive.*
- *Updated January 2011 by Aaron Smith, RRC Region Events Co-ordinator 2010/11 with the help of the 2010 Region Rover Council Executive.*
- *Last updated March, 2019*