

supporting the Events/activities approval process

Introduction

The *Events checklist* is a planning tool and provided to support the events/activities approval process. Refer to the *Approval of events/activities* document (1.21) for further details.

The key purpose of the checklist is to help deliver a safe, enjoyable, relevant, and high quality event/activity.

Key points to be considered before seeking approval from CMT

	<ul style="list-style-type: none"> <input type="checkbox"/> Has the proposed event/activity been agreed with your CMT line manager? <input type="checkbox"/> Is the proposed event/activity 'youth shaped'? <input type="checkbox"/> Is there a programme need and purpose for the proposed event/activity? <input type="checkbox"/> Does the event/activity map onto the current County plan/vision? <input type="checkbox"/> Does the event/activity provide an appropriate programme? <input type="checkbox"/> Are there sufficient and appropriately skilled leaders to plan, lead, and deliver the event/activity? <input type="checkbox"/> Do the proposed leaders and other adults involved in the planning of the event/activity hold a valid DBS and are up-to-date with Safeguarding training. <i>[Note: these requirements need to remain valid through the life of the event/activity (including planning, training and delivery). This is also a requirement for all leaders recruited at a later stage in the planning process]</i> <input type="checkbox"/> Are there sufficient First Response certificate holders involved in the event/activity? <input type="checkbox"/> Are there sufficient activity permit holders (if required) for the event/activity? <input type="checkbox"/> Is there sufficient time to plan and promote the event/activity? <input type="checkbox"/> Is there a sound budget and cash flow management plan in place? <input type="checkbox"/> Does the estimated cost represent good value to participants? <input type="checkbox"/> Is there an initial and ongoing health and safety risk assessment regime in place?
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Consideration of the above *key points* should be sufficient to help make a decision whether or not to proceed with a submission to CMT. Some events/activities may be required by CMT to have the additional approval of the CEC.

Early submission via the *Events Approval* online form is encouraged.

Promotion of the event/activity must not start until CMT approval has been obtained.

The remainder of this *checklist* should be used to help with the planning of the event/activity and should form the basis of ongoing and regular reviews by the event/activity leader and CMT line manager.

event/activity	<ul style="list-style-type: none"> <input type="checkbox"/> Does the event/activity have an appropriate name/title? <input type="checkbox"/> <i>Proposed dates of the activity?</i> <input type="checkbox"/> Confirm dates of the activity <input type="checkbox"/> <i>Proposed venue/location of the activity?</i> <input type="checkbox"/> Confirm venue/location of the event/activity <input type="checkbox"/> <i>Outline/draft programme</i> <input type="checkbox"/> Confirm programme
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leadership	<ul style="list-style-type: none"> <input type="checkbox"/> Does the event/activity leader have the appropriate experience with relation to the management and leadership of this type of event/activity? <input type="checkbox"/> Is a Deputy Leader (or Leaders) in place for the event/activity? [<i>must be able to lead the activity if the leader is not available</i>] <input type="checkbox"/> Are sufficient leaders in place to make a full management/leadership team? <input type="checkbox"/> Does the leadership/management team include young people ('youth shaped')? <input type="checkbox"/> Have role descriptions been put in place for members of the management/leadership team? <input type="checkbox"/> Is there a need for 'specialist' (and or external) leaders? [<i>eg: qualified instructors with appropriate permits/qualifications</i>] <input type="checkbox"/> Are there any skill shortages that put the management and running of the event/activity at risk?
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participants	<ul style="list-style-type: none"> <input type="checkbox"/> Is the defined age group of the participants appropriate for the event/activity? <input type="checkbox"/> What are the target numbers for participants (minimum and maximum)? <input type="checkbox"/> What is the target date for minimum numbers? <input type="checkbox"/> What are the plans if there are fewer than the minimum numbers by the due date(s)? [<i>eg: cancel, or re-budget, or re-plan?</i>] <input type="checkbox"/> What are the plans if there are greater than the maximum numbers by the due date(s)? [<i>eg: refuse additional applicants, or re-plan?</i>] <input type="checkbox"/> What plans are in place to make sure that young people have the opportunity to take part in the organisation of the even/activity and that their views can genuinely influence decision making?
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organisation	<ul style="list-style-type: none"> <input type="checkbox"/> Is there a clear management structure for the event/activity? [<i>ie: how do all leaders fit in the management structure of the event/activity?</i>] <input type="checkbox"/> What are the key dates/activities involved in planning the activity? [<i>timeline</i>] <input type="checkbox"/> Are the relevant rules in PO&R known and understood by all leaders? [<i>check all latest requirements, including activity rules, safety, insurance, etc, and discuss with ACCs (Activities) & (International) and other appropriate persons</i>] POR is available online at: http://members.scouts.org.uk/supportresources/71/por?cat=419,480 <input type="checkbox"/> If the event/activity is abroad, has the ACC (International) been contacted and has the PC (International) and other relevant documents been completed? <input type="checkbox"/> Have the regulations/requirements of the country been researched? [<i>eg: visas; inoculations; driving regulations; permissions; customs; etc</i>] <input type="checkbox"/> Are there correct Nights Away permits and Activity Notifications for running the event/activity in place, including for participants if they are camping away from the main party? [<i>contact the ACCs (Activities) & (International) for further help and guidance</i>] <input type="checkbox"/> When are the key ('go' or 'no go') decision points for the event/activity? <input type="checkbox"/> Who will be involved in the key decision of 'go' or 'no go'? <input type="checkbox"/> Is there a mechanism in place for cross-checking critical parts of the planning? [<i>eg: finances; travel; etc</i>]
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publicity and promotion	<ul style="list-style-type: none"> <input type="checkbox"/> How will the activity be promoted amongst potential leaders and participants? <input type="checkbox"/> How will the activity be used to obtain good and positive publicity for Scouting?
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<p>research and planning</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Will reconnaissance trips be required; when will they be needed; who will attend? <input type="checkbox"/> How will the reconnaissance trip/s be funded? <input type="checkbox"/> What information relevant to the organisation of the activity will be required from the reconnaissance? <i>[where, when, and how will it be obtained?]</i> <input type="checkbox"/> Does the reconnaissance comply with PO&R and the event/activity guidelines?
<p>risk assessments</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Have full risk assessments been carried out for the event/activity? <input type="checkbox"/> Have risk assessments been shared/discussed with the CMT line manager of the event/activity leader? <input type="checkbox"/> How are risk assessments shared with relevant leaders and participants? <input type="checkbox"/> Is the HQ and insurance reporting procedure known and understood for any incident, injury, or accident requiring external support (eg: medical help; emergency services; etc)? <input type="checkbox"/> Is an experienced InTouch (Home Contact) team in place? <input type="checkbox"/> Does the InTouch (Home Contact) team have all the relevant contact and itinerary details?
<p>objectives</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Are the event/activity objectives clear; concise; and achievable? <i>[Note: the objectives should be the criteria for the review of the event/activity]</i> <input type="checkbox"/> Are the event/activity objectives understood and accepted by all leaders involved in the event/activity?
<p>finance and budgets</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Is there an income/expenditure budget including 'cash flow'? <i>[Note: the budget must be reviewed on a regular basis]</i> <input type="checkbox"/> Does the budget include the obligatory contingency? <i>[Usually 10% at the start of planning – this can be reduced after high fixed cost items have been paid but must remain at a high enough level]</i> <input type="checkbox"/> What is the cash-flow profile? Will any up-front 'pump-priming' be required prior to deposits being received from participants? <i>[Note: If 'pump-priming' is required, how will this be raised?]</i> <input type="checkbox"/> Who will the person responsible for budget control liaise with and how often will this liaison take place? <i>[eg: County Treasurer; CMT line manager; etc]</i> <input type="checkbox"/> Is the policy for any surplus, or deficit, from the event/activity understood by all involved? <i>[Note: refer to 'Leader funding on county events']</i> <input type="checkbox"/> Is the policy for financial support for leaders understood by all leaders? <i>[Note: refer to 'Leader funding on county events']</i> <input type="checkbox"/> What is the process for checking external contracts? <i>[Note: who will check; who will sign; up to what point/time are commitments reversible?]</i> <input type="checkbox"/> Up to what point (date) could the activity be cancelled with minimum expenditure being incurred? <input type="checkbox"/> How will everyone/everything involved be appropriately covered by insurance? <i>[Note: consider including cancellation; mountain rescue; or other special insurance policies where appropriate]</i> <input type="checkbox"/> Do the insurance policies have sufficiently high limits? <i>[eg: Unity Insurance's travel policy has a per person and per activity limit]</i> <input type="checkbox"/> Are there any VAT or other external financial implications for the activity? <i>[Note: discuss with County Treasurer, as appropriate]</i>

<p>finance and budgets <i>cont</i></p>	<ul style="list-style-type: none"><input type="checkbox"/> How will moneys (receipts; expenditure; bank account) be managed? <i>[Note: discuss with County Treasurer]</i><input type="checkbox"/> How will foreign currency be managed if the activity is abroad?<input type="checkbox"/> If there is to be a special bank account, who will be signatories? <i>[Note: minimum requirement is two signatories from three or more – one of these must be the County Treasurer]</i><input type="checkbox"/> Are credit cards required for the event/activity? <i>[Note: discuss with County Treasurer]</i>
<p>reviews and report back</p>	<ul style="list-style-type: none"><input type="checkbox"/> Are interim and post event/activity review stages in place?<input type="checkbox"/> Is there a mechanism in place to collect review comments from all participants?<input type="checkbox"/> Does the post event/activity review include plans to measure the event/activity against the original objectives?<input type="checkbox"/> Are plans in place to publish a report and submit accounts to CMT/CEC? <i>[Note: accounts must be finalised by the end of the financial year (end of March) following the event/activity]</i><input type="checkbox"/> What plans are in place to make sure that any learning from the event/activity can be shared with similar future event/activities?<input type="checkbox"/> Are there plans to provide an open/public Report Back (mainly delivered by young people)?<input type="checkbox"/> Is there a support process in place to help participants deliver report backs to their local Scouting?<input type="checkbox"/> Have any incidents, injuries, or accidents that required external support (eg: medical help; emergency services; etc) been reported by the event/activity leader to HQ/Unity using the appropriate <i>Incident Report Form</i> at the earliest suitable opportunity?