Events/activities Approval – online process

Summary

Scouts Berkshire

LM = Line Manager

EL = Event Leader

CMT = County Management Team

LM & EL
hold discussions and agree
to make a submission

completing x4 fields allows
"save"

title of event; country; start date; and LM
(only LM & EL can see the event at this stage

LM & EL
complete section 1
ie: all mandatory fields
"submit"

edits and updates can be made throughout the ongoing planning

submission notifies EL
that CMT members
have been informed

emails to EL & CMT
(CMT can now view with LM & EL –
only LM & EL can edit)

discussion at next
CMT Meeting
"approved"

"not approved"

LM and/or CC
have discussion
with EL

CC/CMT may decide to inform/involve CEC
to support approval
(note: LM cannot approve event)

CC or a Deputy CC
completes section 2

approval emails to LM & EL

EL continues to
complete/update section 3
(mainly uploading documents)

CMT notified of uploads
Core Team can view
LM monitors for CMT

edits locked
at event start date

post event section
completed

confirms reviews; reports; and accounts;
have been submitted