

WASHINGTON CROSSING COUNCIL

COUNCIL AND DISTRICT ACTIVITY RESOURCE MANUAL

Revised January 2026



WASHINGTON CROSSING COUNCIL

SCOUTING IN CENTRAL NEW JERSEY & SOUTHEAST PENNSYLVANIA

Thank you for volunteering! Your leadership is instrumental in the development of quality programs for the youth, families, unit leaders, and all volunteers in Washington Crossing Council.

This resource manual will serve as a tool in the planning and implementation of Council and District activities. Outlined throughout, you will find the latest policies as it relates to budget approval, refunds, Ockanickon Scout Reservation usage, and more. It is essential to continue to work hand-in-hand with your staff advisor as you develop your plans.

Thank you for your willingness to help. Please do not hesitate to let us know how we can best serve you as you prepare for a safe, fun, and exciting program!

Pete Liptrot
Council VP/Program
wpliptrot@outlook.com
267-907-4600

Todd Warner
Director of Support Services
todd.warner@scouting.org
215-348-7205 x318



Table of Contents

Planning a Successful Event (summary)	4
Step 1: Preliminary Planning Meeting	5
NCAP Short-term camp	5
Step 2: Build a Backdating Calendar	6
Step 3: Budgeting	7
Purchases & Fiscal Procedures	7
Purchases	7
Reimbursement for Purchases	7
Day of Event Money Collection	7
Donations	8
Fundraising	8
Step 4: Promotions & Online Registration	9
Promotion Planning	9
Draft Promotion Materials	9
Roundtable Promotion	9
Calendaring	9
Online Registration	10
Refund Policy	10
Step 5: Recruiting Staff & Hold Activity Planning Meetings	11
Things to Consider	11
Staff Recruitment	11
Facilities	12
Ockanickon Scout Reservation Usage	12
Tips for a Successful Event at Ockanickon	12
Step 6: Hold the Event	13
Day of Event Money Collection	13
Trading Post	13
Leadership Briefing	13
Capturing the Event in Action	14
Step 7: Wrap-up	15
Final Transactions	15
Hosting an Evaluation/Debrief Meeting	15
Over/Under Expenses	15
Contact Information	17
Resources	18

Planning a Successful Event (summary)

Step 1: Preliminary Planning Meeting

- Review previous year's event evaluation form.
- What is the objective of the event?
- How many participants are you preparing for?
- Is there a theme for the event?
- Possible locations for the event?
- Set a committee schedule and secure meeting locations.
- Review staff needs.
- NCAP Short-term Camp considerations.

Step 2: Build a backdating calendar

- A sample backdating tool is available from the resources section. You can add, modify, or delete major milestones as you see fit.

Step 3: Budgeting

- Meet with the event staff advisor to create a working budget.
- Follow Purchasing & Fiscal Procedure outlined on page 7.

Step 4: Promotions & Online Registration

- Plan to have online registration open 90 days prior to the event. The [Online Calendar and Registration Form](#) is due to the council office 4 weeks (circa 120 days) prior to registration opening.

Step 5: Recruiting Staff & hold activity planning meetings

- Draft promotional materials and secure council approval.
- Distribute materials to units and roundtables.
- Make purchases.
- Create emergency action plans (NCAP AO-805)

Step 6: Hold the Event

- Hold event leadership briefing.
- Receipt cash received at event.
- Follow Trading Post guidelines.
- Have fun!

Step 7: Wrap-up

- Make sure to leave the area better than you found it.
- Is there a post-event survey to seek feedback from participants?
- Hold a debrief meeting utilizing the [Event Evaluation Form](#) from the resources section.

Step 1: Preliminary Planning Meeting

The activity chair and staff advisor will conduct a planning meeting a minimum of 180 days prior to the event. The meeting should cover the following topics:

- If a previous event was held
 - review the previous event's evaluation form
 - financial results
 - copies of previous promotional materials
 - list of previous event's registrations
 - purchases made for the event
- Who is the audience for the event?
 - Cub Scouts
 - Scouts BSA
 - Venturing/Sea Scouts
 - Adult leaders
- How many participants to plan for?
- Is there a theme for the event?
- Selection for event location
 - Are there any permits or fees required?
- Reviewing staffing needs; what positions are needed?
 - Event station leaders
 - Health officer
 - Logistics
 - Food Service
 - Others?
- Set a committee meeting schedule and secure meeting locations

NCAP Short-term camp

A short-term camp is any council-organized overnight camping program, whether one-time or continuing, that is one, two or three nights in length where the council or its agents provide the staffing and may provide program and food services, and includes camps conducted off council properties. National training courses, specifically National Camping School, Leave No Level 2 Instructor, National Youth Leadership Training, Wood Badge, OA trainings such as NLS, are subject to the short-term camp requirements, regardless of format or duration. All other national training courses designation must be determined based on the number of nights of the camp (SA-001).

A **NCAP Local Council Authorization and Assessment Declaration** must be approved by a short-term camp administrator prior to the event with an on-site assessment the day of the event. This authorization can be obtained as soon as the location is secured and must be in place before the event can be promoted and open for registration.

Events held at a non-NCAP authorized property will also require a [NCAP Site Appraisal Form](#).

Contact the Council's NCAP chair to be assigned a short-term camp administrator who will work with you to ensure your event complies with the NCAP standards. A short-term camp planning flowchart is available on the resources page.

Step 2: Build a Backdating Calendar

A backdating calendar will assist the chair, the staff advisor and the event committee to keep on track for the event. It also helps ensure that items are ordered on time, materials ready, and people are in place to make the event successful. A specific schedule should be created for each activity. A sample Excel [Backdating tool](#) is available on the Resources section on page 18.

Sample Backdating tool

Step to be completed	Days Before/ After	Due Date
If OSR is used, submit usage request form	-210	7/2/22
Secure Location	-126	9/24/22
Hold Committee Meeting	-126	9/24/22
Submit online calendar and registration request tool	-120	9/30/22
Promote with troops	-119	10/1/22
Hold Committee Meeting, develop program	-91	10/29/22
Develop recognition plan and patch	-91	10/29/22
Physical facilities arranged	-91	10/29/22
Have final budget approved by staff leader	-90	10/30/22
Registration opens	-90	10/30/22
Committee promotes event at roundtables	-90	10/30/22
Committee promotes event at roundtable	-60	11/29/22
NCAP Local Council Authorization	-60	11/29/22
Request PO and order any supplies	-56	12/3/22
Arrange for religious observance	-49	12/10/22
Lay out troop sites and plan assignments	-49	12/10/22
Committee promotes event at roundtable	-30	12/29/22
Prepare any event signs	-28	12/31/22
Develop any special guest list	-28	12/31/22
Arrange for first aid and hospital emergency service	-21	1/7/23
Arrange facilities for Trading Post, PA System, etc., if needed	-14	1/14/23
Complete details for final program bulletin; reproduce and mail	-14	1/14/23
Plan evening program materials and assign responsibilities	-14	1/14/23
Pick - up materials and take to site	-7	1/21/23
Set- up	-1	1/27/23
Hold Event	0	1/28/23
Hold post-event debrief	7	2/4/23

Step 3: Budgeting

Each August & September the council builds the operating budget for the upcoming year. During this time, the district or council committees will work with event coordinators and staff advisors to develop preliminary event budgets.

- Consider the location fees.
- Consider attendance trends when planning income and event fees.
- Consider online registration credit card transaction fees. (i.e., Individual vs. unit registrations)
- Adjust for annual inflation for food and material expenses.
- Is the event income covering all expenses including credit card processing, event management expenses, and other fees?

When it comes to plan the for the event, the staff advisor and event chair will review the preliminary budget and discuss any modifications needed for this year's event for both income and expenses to reflect current trends. All modifications to the budget must reflect the same projected net revenue line as the preliminary budget.

A [Budget Planning Tool](#) is available on the resource section on page 18.

Purchases & Fiscal Procedures

Below you will find an outline of all policies related to purchase orders, making purchases, and being reimbursed, cash advances, and handling money at events.

Purchases

- No volunteer is expected to incur any out-of-pocket expense for any budgeted item in an approved council or district activity.
- All purchases totaling, single or multiple receipts, over \$100 must be pre-approved by the staff advisor and have a purchase order assigned. Without approval, the purchaser may not be reimbursed for expenses. Check with the staff advisor to see if a vendor is already established.
- All vendor purchases such as patches, portable restrooms, and others require pre-approval through the staff advisor who will issue a purchase order.
- All patches are ordered by the staff advisor and shipped to the Council Service Center. Event coordinators should factor in shipping costs when budgeting for recognition.

Reimbursement for Purchases

- All submissions for reimbursement should be provided to the staff advisor promptly and include original receipts. *Please note, the Council only issues checks twice per month.*
- Receipts submitted for purchases that were not in the budget or pre-approved will not be reimbursed.

Day of Event Money Collection

- The event coordinator will work through the staff advisor to secure a field receipt book and develop the event check-in process.
- Upon receipt of money, the field receipt book will be utilized to issue a receipt to the payee, and the remaining two copies are used during the financial reconciliation process.
- All checks should be made payable to Washington Crossing Council.

- All money collected should be submitted to the staff advisor and provided to the council office within 5 business days.

Donations

Donations made to an event from outside organizations, companies, vendors, or individuals should be discussed between the event coordinator and staff advisor.

- Donations of supplies are considered a gift-in-kind. *For example, the event budgeted for Pinewood Derby trophies at \$200, but the local trophy shop is willing to donate them. This is a gift-in-kind.*
- All donations should provide an income value that is reflected in the approved event budget income line. The cost of donated goods should be reflected in the expense line. *This will help in the budget building process for the following year to make sure income and expenses are aligned properly.*
- Event coordinators must discuss all donation prospects with the staff advisor before accepting the donation.

Fundraising

- A table hosted by a unit selling goods (drinks, candy bars, etc.) at an event is considered a unit fundraiser and not considered as part of the event itself.
- Fundraising income and expenses are not considered as part of the activity budget.
- Any unit wishing to fundraise at an event must fill out a Unit Money Earning Application and receive approval from the Staff Advisor.
- Any unit wishing to sell perishable goods must follow the state's requirements outlined by the state and local municipality Board of Health, and they must secure the appropriate permits/inspections.
- Income generated from the fundraiser is not a donation to the District or Council, and is income generated for the unit as outlined in the Unit Money Earning Application.

Step 4: Promotions & Online Registration

Promotion Planning

Each activity will complete an Activity Marketing Plan. The plan includes creating a timeline and messages for a variety of communication channels: E-newsletters, social media posts, e-blasts, webpages, press releases, and flyer distribution.

The event chair, staff advisor will complete the worksheet during the preliminary planning meeting. The activity committee should minimally plan the following promotion strategies:

- District & Council newsletter articles at least two months in advance of the activity
- Website promotion on the interactive calendar and on the district or council page
- Unit Leader letter inviting to the activity
- 8 1/2" x 11" flyer to be distributed at roundtables.
- Roundtable announcements - members of the activity committee should be at roundtables for the three months leading up to the activity.
- Email to unit leaders, including a PDF of the registration flyer.

There are many other promotional possibilities - be creative!

Draft Promotion Materials

Before a flyer can be distributed at roundtable or emailed to unit leaders, it must first meet a set of standards and be approved by the staff adviser. Listed in this section are guidelines to help in producing your promotion piece.

When designing a flyer, be sure to include the following pieces of information:

- All flyers must have "Washington Crossing Council" and "Scouting America" on the flyer.
- A flyer has two parts - activity information and ways to register.
- The Information will include activity name, date, location, prices and date the price changes, and registration deadline.
- Include who, what, when including day(s) date(s) starting time and ending time, where including address and nearest major cross streets, freeway exit, or highway mile marker, cost, what to bring, refund policy, registration deadline for "early-bird" fee and amount of late fee and contact name and telephone number.
- Be sure to include the event's email or chairperson's email.

Roundtable Promotion

Use roundtables to distribute promotional flyers. Plan for an activity committee member to be present and to promote the event at the three roundtables leading up to the activity. Keep roundtable announcements brief, to the point and exciting. Keep in mind that each roundtable has a planned program. Often there are many announcements, so if one person drones on and on about their event, it takes away from the program that others have prepared. Keep your announcement to one minute. Make it fun! If you are planning a council activity, be sure to recruit a volunteer from each district for the committee so they can promote the activity within their district.

Calendaring

Each fall the various council and district program committees begin the process to build the calendar for the following two years. Proposed events are submitted through a council-assigned staff advisor.

Once a calendar is approved, event names will be listed on the online council calendar. Event coordinators should supply additional information about the event using the [Online Calendar and Registration Form](#).

Some things to consider:

- When was the event held in the past. Is it a good time on the calendar? Year-to-year consistency helps units plan their calendars.
- What religious observances or holidays take place?
- Does the event interfere with other council events that youth would participate in?

Online Registration

With your date secured on the calendar, you are almost ready to open your event registration. All events are required to have an online registration. As an option, a paper registration form can be used for units to pay directly at the council office.

1. Establish your registration deadlines and late fees (if applicable)
2. Submit [Online Calendar and Registration](#) form.
3. Online registration will be available for review once all the required information has been submitted. Missing information could delay the creation of the registration page.
4. Once the event coordinator approves the online registration page, the online registration will be go live.

Refund Policy

All events will have a refund policy listed on the event registration page. The standard policy is available on the resources page. All refunds will be approved by the event coordinator in consultation with the staff advisor.

Step 5: Recruiting Staff & Hold Activity Planning Meetings

Periodic staff meetings will help to keep members informed, energized and on track for completing their tasks. A staff meeting schedule should be included on the backdating tool and provided to recruited staff members.

Things to Consider

When running a district or council activity, there are many things to review and consider as you plan and hold your event. You may think of more, but this is a good start.

- Does your event follow the guidelines of the Guide to Safe Scouting and Age-Appropriate Guidelines?
- Review applicable NCAP standards.
- What safety moments should you consider?
- What accommodations and modifications to your program should be made so all individuals can participate regardless of physical and mental ability?
- What accommodations do you have in place to meet safeguarding youth standards?
- Is there a plan for walk-in registrations?
- Does a weekend activity provide an opportunity for Scouts to fulfill their Duty to God?
- Do you have a health officer that can administer first aid?
- What supplies need to be purchased?
- Patch designs need to be completed eight weeks in advance to guarantee on-time delivery.

Staff Recruitment

- **Start Early and Recruit with Purpose**

Identify key staff roles early and recruit volunteers based on skills, experience, and interest. When recruiting, keep in mind the staff culture you want for the activity—positive, youth-focused, collaborative, and safety-minded. Clearly define expectations, time commitments, and responsibilities so volunteers understand how they will contribute to a successful event.

- **Build a Balanced Adult Leadership Team**

Recruit enough adult volunteers to ensure proper supervision, safety, and program quality. Adults should focus on mentorship, logistics, and oversight rather than running every activity themselves.

- **Intentionally Include Youth Staff**

Youth staff should be an essential part of the event team. Older Scouts can serve as instructors, guides, and program leaders, helping deliver activities and model leadership for younger participants. Their involvement strengthens the program and provides meaningful leadership development.

- **Conduct Youth Staff Interviews**

Youth staff positions should be filled through a simple interview or selection process. Interviews help ensure youth are prepared for the responsibility, understand expectations, and are a good fit for the staff culture and leadership needs of the event.

- **Train, Support, and Communicate**

Provide all staff—adult and youth—with appropriate training, clear communication, and ongoing support. Well-prepared staff are more confident, more effective, and more likely to return for future events.

Facilities

If your facility requires a certificate of insurance, please work through your staff advisor to secure the appropriate documentation.

When reserving a facility and entering into a contract, the Scout Executive or designee is the only individual authorized to sign the contract. The event coordinator will work through their staff advisor to secure the required signatures. The staff advisor is listed as the event point of contact.

All events should have appropriate facilities and resources available for disposing of trash and have restrooms available. At least one handicapped enabled bathroom must be made available. Your staff advisor can help in securing portable toilets and wash stations if they are required for your facility.

Whether your event is going to have **Range & Target, Climbing, COPE elements, Aquatics, or any other activity that requires specialized equipment and training**, a facility evaluation, BSA requirements, and adult leadership requirements will need to be reviewed with the event coordinator and staff advisor.

Ockanickon Scout Reservation Usage

All council or district activities that would like to use Ockanickon Scout Reservation are required to complete an [Ockanickon Usage Request Form](#) available from the staff advisor. The form has a list of current fees which should be factored into the event's budget.

Online reservation of campsites and cabins opens 6 months in advance. We recommended all OSR usage requests are submitted more than 6 months in advance to avoid conflicts. Event Coordinators can submit their usage request form to their staff advisor.

Tips for a Successful Event at Ockanickon

- Communicate any specific program needs to the staff advisor. Any program areas such as range & target activates or the climbing tower must be coordinated through the appropriate council committee at least three months in advance.
- The staff advisor and event coordinator must meet with the camp ranger at least **30 days** before the event for a walk-through.
- Events that require the use of the kitchen must provide a ServSafe trained volunteer.
- All buildings and facilities must be inspected by the event coordinator and camp ranger prior to leaving the property.

Step 6: Hold the Event

If all goes well, you will have a full event and all purchases made. However, experience shows that last minute walk-ins, late registrants, and additional staff may require money collected at the event and/or the purchase of additional supplies.

Day of Event Money Collection

- The event coordinator will work through the staff advisor to secure a field receipt book and develop the event check-in process.
- Upon receipt of money, the field receipt book will be utilized to issue a receipt to the payee, and the remaining two copies are used during the financial reconciliation process.
- All checks should be made payable to Washington Crossing Council.
- All money collected and the field receipt book should be submitted to the staff advisor and provided to the council office within 5 business days.
- Cash collected on site may not be used for purchases or reimbursements.
- The activity Chair or staff advisor may request a cash box to be used to make change at the event. It is important to track your cash box with field receipts.

Trading Post

Conducting a trading post at an activity can be a blessing or a burden. The activity chair and staff advisor will need to weigh the pros and cons of having a trading post at an event. Many times, the amount of work and time involved to staff, stock, and operate a trading post outweighs the revenue received.

To conduct a trading post, supplies will be required. Using the purchasing procedures, items may be purchased for resale. To maximize net revenue, return all items possible and then submit the receipts for reimbursement. All proceeds are receipted by the council and credited to the activity budget.

You will have a more successful trading post if you order conservatively and sell out of items than if you order excessively and have lots of leftovers that negate any net revenue. All purchases for trading post items **MUST** be pre-approved by the staff advisor.

Leadership Briefing

Activities should include a leadership briefing to inform leaders (and Scouts if appropriate) of topics including the following: (It may be helpful to put this information in writing and hand it out to leaders/participants.)

- Where restrooms/showers are located for adults, youth, and males and females.
- Who first-aid responder(s) are and where they can be found. Where the first aid station(s) and first aid kit(s) are located.
- Who to go to for help or an emergency.
- Use of the buddy system for all Scouts.
- If inclement weather is a possibility, where to go in case of high winds, tornado, or lightning.
- What emergency signals will be used in case of severe weather, fire, or other emergency.
- Remind participants that there should be no flames inside tents.
- Instructions on fire conditions for campfires. Whether fires may be built anywhere or only in established campfire rings, etc. A shovel and water buckets must be located adjacent to all fire rings.
- As necessitated by conditions, remind Scouts and leaders to: drink lots of water, wear hats for sun protection, put on sun block to protect from sunburn, wear work gloves if needed, etc.
- Where to find drinking water.
- Remind all participants to wash/sanitize hands after using the bathroom and before meals.

- What to do with trash, recyclables, wash water, grey water, etc.
- Curfew time/quiet hours.
- Smoking area: if necessary, there should be a designated smoking area out of sight of Scouts.

Capturing the Event in Action

Throughout the event, be intentional about capturing photos and videos that show Scouts actively participating, learning, and having fun. Focus on candid still images of Scouts “doing Scouting” rather than posed group shots whenever possible. Short video clips can highlight program areas, high-energy moments, and reactions to activities, helping tell the story of the day. When appropriate, capture brief quotes or short video blurbs from Scouts about what they are enjoying or learning—these authentic voices add strong impact. Document a variety of activities as they happen to ensure the full scope of the event is represented. This content should be gathered with an eye toward timely social media sharing and future promotion, helping showcase the excitement, value, and youth-led nature of the program.

All events must have a copy of the Scouting America Incident Report Form readily available. Once the health and safety of all is under control, the incident must be reported to the event coordinator and staff advisor.

Any issues involving bullying, hazing, sexual harassment, or other Safeguarding Youth violations must be immediately reported to the event staff advisor, camp ranger, Scout Executive, or their designee.

Step 7: Wrap-up

This could be the most important step in planning and conducting the activity. Properly closing out an activity ensures that all transactions are final, bills are paid, reimbursements made, and recommendations given for improving next year's event. It is imperative that all transactions are completed within 14 days of the event, and an evaluation completed within 7 days.

Final Transactions

Immediately following the event:

- Turn in all cash payments received.
- Turn in all vendor invoices and packing slips.
- Turn in receipts for purchases made. Mark the receipts with the appropriate purchase order number
- Turn in any paperwork to be included in the activity folder as reference for next year.

Hosting an Evaluation/Debrief Meeting

One of the last responsibilities of the activity chair is to conduct a summary/debrief meeting of the event. The activity chair will be able to properly evaluate the success of the event and seek recommendations for improvements for next year. Using the [Event Evaluation Form](#) (located in the Appendix), have the staff provide both positive and negative feedback.

The chair for next year would like to continue what is right and fix what is wrong. Be sure to include final numbers, recommendation for facility, program, and staff, and a suggestion for the new chair if the current chair does not wish to continue. This report will be sent to your staff advisor.

Over/Under Expenses

After reviewing the actual budget and forecasting next year's budget, did your budget reflect a gain in revenue or a loss?

Expenses Greater Than Income

Sometimes this happens. Perhaps attendance was low, expenses were high or the weather had an impact. Proper planning done in advance usually eliminates this problem. The purchasing procedures help control over-spending and early promotion helps reduce attendance problems.

Income is Far Greater than Expenses

A careful review of the event should pinpoint the reason that income was higher than expected. Usually having higher attendance than planned results in a higher surplus than expected.

APPENDIX

Contact Information

Topic	Name	Phone	Email
Budgets	Staff Advisor		
Online Calendar & Registration Form	Michelle Cathers	215-348-7205 x305	michelle.cathers@scouting.org
Certificate of Insurance	Staff Advisor		
Check requests	Staff Advisor		
Facility contracts	Staff Advisor		
Incident Reports	Staff Advisor		
Purchase order requests	Staff Advisor		
Council NCAP Chair	Wilmer Johnson		ncap@wccscouting.org
OSR Usage Requests	Michelle Cathers	215-348-7205 x305	michelle.cathers@scouting.org
OSR Ranger			
Director of Support Services	Todd Warner	215-348-7205 x318 Cell: 215-485-0031	todd.warner@scouting.org
Scout Executive	Magne Gundersen	215-348-7205 x317 Cell: 267-884-6889	magne.gundersen@scouting.org
Assistant Scout Executive	Alex Fritz	215-348-7205 x320 Cell: 267-894-5871	alex.fritz@scouting.org

NJ Mandatory Reporting Hotline
Toll-Free: (877) 652-2873
TDD: (800)835-5510
TTY: (800)835-5510
<http://www.nj.gov/dcf/reporting/how/>

PA Mandatory Reporting Hotline
Toll-Free: (800) 932-0313
TDD: (866) 872-1677
<http://www.dhs.pa.gov/citizens/reportabuse>

*** Once a report has been made, contact the Scout Executive.**

Resources

Incident Reporting Tool	https://shorturl.at/oW2Uc
YPT/Membership Infraction Reporting Tool	https://shorturl.at/Gx5LO
Near Miss Reporting Tool	https://shorturl.at/p9bKM
Request for Certificate of Liability Insurance	https://shorturl.at/aL19v
OSR Event Usage Form	https://shorturl.at/pBdL7
Activity Marketing Plan	https://shorturl.at/BSMRf
Online Calendar & Registration Form	https://bit.ly/3iXwMEu
Budget Planning Tool	https://bit.ly/3wovgON
Event Evaluation Form	https://bit.ly/3ZTtCSZ
Sample Event Backdating Tool	https://bit.ly/3Wy6whF
BSA NCAP standards	https://bit.ly/3XSclrt
NCAP Local Council Authorization and Assessment Declaration	https://bit.ly/3DA3OBV
NCAP Site Appraisal Form	https://bit.ly/3DA47g3
NCAP Short-term Camp Planning Flowchart	https://bit.ly/3WBbqug
Event Refund Policy	https://bit.ly/3X3iJev

Council/District Activities Procedures

Name of Event: _____ **Date:** _____

I have read these procedures and policies and agree to follow them in the execution of my duties and responsibilities as District Activity or Event Chair.

Signed _____ Name _____

Volunteer Title _____ Date _____

E-mail Address _____ Phone # _____

**PLEASE RETURN THIS PAGE TO YOUR DISTRICT
EXECUTIVE OR STAFF ADVISOR.**

