

# Information needed to get an Event set up on Black Pug

(After ALL Event items are approved)

**NOTE: ALL INFORMATION MUST REFLECT GUIDELINES OF THE COUNCIL ACTIVITY POLICY FOUND ON [www.quivira.org](http://www.quivira.org) – UNDER “ABOUT” > RESOURCES**

Title: Fill in a title for event. \_\_\_\_\_

Accounting: Event must have an account number (x-xxxx-xxx-xx) assigned to it. \_\_\_\_\_  
(Staff Advisor responsibility)

Description: This is a required field that describes the event. Can be taken from final event flier. If there is an Event logo be sure to share it to D'Kolle.

Would you like “DRAFT” on the **247scouting** calendar as a Save The Date? YES or No

Online payment cutoff – **minimum** 7 days (as per policy).

Does Event need longer cutoff time? \_\_\_\_\_ # of days.

## Specific Registration info:

When: Event’s start date & time. \_\_\_\_\_

end date & time. \_\_\_\_\_

Is Event for in-council only? YES or No

Registration Opens: this is the date that online registration opens. \_\_\_\_\_

Registration Closes: this is the date that online registration closes. \_\_\_\_\_  
(as per Policy: minimum 7 days)

Where, location of Event. Can be taken from final flier. (If Council Property, must be reserved beforehand)

If a new location, address: \_\_\_\_\_

City: \_\_\_\_\_ ST: KS Zip: \_\_\_\_\_

## What Program level(s):

Cub Scouts Scout BSA Venturing Teams ALL

## Cub Scout Events – what Ranks:

Lion Tiger Wolf Bear WEB AOL

## Registrant info you want for reports:

YOUTH Std – First/Last Name, Gender, DOB, Rank

ADULT Std – First/Last Name, Gender, YPT date, email, phone, Unit Pos.,

BOTH Std – (if needed) Allergies, Dietary, Physical restrictions

More info wanted? List here:

YOUTH: \_\_\_\_\_

ADULT: \_\_\_\_\_

What other necessary info? Attachments, Forms, Directions, Shirt Sizes (See D'Kolle Mowery)

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