

## ABNAKI DISTRICT



## EVENT PROPOSAL FORM

Dear Volunteer,

Thank you for your interest in setting up a district activity. Whether your event is a camporee, a pinewood derby, an advancement college or clinic or something different district events are a very important element in the district's main function, which is to support Scouting at the unit level.

Before we approve and begin helping you with your event we ask that you give us some details of the event on the attached proposal form. Each district event needs to be approved by the appropriate Program Chair (Activities, Advancement, Etc), the District Chair and the District Executive.

We have not developed the form to make your project more difficult but to give you guidance in what we are looking for in the planning of any event as well we are looking for the information we need to help you. If there is anything on the form that you do not have information for or you need our help with simply let us know. We want to see that the event is successful.

Something special that we ask is that if you develop any program outlines that you consider giving us a copy that we can keep on file to help serve as a reference in planning any similar future events.

Thank you for all that you.

Yours in Scouting,

*Abnaki District Leadership*



# ABNAKI DISTRICT EVENTS AND ACTIVITIES PROPOSAL FORM

Name/Type of Event:

\_\_\_\_\_

Please Describe What Types of Activities will be done and if there is a special theme:

\_\_\_\_\_

What Date(s) Will The Event Be On? \_\_\_\_\_

Who will be Chairing/Coordinating the Event? \_\_\_\_\_

HOME PHONE: \_\_\_\_\_ BUS PHONE: \_\_\_\_\_ CELL: \_\_\_\_\_

FAX: \_\_\_\_\_ EMAIL: \_\_\_\_\_

ADDRESS:

\_\_\_\_\_

Do you commit to being there on the day(s) of the event? (Please circle)    Yes    No

Have any other people volunteered to help you, and if so who?

\_\_\_\_\_

What facilities are needed for the event? Have any facility arrangements been made?

\_\_\_\_\_

What is available for parking? \_\_\_\_\_

Does the facility require proof of insurance? Are there any special approvals needed? \_\_\_\_\_

\_\_\_\_\_

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