

Summary of the requirements for planning, organising and delivering a Suffolk Scouts' County Event.

This must be read alongside the Trustee Board's Events Policy, which can be found at [Suffolk Scouts - Local Policies](#). You are reminded that the Board requires this information from you to satisfy its own due diligence responsibilities as a Trustee Board. This process does not authorise you to proceed with the event; that approval is given by the County Lead Volunteer or their delegate.

As early as possible, you must discuss your idea with the appropriately authorised member of the County Programme Team. The Scout Association Event Safety and Planning webpage at [Event safety and planning | Scouts](#) contains further useful information and links to items that will require consideration. The Planning Matrix from the website is attached as an overview guide - the latest version should be reviewed and used.

Prior to submitting an Event Notification Form (see policy appendix), a core team must be established consisting of at least an Event Treasurer and an Administrator in addition to the Event Leader.

At *least* nine months before the proposed event date a completed Event Notification Form (available in the Event Policy) should be submitted to the County Administrator by the Event Leader.

Until the Board has given either a conditional or unconditional approval there should be no expenditure or contractual arrangements made in the name of the event or Suffolk Scouts, whether or not you are seeking financial support in part or financial underwriting by the Board.

A Board acceptance letter is confirmation that the Board is content that its own due diligence has been satisfied such that you can proceed to the next stages of your event planning, subject to the requirements set out in paragraph 4 of the policy document.

Should the Board deem that the event planning is proceeding in a way that exposes the board to risks which were unforeseen to the Board when the acceptance letter was issued, it reserves the right to withdraw its financial underwriting.

Your Event Team will keep the County Lead Volunteer fully apprised of all aspects of the event planning who in turn will inform the Board of relevant aspects.

Budgets are required:

- with the original Event notification Form;
- when the event fee is fixed (if different) but before it is made public;
- should there be major deviations from the actual or budgeted figures last supplied;
- three months before the event, budgeted and actual receipts and payments figures.

Expected contingency would be 10% for events outside the UK and 5% within the UK. To be included in but not identified in the event price to participants, which is non-refundable.

A quotation of adequate insurance cover must be submitted to the County Administrator. On confirmation of suitability by the Board, insurance must be put in place at or prior to any financial commitments being made. Funding to meet the cost of the insurance premium can be advanced by the Board to meet this requirement which can in certain circumstances be extended to a reservation fee to secure the event accommodation/venue.

Final income and expenditure accounts including all receipts/vouchers/invoices **must** be submitted no later than three months after the event to the County Treasurer.

The Scout Association Event Planning Matrix

Pre Planning

- Initial event concept
- Develop an event overview (how many people, where, when, what)
- Develop an initial event budget
- Identify links to the programme
- Develop a timeline for planning
- Identify key safety concerns
- Identify people to organise the event

Gain approval for the event to move to the planning stage from the Responsible Lead Volunteer and relevant Trustee Board.

Planning

- Source venue
- Develop and confirm programme
- Complete a risk assessment
- Advertise and market the event
- Book in participants
- Send further information to participants / leaders
- Monitor budget

Check in with your Responsible Lead Volunteer and Trust Board at points agreed in the pre planning stage.

Delivery

- Complete an onsite risk assessment and final safety check
- Appoint people to be responsible for specific areas and elements of the event
- Put in place an effective on event communication system

Report any incidents to the Responsible Lead Volunteer at the earliest opportunity

Review

- Finalise event budget
- Collect participant evaluations and feedback
- Complete and event evaluation
- Identify lessons learnt for future events

Report back to the Lead Volunteer and relevant Trustee Board to complete the review process.

END

19.2.2025