



# County Events

If you are considering asking the County Executive Committee to endorse the organisation of an activity as a "County Event", then please read this briefing as it will give you guidance on the sort of events the County may be prepared to endorse and what that endorsement will mean.

## What you are going to do?

The County Executive Committee is keen to support events that will offer young people the opportunity to take part in activities that otherwise they are unlikely to have, either because such events can only work on a county scale (e.g. a County Jamboree) or because some Districts are too small to offer such events. The County Executive Committee will not support county events that are not open to participation by all members of one or more sections from across the county.

## What is a County Event?

A County Event is one in which participants are drawn from all Districts across the County and the leaders are selected by and accountable to the County Commissioner. A joint event between for example two or three different Districts does not need to be designated as a County Event. Such a contingent would simply be a good example of inter-District collaboration. Similarly, a County Event for the purposes of this note does not include an event that happens at least annually, is within the oversight of at least one of the Deputy County Commissioners and for which any costs will be met from a previously agreed County budget.

## What does endorsement involve?

Endorsement of an event as a County Event means that the organisers of the event will be accountable to the County Commissioner for the planning and execution of the event. This means they must be willing to accept the advice, guidance, and, occasionally, instructions of the County Commissioner since the County Commissioner will ultimately have responsibility for the event. Similarly the County Executive Committee will have responsibility for ensuring the event is able to meet any financial commitments it may take on. The County Executive Committee will not underwrite the costs of an event without having effective controls over the event's finances.

## How do I put together an application?

### Please refer to Appendix 1: County Policy for Supporting Activities and Camps

Provide a summary of the event with as much detail as possible. This may be combined with an application for financial support from the County and needs to include the aims of the event, who will benefit from it and how, why you are doing it, how it will promote Scouting (including Gloucestershire Scouting) and what activities you will be doing afterwards that will benefit others in the community.

You need to produce a comprehensive budget forecast outlining all the costs and income you expect. Include estimated successes in fundraising and where the money from the County Bid (if successful) will fit.

You will also need to show a projection of how many Young People will be attending and the number of supporting adults. You must clearly show that you have taken on board the requirements and recommendations of The Scout Association in running such an event by referring to Policy, Organisation and Rules (POR) and guidance fact sheets (all available from headquarters or [www.scouts.org.uk](http://www.scouts.org.uk))

## What happens next?

Once you have prepared the required information, meet with the DCC Programme to discuss the event. If the DCC Programme feels that the event has a chance of endorsement as a County Event and/or gaining some or all of the funding from the County then it will be forwarded to the County Commissioner and the next County Executive Committee Meeting for consideration. However, there is no guarantee that funding will be given. Success is based on a number of factors including:

- Does it meet the three areas outlined above?
- Number of other bids received
- Amount of available funds

If your bid is unsuccessful, then the County will offer support on identifying other structures to enable participation in the event and other funding options that might be available to you.



# Appendix 1: County Policy for Supporting Activities and Camps

**The WHY:** Why should the County support this?

- Does it enhance or raise the profile of scouting in the County?
- Will it bring new experiences and benefits?
- What are the goals and objectives of this activity?
- Would this activity benefit the local community visited?

**Conditions** to be met once the activity has been accepted,

- Be familiar with the requirements of the Scout Association
- County involvement in the leadership selection for the activity
- Event should be self financing, as far as possible
- Leadership team must hold valid appointments and be suitably qualified or are planning to become qualified before the event
- Provision of financial support for low income participants
- Provisions for special needs where applicable
- The trip must have due regard for local culture and customs
- DCC Programme as the prime county contact must be kept informed at all times
- Leadership team must prepare a comprehensive plan for the trip. See “the how”
- Experience gained must be available/shared to county members via presentations, articles, etc
- The activity should not be used as a means of funding other activities.

**The How**

- Adequate risk assessment
- Health and safety considerations
- Adequate training for the leadership team and participants
- Liaison with headquarters for guidance, advice and information
- Regular updates for participants’ parents
- The location or the country must be thoroughly researched
- Compliance with Scout Association rules
- Appointment of a suitable home contact