

Nights Away Administration

This explains what leaders need to do to help the smooth running of activities which involve nights away.

1. Sleepovers (one night)

For some sleepovers, the monies may not go through the bank as camp fees are small (e.g. £5.00 per head). For these, the section leader(s) needs to:

- ✓ Collect and record the camp fees:
 - Member name
 - Fee Paid
 - Date paid
- ✓ Keep the camp fees in a secure place
- ✓ Collect camp permission forms (this could be via a Google Form)
- ✓ Keep all receipts
- ✓ Produce a balance sheet including:
 - Income/camp fees
 - Itemised expenditure
- ✓ Pass the balance sheet & receipts to the Treasurer within 4 weeks of the end of the event (including any surplus made, if this is the case).

Example - Sleepover

	Income		Receipt	Date	Expenditure	Amount
Cubs	20x£5	100	A	21/05/2012	Food	82.00
			B	22/05/2012	Craft	16.00
			C	22/05/2012	Craft	4.68
<hr/>			<hr/>			
Total		100	Total			102.68

Nights Away Notification (NAN) Form

This must be completed and sent to the District Commissioner at least 7 days before the event. Please copy in the Group Scout Leader.

A NAN Form is available to download from Adults section of 150th.org.uk.

2. Weekend or Longer Camps/Indoor Events (two nights+)

All monies for these events should go through the Treasurer.

For these events, the section leader(s) needs to:

- ✓ Notify the Treasurer (treasurer@150th.org.uk):
 - The event name
 - The event date
 - The event section (e.g. Cubs)
 - The event cost
 - When you expect money to start being received (e.g. "Letters are going out next week")
- ✓ Discuss with the treasurer what payment option you plan to use (online? cash? cheque? A mix of all three of the above?)
- ✓ If accepting physical payments, put all monies in a sealed envelope
 - Write on the name of the Camp
 - Write on the name(s) of the members whose payments are enclosed
 - Deposit the envelope(s) in the Yellow Activities postbox (in The Den)
- ✓ Collect camp permission forms (removing them if necessary from the envelopes before putting the envelopes in the Yellow Activities Postbox if paper forms used)
- ✓ Keep all receipts
- ✓ Produce a sheet including an itemised list of expenditure
- ✓ Pass the balance sheet & receipts to the Treasurer within 4 weeks of the end of the event (including any surplus made, if this is the case).

Nights Away Notification (NAN) Form

This must be completed and sent to the District Commissioner at least 7 days before the event. Please copy in the Group Scout Leader.

A NAN Form is available to download from Adults section of 150th.org.uk.

3. Events costing more than £75.00

Follow the steps above for weekend or longer camps.

For these more costly events, we may run a camp bank option which allows families to spread the cost over several weeks/months.

We never have deposits for events under £75, unless this is related to a member whose family are experiencing financial hardship.

4. Running Events for More than One Section

Running an event for more than one section is often harder to oversee. This is especially the case when there are a limited number of places. We want to try to give kids in each section a fair chance of coming along.

The following are ideas to help fairness:

- ✓ Letters go out to both sections on the same week
- ✓ Letters are emailed to both sections on the same day
- ✓ A set number of places are reserved for each section (e.g. 10 places for Thursday Scouts and 10 places for Friday Scouts)

Also you may want to:

- ✓ Get a leader in the other section to administer the requests that come in from their section.
- ✓ Put a numbered list on the wall (e.g. Thursday troop 1-10; Friday troop 1-10). Keep this up-to date as you go, so that both you and the leader from the other section can see how many places left (and so avoid us having to refund parents when we have allowed too many members on).
- ✓ Email all parents once all places are full to prevent more completing forms/paying.
- ✓ Announce at the Section Meetings that all places are full.

5. Example timescale for Organising a Scout Weekend Camp in June

March

- Book places and/or campsite
- Familiarise yourself with others' camps – e.g. Google scout weekend camp
- Discuss how work is going to be shared up between the leaders running event
- Prepare letters, permission form & kit list, including info on how many places available
- Decide programme & menu
- Decide cost of event (food + activities + site fees + transport + anything else)
- Notify Treasurer of the camp, including camp dates, when letters are going out (approx), what the cost per scout is and any maximum number of campers.
- Put the event title and your name on the wall planner in the Den.

April

- Send letters out
- Put letters on website (email secretary@150th.org.uk)
- Notify Treasurer to say letters have gone out.
- Collate reply slips – ensure any cash/cheque payments are deposited in the Yellow Cupboard Post box (in the Den Room)
- Answer any parental queries (ongoing)
- Ensure that any adults who are planning on attending have an upto date DBS. If not, ensure they apply for this now.

May

- Answer any parental queries (ongoing)

In lead-up to event

- Complete Nights Away Notification (NAN) Form & send to District Commissioner, copying in the GSL.
- Decide if menu needs tweaking for any dietary requirements of kids coming
- Buy food
- Liaise with QM about any equipment you may need
- Contact Treasurer to organise collection of funds to pay camp bills/costs (give plenty of notice & say how much you want in cash or in a cheque)

During/After the event

- Ensure the kids have fun and are safe.
- Keep receipts
- Record receipts
- Write accounts & submit to Treasurer (via yellow payments box or in person). This should happen within 4 weeks of the end of the event.

6. Final Words

There are lots of people in the Group with experience of running many camps.

Ask for advice.

People are willing to help!

On the camp, remember to take at least one minute to stop, look and listen at how much fun the kid are having. Thanks for your role in making this happen!