



Alberta Council

For Guiding in Alberta, Northwest Territories and Yukon

EVENT PLANNER

Guidelines for Alberta Council Sponsored Events

Version History

	Approval Date	Description of Revision
1	January 2019	Full revision of Alberta Council Event Planner
2	April 2019	Email address update
3	September 2019	1.0 Introduction 4.0 Planning the Event Budget Contracts Closer to the Event 5.0 Advertising Advertising Broadcast Emails 6.0 Registration 10.0 Merchandise 11.0 Alberta Council Office Support

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1.0 Introduction

Thank you for taking on the challenge of coordinating an Alberta Council sponsored guiding event.

Alberta Council sponsored annual events include:

- Commissioners' Workshop (adult only)
- Multi-Faceted Training (Ranger and adult event)
- Alberta Girls' Parliament
- Trainers' Workshop (Adult event; open to Rangers when Trainer Stream is being offered)
- Girl and Youth Summer Camps:
 - Arts Camp(s)
 - Backpacking Camp
 - Colour Your World
 - Guide Camp
 - Pathfinder / Ranger Camp
- Hodgepodge (every two years) (Ranger and adult event)
- Alberta Council Workshop (every two years) (Ranger and adult event)
- Adult Arts Camp (every two years) (Ranger and adult event).
- OAL Adventure Trainings / Expeditions
- OAL Training Weekend
- Other Guiding events as approved by Alberta Council

The purpose of this document is to outline the steps and standardized procedures required to plan an event. Refer to **Appendix A** for a general timeline.

2.0 Setting a Date

All Alberta Council sponsored events must be approved by Alberta Council. These events are identified during the annual budgeting process.

Dates for all annual events should be set by November 1. Event dates must be proposed by the Alberta Council adviser to the Deputy Provincial Commissioner responsible for Operations. Once it has been confirmed that event dates from the various committees do not conflict with other events, the dates will be entered into the Alberta Council online calendar. For summer camps, a "Save the Date" ad will be placed in the December ANY-Guide News by the appropriate Alberta Council Coordinator (refer to the Alberta Council Manual - 5.0 Advertising).

3.0 The Team

The Alberta Council adviser is responsible for choosing the event coordinator. The event coordinator is confirmed by the Provincial Commissioner. The event coordinator is defined as the person(s) responsible for planning and carrying out the event. The Alberta Council adviser provides the following to the event coordinator:

- Alberta Council approved event budget
- Alberta Council Event Planner
- Alberta Council Manual
- Previous evaluations, budgets, participant letters / information, program and reports.

The event coordinator, working with the Alberta Council adviser, is responsible for searching for and choosing the event team. It is the responsibility of the event coordinator to find a team to handle the program / activities, as well as the comforts and safety of the participants and trainers / presenters / staff. The event coordinator should consult with the Alberta Council adviser if help is required in filling the team requirements.

It is imperative that the Alberta Council adviser and the event coordinator have regular contact to ensure all facets of the event are considered. The Alberta Council adviser acts as liaison between the event coordinator and Alberta Council.

4.0 Planning the Event

Once the event date and the event team have been determined, the following must be defined prior to opening registration:

- Purpose / theme of the event
- Location
 - If held at the Alberta Girl Guide House, complete *AB-Council-31 Overnight Accommodation at Alberta Girl Guide House*.(Alberta Council website) ,
 - Visit potential sites, if necessary, and determine the number of meeting rooms required. Obtain cost estimates (room rates, meeting rooms, meals, equipment rental etc.) Contact the Alberta Council office to book the facility. In some cases, the event coordinator, or designate, may book the facility.
 - Ensure the event & location is on the Alberta Council online calendar (Contact the Alberta Council adviser or applicable coordinator)
 - Accommodations may be handled in one of two ways:
 - Make an all-inclusive booking: meals, sleeping, meeting rooms, etc.
 - Book training facility and some meals. Accommodation and breakfast are arranged by participants. (Provide suggestions for hotels in the area, including costs).
 - For hotel type accommodation, budget for shared accommodation for all team members. Single rooms may be available upon request, the additional cost to be paid by the participant. (state this in the registration information).
- Budget:
 - Prepare a detailed budget for the event based on the event budget as approved by Alberta Council. The Alberta Council adviser provides the approved budget to the event coordinator. Items to be considered include participant accommodation, meals, supplies, session rooms, facility rentals, out trips, trainer/presenter/guest costs, transportation, thank yous, etc.
 - It is the responsibility of the event coordinator to remain within budget, based on the registration fee as approved by Alberta Council.
 - Refer to the Alberta Council Manual - 7.0 Financial Policies – Budgets for more information regarding event budgeting and policies regarding budget overages.
 - If an anticipated event budget overage needs to be reported to Alberta Council (as per the Council Manual), the following steps should be taken:
 - Notify the appropriate Alberta Council adviser of the anticipated overage
 - If the overage is caused by extra registrants, the additional registrants must be placed on a wait list

- The Alberta Council adviser notifies the Alberta Council Treasurer of the nature, reason and amount of any budget change (as per motion C.18.01.11)
- The Alberta Council Treasurer requests the Provincial Commissioner to send out a motion to Alberta Council to vote on the budget change request
- If the motion is approved, the additional registrants may be taken off the wait list and / or the additional event expenses may be incurred.
- Program
 - Hold meetings with the event team as required. Send copies of the meeting notes to the Alberta Council adviser.
 - Determine the trainers / session presenters required to provide the program / specific sessions. Extend invitations.
 - Determine accommodation and travel arrangements for the team.
 - Identify potential out trips and transportation needs.
 - Check with the team regarding program needs: equipment, supplies, room size, room set-up etc.
 - Book equipment from the Alberta Council office (laptops (2), LCD projectors (2), flip charts (5), display boards (2), portable screen)
 - Finalize the audio-visual contract with the facility (if required).
 - Communicate the deadline for printing / photocopying (at least two weeks in advance of the event). All printing / photocopying requests go through the event coordinator to the Alberta Council office.
 - Identify who is responsible for opening and closing ceremonies, reflections, Guides Own, graces, crafts, etc.
- Guest Speakers / Resource People
 - Inform the Alberta Council adviser of suggestions for guest speakers / resource people to be invited. The event coordinator arranges the agreements / invitations (refer to the Alberta Council Manual).
 - If a gift or honourarium is to be given, it is usually given at the event.
 - Fees are paid upon receipt of the invoice.
- Catering
 - Set the menu with caterer for food and beverages (consider allergies and dietary requirements of participants). For facilities that set their own menu, ensure the allergy / dietary requirements are sent as soon as possible after the registration deadline.
 - Refer to the Alberta Council Manual - 15.9 for details regarding catering fees.
- Contracts:
 - Arrange for the facility contract to be prepared and signed by the Provincial Commissioner.
 - At the same time, submit *AB-Council-37 Alberta Council Expense Account Form* to the Accounting Clerk for the deposit cheque.
 - Hotel security deposits are to be negotiated at the time of contract discussions and are to be included in the contract. Information is to be communicated to attendees via the online registration event module, with a note that where this is not acceptable to members, they are to contact and engage the event coordinator. The Alberta Council Admin Manager can arrange, as advised, a credit card hold for members who are not able to provide it for themselves, including accommodations for youth members. (Motion C.18.04.11).

- Safe Guide
 - It is the responsibility of the event coordinator to comply with the current edition of Safe Guide.
 - Safe Guide forms must be submitted to the assessor at least 14 days in advance of the event for yellow events for girls and youth and 21 days in advance of the event for red events for girls, youth and adults.
 - The current issue of Safe Guide is available in My GGC on the national website. More information can be obtained by contacting any-safeguideadviser@girlguides.ca.
 - Guiders are expected to apply the same principles of thorough forethought and safe planning in all Guiding-related activities, whether they are for girls or adults.
 - When applicable, ensure the appropriate forms (SG.1, SG.2, SG.5) are provided in advance to participants and returned to the Responsible Guider)
 - For staffing events, consult the Supervisors section in Safe Guide.
 - Adult / Ranger events: Ensure that there is a Responsible Guider for the Rangers. For most Adult / Ranger events, Rangers do not need to be accompanied by their Unit Guider.
 - For first aid, ensure there are the appropriate number of first aiders for girls, youth and adults as per Safe Guide.
 - For transportation, refer to the Activity Planning - Transportation section of Safe Guide.
 - Adult / Ranger events: Transportation is not included in the event plan and paperwork. The event starts at the time the participant arrives at the event. For events where Alberta Council coordinates the travel, the event plan and paperwork must include the transportation details.
 - Consult the Alberta Council Best Practices for Large and Multi-Unit Events for more information (Alberta Council website).
 - Ensure the SG.4 is circulated to all trainers / staff.
- Invitations
 - Invite the Provincial Commissioner (or PC Team) to the event as soon as the date is set. Typically, the Alberta Council adviser sends the invitation, copying the event coordinator.
 - Ensure the Provincial Commissioner (or PC Team) and other guests are registered as participants, if they are staying for the entire event.
- Decorations
 - Plan decorations as per the theme (walls, tables, doors, hallways, entrances, foyers, session rooms, participant rooms, meeting rooms, dining rooms)
 - Plan table favours.
- Give-aways and take-aways – plan gifts, promotional items, crests, bookmarks, magnets etc. (refer to the Alberta Council Manual- 10.0 Merchandise)
 - Source door prizes
- Evaluations
 - For training events, prepare an evaluation form for the event (include accommodation, facility, meals, program, etc.) and an evaluation form for each session.
 - Determine the best method to deliver evaluations, based on the event.

Closer to the Event

- Once registration is complete and no later than three weeks after registration closes, send out a welcome email to all participants.
- Shortly after (or in the welcome email), send out an information package to participants. This should include, but is not limited to:

- Acknowledgement of registration
- Time event begins / ends
- Kit list (including uniform requirements, music books, special equipment)
- Preparation requirements
- Itinerary (session topics, activities)
- Map to event / facility
- A reminder about credit card holds
- Emergency telephone number
- Contact number if participant is delayed or unable to attend at the last minute
- *H.1 Personal Health Form and Permission to Pick up Girl Members, H.2 Personal Health Form for Adults, H.3 Medication Plan and Administration Record, H.5 Wellness Statement, H.7 Medications Consent Form*
- Confirm with the facility:
 - Accommodations
 - Meeting rooms
 - Assign rooms to sessions / activities based on registration
 - Availability of a cloakroom, when applicable
- Confirm transportation schedule: airlines, buses, cars, if applicable
- Prepare transportation and accommodation schedules (arrival time, flight number, person assigned to meet the flight)
- For adult training events, prepare the participant folder content. This could include:
 - Welcome note to participants including housekeeping information (where to get help, where to find things)
 - Schedule / program
 - Orientation to site / location information / map of facility
 - Session evaluations (overall and one per session, where applicable)
 - Blank paper for notes
 - Participant name label on outside of folder
- For adult training events, request the workshop kit from the Alberta Council office:
 - 2 Proximas with computers
 - 3 Flip charts and paper
 - Plastic name tag holders
 - Name tags (to fit name tag holders)
 - 50 Expense account forms (*AB-Council-37*)
 - Participant roster for workshop (for event coordinator)
 - Participant rosters for each session
- Prepare the participant roster (for each session for adult training events)
- For girl events, prepare welcome package.

Just Before the Event

- Send event information, schedules, programs and accommodation information to the Provincial Commissioner (or PC Team) and other invited & confirmed guests.
- Send reminder emails to the team / trainers / staff to submit expenses at the end of the event.
- For adult events, obtain a supply of *H.2 Personal Health Form for Adults*.
- Obtain a supply of *AB-Council-37 Alberta Council Expense Account* forms from the Alberta Council office for distribution to team members for mileage and session expenses (unless in Workshop Kit – see above)

- Make directional and / or room and / or building identification signs. Note the requirements of the facility regarding putting paper on the walls.

5.0 Advertising

Save the Date Advertising

Four to six months prior to the event, prepare an event announcement / teaser ad for ANY-GuideNews, the Blue-Print and website. Submit this announcement to the appropriate Alberta Council adviser who will approve the announcement and forward it to the appropriate editor and Website Coordinator. (Refer to the Extra Eyes Process for Publications (Alberta Council website)).

For summer camps for girls, Save the Date is published in the December edition of ANY-GuideNews.

Advertising

Events are advertised in ANY-GuideNews and the Blue-Print. Prior to advertising / registration, the following information must be provided by the event coordinator to the Alberta Council adviser:

- Event budget
- *AB-Council-43 Event Information Summary* (including pricing structures, participant options, registration deadlines etc.)
 - For the ePly registration system, note on the summary form if there are fields, in addition to the standard fields, that you require during registration.
 - If participants / staff have different payment options (regular fee, partially subsidized, fully subsidized etc.), indicate this on *AB-Council-43* and provide names of the subsidized registrants. The ePly system can accommodate the different categories in one registration package.
 - Hotel security deposits must be communicated to attendees during the registration process, with a note to contact the event coordinator, if this is problematic. (Refer to the Alberta Council Manual - 4.0 Planning the Event – Contracts)
 - Note: Deadline dates are firm as per Alberta Council policy.
- Advertisement for ANY-GuideNews, Blue-Print – Include event name, date, location, who (or age group), cost (include the participant fee and in brackets show the actual cost of the event and the amount subsidized by Alberta Council), registration deadline and the contact information for the Event Coordinator. Include a link to the website. (Refer to the Extra Eyes Process for Publications)
- Submit *AB-Council-36 Website Submission Form* with detailed event information (time event starts and ends, program information, general program outline or session descriptions (including additional costs for particular sessions), prerequisites, financial arrangements, accommodation and meal details, contact information, refund policy, cancellation policy, etc.) and the registration link, as obtained from the Alberta Council office. Advise if there is a limited number of registrations accepted. It is also important to be clear about hotel reservations and where to send payment, cheques payable to GGC – Alberta Council. Refer to **Appendix C – Example Submission for Website Details**
- **Note: for Summer Camps for girls, all camps have a registration deadline of the Wednesday before the Alberta Council AGM meeting.**

Refer to the Alberta Council online calendar for ANY-GuideNews and Blue-Print submission dates. Event information must be submitted to the adviser well in advance so that the adviser can review and forward the information to the Alberta Council office at least two weeks before the ad is published.

For summer camps for girls, an advertisement for all summer girl camps goes in the February edition of the Blue-Print and in ANY-GuideNews at the end of February. Once the Blue-Print advertisement is published, the Girl Engagement Coordinator will ensure that a broadcast email for all the events is sent to all applicable girls and their Guiders (Guides, Pathfinders and Rangers). (Refer to the Alberta Council Manual - 5.0 Advertising – Broadcast Emails).

Once the Alberta Council adviser has reviewed the event information, she forwards *AB-Council-43 Event Information Summary*, advertisement information and *AB-Council-36 Website Submission Form* to the Accounting Clerk and Administrative Manager. The Administrative Manager reviews the information and forwards the *Website Submission Form* to the Website Coordinator and the ANY-GuideNews and / or Blue-Print advertisements as appropriate. The Administrative Manager copies the adviser. It is the responsibility of the Administrative Manager to ensure the event information is on the website by the time the advertisement is published.

For Training events (including telephone and webinar trainings), an update is submitted to each edition of ANY-GuideNews. For each edition of ANY-GuideNews, the Training Adviser, or designate, updates the training events info sheet. Once approved by the Training Adviser, the training events info sheet is submitted to the ANY-GuideNews editor and to the Admin Manager. The Admin Manager adds registration links as applicable, saves as pdf and sends the document to the Website Coordinator.

Broadcast Emails

Broadcast emails may be requested with discretion, especially when registration is low. Upon approval from the Alberta Council adviser, information regarding the email content and the targeted audience is sent to the Administrative Manager who checks the content and ensures that the email is sent out. Refer to the Extra Eyes Process for Publications for details.

Refer to **Appendix B** for an example of a broadcast email for summer camps.

6.0 Registration

Once the event information is sent to the Accounting Clerk, the online registration event module is prepared.

The event coordinator will be provided access to view the online registration participants and reports. Room accommodations, dietary and allergy information, travel and session selections, as requested on *AB-Council-43 Event Information Summary*, will be available to the event coordinator (see below).

Ensure all trainers / staff are registered for the event.

Online Registration System (ePly)

Alberta Council uses the ePly online registration system for all event registrations. Once the online registration event module is prepared, registrations and payment will be handled automatically. The online registration system or the Alberta Council office, where applicable, issues receipts for all registrations.

To view registration information, sign in to the ePly system with your access information.

On the Home screen, there is a listing of all your events. Click on the Pie icon for the event of interest (left hand side of the screen)

- To generate a spreadsheet of all registration information collected for all registrants, click on the blue box “Download All Reg Data” at the bottom of the “Registration by Count” screen. Choose the “Export to CSV” option which will create an Excel spreadsheet. From this, the Excel

spreadsheet may be organized as required. Participant rosters may be created from this information.

- To see a general listing of the participants, click on “Primary Registrants” (left side of screen). From this screen, access individual information on each registrant by clicking on their name.

Registration and iMIS

The ePly online registration system does not communicate with iMIS. Work with the Alberta Council office to confirm the following information for the event registration list. Please note, if there are many registrants, please allow two weeks to receive the information as it must be collected manually:

- Confirm registrants are active members and what branch they are in
- Obtain iMIS number
- Have a signed iR.1?

Other information that may be requested:

- Swim or boat test

7.0 Extending Invitations to Out-of-Province & International Participants

Refer to the Alberta Council Manual - 15.10 Alberta Council Approved Interprovincial / International Events for invitation deadlines. The Provincial Commissioner extends all out-of-province and International invitations.

8.0 Communications

- Provide the Alberta Council adviser with status reports on a regular basis. At a minimum, reports should be provided for the Alberta Council meetings (September, November, February and April as applicable).
- All communications sent to the participants must be forwarded to the Alberta Council adviser responsible for the event.

9.0 Expenses

The event coordinator is responsible for monitoring the budget and remaining within budget. The duties of record keeping may be delegated to someone else.

Keep track of all expenses and retain all receipts. The *Alberta Council Expense Account* form (AB-Council.37) must be completed and submitted with all receipts to the Alberta Council adviser within two weeks of the event. The Alberta Council adviser is responsible for approving all expenses and submitting to the Accounting Clerk within four weeks of the event. The Alberta Council adviser may designate approval of expenses to the event coordinator but must notify the Accounting Clerk of this designation. Refer to the Alberta Council Manual for more details. Note: if expenses are submitted electronically, the original receipts must be mailed to the Accounting Clerk to meet GST reporting requirements.

Accountable Advances

If funds are needed to cover expenses, an accountable advance from the Alberta Council office can be issued by completing the *AB-Council-25 Alberta Council Accountable Advance* form. Refer to the Alberta Council Manual - 15.9 Alberta Council Sponsored Events for details. The Alberta Council adviser, or designate, authorizes the advance and forwards the form to the Accounting Clerk at the Alberta Council office. Allow two weeks prior to the date the advance is required for processing.

All accountable advances are to be settled within 2 weeks of the event by submitting receipts and remaining monies totaling the accountable advance to the Accounting Clerk at the Alberta Council office.

10.0 Merchandise

The Alberta Council event budget includes a standardized budget for event merchandise. Event merchandise may be developed by event organizers and may be clothing (t-shirt, sweater, hat; etc.) or other product (binder, bag, pen, etc.). An event crest may also be produced, in addition to merchandise. The total cost for the crest and event merchandise should not exceed the budget.

Additional merchandise for Alberta Council events may be offered for sale pertaining to a specific event. Approval is required from Alberta Council and the purchase cost of the merchandise must be at least equal to the cost to procure the merchandise including set-up, shipping and tax. Any proceeds from the sale of the merchandise would be used to help off-set the associated event costs.

All Merchandise (event and items for sale) must be coordinated through the Alberta Council office as per the Procedure for Ordering Branded Items: Alberta Council Crests, Pins & Other Merchandise. This is to ensure three quotes are obtained and the office can ensure the merchandise is assigned to and charged to the correct event. Note: Merchandise can be sourced and quotes received in advance of having the final registration numbers and the order placed once registration closes.

A logo may be created for a crest and / or merchandise. Be sure to share this responsibility with other team members.

All crests and event merchandise should include the **name and date** of the Alberta Council event. Merchandise may also include the event's theme / logo.

All items produced for any GGC event must follow the [Girl Guides of Canada Brand Standards](#) and **all crests and event merchandise must be approved** before anything can be produced. Please refer to the Procedure for Ordering Branded Items: Alberta Council Crests, Pins & Other Merchandise on the Alberta Council website – Forms – Events & Merchandise which includes submission of the merchandise for approval prior to production.

11.0 Alberta Council Office Support

The Alberta Council office supports the events in several ways:

- The Accounting Clerk emails committee statements to each of the Alberta Council advisers. At the end of the event, the Accounting Clerk reconciles the financials and a copy is emailed to the Alberta Council adviser.
- Materials and swag are prepared as requested by the event coordinator:
 - Name tag holders, registration folders, etc.
 - Printed materials & swag are sorted & compiled usually into individual packages / folders.
 - All materials are consolidated and prepared for pick up as requested by the Event Coordinator.
 - Prepare the workshop kit as per 4.0 – Closer to the Event
- Once the financial reconciliations are completed by the Accounting Clerk, the event activity is manually uploaded onto individual profiles. However, individual session information may have to be added manually, once the signed rosters have been submitted to the Alberta Council office.

Printing

The Alberta Council office will print the following upon request. (Contact any-info@girlguides.ca):

- Name tags
- Labels with participants names (for folders)
- Labels with participants names and addresses for mail-outs. Contact any-info@girlguides.ca.

Check with the Alberta Council office regarding printing costs; costs to be charged to the event budget. Please allow at least 10 business days for printing requests. All requests should go to any-info@girlguides.ca. All requests should come through the event coordinator.

When applicable, the event coordinator arranges for the printing of the final program. This includes the content description of each session and who is facilitating the session.

Refer to the Extra Eyes Process for Publications if printing is required.

12.0 At the Event

Training Events

- Registration Desk
 - Organize staffing to avoid lineups. Registration personnel should be on duty at least one hour prior to event starting time.
 - Provide a suitable first aid kit.
- Conduct final walk through, if possible.
- Have helpers available to:
 - Assist trainer / resource people with luggage, supplies etc.
 - Move tables, chairs
 - Set-up equipment
 - Operate lost and found
 - Clear up training rooms
- Be aware of trainers' / staff needs (ensuring food / beverages / break needs are met).
- Introduce members of Alberta Council, the Alberta Council adviser and members of her committee, guests and team members
- Thank volunteers (tangible – card, crests, gift)
- Thank special guests

13.0 After the Event

After the event, ensure all expenses are reimbursed and invoices are paid. Refer to the Alberta Council Manual - 9.0 Expenses.

Submit the signed participant list to the Alberta Council office for activities / trainings (TEAM modules) attended. (Hand-made sign-in sheets will not be accepted).

Compile Safe Guide forms and submit to the Alberta Council office as per the Forms Retention Schedule and *AB-Council-05 Forms Retention Report*.

Event Report

A report summary must be prepared and submitted to the Alberta Council adviser. This report should be completed within one month of the event and is to be included in the Alberta Council Committee report for the next Alberta Council meeting (September, November, February and April).

Feedback from the event is valuable information. Provide as much detail as possible in the Event Report to assist with future planning. This report should include the following:

- Opening
 - Goals for the event
 - Date, Location, Number of participants
 - Overall impressions
- Training / Program
 - Theme
 - Overview of what was offered (program, sessions / training streams)
 - Schedule
 - Feedback from the participants / trainers / staff
 - What worked / what didn't
 - What should have happened but didn't
 - Suggestions for next year
- Event / Facility
 - Review of facility
 - Review of food, accommodations (include value received, problems)
- Administration
 - Advertising & registration
 - Planning
 - Participant information – items in folders, merchandise, thank you gifts
 - Financial summary
- Closing
 - Were goals met?

Ensure to attach the following:

- Financial report (*AB-Council-03 Financial Statement for Alberta Council Sponsored Events*)
- Event evaluation summary

A General Event Planning Timeline

	Alberta Council Sponsored Events	Events Requiring Advance Booking (hotels etc.)
12 – 18 months prior to event		Arrange date & type of event (dates to be confirmed by PC through contract process)
		Enter into Alberta Council calendar once contract is signed
		Identify event coordinator
4-6 months prior to event		Submit <i>AB-Council-43 Event Information Summary</i> , budget, advertisements for Blue-Print & ANY-GuideNews and website posting to Alberta Council adviser (at least two weeks prior to advertisement)
		Advertise
May-June of year prior to event	Propose Alberta Council sponsored event during budgeting process	Include Alberta Council sponsored event during budgeting process
November of year prior to event	Approval of Alberta Council budgets	Approval of Alberta Council budgets
	Finalize event dates (confirm event dates do not conflict with other events); enter into Alberta Council calendar	
	Identify Event Coordinator, book event location	
November - January	Identify event team, event purpose / theme, prepare detailed budget	
December of year prior to event	Girl events – Save the Date in ANY-GuideNews	
Prior to January 15	Submit <i>AB-Council-43 Event Information Summary</i> , budget, advertisements for Blue-Print & ANY-GuideNews and website posting to Alberta Council adviser	
February 15	Blue-Print published	
End of February	Broadcast email for Girl Events to girls and Guiders	
	Invite PC (or PC Team)	Invite PC (or PC Team)
No more than 3 weeks after registration closes	Welcome email / information package	Welcome email / information package
21 days prior to event (minimum)	Submit Safe Guide paperwork for red level events (girl, youth and adult)	Submit Safe Guide paperwork for red level events (girl, youth and adult)

	Alberta Council Sponsored Events	Events Requiring Advance Booking (hotels etc.)
14 days prior to event or when advance is required	Submit request for Accountable Advance to Accounting Clerk	Submit request for Accountable Advance to Accounting Clerk
14 days prior to event (minimum)	Submit Safe Guide paperwork for yellow level events (girl and youth)	Submit Safe Guide paperwork for yellow level events (girl and youth)
Just before event	Send schedule & information to invited guests (including PC (or PC team))	Send schedule & information to invited guests (including PC (or PC team))
	Send expense forms to team / trainers / staff	Send expense forms to team / trainers / staff
Just after event	Submit signed rosters to Alberta Council office for input to iMIS	Submit signed rosters to Alberta Council office for input to iMIS
3 weeks after event	Final expenses to Accounting Clerk	Final expenses to Accounting Clerk
1 month after event	Final event report submitted to Alberta Council adviser	Final event report submitted to Alberta Council adviser

B Example Email for Summer Camp

- Sent after the February Blue-Print publication date
- Targeted audience – Guides / Pathfinders / Rangers and their Guiders
- List events in chronological order

Interested in attending a week-long Girl Guide camp? Girl Guides of Canada, Alberta Council sponsors camps for Guides, Pathfinders and Rangers. Girls can have an urban experience in Edmonton, go tenting, do water activities, learn about food, crafts and games from around the world, learn about Wilderness STEM, check out the Cold Lake air show or go backpacking. Check out the listing below.

Register soon - camps can fill up quickly! **Registration deadline – April x** (last Wednesday before the Alberta Council AGM).

Rangers, Adults – interested in volunteering? Check out the information below.

For more details on these camps and registration forms, go to the [Alberta Council website](#)

Adventure Awaits - Pathfinder and Ranger Camp

When?	Sunday, July 8 – Saturday, July 14, 2018
Who?	Girls registered as Pathfinders or Rangers in the 2017/2018 year from Alberta, Northwest Territories and Yukon
Where?	Camp Sherbino near Sylvan Lake, Alberta

Sea to Sky Alberta Council Guide Camp

When?	Sunday, July 15 – Sunday, July 22, 2018
Who?	Girls registered in Guides in the 2017/18 year from Alberta, Northwest Territories and Yukon
Where?	Cold Lake, AB

Wanted: Rangers (16 years and older) to assist with waterfront supervision and general supervision.

Advanced Summer Backpacking Camp

When?	Sunday, July 22 – Saturday, July 28, 2018
Who?	Girls registered as third-year Pathfinders or Rangers in the 2017/18 year from Alberta, Northwest Territories and Yukon. (Girls who have just completed second year Pathfinders may apply with proof of backpacking experience).
Where?	Starting at the Calgary Guide Centre, AB and travelling to the Rockies for backpacking

Rangers in the City

When?	Sunday, July 29 - Sunday, August 5, 2018
Who?	Girls registered as Rangers in the 2017/2018 year from Alberta, Northwest Territories and Yukon
Where?	Alberta Girl Guide House, Edmonton, Alberta

Arts Camp - Bloomin' Artist - Guide and Pathfinder Camp

When? Sunday, August 12 – Saturday, August 18, 2018
Who? Girls registered as second- or third-year Guides and first- or second-year Pathfinders in the 2017/2018 year from Alberta, Northwest Territories and Yukon
Where? Tangletrees Girl Guide Camp, Pigeon Lake, Alberta (85 KM SW of Edmonton)

Wanted: Rangers & Adult Member Volunteers - If you are interested in helping to organize and volunteer at this camp, please contact Jacqueline Emes (sunnyowlggc@gmail.com) for more information.

Colour Your World 2018 - Come Experience the World! – Guide and Pathfinder Camp

When? Sunday, August 19 – Sunday, August 26, 2018
Who? Girls registered as third-year Guides or first-year Pathfinders in the 2017/2018 year from Alberta, Northwest Territories and Yukon
Where? Camp Jubilee, Cochrane, Alberta and the Calgary Guide Centre

C Example Submission for Website Details

- List events in chronological order
- Events are listed on the Committee webpage with a link from the Summer Camps page

Website Specifics

Contact Person: Alberta Council adviser x

Contact Email: yyy@girlguides.ca

Page: Committee Webpage

Dates to Appear: from February 15, 2018 to April 25, 2018

Would you also like the information to appear on:

- **The twitter account: (yes/no)** Yes.
- **The Youth Forum Instagram account: (yes/no)** Yes

Adventure Awaits - Alberta Council Pathfinder and Ranger Camp

When? mmm dd – mmm dd, yyyy

Who? Open to girls registered as Pathfinders or Rangers in the 2017/2018 year from Alberta, Northwest Territories and Yukon

Where? Camp Sherbino near Sylvan Lake, Alberta

Looking to try some new things? Adventure Awaits is hoping to give you some new things to try. We will be doing a day trip to the lovely town of Sylvan Lake as well as one into the city of Red Deer, where we will be doing some community service for Kerrywood Nature center.

Prerequisite: Girls must have at least two consecutive nights in a tent and swimming and boating tests registered in iMIS.

Registration: Registration Form (link). Register by April 25/18. Registration is on a first come first serve basis.

Cost: \$250.00 + GST (Cost is being subsidized by Alberta Council; Actual camp cost = \$470/person)

For more information contact Mary Camper at