

Palmetto Council, BSA

Calendar

Policy and Procedures

The following policies and procedures are provided in order to support a comprehensive and effective calendar for the purposes of planning and developing events and activities throughout the Palmetto Council. While not all inclusive, this calendar will be shared with all Adult Leaders, Parents and Scouts through the Council's website and will be made available for downloads and printing purposes as desired. Revisions and additions will be made as necessary and approved through the appropriate Council personnel.

Policy

Submissions will be reviewed by the appropriate District Committee Chair and confirmed for inclusion by the Vice President of Programs. Changes, revision, additions, etc will be at the discretion of the Vice President of Programs along with the Council Scout Executive. This will ensure a timely and accurate calendar for use by our Scouting volunteers and parents.

Procedures

The following procedures shall be implemented to assure accuracy and consistency when adding information to the calendar.

1. Calendar Submittal Form

- a. The attached Calendar Submittal Form is required to be completely filled out and submitted to the Council Office, Attention: Morgan Hawkins, and approved by the Vice President of Programs.***
- b. The information required on the submittal form will be; Event Name, Date, Location, Responsible Contact Person and any applicable links or registration information that may in turn be added to the Council website.***
- c. Forms must be approved and signed by either the District Committee Chair or District Executive prior to submittal to Morgan Hawkins.***

2. Scheduling Priorities

- a. The following scheduling priorities will be followed:***
 - i. Council Level Events / Activities***
 - ii. Training Events / Activities (Adult & Youth)***
 - iii. District Level Events / Activities***
 - iv. Other***

3. Calendar Outlook

- a. The calendar will be published in the following manner:***
 - i. First of each Month – current month calendar, 3 month projection and a link to the Council website to view the 15 month outlook.***
 - ii. Additional items may be added beyond the 15 month outlook for planning purposes but are subject to change as required.***