

**Planning a County**

**Event/Challenge/**

**Meeting or Training**

This form is to be used by members of the county team who are planning an event/challenge/meeting or training in or out of the county.

Outline for discussion at a Finance Meeting and approval by the County Executive.

Please send this form to:

County Commissioner - [countycommissioner@girlguidingcornwall.org.uk](mailto:countycommissioner@girlguidingcornwall.org.uk)

County Treasurer - [countytreasurer@girlguidingcornwall.org.uk](mailto:countytreasurer@girlguidingcornwall.org.uk)

and copy in your Team Lead i.e. [programme@girlguidingcornwall.org.uk](mailto:programme@girlguidingcornwall.org.uk), [training@girlguidingcornwall.org.uk](mailto:training@girlguidingcornwall.org.uk), [outdoors@girlguidingcornwall.org.uk](mailto:outdoors@girlguidingcornwall.org.uk), etc.

|  |  |
| --- | --- |
| Adviser/Co-ordinators Name and County Appointment: |  |
| Proposed Title of Event: |  |
| Proposed Date of the Event: |  |
| Proposed Venue of Event: |  |
| Section: |  |
| How many applications will be accepted for the event to go ahead? |  |
| What is the maximum number of applications that will be accepted? |  |
| Purpose of Event – Why this event?  Is it needed? |  |
| Proposed Plans of the Event: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Finance | | Self- Financing | | |
| Proposed Budget | |  | Total for the Event | Per person |
|  |  |  |
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|  |  |  |
|  |  |  |
|  |  |  |
| **Admin fee** |  | **£0.50** |
|  | | **Total Cost** |  | **£** |
| Proposed Planning Team | |  | | |
| How will the flyer/booking form be circulated? |  | | | |
| Date flyer will be available: |  | | | |
| Opening date for applications: |  | | | |
| Closing date for applications: |  | | | |
| What is the backup plan if the numbers are not forthcoming? |  | | | |

|  |  |
| --- | --- |
| Signature of Adviser/Co-ordinator |  |
| County Appointment |  |
| Date |  |

|  |  |
| --- | --- |
| **Finance Meeting use only** | **Agreed/Not agreed** |
| **Minuted and dated** |  |

Processing for Completing the Form

Decide that you will hold an event.

Once your planning team are happy with the outline proposals complete the planning event/challenge/

training/meeting form.

Check what other events are happening on the date you have chosen.

Decide and discuss with your planning team why you are holding the event, draft a proposed outline of the event, and pick a date.

Work out the budget and financial implications:

Do you need help with financing the event from the county pot?

Will it be self-financing?

Are you looking at grants from outside Guiding?

After the County Executive meeting, you will be notified if your proposal has been approved or not.

Send completed form to the County Commissioner, County Treasurer and copy in the team lead. The County Commissioner will take it to the next Finance meeting for discussion and bring it to the next County Executive meeting.