

## PAW SU Events For Program Year 2007 - 2008

Welcome! I have dubiously accepted the role of Event Director this year. Below is a list of guidelines that we want you to follow this year. If you have any questions, either call or email me.

Holly Taylor  
252-9131  
[hollyzt@yahoo.com](mailto:hollyzt@yahoo.com)

### Guidelines:

1. Each Event must have either an Event Coordinator or an Event Committee. I would like to have a list of Event Coordinators/Committees by the November SU meeting.
2. We would like all events posted on the PAW SU website 60 days before the event, if possible. The Event coordinator will need to submit all pertinent information to Kaye Terry or Larissa Worthen for posting on the Yahoo Group and the website {and a copy to me}.

Information about the event to include in the posting:

- o Event name
  - o Event Date
  - o Place the Event will take place, along with an address
  - o Event Coordinator's contact information: name, phone number/email address and address to either drop-off forms or mail them
  - o Flyer, as soon as it available
3. We will be posting the forms that are required for events for you to download and use. Also, I have included a copy in your folder.
    - o Event Information form (for website)
    - o Event Registration form (or all events)
    - o Event Ethnicity form
    - o Event Financial form
    - o Event Reimbursement request
    - o Event Evaluation form

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4. In order to be reimbursed for your Event, you must submit a completed financial report. Under special circumstances and with either Kaye's or my approval, reimbursements may be made sooner. *Exception to this rule is the SU Campout and the SU Twilight Camp.*
5. Non-member insurance: If there will be non-member's attending your Event, you will need to notify Kaye or me. We will purchase the non-member insurance through Council. Please let us know approximately 30 days in advance.
6. Each Event must have a designated 'Safety Officer'. This individual must be 1<sup>st</sup> Aide/CPR trained and:
  - o Ensures that the Proper First Aide supplies are available for the Event
  - o Has a bound First Aide journal
  - o Has Serious Accident & Illness Reports
  - o Has Insurance Forms
  - o Know the nearest hospital and the phone number of the local EMS. (Some areas are not serviced by 911.)
  - o Knows Crisis & Evacuation procedures for location of the Event.
  - o Verifies that the Event has enough Safety-Wise Adults, to include individuals with 'specialty training' – lifeguards, camp consultants, etc.
7. If there is a charge for your event, all payments may be hand delivered to the SU meeting; or dropped off at your location or mailed to the SU Post Office box. As the Event Coordinator - all payments must be turned in within 10 days of receipt.

PO Box address:

PAW SU – Kaye Terry

PO Box 1337

Pflugerville TX 78691-1337

8. Ten days after the event, all paperwork must be turned in.
  - Financial form to SU Treasurer.
  - Reimbursement requests to SUD or SU Event Director.
  - Event evaluations & Event Coordinator's Evaluation to SUD or SU Event Director.
  - Participation Survey – two copies: one for SU and one for Council OR email one copy to SUD
  - Completed Event notebook to SU Event Director.

If you want to, you may take all of the completed information to the SUD or the SU Event Director and one of us will ensure that it is distributed to the right person.