



Running a District Beaver Fun Day.

1. Call a meeting of BSLs in District well in advance to decide on possible date, suitable venue and whether to have a theme. Ask for at least one representative from each colony, but if no one from a colony can attend ensure that that colony is kept informed on progress. Leaders are much more likely to bring their Beavers if they have been involved in the planning & had input as to the date. If necessary, set up steering group with appointed experienced lead to take plans forward.
2. Inform DC & ensure the date doesn't clash with other events. This will affect the numbers attending & availability of helpers – you'll need all the help you can get!
3. Visit the venue to check out suitability & make provisional booking.
4. Decide on format for the day – bases (ensure wide selection of activities to suit all tastes), dress code (uniform/fancy dress to fit in with theme?), refreshments, campfire etc. Decide on wet weather programme or alternative venue if event is to be held outdoors.
5. Delegate the running & preparation of bases to Leaders, Fellowship members, Network or Explorer Scouts. Encourage leaders from other sections to help out – they usually enjoy it & is good for inter sectional relationships. It's worth asking for 2-3 volunteers (leaders or parents) from each group attending to run a base. Ask parents who have not completed Disclosure Scotland forms to fill out the Self Disclosure form on the SHQ produced Parent Welcome leaflet. Arrange a designated First Aider (or more if large event). Also delegate parking /transport duties, registration, preparing refreshments, running of campfire/ singsong and anything else that you can!
6. As soon as date fixed, confirm venue & book large equipment which needs to be borrowed or hired– bouncy castle, marquees, climbing wall, games equipment.
7. Calculate cost per Beaver attending. Cost can be reduced by asking Beavers to provide own refreshments, asking District for subsidy, applying for grant, fund raising etc
8. Send out note in good time to all colonies in the District inviting them to attend and giving rough idea of day's programme and include parental permission form. Include details of how & when money should be paid. Ensure you have a reasonable deadline for final numbers, and if possible delegate someone to phone round colonies who have not replied. Encourage neighbouring colonies attending by coaches to share transport if possible to reduce cost and parking congestion. Ask leaders to submit a note of all Beavers with allergies/special needs in advance – important if food provided on base or as refreshments.

9. Prepare risk assessment on the whole day. This will involve discussion with those running bases. Everyone should be aware of the assessment; those running each activity should check & sign the assessment for their base.
10. Make out equipment list & shopping list so nothing gets forgotten – take extras. Ensure there is provision for helpers to make refreshments throughout day. Don't forget things like bin bags, camera for recording event, spare jackets etc. Have one or two extra bases in case something goes wrong at the last minute.
11. Publicise the event – your ARC (Communications) can help with this. Don't waste the opportunity of having good press coverage. Send out invitations to District Executive members, neighbouring ADC (BS)s and any other guests.
12. Prepare information to give out to colonies & helpers on the day – include map of where activities are, timings, First Aid arrangements etc. Consider giving Colonies a starting base & order so that there is less queuing for activities.
13. Arrive in good time & ensure sufficient help is available for setting up. Try to get as many activities under cover if possible using gazebos, tents etc. Weather is unpredictable! Some set up may need to be organised before hand – marquees.
14. Start on time & stick to timings as closely as possible.
15. **Have Fun!**
16. Keep “speeches” to a minimum – Beavers will get bored very quickly.
17. Ensure there are sufficient helpers left at end to help tidy up & take down marquees etc.
18. Write thank you letters to all helpers, colonies who attended and the host venue.
19. Finalise accounts as soon as possible, ensuring that you have receipts for everything & those who have run bases have been refunded for any expenditure.
20. Hold a “wash-up” meeting afterwards to discuss how the event went & decide on any improvements that could be made at future events. This could be in conjunction with a social event or skills evening in order to encourage leaders to attend.
21. Submit a brief report on the event to District Executive. Ensure some photos of the Fun Day are passed on for the District archives, website or newsletter.