

French Creek Council, Scouting America

EVENT FLYER SUBMISSION FORM

Complete this form when requesting approval or creation of an event flyer.

1. Event overview

Official Event Name: _____

Program Level(s):

Cub Scouts Scouts BSA Venturing Exploring Adults All Programs

District (if applicable): _____

2. Date & time

Event Date(s): _____ **Start Time:** _____ **End Time:** _____

Check-In / Arrival Time (if different or specific instructions): _____

3. Location details

Venue Name: _____

Street Address: _____

City / State / ZIP: _____

Indoor Outdoor Weather Dependent

Special parking or arrival instructions (if needed): _____

4. Cost information

Youth Fee: \$ _____ **Adult / Leader Fee:** \$ _____

Out of Council Fee: \$ _____

What does the fee include? Meals Patch T-Shirt

5. Registration Information

Link or QR Code attached to email _____

Registration Deadline _____ **Registration Capacity if Applicable** _____

6. Event Contact:

Name: _____ **Phone:** _____ **Email:** _____

7. Recommended If Possible

Brief Event Description (1–3 sentences)

Age / Rank Requirements

Uniform Requirement (Class A / B / Activity Wear)

What to Bring list

8. Misc.

Please add images wanting to be used for event.

Any ideas or specific information not included on this form or how you want flyer to look, please include in your email request.

Please send filled out form to Addie and Tim at the office. Please add your District Executive to the email as well.

Timothy.Yezzi@scouting.org and **Addison.Pandolph@scouting.org**
Lakes – Stephanie.jackson@scouting.org **Rivers – Steven.Dunn@scouting.org**