Please use this form to request input items or changes to the Annual Council Calendar. The information is vitally important for us to be able to support the activities and events that are planned for the coming year. Please PRINT CLEARLY.

☐ New Information  ☐ Change of Information

Program Area: (Check all that apply)

☐ Cub Scouts  ☐ Scouts BSA

☐ Venturing  ☐ Sea Scouts

☐ Order of the Arrow  ☐ Training

☐ Other

EVENT TITLE: __________________________________________

DATE AND TIMES OF EVENT: __________________________________________________________

DISTRICT: ____________________________ (LEAVE BLANK IF COUNCIL EVENT)

LOCATION OF EVENT: __________________________________________

PRIMARY CONTACT PERSON:

__________________________________________
NAME  PHONE #  EMAIL

SECONDARY CONTACT PERSON:

__________________________________________
NAME  PHONE #  EMAIL

SUBMITTED BY (NAME & DATE)

IT IS EXTREMELY IMPORTANT THAT THIS FORM BE USED TO PROVIDE INPUT OR CHANGES TO THE COUNCIL CALENDAR.

NOTE: For repeating events such as Roundtables, Meetings, etc. the date information should take a format similar to “1st Thurs of every month except” “2nd Tues every month beginning in…..”. Time should consider Start and estimated End.