

**COLONIAL VIRGINIA COUNCIL  
CALENDAR/ACTIVITY INFORMATION**

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)**

- |  |  |
|--|--|
| <input type="checkbox"/> <b>Cub Scouts</b>         | <input type="checkbox"/> <b>Scouts BSA</b> |
| <input type="checkbox"/> <b>Venturing</b>          | <input type="checkbox"/> <b>Sea Scouts</b> |
| <input type="checkbox"/> <b>Order of the Arrow</b> | <input type="checkbox"/> <b>Training</b>   |
| <input type="checkbox"/> <b>Other</b>              |  |

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 "1<sup>st</sup> Thurs of every month except" "2<sup>nd</sup> Tues every month beginning in.....". Time should consider Start and estimated End.