**COLONIAL VIRGINIA COUNCIL**

**CALENDAR/ACTIVITY INFORMATION FOR 2015-2016 PROGRAM YEAR**

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** |  | **Boy Scouts**  |  | **Venturing** |  | **Training** |  | **Order of the Arrow** |

|  |  |
| --- | --- |
| EVENT TITLE: |  |

|  |  |
| --- | --- |
| DATE AND TIMES OF EVENT: |  |

|  |  |  |
| --- | --- | --- |
| DISTRICT: |  | (LEAVE BLANK IF COUNCIL EVENT) |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IS REGISTRATION REQUIRED? |  | YES |  | NO |

IF YES:

|  |  |
| --- | --- |
| WHAT IS THE REGISTRATION DEADLINE? |  |
| REGISTRATION FORMS WILL BE AVAILABLE ON |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| IS THERE A REGISTRATION FEE? |  | YES |  | NO |

IF YES, WHAT IS THE

|  |  |
| --- | --- |
| REGISTRATION FEE? $ |  |
| WHAT IS THE REGISTRATION LATE FEE (IF APPLICABLE) $ |  |
| WHAT DATE WILL THE LATE FEE BE APPLIED? |  |

|  |  |
| --- | --- |
| 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.