

## FLYER CHECKLIST

**ALL of the following information must be on the flyer and provided to the Council for entry on the website.**

<b>Event Title:</b>	
<b>What District:</b>	Council or what District
<b>When To Post The Event On The Calendar?</b>	
<b>Who Is Invited or Eligible:</b>	Leaders, youth, families, siblings, committee
<b>Event Start Date &amp; Time:</b>	
<b>Event End Date &amp; Time:</b>	
<b>Early Registration Start Date &amp; End Date &amp; Price:</b>	Cost Per: Unit, Adult, Child Age limits, Maximum number of participants
<b>Regular Registration Start Date &amp; End Date &amp; Price:</b>	Cost Per: Unit, Adult, Child Age limits, Maximum number of participants
<b>Specific Registration Information:</b>	Need a unit number, do Scouts and adults register, # adult leaders needed, do you need Scouting experience, are there pre-qualifications before registering, is there a max/min # to hold event, meal choice, items required to bring, etc
<b>Event Location:</b>	Facility name, Location must have physical address, room name or number
<b>Logos to be Included:</b>	Boy Scout Or Learning For Life, United Way, Publix, Additional Sponsor(s)
<b>Call To Action:</b>	Return by fax or mail, include payment
<b>Payment Method:</b>	Payment now accepted on the Web at <a href="http://www.swflcouncilbsa.org">www.swflcouncilbsa.org</a> Check, Cash, AMX, Discover, MasterCard, Visa
<b>Event Contact Information:</b>	Name, email, return address, area code & phone, fax, SW FL Council web address
<b>Cancellation Policy Weather Policy:</b>	In case of rain consider your registration a donation? Minimum number of registrations need for event to occur?
<b>Payment Information:</b>	Check number, credit card number, expiration date, name on the credit card
<b>Participant Contact Information:</b>	Name, Phone Address, & E-Mail; If additional space is needed please use additional paper and return with this form.
<b>Image Release Youth and or Adult on Form &amp; space for their Signature:</b>	By allowing my child to participate in this event, I give my permission for images of my child captured during regular and special Scouting activities through video, digital and photographic cameras to be copied, exhibited, disseminated and used solely for the purposes set forth by the Southwest Florida Council Boy Scouts of America in promotional material and publications and waive any rights of compensation or ownership thereof.
<b>Verbiage For Solicitations (When Requesting Donations):</b>	SOUTHWEST FLORIDA COUNCIL, INC., BOY SCOUTS OF AMERICA IS REGISTERED WITH THE FLORIDA DEPARTMENT OF CONSUMER SERVICES, REGISTRATION NUMBER CH-2032. YOU MAY OBTAIN A COPY OF OUR OFFICIAL REGISTRATION AND FINANCIAL INFORMATION BY CALLING THE DIVISION OF CONSUMER SERVICES, TOLL-FREE WITHIN THE STATE OF FLORIDA, AT 1-800-435-7352. THIS REGISTRATION DOES NOT IMPLY ENDORSEMENT, APPROVAL OR RECOMMENDATION BY THE STATE.