

RUNNING YOUR OWN EVENT: LEADER'S NOTES

in partnership with



INTRODUCTION

What's the best thing about being an Explorer Scout? Maybe it's trying out new things, meeting new people, or it could just be that it's great fun.

For many, the best thing about Scouting is the trips. Explorer Scouts have the opportunity to go on expeditions abroad as part of their Chief Scout or Duke of Edinburgh's Award, or camp nearer home where they get to go hiking, climbing and try many other challenging activities.

Preparing for these adventures takes planning. Involving your Explorer Scouts can mean they will get more from the whole experience. But, most importantly, they need to be able to plan a budget so they can get the most out of their Scouting.

THE SCOUT ASSOCIATION WORKING WITH RBS

The Scout Association have teamed up with RBS MoneySense to produce this resource for Explorer Scouts to help them learn how to manage their money. It will help you deliver a balanced programme of activities. There is also an activity pack which should be provided to each Explorer Scout as further support. The activities in the activity pack relate to those outlined here, but parts of them can also be done at home.

These resources should help Explorer Scouts develop confidence in themselves and their own ideas, explore ways of managing their finances, and be great fun.

This activity pack will help Explorer Scouts learn more about:

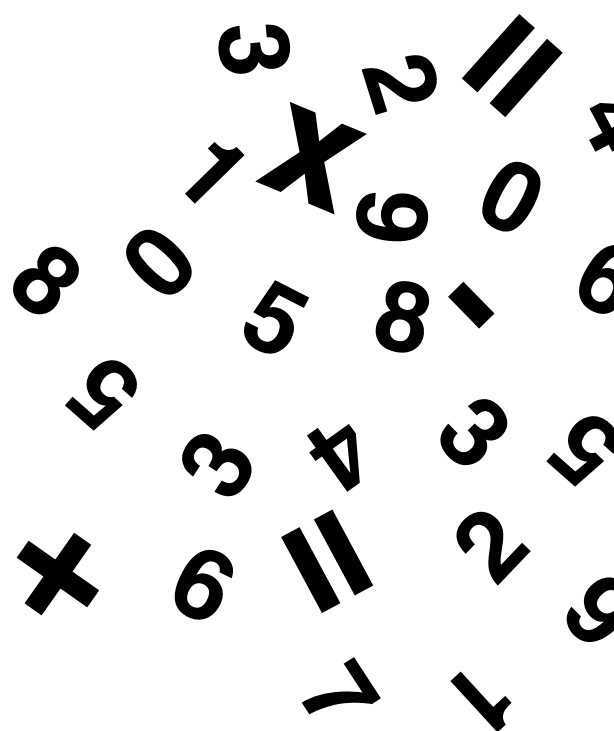
- How to budget for camp
- Organising an event
- Cooking within a budget

It's part of a series of five RBS-sponsored activity packs covering a series of money management skills in simple ways to include in your programme:

- Money and your life
- Staying on budget
- Bringing the fun into fundraising
- Being a young entrepreneur

MAKE MONEY MAKE SENSE

RBS run MoneySense, a programme that has helped more than two million UK young people to develop money management skills. All materials are impartial and do not promote RBS products or services. Find out more at:
www.rbs.co.uk/moneysense



ACTIVITY: WHAT DO YOU NEED FOR CAMP?

Who hasn't at least once turned up at camp, started to pitch their tent and then realised they've forgotten something important like their tent pegs?

It can be easy to forget the most important things when you're in a rush pulling everything together.

This activity is a great opportunity for you to get your Explorer Scouts involved in the planning process for the next camp. It'll help them understand what's involved in organising what is needed and how much it all costs, and it will develop their budgeting skills for camp and other events.

What you need:

- Pen and paper
- A team of about four people
- Access to the internet if possible (for researching prices). If you don't have internet access, split the activity over two meetings. In the first meeting the Explorer Scouts list equipment and items, then research the prices at home. In the second meeting they can present their budgets
- Access to your Scout Group's stores equipment

How long: About one hour and 25 minutes.

“I didn't really realise until later how good it was to be involved in helping plan a camp. There was the deciding on where to go, what activities to do and then figuring out how we were going to pay for it all. Being organised and looking after your money is one of those useful things Scouting can teach you, but you don't always realise it at the time.”

Jay, 18, Portsmouth

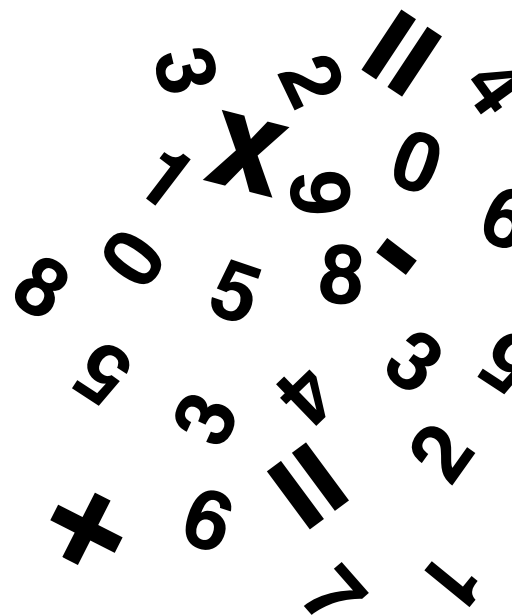
FIND OUT MORE

If your Scouts want to find out more, give them the following link. It's a really useful tool which is also available for you and might help you effectively budget for Scout days out:

www.rbs.co.uk/moneysensebudget-tool

HOW TO DO THE ACTIVITY

1. Split the Explorer Scouts into teams of four (5 minutes).
2. Ask the teams to work together to choose what equipment and items the Unit needs to take to their next camping trip. They can write their list down on the space provided in their activity pack (20 minutes).
3. Now ask them to research how much everything they have written down will cost and write the price next to the item. If you don't have access to the internet for this part of the activity, remember you can ask your Explorer Scouts to price everything up at home and bring it into the next meeting and continue your planning. Make sure they note down the website or shop name where they find each item (15 minutes).
4. Let them know what the budget for the camp is. Each team must decide what you can afford to take with you. Remind them to check your Scout Group stores to see what you can borrow instead of having to buy (15 minutes).
5. Each team presents their list to the rest of the Unit, explaining how their list changed when they received the budget. How did they decide to save money (30 minutes)?
6. Don't forget to use their budgets when sorting out your equipment for the camp.



ACTIVITY: PLANNING AN EVENT

It's the big day of your event. Have you remembered to organise everything you need? You don't want to spend too much because you need to make your money back and more to raise funds for your overseas expedition

This activity is a fun way to get your Explorer Scouts thinking about the costs involved in planning an event and how to stay within a tight budget.

What you need:

- Enough sets of cost cards for the teams

How long: About one hour

“ We organised a disco to raise money for some new camping equipment. We got the town hall for free and a friend was the DJ, but it was still a tight budget with the other stuff we had to get as well. We made money though, and it felt great.

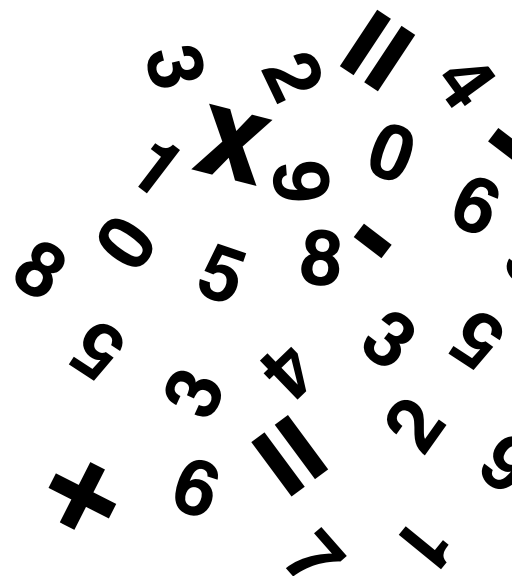
Sarah, 15, Leicester **”**

HOW TO DO THE ACTIVITY

1. Split the Explorer Scouts into teams of four (5 minutes).
2. Give each team one of the following activities to organise:
 - A cake sale
 - A concert
 - A disco
 - A football match

If there are more teams than events, you can give several teams the same event to organise (5 minutes).

3. Give each team a budget of £200, and provide them each with the set of the cost cards on the following pages (5 minutes).
4. Each team must discuss and decide what the most important items are for them to spend their budget on to make their event a success (15 minutes).
5. The teams then present their decisions to the rest of the Unit and explain how and why they made them. If they decided to cut costs in certain area, why did they think other areas were more important? Can anyone see any essential things they may have missed? Were there ways they thought of that could save them money through help from parents or friends (30 minutes)?



ACTIVITY: PLANNING AN EVENT

Cost cards

BAND – £60

PA – £30

DRINKS – £10

**INGREDIENTS FOR
400 CAKES – £10**

KITCHEN HIRE – £20

200 CAKES – £60

TOWN HALL – £20

**LOCAL FOOTBALL CLUB
PITCH WITH GOALS,
CORNERS FLAGS AND
MARKINGS PROVIDED – £120**

DJ – £50

ACTIVITY: PLANNING AN EVENT

Cost cards

**CONCERT VENUE WITH
PA, SOUND ENGINEER,
ELECTRICITY AND LIGHTING
PROVIDED – £160**

**SOUND
ENGINEER – £30**

**REFEREE AND
LINESMEN – £50**

DOORMAN – £20

**NIGHTCLUB WITH PA,
ELECTRICITY AND LIGHTING
PROVIDED – £150**

TABLES – £30

**CONCERT/DISCO
LIGHTS – £20**

TABLECLOTHS – £10

PLATES – £20

ACTIVITY: PLANNING AN EVENT

Cost cards

CLEANER – £50

ELECTRICITY – £20

10 POSTERS – £10

300 FLYERS – £30

**ADVERT IN LOCAL
PAPER – £5**

**CAKE
PACKAGING –
£40**

**LEISURE CENTRE FIVE-
A-SIDE PITCH – £30**

ACTIVITY: READY, STEADY... COOK!

Food, glorious food. One of the best bits of camp can be the cooking. But when you're on a budget you can't spend all your money on caviar and chips if you want to go potholing the next day, no matter how expensive your tastes are.

This activity will help Explorer Scouts understand the cost of ingredients and basic food items and how to plan cooking for a large group when you go on camp.

What you need:

- Selection of recipes
- £5 budget for each team
- Ingredients for chosen recipe
- Cooking equipment – If you don't have a kitchen in your meeting place, Explorer Scouts can arrange to cook something together at home that they can bring in at the next meeting or you could make it extra challenging by only allowing teams to use camping stoves from your equipment store.

How long: About one hour

I like the canteen on camp and cooking around the fire. It's good for having a laugh and getting to know each other. When we do the cooking ourselves, well, it's always a challenge for some more than others, but we all enjoy it.

Hardeep, 16, York

HOW TO DO THE ACTIVITY

1. Divide the Unit into teams of three (5 minutes).
2. Each team has a budget of £5 to make a two course meal, which must be prepared within 30 minutes. Give them a little time to discuss recipe ideas and look at the ones provided for inspiration (10 minutes).
3. Take them to the local supermarket. Each team must use their money to buy the ingredients they need. Make sure they keep their receipts or write down the cost of their ingredients in the space provided in their activity pack, as they will need them later (15 minutes).
4. Before each team cooks their meal they have to swap an item for one bought by another team (5 minutes).
5. Once the meals have been cooked, you and the other adult volunteers will act as judges, tasting each meal and rating it out of five (30 minutes).
6. The winning team must share the cost of their ingredients with the other teams, and each one must work out how much it would cost to make the same meal for a camp of 20 Explorer Scouts. They should work out the quantities of ingredients and the cost of each one, before calculating the total cost (10 minutes).

