

# NCAC EVENT PLANNING GUIDELINES

**RESOURCES:** [WWW.NCACBSA.ORG/COVID19](http://WWW.NCACBSA.ORG/COVID19)

[WWW.Scouting.org/HEALTH-AND-SAFETY/INCIDENT-REPORT](http://WWW.Scouting.org/HEALTH-AND-SAFETY/INCIDENT-REPORT)

[WWW.Scouting.org/CORONAVIRUS/COVID-19-FAQ](http://WWW.Scouting.org/CORONAVIRUS/COVID-19-FAQ)

**EFFECTIVE JULY 1, 2022**

As restrictions between jurisdictions vary and continue to change quickly - units, district and council activities and events should frequently refer to and follow local government guidelines.

	UNIT	DISTRICT OR COUNCIL
HOW MANY TOTAL PEOPLE ARE ALLOWED AT MY EVENT?	Refer to local/state guidelines where the event is being held.	Refer to local/state guidelines where the event is being held.
HOW MAY I PROVIDE PROGRAM FOR THOSE PEOPLE?	Utilize activity scheduling with one cohort in a location at a time	Refer to local/state guidelines where the event is being held
WHO MUST APPROVE?	Unit Key 3 (Unit Leader, Committee Chair, Chartered Org Rep)	For district events: district key 3 For council events: event chair and professional staff adviser
MAY WE HAVE AN OVERNIGHT COMPONENT?	Yes, with approval of your Unit Key 3	Yes, if local/state guidelines permit
REQUIRED PRE-EVENT DOCUMENTATION	N/A	Virus Risk Management Plan Checklist [available at: <a href="http://www.ncacbsa.org/covid19">www.ncacbsa.org/covid19</a> ]
REQUIRED POST-EVENT DOCUMENTATION	An incident report via the BSA Riskconnect portal if there is a Covid exposure or other reportable incident [link: <a href="http://www.scouting.org/health-and-safety/incident-report">www.scouting.org/health-and-safety/incident-report</a> ]	