



National Venturing Youth Cabinet Event Attendance Request Form



*Thank you for inviting a member of the **National Venturing Youth Cabinet (NVYC)** to attend your event.
Please take a moment to fill out this event attendance request form. You will be notified upon the approval of this request.*

Requester's Name: _____

Requester's Phone #: _____ **Requester's Email Address:** _____

Invitee(s): Names and positions should be entered on each line below:

Event Name: _____ **Event Date:** _____ **to** _____

Event Host Council: _____ **Area:** _____ **Region:** _____

Event Location: _____

Description of Event: _____

Please describe any specific request from the NVYC member(s) while at this event (EX: conduct a training session, give a speech, etc.): _____

Will the event attendance fee be waived? Yes No **If no, what is the fee? \$** _____

Will the travel fee be covered by the NVYC member or by the host Council/Area/Region?

Youth Host **Additional comments about travel fee:** _____

What method of transportation will the NVYC member be traveling? Airfare Bus Train

Responsible for own transportation

Contact: _____ **at** _____ **to work out details.**

Who is responsible for travel from the terminal to the event and back to the terminal?

Name: _____ **Contact Phone:** _____

What are the overnight accommodations (if applicable): _____

Approved by Council/Area/Region: See Attachment

Approved by Don Shepard or Chuck Ezell: _____



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National/Region/Area Officer Travel Procedures as of 1/1/2013

1. Travel arrangements for all meetings and activities **must be approved** through your National Advisor using the Event Attendance Request Form and submission procedures located at the bottom of the form.
 2. Support Staff must share all requests with National Advisors for decline or approval.
 3. National Advisor will review and make all contacts with the requesting party and their up-line council/area/region leadership to ensure legitimacy of attendance request.
 4. Once approved or denied by your National Advisor, the request will be returned to Support Staff to coordinate travel arrangements.
 5. Support Staff will share all approved/denied travel arrangements with the National, Region, or Area professional staff advisors, volunteer Venturing advisors, officers' respective Scout executive and parents. Likewise, Support Staff will share all final travel itineraries.
 6. All communications between the traveling officer s and the respective requestor will be copied to the above respectively mentioned parties in accordance with the tier of the officer traveling. If a council is involved in the request, the Scout executive of the host council will also be copied.
 7. Vehicle travel to and from an event will be limited to **4 hours**. If the location cannot be reached within 4 hours, air or train travel must be considered.
 8. **All** airline tickets will be secured through the BSA travel service. E-mail Support Staff a travel request form filled out with dates, times, and location of departure and arrival. You will be provided the opportunity to approve all travel scheduled through the national office. **Once a ticket is confirmed and you request changes, you could be responsible for the change fee. This can be up to \$200.00, unless otherwise approved by BSA.**
 9. Tickets will be e-mailed to you in ample time prior to your flight. Keep a copy of your ticket and your luggage check receipt. You will need to submit copies with your expense report.
 10. All tickets are charged to the BSA account. They may not be changed, cashed, or used for personal use.
 11. Arrangements can be made by the BSA for family members needing to travel with youth.
 12. Travel arrangements should be made well in advance whenever possible to ensure the most economical fares are available. (Airline tickets **must** be booked at least six weeks prior to travel.)
 13. You can research your best cost airfare, but it must be booked and ticketed by BSA. Contact your National Advisor for details and email an attached copy of your preferred travel itinerary to the Support Staff responsible for ticketing your travel.
 14. As has been the practice, the traveling Venturing officer will send a text message to the professional advisor and volunteer advisor as they prepare to travel the day of, when they land, and when they arrive on site. Likewise, this officer will do the same on the return.
1. Keep good records of your travel, including copies of your submitted expense reports. Remember, things can get lost in the mail, so keep your own copy of all expense receipts and records.