

# REUNION 2009 BOOKING A REUNION BASE



In 2009 the process for booking a base at Reunion has changed slightly. This document gives you important information about what to do if you would like to apply to hold a base.

The process below applies to all bases at Reunion 2009, including those who have been attending for a number of years. If you have any queries, particularly about the cost associated with numbers of tables, please contact us on [gilwell.reunion@scout.org.uk](mailto:gilwell.reunion@scout.org.uk) or 020 8433 7154.

Bases will run from 10am – 4pm on Saturday 5<sup>th</sup> September. They will not run on Sunday 6<sup>th</sup> September.

## Step 1: Decide what you want to do on your base

At this stage you need to decide what the aim of your base is, and what activities you are going to do. For example:

- The aim may be to pass on your considerable skills in lace making in order to encourage other leaders to run the activity with their section. You may then decide that the best way to do this is to allow people to have a go at lace making on your base.
- The aim may be to promote your County Scout campsite. You will need to decide at this point whether you plan to do this purely by displaying advertising material and talking to people about what you can offer; or whether you could run an activity which gets people interested in your base and at the same time gives them a programme idea to take away and run with their section, for example a simple activity about tracking signs.

Please note: Fundraising for particular events or causes is not allowed at Reunion

## Step 2: Read the information below and decide how you think your base will be classified

Bases are classified as one of three types:

- Programme
- Scout Commercial/Promotional
- Non-Scout Commercial/Promotional

Using the detail that you generated in step 1 about what you plan to do on your base, and the information shown below about each base type, decide which category your base fits into.

Base Type	Definition	Examples
Programme	<p>A base which:</p> <ul style="list-style-type: none"> <li>• is focussed on providing programme ideas or activities which people can take part in and/or take back to use in their local Scouting.</li> </ul>	<p>A base which gives ideas on how to incorporate faiths and beliefs into the Balanced Programme.</p> <p>A base which allows leaders a change to try out an activity such as circus skills, which they could then arrange for their section back home.</p>
Scout Commercial/Promotional	<p>A base which:</p> <ul style="list-style-type: none"> <li>• is Scout related and is focussed on promoting, advertising or selling</li> </ul>	<p>A base which advertises a Scout Campsite.</p> <p>A base which promotes membership of a Fellowship or</p>

	<p>anything; and</p> <ul style="list-style-type: none"> <li>invests any profits/revenue made (either directly at the event or indirectly through promotion) back into Scouting.</li> </ul>	<p>other group.</p> <p>A base which sells Scouting memorabilia, equipment or clothing (only if the profits are invested directly back into Scouting).</p>
Non-Scout Commercial/Promotional	<p>A base which:</p> <ul style="list-style-type: none"> <li>seeks to make profit/revenue from the event, either directly through sales or indirectly through advertising and promotion.</li> </ul>	<p>A base advertising an activity provider.</p> <p>A base advertising or promoting a non-Scouting charity.</p> <p>A base selling anything where the profits do not go directly back into Scouting.</p>

### Step 3: Ensure that you understand what is included in the cost when you book a particular type of base

Your base classification is based on what you are going to do on your base. It determines how much you need to pay for your base, and what is included in the fee. Please ensure that you understand the information below before applying for your base.

Base Type	Cost	What is included
Programme	Free	<p>A table is included</p> <p>Base holders/participants are <b>not</b> included, and should register through the guest booking route.</p> <p>The cost of event entry (up to a maximum of £29) will be refunded for the base contact only (They must still register their attendance through the guest booking route).</p>
Scout Commercial/Promotional	£25	<p>A table is included</p> <p>Additional tables can be requested at a cost of £25 per table</p> <p>Base holders/participants are <b>not</b> included, and should register through the guest booking route.</p>
Non-Scout Commercial/Promotional	£75	<p>A table is included</p> <p>Up to two base staff are included</p> <ul style="list-style-type: none"> <li>they should complete the 'base staff registration form – Non-Scout'</li> <li>Base staff will be given a day pass for Saturday 5<sup>th</sup> September only</li> </ul> <p>Additional tables/base staff can be requested at a cost of £75 per table + 2 staff.</p>

#### **Step 4: Complete and return your base application form**

Before completing your base application form please make sure that all of the people who are involved with your base have agreed who is to be the base contact (and therefore return the form). This avoids a situation where we receive multiple applications for the same base, potentially containing different detail.

The base contact will be the person who receives any communication about the base, including receiving base-specific joining instructions, vehicle passes etc.

Please make sure that you have completed the application form fully, and returned all of the parts including:

- Application form
- Payment (cheques to be made payable to “The Scout Association”)
- Risk Assessment (more information about completing the risk assessment is available in the Base Booking Terms)
- If a Non-Scout Commercial/Promotional base, the Base Staff Registration Form for each of your base staff.

You will be asked on your base application form which category your base fits into. You will also be asked to detail what you plan to do on your base. The Reunion Organising Team will use the information that you provide to check that the category that you have chosen is correct. If it is felt that the incorrect category has been chosen you will be contacted and, if necessary, further payment will be requested.

#### **Step 5: Register participants**

If you are a Programme or Scout Commercial/Promotional base remember that all participants and base staff, including the base contact listed on the base application form, must register through the guest booking system. This is available at [www.scouts.org.uk/reunion](http://www.scouts.org.uk/reunion). Guests must register by 17<sup>th</sup> August 2009.

Steps 4 and 5 can be completed in any order. Guests may register individually, or one person may enter the details for a number of guests at once.

If you are the base contact for a Programme base you will be required to pay when going through the guest registration system, but your fee (up to a maximum of £29) will be refunded after the event.

## **REUNION 2009 FREQUENTLY ASKED QUESTIONS – BASES**



### **Why have you introduced different base categories?**

As with any event Reunion has changed gradually over the years, and the time has come to change the system that we use to reflect this.

In particular the nature of bases and the expectations of both base holders and participants have changed. In recent years the range of bases on offer have included a growing number of 'commercial' bases (either Scouting or otherwise), who come to the event for very different reasons to those running 'programme' bases. The new categories of bases recognise the different motivations that baseholders have for coming, and the difference in what they get out of the event. The cost for commercial bases (both Scout and non-Scout) is still significantly cheaper than would be found at many similar events around the Country.

### **Why can't I book all of my base staff in on by base application form like I used to be able to?**

The large majority of administrative and payment-related issues that we have encountered over the last few years have been due to the system of booking base staff in on the base booking form. Issues have occurred particularly when a base has been booked but the details of the base staff change later – including adding, deleting or swapping people.

By separating the participant bookings from the base bookings you are able to book either at any time, and do not have to wait for the whole group to be ready before sending in the base booking form. It also makes it much easier for those connected with bases to be specific with their own requirements – such as food options and extra camping nights – and book in their own time. If people are paying individually they are able to pay directly themselves, rather than a treasurer collecting money then paying out again. Alternatively, there is still the option for one person to book multiple people into the system at the same time if that is easier for you.

### **I am helping out on a base, why do I have to pay to attend?**

We have taken the decision that one person (the base contact) running a Programme base can attend the weekend for free. Their guest booking payment (up to £29) will be refunded once their guest booking and base booking has been processed. This is to recognise the excellent contribution that Programme bases make towards the event, whilst not receiving a financial gain for themselves, and the effort that has to be put in particularly if the base only has one person staffing it.

Anyone else helping on a base is required to pay for the time they want to be at the event. Whilst one person needs to be on a base at all times, most people helping on bases arrange themselves so that they do not spend the whole time at their base but get to go round and enjoy the event too. In addition, whilst bases are only open from 10am-4pm the Saturday daytime option (the minimum you would need) allows you to stay onsite and enjoy the event until the evening entertainment finishes roughly 7 hours later.

It is up to your base staff group whether the refund for a Programme base sent to the base contact is theirs alone, or whether it is spread amongst all of those helping on your base.

### **The guest booking system is electronic – why do base bookings still have to be made on paper?**

Unfortunately it was not possible, for technical reasons, to integrate the base booking and guest booking systems into one electronic system this year. It is something that we hope will be addressed for Reunions in the future.

**Is the base contact automatically registered as a participant?**

No, the information collected about the base contact on the base application form is used purely for communications purposes. In order for the base contact to attend Reunion they must go through the guest booking system in the same way as all other participants. This will ensure that they can specify their attendance, food and any additional camping/caravanning choices, and that they will receive their guest joining instructions for the event.

**My base activity comes under the category of Non-Scout Commercial/Promotional, but I want to attend for the whole event not just Saturday, what do I do?**

The Non-Scout Commercial/Promotional base fee includes two base staff for access to the site on Saturday during the day only. If you are staffing a Non-Scout Commercial/Promotional base and are a member of The Scout Association you can choose to pay and attend more (or the rest of) the event. Just call us and we will arrange the booking with you.

**Can I run a base on Sunday?**

We're sorry, but bases will only be running on Saturday this year. Workshops and activities will be the main focus on Sunday – if you would like to run a workshop please get in touch with us.