

# Unit Leader's Guide

## MESSAGE FROM THE CHAIRMAN



Welcome to the 2010 "An Adventure of a Lifetime" Scout Fair. I'm privileged to return as General Chairman for Scout Fair 2010. As we celebrate 100 years in Scouting, I'm excited that you and your Scouts will be joining thousands of other Scouts and adult leaders to make this Scout Fair the best ever. It is our goal to get every unit involved with this year's Scout Fair and we have a lot of new and exciting changes to encourage participation.

Scout Fair not only offers your unit the opportunity to showcase Scouting skills, but the planning and teamwork that go into participating provides your Scouts with many program and learning opportunities.

In addition, Scout Fair is a great way for your unit to raise the necessary funds needed to operate a top quality program through selling Coupon Packs.

Thank you for being an integral part of Scout Fair. These guidelines explain the vital points concerning your involvement in the fair. I look forward to seeing you on Saturday, April 24th at Reliant Arena.

### William Carr

Scout Fair General Chairman

## OVERVIEW

Scout Fair promises your unit:

An exhibit-oriented show, featuring your unit's display and hundreds of others showing Scouting at its very best.

There will be many challenges your Scouts can all work on together to display their talents and skills while demonstrating the excitement and benefits Scouting offers.

Individual and unit incentives and recognitions for Scouts' participation and Coupon Pack sales efforts.

An easy, unit money-earning project selling Scout Fair Coupon Packs.

Your unit's adult and youth leaders should begin working closely now to develop and implement your unit's Scout Fair plans. You'll soon recognize how easy it is for your unit to become involved in Coupon Pack Sales and participation. In addition to this leaders insert, you'll find more information online or at District Roundtables and other Council Scout Fair-related meetings.

### While planning your Unit's Scout Fair involvement, keep these key dates in mind:

- February 4th and 11th Roundtables – Scout Fair District Kick-offs
- Sales begin after District Kick-offs
- Early Bird Commission Dates
  - February 4th – March 9th = 5% EXTRA commission
  - March 10th – April 6th = 3% EXTRA commission
  - April 7th – April 19th = 1% EXTRA commission
- April 19th – Deadline to close accounts to receive commission checks at Scout Fair
- April 22nd – NOON Deadline to name TOP TICKET SALESMAN per District
- April 24th – Deadline to receive full commissions

## COUPON PACK SALES

### SCOUT FAIR DISTRICT KICK-OFF

District Kick-offs will be held at **February 4th and 11th** District Roundtables. Coupon Packs and support materials will be distributed at these meetings for all Unit Scout Fair Chairs. Sales begin as soon as you pick up your Coupon Packs! Consult your district website for time and location of your district's Roundtable.

Coupon Packs sell for \$10 each using the following commission plan:

- 30% on Coupon Pack sales for monies turned in by Scout Fair.

- 10% additional commission for **booth participation** at Scout Fair on monies turned in by Scout Fair.
- **Early Bird Turn-Ins**
  - Additional 5% commission for monies turned in February 4th – March 9th
  - Extra 3% commission for monies turned in March 10th – April 6th
  - Extra 1% commission for monies turned in April 7th – April 19th
- Above commission plan applies to all monies turned in on or before Scout Fair.
- *April 19th–Close Out Deadline* to receive commission check at Scout Fair.
- *All monies turned in after Scout Fair will pay 10% commission through April 30th.*
- *Monies turned in May 1st – May 31st receive 5% commission.*
- *No commissions paid after May 31st.*

## NEW SCOUT BUCKS

This year, Scouts will earn a Scout Buck for every Coupon Pack sold. The prizes listed in the prize brochure are redeemable for Scout Bucks.

## UNIT PARTICIPATION

It's easy and fun to show off your unit's talents and skills, and earn recognitions and awards at Scout Fair. Once your unit has selected your Scout Fair theme, exhibit size and type, fill in all the information requested on your **Unit Participation Application** at [www.samhoustonbsa.org](http://www.samhoustonbsa.org) as soon as possible, but no later than **Monday, March 1st, 2010**. Early applications will help ensure your placement with other Units from your district.

### YOUR EXHIBIT'S THEME:

Select an exhibit theme that's fun and interesting to your Scouts, as well as one that supports the overall Scout Fair "An Adventure of a Lifetime" theme and that demonstrates the best of Scouting. Starting with monthly Cub Scout and Boy Scout program themes, Cub Scout achievements and electives, Scout skills and merit badges, and Venturing activities and specialty interests; you have thousands of exhibit theme ideas. You may also want to focus on current events or popular activities. The list of possible exhibit themes is endless. Brainstorm the possibilities, then determine which is the best for your Scout Fair exhibit. For more information please go to [www.samhoustonbsa.org](http://www.samhoustonbsa.org) or for help with your booth plans, contact **Donna Burke at 713-756-3322**.

### EXHIBIT BOOTHS:

**Booth** – Indoor booths are available in two sizes (10'x10' or 10'x20') and, to the best of our ability, grouped by District or by program. Booths will have drapery hung from aluminum tubing. They have 8' high drapery across the back and 3' high drapery on the sides separating each booth.

**Standard Indoor Activity Area** – Too large for a booth? Indicate your needs on your Unit Participation Application. Maximum size is 400 square feet (20' x 20'). *Indoor activity areas are limited so there are no guarantees on exhibit location and availability.* Indoor activity areas have twine tied to 3' high stanchions to define area. *(Drapery not provided).*

**Standard Outdoor Area** – Available in one size (12'x15'). This is on the pavement, so frames must be brought for tents (*no stakes or spikes in pavement*), and all fires must be in elevated fireplaces. "Fire, Cooking and Propane Stove Safety Requirements" found online.

**Furnishings** – All booth furnishings must be supplied by the unit. Tables and chairs are available for rent at Reliant Arena at the following prices: 4' Table - \$8 each, 6' Table - \$12 each, 8' Table - \$15 each and Chairs - \$3 each. *Rent tables and chairs when you set up at Reliant Arena. Please do no attempt to pay for tables and chairs in advance.*

**Electricity** – Electrical outlets are available for your area for a **\$90** per single outlet fee (*fee is subject to change by vendor*). These outlets are 115-VAC, 10 amp circuits, and will not handle coffee pots or hot plates. Use your Unit Participation Application to order electrical outlets and submit \$90 with application.

Electrical outlets must be used only for the specific purpose outlined in your application and only by your unit. Fire laws prevent running extension cords between booths and control monitors will be checking for violations. *Electrical outlets are unavailable for outside booths.*

**Exhibit Numbers** – A numbered card will be positioned in the right rear of your booth or area. This card should remain on display throughout the Fair.

**Sales** – All sales by individuals, units or districts are prohibited. A sign acknowledging the gift or loan of materials is permitted.

**Display Area** – All displays must remain within the assigned area, and not extend into the aisles. Booth displays may not extend beyond the front edge of the side pipe and drape dividers. Additional balls, rubber bands, marbles, golf balls, etc. need to stay within the unit display area.

**Instructions To Parents** – Information Booths will be prepared to direct people, please pass along your booth number and hall in which you will be located to all parents, friends, and others. Please be sure they know your Pack, Troop, Team, Crew, Post or Ship number and your Scouting district to better assist locating your booth.

**District Booths** – District Booths are to serve units and participants to get the maximum value from the Scout Fair. The district booth of every district is encouraged to contain the following characteristics: Identity, adequate staff, service oriented and attractiveness.

**Decorating** – Nothing may be attached to the booth curtains (pins, staples, etc.). Signs can be hung across the back of the booth with hooks over the aluminum tubing (shower curtain hooks or hooks made from wire coat hangers work well). Less than two pounds per hook may be hung from tubing; limit four hooks per 10' section. *Nothing may be attached to any part of the building (walls, pillars, doors, etc.).* Additional stanchions, rods and drapes are available for rent at Reliant Arena.

## PUBLICITY

Effective neighborhood Scout Fair publicity, provided by your Unit's leaders and Scouts, will assist your Scouts in their Coupon Pack sales effort. When discussing or publicizing the Scout Fair, remember to use these details:

- You're involved in The Sam Houston Area Council Scout Fair.
- The Sam Houston Area Council is a United Way agency, and covers Houston and 16 surrounding counties.
- Coupon Pack sales support Scouting.

*Distribute posters* prepared by your Scouts, throughout your neighborhood: grocery stores, shopping centers, schools, churches, synagogues and businesses. Ask businesses to feature Scout Fair announcements on their billboards and marquees. When preparing and distributing posters or announcements remember your objective is to sell Coupon Packs.

## SET-UP • SECURITY • VEHICLES • PARKING • SHOW TIME • TEAR-DOWN • MOVE-OUT

**Show Time** – Fair time is continuous from 11:00 a.m. to 4:00 p.m. on Saturday, April 24th, 2010.

**Inspections** – The Council Health & Safety and Risk Management Committee will make periodic inspections at the booths and displays during set-up, throughout the Scout Fair and at tear down.

**Set-Up** – Exhibit set-up will be allowed on **Friday**, 6 p.m. to 9 p.m. and on **Saturday**, 8 a.m. to 11 a.m.

**Security** – Security will be provided Friday night and during the Scout Fair on April 24th.

**Vehicles/Heavy Equipment** – Because of Safety Regulations at Reliant Arena, there will be no vehicle access to the building. Please plan on bringing your own "dollies", "hand-trucks" and/or "wagons", etc. to transport your equipment to your designated booth. The "final instructions" will include a map of Reliant Arena and will show entrances for your booth. Scouts from District Service Teams will also be available to help you transport your equipment.

**Overhead Ceiling Clearance** – Overhead ceiling clearance ranges from 12 feet to 47 feet depending on the section of Reliant Arena. Your needs will be taken into consideration when assigning your designated booth,

please make note of your special overhead needs on your Unit Participation Application.

**Booth Materials And Entry** – Booth set-up materials (hand-carried) can be brought in through the main entrances to Reliant Arena; please be extra cautious when entering through glass doors.

**Safety Glasses/Leather Gloves** – (Age Appropriate) are to be provided for each participant when demonstrating can-crushing, nail driving, and/or any activity where a Scout is hitting an object with a hammer, rubber mallet, etc.

**Compressed Air Projects** can only be used outside.

**Absolutely No Balloons** are allowed in Reliant Arena. **NO EXCEPTIONS.**

**Decals – Bumper Stickers and decals and other type of stickers cannot be given away from your booth; this is a Reliant Arena regulation.**

**Parking** – Scout Fair vehicles (participants and visitors) should enter from gates off of Loop 610. Please allow plenty of time to travel and park to the Scout Fair. The parking fee on Saturday is \$8.00 (subject to change by vendor). Please follow the directions of the Reliant Park staff in parking. Friday evening for participant set-up, there will be no charge to enter Reliant Park.

**Tear-Down** – Please wait until the conclusion of the Scout Fair at **4 p.m.** to disassemble your exhibit.

**Move-Out** – *All booth materials, furnishings, and decorations must be removed from the booth immediately after the close of the Fair at 4:00 p.m.* Please place all trash in the nearest receptacle. *Everything must be removed and not left behind in booths.*

*The following are NOT permitted inside or outside Reliant Arena*

- LIVE ANIMALS, MAMMALS OR REPTILES
- SAND, GRAVEL, DIRT OR TOPSOIL
- LIVE OR CUT TREES, HAY OR STRAW

## JUDGING AND AWARDS

Every unit participating in Scout Fair will receive a participation ribbon.

**Exhibits (not units) will be judged;** therefore, only one recognition per booth or activity area will be awarded regardless of the number of units participating within that booth. A copy of your approved Unit Participation Application must be visible for judge review.

*Recognitions will be awarded in the following manner:*

**Overall 1st, 2nd and 3rd Place** exhibits as well as **Most Creative** and **Most Theme Oriented**

Judging will follow criteria based on the following characteristics: PROMPTNESS, IDENTIFICATION, ATTENDANCE, PERSONAL APPEARANCE, ATTITUDE, SUBJECT KNOWLEDGE, SUBJECT MATTER and EXHIBIT APPEARANCE.

**Every Scout and Adult Leader participating in Scout Fair will receive the SCOUT FAIR PARTICIPATION SEGMENT (in purple below) revolving around the SAM HOUSTON AREA COUNCIL CENTENNIAL EVENT PATCH. These are available at your District Booth.**

