



National Venturing Officers' Association

Event Attendance Request Form



*Thank you for inviting a member of the **National Venturing Officers' Association (NVOA)** 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.*

Date: _____

Requestor's name: _____ Position: _____

Requestor's phone No.: _____ Requestor's email address: _____

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

Pratik Vaidya
National Venturing President

Michelle Merritt
National Venturing Vice President

Chris Mausshardt
Central Region Venturing President

Erik Saderholm
Northeast Region Venturing President

Lydia Borah
Southern Region Venturing President

Katie Schneider
Western Region Venturing President

Event name: _____ Event date: _____ to _____

Event host council: _____ Area: _____ Region: _____

Event location: _____

Event starting time: _____ Event ending time: _____

Description of event:

Please describe any specific requests from the National Venturing Officers' Association representative(s) while at this event (conduct a training session, present a speech, etc.):

The host group should waive the attendance fee.

What method of transportation will the National Venturing Officers' Association member be using?

Airplane Bus Train Auto

Departure airport/station: _____ Date: _____ Time: _____

Arrival airport/station: _____ Date: _____ Time: _____

Who is responsible for transportation to the event?

Name: _____ Cell phone No.: _____

Departure airport/station: _____ Date: _____ Time: _____

Who is responsible for transportation from the event?

Name: _____ Cell phone No.: _____

Will the travel cost need to be covered by the National Venturing Officers' Association youth or by the host council/area/region?

Youth

Host

Additional comments about travel cost: _____

Additional comments about travel: _____

What are the overnight accommodations (if applicable)?

Approved by invitee(s) advisor: _____

Approved by national advisor: _____

Approved by national staff advisor: _____

**Submit form to: Boy Scouts of America, 1325 West Walnut Hill Lane, S426, Irving, Texas 75038,
or Venturing.nationalofficers@scouting.org**

National/Region/Area Officer Travel Procedures

1. Travel arrangements for all meetings and activities **must be approved** through your Advisor using the Event Attendance Request Form and submitted to Boy Scouts of America, 1325 West Walnut Hill Lane, S426, Irving, Texas 75038, or by email at Venturing.nationalofficers@scouting.org.
2. Support staff must share all requests with the staff advisor for approval or denial.
3. The national advisor will review and make all contacts with the requesting party and their up-line council/region/area leadership to ensure the legitimacy of the attendance request.
4. Once approved or denied by your advisors, the request will be returned to the support staff to coordinate travel arrangements.
5. Support staff will share all approved or denied travel arrangements with the national, regional, or area professional staff advisors, volunteer Venturing Advisors, and officers' respective Scout executive and parents. Likewise, support staff will share all final travel itineraries.
6. All communications between the traveling officers and the requestor will be copied to the above 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 **four hours**. If the location cannot be reached within four hours, air or train travel must be considered.
8. **All** airline tickets will be secured through the BSA Travel Service. Email support staff a travel request form complete with dates, times, and location of departure and arrival. You will be provided the opportunity to approve all travel scheduled through the national office. **If you request any changes after a ticket has been confirmed, you could be responsible for the change fee. This can be up to \$200, unless otherwise approved by the BSA.**
9. Tickets will be emailed to you in ample time prior to your flight. Keep a copy of your ticket and baggage claim receipt. You will need to submit copies with your expense report.
10. All tickets will be charged to the BSA account. They may not be changed, cashed in, 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 flights must be booked and ticketed by the BSA. Contact your national advisor for details and email a 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 he or she prepares to travel the day of the trip, and on arrival at the event. Likewise, the officer will do the same on their return.
15. 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.