



Boy Scouts of the Philippines

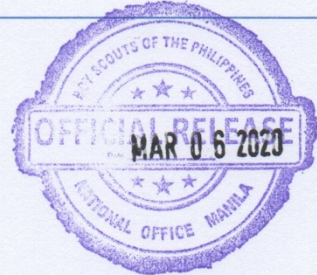
National Office

181 Natividad Almeda-Lopez St. Ermita, 1000 Manila, Philippines

E-mail: bsp@scouts.org.ph

(632) 528-0555 * (632) 527-5109 * (632) 527-8317 to 20 * Fax (632) 528-0577

06 March 2020



NATIONAL OFFICE MEMORANDUM

Number 22 series 2020

TO : Regional Scout Director, Council Scout Executives and Officers-In-Charge

SUBJECT : CALL FOR INVITATION TO HOST THE 2021 NATIONAL EVENTS/ ACTIVITIES

1. We are pleased to inform you that the invitation to host the following events/activities for the year 2021, is now open for Interested Local Councils, as follows:
 - a. **65th Annual National Council Meeting** in May 2021 in Mindanao Region.
 - b. **62nd Annual National Scout Executives Conference** in December 2021 in Luzon Region.

Attached is the standard requirements for hosting a national events.

2. Local Councils who are interested to host the above-mentioned activities for 2021, are advised to submit a Resolution from the Local Council Executive Board in its Intent to Bid for the Event/Activity including the Assurance for Local Government's Unit Support.
3. The deadline of submission of the bid is not later than 1700H of 15 April 2020 which shall be reviewed by the Operations Committee for consideration of the National Executive Board.
4. You are advised to present your proposal through a PowerPoint/Video presentation during the 64th Annual National Council Meeting in Cebu City on 13-15 May 2020. Presentation should not exceed 20 minutes.
5. For information, guidance and strict compliance.

ROGELIO S. VILLA, JR.
Secretary General

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

GUIDELINES FOR LOCAL COUNCILS IN HOSTING AN ANNUAL NATIONAL COUNCIL MEETING (ANCM)

The Host Council shall:

- Recommend a conference venue that can accommodate or house not less than 1,000 delegates with the following amenities:
 - Conference Hall that has a (round table) sitting capacity of not less than 1,000 people complete with excellent audio-visual equipment and multi-media set with full time operator/technician.
 - A Conference Venue that can provide rooms for Secretariat at least two (2) meeting rooms (minimum 20 person capacity), area for Souvenir Shop and Scout Shop and an area for the exhibits preferably at the lobby/main entrance of the conference hall.
 - A Conference Venue that can provide spacious area to set up the catering services for all participating delegates and guests.
 - Availability of communication facilities (Wifi, telephone/fax connections, etc.) at the Conference Venue, Secretariat Room and other Logistical support.
- See to it that the conference shall have media mileage locally and nationally through well coordinated press and media releases.
- Assure availability of transportation facilities from the airport to the conference venue and back and when tour is requested or planned.
- Assure availability of local officials and guests during the Opening and Closing Ceremonies and other Plenary Sessions if needed or as planned.
- Be responsible in the creation and appointment of organizing/working committees at the council in consultation with the National Office.
- Conduct fund raising activities and manage funds raised locally.
- Render periodic report on the progress of the preparation of the conference to the National Organizing Committee.

The National Office shall:

- Responsible for the Appointment of the Chairman and members of the National Organizing Committee and Conference Staff.
- Confirms the appointment of Local Organizing/Working Committees and all other necessary committees.
- Determines and collects registration fees.
- Manages the finances that shall be collected from the participants registration fees.
- Assists the Local Council Organizing Committee in raising financial requirements.
- Approves the recommended conference venue and prepares the conference program and schedule.
- Provides technical advise and assists in the coordination work.
- Responsible for the management of the whole conference in accordance with the schedule/program approved by the National Executive Board.

BOY SCOUTS OF THE PHILIPPINES
National Office
Manila

**GUIDELINES FOR LOCAL COUNCILS IN HOSTING AN ANNUAL NATIONAL SCOUT EXECUTIVES
CONFERENCE (ANSEC)**

The Host Council shall:

- Recommend a conference venue that can accommodate or house not less than 300 delegates with the following amenities:
 - Conference Hall that has a (round table) sitting capacity of not less than 300 people complete with excellent audio-visual equipment and multi-media set with full time operator/technician.
 - A Conference Venue that can provide rooms for Secretariat at least two (2) meeting rooms (minimum 20 person capacity), area for Souvenir Shop and Scout Shop and an area for the exhibits preferably at the lobby/main entrance of the conference hall.
 - A Conference Venue that can provide spacious area to set up the catering services for all participating delegates and guests.
 - Availability of communication facilities (Wifi, telephone/fax connections, etc.) at the Conference Venue, Secretariat Room and other Logistical support.
- See to it that the conference shall have media mileage locally and nationally through well coordinated press and media releases.
- Assure availability of transportation facilities from the airport to the conference venue and back and when tour is requested or planned.
- Assure availability of local officials and guests during the Opening and Closing Ceremonies and other Plenary Sessions if needed or as planned.
- Be responsible in the creation and appointment of organizing/working committees at the council in consultation with the National Office.
- Conduct fund raising activities and manage funds raised locally.
- Render periodic report on the progress of the preparation of the conference to the National Organizing Committee.

The National Office shall:

- Responsible for the Appointment of the Chairman and members of the National Organizing Committee and Conference Staff.
- Confirms the appointment of Local Organizing/Working Committees and all other necessary committees.
- Determines and collects registration fees.
- Manages the finances that shall be collected from the participants registration fees.
- Assists the Local Council Organizing Committee in raising financial requirements.
- Approves the recommended conference venue and prepares the conference program and schedule.
- Provides technical advise and assists in the coordination work.
- Responsible for the management of the whole conference in accordance with the schedule/program approved by the National Executive Board.