Family Friends of Scouting 2013 Unit Coordinator's Guide



Unit:
Coordinator:
F.O.S. Date:
F.O.S. Goal:
District Contact:
District Executive:

Purpose

The 2013 Family Friends of Scouting campaign allows Scouting families an opportunity to support the Bucks County Council. This is done through a presentation at Cub Pack meetings, Blue & Gold Dinners, and Troop Courts of Honor.

The Family F.O.S. campaign is an annual campaign, which raises funds to support the day-to-day operations of the Council. This includes:

- Training Workshops
- Full Time Unit-Serving Executives
- High Adventure Programs
- Cub Weekends
- Camporees

- Liability Insurance Coverage
- Accident insurance
- Ockanickon Scout Reservation
- Youth Record Keeping
- Day Camps

Each Unit is given a goal that is directly related to the Unit's membership and participation. There are Unit thank you's attached to the goals along with additional recognitions for surpassing the goal. A complete list is included in the back of this manual.

Role of the Family FOS Unit Coordinators

The Unit Coordinator role is essential to the success of the FOS Campaign. The Coordinator sets up all the logistics to make sure the presentation works well and keeps to the time frame of the unit's program. This position works with the presenter who will visit to make a presentation and coordinates the schedule and time frame with the Unit Committee.

The Unit Coordinator also works on the follow-up plan after the presentation. It is important that each family is given an opportunity to support the campaign. Each family who missed the presentation or has not responded will need to be personally contacted and asked to contribute. Your presenter will be able to supply a list of who has not responded.



Family Friends of Scouting Unit Coordinator Responsibilities

- Schedule and/or confirm presentation dates (Pack Meetings, Blue & Gold Banquets, or Troop Courts of Honor) with presenter.
- Confirm program with Unit Committee <u>a month ahead of time</u> and review the Unit recognitions for obtaining the goal.
- Obtain Unit Rosters with Dens or Patrols for the presenter.
- Schedule presentation near the beginning of the program.
- Recruit a Unit leader to give endorsement and introduce the presenter.
- Assist presenter with collecting the pledge cards and delay the program while cards are being collected.
- Conduct a follow-up campaign for families not at the presentation or who didn't respond.
- Keep presenter informed on the follow-up process and turn-in follow-up results on a timely basis.
- Report back to the Unit committee on the results of the presentation.

Family Friends of Scouting Presentation Timeline for Family FOS Unit Coordinators

-30 days: Confirm presentation and discuss timing at Unit's committee meeting.

-15 days: Obtain roster of Unit broken out by Dens or Patrols for Presenter.

-10 days: If necessary, recruit other parents/leaders to follow-up with families who are not in

attendance or did not respond to the initial presentation.

-3 days: Call Presenter to confirm time and location.

0 day: Assist with presentation and collecting of the pledge cards.

+7 days: Report and turn in result for early follow-up.

+15 days: Finish contacting all follow-up families.

+17 days: Collect and turn-in follow-up cards.

Report FOS to Unit Committee.

Earn your Campaign Volunteer patch

Unit FOS Coordinators that complete the following requirements:

- Confirm presentation and discuss timing at Unit's committee meeting.
- Call Presenter to confirm time and location.
- Assist with presentation and collecting of the pledge cards.
- Working with the presenter, submit all pledge cards and donations made at the presentation.
- o Finish contacting all follow-up families.
- Collect and turn-in follow-up cards.
- o Report FOS to Unit Committee.

Will receive the follow patch for their efforts:



(Sample letter/email to be sent to each family in the unit)

January, 2013

Dear Scouting Family:

Our Pack/Troop/Crew will be holding a special Family Friends of Scouting (F.O.S.) program soon. The Friends of Scouting campaign emphasizes the importance of family donations in providing a quality Scouting Program in Bucks County. Each family is encouraged to give a gift at a level they are comfortable with. The annual cost of one Scout to receive the Scouting program during the year is \$150.00.

Here are a few of the benefits that the Bucks County Council provides to your son and his leaders:

- Outstanding outdoor program facilities at the Ockanickon Scout Reservation
- Weekend and summer programs at Camp Ockanickon
- Resources and materials for all leaders
- District events and Camporees
- Training courses for every volunteer position
- Record keeping, including advancement and training
- Accident and Liability insurance
- Full-time Field staff to assist your son's Pack or Troop
- Special High Adventure opportunities (including Jamborees)

Each Cub Pack, Scout Troop and Crew is asked to reach an F.O.S. goal based on their size. An enclosed sheet outlines the benefits and recognitions for obtaining the goal, as well as personal recognitions for various gift levels. Don't forget to check on whether your employer has a matching gift program. Your company's matching gift along with your personal gift will count towards the various "thank you" levels for your unit.

Your donation supports our most valuable resource, your child and other young people throughout Bucks County. While some families may be able to support more than one scout's fair share, all that is being asked of every scouting family is that you "do your best" to help keep scouting strong. The families in Bucks County have been very supportive in the past. Enclosed is your family pledge card to submit through your unit leadership or by mail to declare your support of Scouting. We would like to thank you in advance for your support in 2013.

Yours in Scouting,

John Doe Unit Family Friends of Scouting Coordinator Bucks County Council, BSA One Scout Way Doylestown, PA 18901

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