

2021 Friends of Scouting Campaign

Unit Presenter Instructions

The following information is designed to help you better coordinate your Family Friends of Scouting presentation. Whether you are a new presenter or an “old pro,” please make sure that you complete all the steps listed below. Thanks again for your help and support.

Pre-Presentation Information:

- ✓ Confirm the date, time, place and your place in the program (ideally you are first or towards the beginning) for the FOS presentation.
- ✓ Know how many Scouts are registered in the unit to have enough materials.
- ✓ Contact the Unit FOS Coordinator or unit leader to learn about the program plans of the unit for use in your presentation.
- ✓ Distribute a Family brochure to each family prior to your presentation.
- ✓ Have extra pens and Family brochures on hand.
- ✓ Have a calculator with you to add the unit’s results.
- ✓ Contact your district executive for materials.

Upon early arrival at the presentation, confirm with the Unit FOS Coordinator:

- ✓ Your introduction by the Unit Leader or Unit FOS Coordinator from the unit.
- ✓ The best way to distribute the Family brochures:
 - Unit/Den leaders will distribute prior to your presentation (ideally one leader distributes 7-10 cards)
 - Give to parents as they arrive at meeting
- ✓ Unit Leader / Unit FOS Coordinator’s pledge card will be handed to you at the close of their presentation.

Materials checklist for each presentation:

- ✓ Unit Packet
- ✓ Extra Pens
- ✓ Script / Presentation Outline
- ✓ Introduction card
- ✓ Friends of Scouting Brochures

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The day before the presentation:

- ✓ Practice your presentation out loud. Even if you are used to talking in front of large groups and can make the presentation with composure, it will make the flow of your presentation much smoother if you practice several times.
- ✓ Read aloud to yourself until you are used to the script. Have someone you trust critique your delivery.
- ✓ Practice the presentation until you can almost deliver it without the script.
- ✓ Utilize the Cub Scout script for presentations to packs and the Boy Scout script for presentations to troops.

After the Presentation:

- ✓ Collect all cards. Do not let them take any home.
- ✓ Take the envelope to the side or back of the room where you will not disturb the program.
- ✓ Match the cards with the appropriate money. Be sure all the cards are signed. Pledges and credit cards **MUST** be signed.
- ✓ Let Unit Leader know how much was raised so they can announce it and how that compares to last year.
- ✓ Give the unit coordinator the unit copy of the ledger sheet so they can follow up and contact those families who were not present.

At Home:

- ✓ Again, match the cards with the appropriate money. Re-add the total given from the Unit.
- ✓ Put the Unit number, district, your name and the \$ collected on the front of the envelope.
- ✓ **Call your District Family Friends of Scouting Chairman or your District Executive within 48 hours with the amount you raised and arrange to turn the money in.**
- ✓ **DO NOT mail the envelope.**
- ✓ Contact the Unit FOS Coordinator or unit leader to help with unit follow-up.