



## UNIT FOS CAMPAIGN COORDINATOR POSITION DESCRIPTION

**Primary Objective: Give your unit's families an educated opportunity to contribute to the annual FOS Campaign.**

1. Attend your District's **January** FOS Campaign Orientation and Kick-Off.
2. Working with your unit's leaders, select an FOS presentation time when most parents will be in attendance. This is usually at a Pack Blue and Gold Banquet or Troop Court of Honor. Fill out the enclosed Unit FOS Presentation Scheduling Form to let the District Family FOS Chair know when your presentation date, time and place will be. Confirm the inclusion of the annual FOS presentation in your unit's meeting agenda.
3. Mail or email a letter (sample included in guidebook) to all family members, explaining the campaign and notifying them of the upcoming presentation at your event. Letters should be signed by you as a Committee Member and be sent seven to ten days in advance.
4. The leader who conducts the meeting which includes the FOS presentation, should lead by example by turning in the first pledge card (FOS Brochure/Personalized pledge form) OR show his/her **TEXT-TO-GIVE** online donation receipt. Add your own contribution to further set the example. You can then both invite families to join you in supporting the campaign.
5. If a representative from your district is making the actual FOS presentation, assist them with the distribution and collection of the FOS pledge cards. If you are the one making the FOS presentation, have your adult leaders distribute and collect pledge cards by den or patrol. **All pledge cards need to be collected that night.** Distribute FOS recognition patches as appropriate. Inform the group that you will be available throughout the evening to answer any additional questions.
6. Announce the total amount contributed to FOS before the end of the meeting!
7. Record the pledges on the FOS Unit Campaign Report Sheet. Ensure that cash and checks are accounted for by recording the information in the right-hand column. Place all money and used pledge cards in the FOS Coordinator's Report envelope and give it to your District FOS presenter or District Executive (DE). If there isn't a district representative attending, deliver the envelope to the closest Council Service Center. Coordinate with your DE if needed.
8. Following the FOS presentation, follow-up with any families not in attendance. Do not spend more than two weeks on this task; from the date of your unit FOS presentation to the last pledge card and/or donation being turned in should not take longer than four (4) weeks. To qualify for any camp discounts, pledges and money must be turned in no later than April 30. Turn in all pledge cards, cash or checks to your District Executive or to the Everett or Bellingham Scout Service Centers. Please do this step ASAP to expedite pledges and contributions, especially for those preferring monthly reminders.

***Thank you for taking on this important and necessary job!***