



## UNIT FOS COORDINATOR Position Description

### Vision

The Unit FOS Coordinator's efforts will help organize the unit's FOS Campaign by communicating with the families in their unit and providing them with FOS information and literature to prepare them for their unit FOS presentation.

### Role

Coordinate the Family Friends of Scouting Campaign within your Scouting unit, preferably at a Court of Honor, Blue and Gold banquet, or parent meeting. The audience should be parents and unit adult volunteers. Work with the Unit FOS Presenter to ensure that every family is provided the opportunity to give to Friends of Scouting.

### Responsibilities

- Schedule a Family FOS Presentation Date for the unit with the District FOS Chair or District Chair.
- Coordinate the Family FOS Campaign with the Unit FOS presenter.
- Working with the Unit FOS Presenter, review each family card prior to the presentation to check for accuracy, to evaluate the ask amount, and to determine how many extra brochures will be needed.
- Communicate and promote the unit family presentation date and purpose to the leaders and family members of the unit.
- Introduce the Unit FOS Presenter the night of the presentation and encourage family support of the Family FOS Campaign.
- Follow up with every family in your unit after the presentation to secure contributions from families not in attendance.
- Turn contributions in to the council office or designated district representative within two days of the presentation.

[Council FOS Resources](#)

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## STEPS TO SUCCESS

Thank you for accepting the responsibility for assisting your unit and district to reach their Friends of Scouting goals. The unit Friends of Scouting coordinator is the key to a successful campaign. This document is to help you be successful. If you have any questions, please email them to [development@nhscouting.org](mailto:development@nhscouting.org).

### **Set a date for the unit presentation:**

Sign up online at <https://nhscouting.org/donate/friends-of-scouting/> or contact your District FOS Coordinator directly. They will help provide you with an available presenter. Packs are encouraged to host their presentation in conjunction with their Blue and Gold Banquet, and troops are encouraged to hold their presentation in conjunction with a Court of Honor.

### **Prior to the Presentation Meeting:**

Send an email or letter to parents at least one week before the meeting confirming the date of the unit presentation.

### **At the Presentation Meeting:**

- Introduce the unit presenter.
- Unit presenter makes the presentation.
- Unit leader endorses program and encourages contributions at suggested level.
- Ensure all pledge cards are collected (including those with no donation), along with checks and cash. A great incentive for that is a door prize that is drawn from all who return a pledge card.
- Recognitions are mailed from the council office.

### **After the Presentation Meeting:**

- Immediately following the presentation, send an email or letter with a pledge card (PDF version via email) to the families who did not respond and/or who did not attend the kickoff meeting. In your communication, share the unit results to date, how the council supports the unit, and why the money is needed. Request a contribution and/or response within one week.

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- Contact everyone personally who has not responded to the letter and request a contribution. Recruit other unit volunteers to help as needed.
- Within one month of the kickoff meeting turn in to the unit presenter (or District FOS chair) the remaining results ensuring 100% family participation within your unit.
- To help achieve your unit goals, in addition to the donations from unit families, contributions might also be secured from the following areas:
  - Unit alumni and parents of alumni.
  - The chartered organization.
  - Companies and businesses of parents.
  - Company matching gifts for personal contributions and volunteer time.

#### Resources & Support

District Finance Chair

District Chair

Council Development Staff – [Development@nhscouting.org](mailto:Development@nhscouting.org)

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