
Boy Scouts of America

Southeast Wisconsin Council, Inc.

2319 Northwestern Avenue, Racine, WI 53404

Racine: 262/632-1655 • Kenosha & West of I94: 800/773-1655 • Fax: 262/632-3596

Family FOS Presentation / Step by Step Guidelines

Before the Presentation (*Presentations should be scheduled by Dec. 15th*).

Thank you for volunteering to help with your Pack/Troop/Post Family FOS Campaign. Your help in preparation ahead of the scheduled presentation date will ensure a smooth and well run night for your unit.

- Contact the Unit Leader a few weeks prior to the presentation to introduce yourself and confirm arrangements.
- Secure presentation kit from your District Executive, including preprinted pledge cards for each family and supply of recognition items.
- Review your script to ensure that you are comfortable with the material. You may want to prepare some brief personal remarks to reinforce the value of Scouting.
- Reconfirm with the Unit Leader the day before the presentation. Ask the Unit Leader to introduce you (provide some brief background info.) and to reinforce the importance of the Family FOS program at this time. Additionally, ask the Unit Leader to hand you his/her completed pledge card immediately following the introduction.

At the Presentation

- Upon arrival, ask the Unit Leader to supply you with some Scouts to assist in distributing pledge cards and pens. Everyone who receives a card should receive a pen.
- Using the script, make the presentation. If you're comfortable towards the end, make some brief personal remarks reinforcing Scouting values.
- Finish with the ask. Stress the levels of giving and the ability to pay over a period of time.
- At the conclusion of the presentation, ask the parents to complete the cards and have the Scouts collect the completed cards. Remind the parents that it is important that everyone turns in a completed card that evening.
- As the Unit continues the meeting, tally up the cards. At an appropriate time, announce the total raised and distribute the appropriate recognition gifts/cards.
- Make arrangements with the Unit Leader to follow up on unworked cards (people who were not in attendance). Set a date to have unworked cards completed.
- Be sure to say thank you!

After the Presentation

- Complete the presentation total form.
- Place ALL cards, cash and checks in the report envelope. Include Original copy of presentation total form.
- **DO NOT THROW AWAY ANY CARDS.** We need ALL cards back to complete the campaign. Be sure to also note in a separate bundle of family's no longer in your Unit by means of transferring or have moved away.
- Make arrangements for your District Executive to pick up the envelope and extra recognition items within 24 hours.
- Follow up on unworked cards.
- Once again, thank you for all your help. By working together, we can make this year's Friends of Scouting campaign a success.