



— 2018 —

Family Friends Of Scouting Unit Coordinator Guidebook



BOY SCOUTS OF AMERICA®
LAUREL HIGHLANDS COUNCIL

Welcome to the Friends of Scouting team!

Friends of Scouting is the annual giving campaign of the Laurel Highlands Council that helps provide the necessary funds to ensure a quality Scouting program for every youth. Friends of Scouting (FOS) is one of the council's largest sources of revenue (15-percent). The campaign is vital to the programs and services of the council.

By accepting the invitation to become a Family Friends of Scouting unit coordinator, you are representing your unit to the district's Friends of Scouting team during the FOS campaign. The unit FOS coordinator must be committed to:

- Being a supporter of the FOS campaign.
- Following the process outlined in this guidebook.
- Assisting with setting the unit's FOS goal based on potential.

The 2018 Friends of Scouting campaign begins in November 2017 and concludes in May 2018. Your unit should choose one well attended unit meeting (Blue and Gold Banquet, Court of Honor) during that timeframe to schedule your FOS presentation. The time commitment for each unit will be different, but should follow this schedule:

Time Commitment	Task
October/ November	Work with the unit committee to schedule the unit's FOS presentation date and unit goal.
Two Weeks Prior to the FOS Presentation	Work with the assigned FOS presenter for specific presentation details and email the warm-up letter.
Day of Presentation	Host the FOS presenter to conduct the presentation, meet with him or her after the presentation concludes to review paperwork.
Three Days After the Presentation	Send a follow up email to your unit to let parents who were not in attendance know their pledge cards will be mailed or they can donate online.

by the numbers...



4,019

families, individuals, community leaders & corporations invested in Scouting last year.



Average Gift

\$ 248.18

friends of scouting supports...

- Assistance to Individuals
- Insurance
- Camping Operations
- Unit Membership Supplies and Support
- Property maintenance and improvements

• Before the Presentation •

1) Accept a phone call from your FOS presenter (assigned by the district FOS team) approximately two weeks from the FOS presentation to verify the date, time and location and discuss what to expect the day of the presentation.

2) Utilize the warm-up letter (a sample is available at www.lhc-bsa.org/FOS) and work with the unit committee to email this letter to the unit's contact list with the meeting reminder to build awareness of the presentation and ensure families know what to expect. **(Tip: Be sure to invite historical donors or Scouting alumni who may not typically attend all your unit's meetings.)**

• During the Presentation •

2) At the start of the presentation, introduce the FOS presenter (a script is available at www.lhc-bsa.org/FOS), be sure to verbally commit that you are supporting the FOS campaign at this time. When other parents know you are supporting the campaign, they will be more inclined to do so as well.

3) After the FOS presentation concludes, thank the presenter and the unit's parents and guests and turn the meeting back over to the unit leader.

4) After the unit meeting concludes, meet with the FOS presenter to complete the paperwork.

**Laurel Highland Council's goal is
100% participation!**

• After the Presentation •

The Paperwork

1) Complete the audit form (provided by the FOS presenter) to record the pledges/ payments that were turned in during the FOS presentation.

2) In the reporting envelope (provided by the FOS presenter), place the remaining pledge cards and pledges collected during the presentation. Give this to the FOS presenter who will turn it into your district executive or council service center within two business days. The council service center will process these pledges in a timely manner as well as manage mailing the remaining pledge cards to those who missed the presentation.

The Follow Up

1) Utilize the 'follow-up' letter (a sample is available at www.lhc-bsa.org/FOS) and work with the unit committee to email this to your unit's contact list with the meeting reminder to build awareness about FOS to families who were not able to attend the presentation.

2) Contact your district FOS coordinator or district executive if you have any issues with your families receiving their rewards. **Recognition items will be mailed directly to donors by the council.**

• Resources •

Family Friends of Scouting campaign resources are available on the council website at www.lhc-bsa.org/FOS.



BOY SCOUTS OF AMERICA, LAUREL HIGHLANDS COUNCIL

Johnstown

Johnstown Galleria Scout Shop
500 Galleria Drive, Unit 180
Johnstown, PA 15904

Pittsburgh

Flag Plaza Scout Center
1275 Bedford Ave.
Pittsburgh, PA 15219

Cumberland

Service Center
14416 McMullen Hwy. SW
Cumberland, MD 21502

www.lhc-bsa.org