**DISTRICT FAMILY FOS CHAIR**

**Position Description**

**Vision**

The District Family FOS Chair’s efforts will set the tone for a successful 2021 FOS campaign by providing support and leadership to the district’s units. Working along with the units’ FOS Coordinators, the District Family FOS Chair will oversee and coordinate the unit’s fundraising efforts to help them achieve their unit goal by May 30th.

Role

By building and giving leadership to the Family FOS presentation team, ensure that every Scouting family is given the opportunity to participate as a contributor to Friends of Scouting and motivate the district team to reach the goal of $\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

Responsibilities

1. Set the campaign example with a personal contribution at a leadership level.
2. Build an effective presenter/unit support team by:
* Recruiting enough presenters for every 3-5 units participating
* Ensuring all presenters are effectively trained through district training, council-wide training, or individual coaching
1. Manage the campaign by
* Ensuring all units are contacted, goals are set and dates are scheduled for a presentation to occur between January and March
* Providing that a presenter will preside at the unit presentations and a unit coordinator is coached on managing the campaign within the unit
* Providing encouragement and praise to presenters & unit coordinators
* Providing weekly updates to District Executive and ensure all contributions are turned in promptly
1. Report to the District Finance/FOS Chair and participate in report meetings as requested

**Resources & Support**

FOS Tracking Sheet

FOS Marketing and Promotional Materials

District Executive

District Finance Chair

District Chair

Council FOS Chair

**DISTRICT FAMILY FOS PRESENTER**

**Position Description**

**Vision**

The District Family FOS Presenter will help provide support to the units that do not have the resources to provide a presenter from within their own unit. The District Family FOS Presenter’s high enthusiasm combined with a great delivery of the mission of Scouting during the FOS ask will motivate people to contribute to the FOS campaign, and will educate families about the importance of the FOS campaign, as well as the various ways their contributions support our council and their own scouts.

Role

Participate in the success of the district Family Friends of Scouting campaign by workings with the FOS unit coordinators for 5 Scouting units and giving quality presentations, ensuring every family hears the Scouting story and has an opportunity to participate in Friends of Scouting.

Responsibilities

1. Report to the District Family FOS Chairman and District Executive.
2. Make a generous personal contribution to the campaign.
3. Follow the FOS presenter guidelines, detailed in the Family FOS guidebook, by:
* Attending FOS presenter training and accepting coaching from District FOS chair and District Executive
* Maintain contact with unit leadership prior to the scheduled presentation
* Give a quality presentation at the scheduled meeting

(between January 1 and March 31), encouraging the unit to meet its FOS goal

* Turn contributions in to District Executive within two days of the presentation
* Work with the Unit Leader to make sure all families have the opportunity to give. This may include following up with phone calls after the presentation to secure contributions from families not in attendance.

**Resources & Support**

FOS Kit & Promotional Materials

District Executive

District Finance Chair

District Chair

Council FOS Chair

**DISTRICT FAMILY FOS UNIT COORDINATOR**

**Position Description**

**Vision**

The District Family FOS Unit Coordinator’s efforts will help organize the district’s Family FOS Campaign by communicating with the unit FOS Coordinators and providing them with the resources and support necessary for their success; including providing an FOS presenter when needed, as well as FOS information and literature to prepare families for their unit FOS presentation.

Role

To coordinate the Family Friends of Scouting Campaign with the units in your district, to schedule and communicate Family FOS Presentation Dates to units, and to work with the assigned District Family Presenter to ensure that every family has the opportunity to give to Friends of Scouting.

Responsibilities

1. Schedule a Family FOS Presentation Date for the unit with the District Family FOS Chairman or District Executive.
2. Coordinate the Family FOS Campaign for the unit with the assigned District Family Presenter.
3. Working with the assigned District Family 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.
4. Communicate and promote the unit family presentation date and purpose to the leaders and family members of the unit.
5. Introduce the assigned District Family Presenter the night of the presentation and encourage family support with the Family FOS Campaign.

**Resources & Support**

FOS Tracking Sheet

FOS Marketing and Promotional Materials

District Executive

District Finance Chair

District Chair

Council FOS Chair

FAMILY FRIENDS OF SCOUTING CAMPAIGN

District Executive Position Description

Role

Preside as the Family Friends of Scouting campaign manager, giving guidance, support and encouragement to the District Family Friends of Scouting Chair and Family presenters to ensure a successful campaign.

Responsibilities

1. Working through the family FOS chair, ensure that family presenters are effectively trained, either by hosting a district training or through individual coaching
2. Provide agendas, materials, and supplies for a successful campaign.
3. Help with the organization of enough quality volunteers for a successful family campaign.
4. Review the family campaign timeline with the district family chairman that will assure completion of the family campaign by March 31.
5. Call and remind family presenters & unit leaders about presentation dates.
6. Collect the completed FOS results from the presenter by the next business day.
7. Maintain a current and up to date campaign tracking system of unit presentation dates and unit presentation results.
8. Organize and complete a Family FOS clean-up phone-a-thon by June.

**UNIT FOS PRESENTER**

**Position Description**

**Vision**

The Unit FOS Presenter’s high enthusiasm combined with a great delivery of the mission of Scouting during the FOS ask will motivate people to contribute to the FOS campaign, and will educate families about the importance of the FOS campaign, as well as the various ways their contributions support our council and their own scouts.

Role

Participate in the success of your unit’s Family Friends of Scouting campaign by working with your unit FOS Coordinator and giving a quality FOS presentation, ensuring every family hears the Scouting story and has an opportunity to participate in Friends of Scouting.

Responsibilities

1. Report to the District Family FOS Chairman and District Executive.
2. Make a generous personal contribution to the campaign.
3. Follow the FOS presenter guidelines, detailed in the Family FOS guidebook, by:
* Attending FOS presenter training and accepting coaching from District FOS chair and District Executive
* Maintain contact with unit leadership prior to the scheduled presentation
* Give a quality presentation at the scheduled meeting

(between January 1 and March 31), encouraging the unit to meet its FOS goal

* Turn contributions in to District Executive within two days of the presentation
* Work with the Unit Leader to make sure all families have the opportunity to give. This may include following up with phone calls after the presentation to secure contributions from families not in attendance.

**Resources & Support**

FOS Kit & Promotional Materials

Unit Roster

Unit FOS Coordinator

District Executive

District Finance Chair

District Chair

Council FOS Chair

**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 the resources necessary for their success; including providing FOS information and literature to prepare families for their unit FOS presentation.

Role

To coordinate the Family Friends of Scouting Campaign within your Scouting unit, to schedule and communicate the unit’s Family FOS Presentation Date, and to work with the Unit FOS Presenter to ensure that every family has the opportunity to give to Friends of Scouting.

Responsibilities

1. Schedule a Family FOS Presentation Date for the unit with the District Family FOS Chairman or District Executive.
2. Coordinate the Family FOS Campaign for the unit with the Unit FOS Presenter.
3. 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.
4. Communicate and promote the unit family presentation date and purpose to the leaders and family members of the unit.
5. Introduce the Unit FOS Presenter the night of the presentation and encourage family support with the Family FOS Campaign.
6. Follow up with every family in your unit after the presentation to secure contributions from families not in attendance.
7. Turn contributions in to District Executive within two days of the presentation.

**Resources & Support**

FOS Tracking Sheet

FOS Marketing and Promotional Materials

District Executive

District Finance Chair

District Chair

Council FOS Chair