

# Family Friends of Scouting Presentation Checklist for Unit Presenter

## October/November/December:

- Attend District Kickoff/Training on November 20, 2025 for presenters in person and pick up Unit Friends of Scouting (FOS) packet
- Schedule Unit presentation between December and March with District Family FOS Chairman
- Brief Unit Committee on details of the Unit FOS presentation and their role

## 1 Month Prior:

- Kick-Off Unit campaign
- Notify all families of the Unit FOS presentation through letter, email, unit newsletter, and personal invitation (Sample email text available on [our FOS Campaign Tools web page](#))
- Find one person in your unit, or yourself, to share the impact Scouting has had on them and their family at the Unit FOS presentation as part of the introduction of the District Presenter

## 2 Weeks Prior:

- Confirm presentation details with the unit
  - Confirm date, time, location, and make sure you have FOS packet
- Remind all families again of the Unit FOS presentation through letter, email, unit newsletter, and personal invitation (Sample email text available on [our FOS Campaign Tools web page](#))
- Familiarize yourself again with the contents of the FOS packet and sort the FOS cards by family for the presentation (staple the family cards together)

## One week prior:

- Unit presenter secures any materials needed for the upcoming presentation (pens, envelopes for cards)

## Night of the presentation:

- Unit Presenter arrives 20 minutes early to greet to meet with the unit leader
  - Put stickers and pens at every place a family is sitting
  - Unit presenter or another leader is prepared to give personal testimonial and warm welcome
  - Unit presenter and other members of the unit leadership will turn in their gifts as part of the presentation
- Collect all cards and distribute recognition items
- Present the unit with the token/incentive for having a presentation
- Thank families and volunteers for allowing us to provide the presentation.

Day after:

- Unit presenter sends email to families not in attendance at presentation and thank you letter to the families that made a contribution (Sample email text available on [our FOS Campaign Tools web page](#))

Week after:

- Collect remaining cards from families and turn them<sup>1</sup> in to the District Family FOS Chair

Two weeks after:

- Ask for assistance from the District Family FOS Chair and District Executive with making follow-up calls to unworked families from the unit
- Send letter

Three weeks after:

- All families have been contacted, and all remaining cards have been collected
- All recognition items have been delivered
- Unit campaign ends