



Key Points for Family Friends of Scouting Unit Presenters

Before the Presentation

- 14 days: Confirm time and location of meeting.
- 10 days: Review meeting format with Unit FOS Champion. Confirm your place on the agenda (Ideally first up). Walk through introduction and initial gift. Arrange for Scouts or adults to distribute brochures and cards during the presentation.
- Utilize Unit FOS Champion to send pre-communication to families in the unit.
- 5 days: Secure materials; prepare appropriate presentation.

Presentation Day

- Arrive early, confirm agenda.
- Set up table or display with recognition items (ideally, people will be able to see them as they enter the meeting).
- Hang posters on the door/podium etc.
- Prepare Unit Champion and/or leader to introduce you and make first pledge.
- Confirm the Unit Goal is and include it in the presentation.
- Arrange for Scouts or adults to distribute brochures and cards during presentation.
- Clear and concise presentation, 5-7 minutes. No more.
- Have parents send their Scout with submitted pledge card that night and receive recognition items.
- Give update during meeting if appropriate.
- Return to front of room near end to report on how much was raised
- Be grateful.

After the presentation

- Review results with Unit Champion. Arrange for follow-ups for those not present.
- Report results immediately to District Family Friends of Scouting team.
- Fill out audit report form accounting for all checks, cash, pledges and recognition items given out.
- Turn in packet and materials within 24-48 hours.
- Utilize Unit Champion to send post-communication to families in the unit.