



Family Friends of Scouting Online Presentations

Checklist

Beginning of Family FOS Campaign

- District Executive updates all donors in campaign with a unit number
- Completed updates are shared with Field Director and Director of Development. Finance Secretary will update unit assignments in Blackbaud.

10 Days Prior to FFOS Presentation

- District Executive sends email merger to all previous donors with previous donation history and link to FFOS landing page.
- District Executive sends unit list to FFOS presenter which will include previous FOS donations and contact information.

7 Days Prior to FFOS Presentation

- Ensure “warm up” email is sent from the FFOS presenter to all invited families.

4 Days Prior to FFOS Presentation

- Ensure second “warm up” email is sent from the FFOS presenter to all invited families.

2 Days Prior to FFOS Presentation

- Online presentation is sent over to FFOS presenter.
- Ensure third “warm up” email is sent from the FFOS presenter to all invited families.

1 Day Prior to FFOS Presentation

- If a volunteer presenter needs a box with recognition items to present to the families, give the box to the FFOS presenter. Reiterate the logistics of the presentation and follow up.

Day of Presentation

- Hold presentation

After Presentation

- Tally total \$ raised and be prepared to report in staff meeting in Steps to Success and that the New Money/Total Money is accurate.
- Update running totals, District MCL, fill out an audit sheet, and turn in cards to Fundraising Secretary.
- District Executive and FFOS presenter need to follow up with donors no more than 48 hours after the presentation.