**Unit FOS Coordinator**

**Position Description**

*Principal Responsibilities*

* Work with your Family FOS Chair, Trailblazer, and executive to set your unit’s goal.
* Attend your district Unit FOS Coordinator training in December.
* By November 1st, contact your unit leader and committee to schedule the date for your FOS presentation. Presentations should occur by April 30 at a family event (pack Blue and Gold or troop Court of Honor). Report your unit’s presentation date, time, and location to your Family FOS Chair or executive by January 11th.
* By December 15th (during charter renewal), generate a current roster of unit leaders and families. Develop a list of unit alumni (Arrow of Light recipients, Eagle Scouts, former adult leaders, etc.). Include family name, address, telephone number, and email address.
* One month prior to the presentation, contact leaders, families, and alumni to support the campaign presentation, announce the unit’s goal and build awareness, enthusiasm, and commitment. Examples: unit website, email, letter, or newsletter. Templates provided at http://stlbsa.org/give/fos-resources.
* At the presentation, provide a warm introduction for the Trailblazer and assist with the presentation and physical arrangements. Presentation should be at the beginning of the event. Set the pace, and publicly make the first Friends of Scouting gift. Track event attendance compared to your unit roster and the pledge cards received. Announce progress toward goal and thank families.
* Ensure that all recognition items are distributed.
* Within two weeks, personally follow-up with absent families and those who did not return a pledge card. Ask them to give. Turn-in those pledge cards to your Family FOS Chair or executive. Continue to follow-up until every family has the opportunity to give.