

TABLE HOST JOB DESCRIPTION

Goal: Raise \$5,000 or an agreed upon goal through the Golden Eagle Luncheon campaign by February 26th by securing 10 people to attend the Golden Eagle Luncheon on Thursday, February 26th and/or personally soliciting support from 10 people.

Reports to: Golden Eagle Chair

Responsibilities:

- In consultation with the District's Golden Eagle Event Chair, recruit and cultivate donors that have the ability to give \$500+ to the Friends of Scouting campaign.
- Keep giving prospects/attendees informed as to relevant information about the event
- Secure prospect support even if they cannot attend.
- Ensure that all prospects are cleared, contacted and worked.
- Attend the following meetings:
 - District Golden Eagle Committee Meetings
 - A Council-led Table Host Training
 - Table Host Final Preparation Call on **2/24/26**
- Keep the District Golden Eagle Chair regularly informed of progress towards goals as well as anticipated challenges and needs.
- Make a Golden Eagle level contribution to the Friends of Scouting Campaign.

Steps to Success:

1) Prospect

- Identify 15+ new prospects (that can give \$500+) that you know and are willing to work. Use the prospect brainstorm worksheet to go through your contacts.
- Submit the names and contact information of new prospects to staff member. The staff member will submit the names to be cleared through the Council's database and will be back in touch with details on each prospect.
- Review suggested prospect and unassigned lists. Identify prospects you know and are willing to work and communicate those names to the staff member.

2) Call on Prospects

- Once your prospects are cleared, call on them to help you raise \$5,000 before February 26th.

3) Invite Your Prospects to Attend the Luncheon

- Invite guests, confirm their attendance, report to staff member.
- Secure gifts from prospects that cannot attend.
- Remind, remind, and remind those attending of the event.