

Presenter Checklist

- **Call Prior to Presentation (1 week before presentation)**
 - Confirm presentation date, time and location with Unit Leader.
 - Invite the Unit Leader to add their endorsement for Friends of Scouting with a warm-up e-mail.
 - Plan to stay the entire meeting showing that we have an interest in the unit for more than just a presentation.
 - Pick-up the packet from the Council Service Center.
 - Double check there are enough cards for the number of registered members.
 - Be sure to have the total amount raised from the previous year.

- **Presentation**
 - Arrive to the meeting early.
 - Make sure to have Presenter Notes, Brochures, Pledge Cards, & pens ready. Some presenters like to distribute an envelope with the card. Others like to bring a little give away.
 - Speak with CM/SM about using Scouts to distribute cards & pens to families.
 - Pass out pledge cards & brochures at the beginning of meeting (**not at beginning of presentation**) so that people can begin think about their pledge.
 - Keep the presentation short (No more than 8 minutes to present.).
 - DO NOT ALLOW the unit leader/parent/committee member to cut your presentation. It's important that the families hear the STORY of SCOUTING!
 - Ask for the *Support a Scout* level and encourage the Golden Eagle Club.
 - Ask if there are any questions on how to fill out the pledge cards.
 - Emphasize payment methods – invoice by month, quarterly, etc.; payment by cash, check or credit card OR RECURRING GIFT OPTION!
 - Emphasize any incentives for participating in the program.
 - Even if they are giving online, collect a pledge card and note the amount and that they are paying online. The Service Center will follow up with an e-mail if they have not made their pledge.

- **Collection of Cards**
 - Specific questions can be handled in private after the presentation.
 - It's OK to say that you don't know the answer, collect their info, and get back to them later.
 - Ask Scouts to walk around to collect the pledge cards.
 - Get all the pledge cards before the evening is over even if some are not pledging.
 - Stress 100% participation. If unable to pledge, pay, or support Scouting, please have them write Zero or Unable to Support. This will consider the card "WORKED".
 - If possible, get endorsement from Unit Leader. Encourage them to make the first pledge publicly.
 - Advise them that if cards aren't turned in tonight, they may be called at home during upcoming phone-a-thons. Uncollected or "UNWORKED" cards will make up the list for these calls.
 - STRESS to help save time and resources on after presentation mailings and phone-a-thons, please fill out the card and turn them in.
 - Place all cards and any payments into the packet.
 - If giving online, please have them fill out a card with a pledge to take them off the call list





Family Presenter Checklist (Cont.)

- ☐ **Follow Up**
 - Ask the Unit Leader to send out the follow up email to collect online donations from those who could not attend the event.
 - Be sure to use the ONLINE giving option, and PDF card in email

- ☐ **After the Meeting**
 - Report results to your District Executive by email or phone call within 24 hours.
 - Turn in the packet to Council Service Center or District Executive within 48 hours of your presentation.
 - Within 10 days of the presentation, call all members of the unit who did not submit a pledge card to solicit a gift
 - A letter will be sent out the day after you turn in your packet to the service center.

