

Troop 723 Soaring to New Heights	PROCEDURE # FOS-001	PAGE # 1 OF 3	DATE 10/22/14	REV. A
TROOP 723 SECRETARY PROCEDURES				
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TITLE: FRIENDS OF SCOUTING COORDINATOR

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REVISIONS

Rev. A 10/22/14 Original release of the procedure.

- 1 PURPOSE**
 - 1.1 This procedure defines the duties and responsibilities of the Friends of Scouting Coordinator.

- 2 SCOPE**
 - 2.1 Applies to the following all duties involved with annual FOS campaign.

- 3 MATERIAL REQUIREMENTS**
 - 3.1 FOS Troop Binder
 - 3.2 FOS Brochures (current year)
 - 3.3 FOS Promotion Items (pins, patches, coffee mugs, etc., provided by Council)

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3.4 <http://www.ocbsa.org/support/cash-in-kind-property-gifts/friends-of-scouting-campaign-fos/>

4 DEFINITIONS / ABBREVIATIONS / ETC.

- 4.1 FOS = Friends of Scouting
- 4.2 ACM = Adult Committee Meeting
- 4.3 Scouter = Adult volunteer in Scouting

5 NOTES & REMARKS

- 5.1 Congratulations! Thank you for deciding to step up and take on the Friends of Scouting Coordinator position. Your commitment and involvement in our Troop will directly benefit our local Council which in turn serves our youth.
- 5.2 The intent of this document is to help you step into the position. The outgoing FOS Coordinator should be ready and willing to help you succeed at this position. Most of what is published here is intended on helping you with the tasks required of the FOS Coordinator. Please feel free to update this document during your tenure to ensure it stays up-to-date as things change all the time. If you do not feel comfortable making the changes, please see the Committee Chair for changes.
- 5.3 Please note that this document is not laid out in any special order. In other words, the items listed first may or may not be the most important – so the order does not carry any weight.
- 5.4 There is no term for FOS Coordinator. You may serve in this position as long as the Troop Committee Chairperson asks you to remain. Again, thank you for your service to our Troop!

6 FRIENDS OF SCOUTING PROGRAM

- 6.1 Friends of Scouting is the annual fundraising campaign to raise the operating funds necessary to provide a quality Scouting program in Orange County. This campaign is divided into two separate efforts: The Family Friends of Scouting, which solicits contributions from the Scouting families and the Community Friends of Scouting or Golden Eagle Campaign, which seeks contributions from business and community leaders as well as Council Board members. This Troop position is involved with the Family Friends of Scouting Campaign each year.
- 6.2 Every year there is a need for financial support to existing programs, developing programs and to ensure Council camps remain.
- 6.3 The essence of the Family Friends of Scouting campaign is raising money to help the Orange County Council defray the actual cost of delivering and running the Scouting program. Special events and fundraisers pay only a portion of the cost. We want Scouts and volunteer Scouters to support by helping the Scouting program with their pledge.

7 PROCEDURES

- 7.1 PLANNING THE FOS CAMPAIGN
 - 7.1.1 The FOS Coordinator is responsible for planning the campaign with the Troop Committee's approval. The plan should take into consideration the goal of 100% participation from our Troop families.
 - 7.1.2 Generate ideas for how to inspire our Scout families to make pledges and donations to Friends of Scouting.

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7.1.3 Previous Campaigns

- 7.1.3.1 2012 – Donations solicited at Court of Honor
- 7.1.3.2 2013 – Letter campaign – Scouts were given preprinted letters that they could fill out and send to friends and family (see samples in FOS binder). Checks were to be made payable to OCCBSA and indicate Troop 723 in the memo field.
- 7.1.3.3 2014 – Letter campaign – same as in 2013

7.2 APPROVING THE FOS CAMPAIGN

- 7.2.1 The FOS Coordinator should present the campaign idea(s) to the Adult Committee by the December or January ACM.
- 7.2.2 The ACM will listen to the ideas, hold a discussion, perhaps suggest additions, changes, improvements or to accept the campaign idea(s) as presented. A member of the ACM will make a motion and a vote will be taken to approve the FOS campaign idea(s).

7.3 PROMOTING THE FOS CAMPAIGN

- 7.3.1 The FOS Coordinator will publish through the use of the Troop newsletter, flyers or other media the FOS campaign idea(s).
- 7.3.2 The FOS campaign will be presented at the February Court of Honor.

7.4 ORANGE COUNTY COUNCIL FOS PRESENTATION

- 7.4.1 It is recommended that Troop 723 request a FOS presentation from Council. This is normally held at our February Court of Honor. The FOS Coordinator will secure a FOS representative from Council for that purpose.

7.5 RECORDS OF DONATIONS

- 7.5.1 The FOS Coordinator will keep records of the FOS Donations ensuring that all checks are made payable to OCBSA and that “Troop 723 FOS” is in the memo section of the check.
- 7.5.2 Any cash donations will need to be converted to a Troop check. Contact the Committee Chair for assistance for a Troop check.
- 7.5.3 The FOS Coordinator will forward donations to Orange County Council in batches to ensure checks are processed in a timely manner.

7.6 REPORTING

- 7.6.1 The FOS Coordinator should attend ACMs to report on the progress of the FOS Campaign and report final totals when the campaign is concluded.