

## Unit Coordinator Friends of Scouting

The Friends of Scouting (“FOS”) Unit Coordinator primarily acts as a liaison between the Friends of Scouting presenter (“Trailblazer”) and the Pack, Troop, or Crew (“Unit”). The Coordinator also provides pre-presentation support to the Unit and helps conduct follow-up efforts with the Trailblazer.

Duties include the following items.

1. Three to four weeks prior to the FOS presentation, inform Unit families and friends of the approaching presentation. A sample letter for such use is provided on the Council website ([www.bsacmc.org](http://www.bsacmc.org)). Select the “Support Scouting” tab on the left-hand side of the Home Page. Then click on “Dear Scouting Family Template” in the box on the top, right-hand side of the Support Scouting page.
2. One to two weeks prior to the FOS presentation:
  - a. Confirm the date, time, and place of the event with the Trailblazer;
  - b. Request a short bio from the Trailblazer for use in your introduction at the FOS presentation;
  - c. Invite a chartered partner representative to be in attendance at the FOS presentation to receive a framed art print from the Trailblazer;
  - d. Provide families with the introductory letter, if you have not done so already.
3. At the FOS presentation:
  - a. Arrange for scout helpers to distribute materials to families attending the event;
  - b. Introduce the Trailblazer and allow him/her to speak at the beginning of the event and wrap-up at the end;
  - c. Remind families to turn in pledges and donations before leaving the event;
  - d. Thank the Trailblazer for his/her time and efforts.
4. After the FOS presentation:
  - a. Provide Unit families with follow-up information regarding the presentation. A sample letter entitled “Follow-up Letter Template” for such use is provided on the Council website. (Follow the directions under number 1 above for location);
  - b. Contact personally families not attending to gather their pledges and donations;
  - c. Transfer pledges and donations to Trailblazer.