



**BOY SCOUTS OF AMERICA® SUFFOLK COUNTY
COUNCIL**

FRIENDS OF SCOUTING FAMILY CAMPAIGN

UNIT COORDINATOR JOB DESCRIPTION

Especially Prepared for _____

What it means to be an FOS Unit Coordinator:

By accepting this invitation to become an FOS Unit Coordinator, you are joining your district team in representing the Suffolk County Council, BSA, to support the Scouting program. You are NOT asking for money, you are asking for their participation.

Unit Coordinator responsibilities:

1. Be a supporter of the Campaign yourself.
2. Become trained and orientated at least 4 weeks prior to your presentation
3. Oversee the participation of the leaders and families in your unit by:
 - Work with your unit, FOS presenter/chair and District Executive to schedule the best time and location of your presentation to maximize attendance and participation.
 - Send notices/ emails to all active and alumni families announcing the date, time, location and importance in their support for FOS
 - Introduce your FOS presenter the day of your presentation and help distribute the pledge cards
 - Collect the pledge cards at the end of the presentation and returning them to the presenter
 - Work with your presenter to identify families that did not participate and follow up with families not in attendance.
 - Ensure any additional pledges are returned to the council in a timely fashion
4. Send a thank you email/flyer to all participants for their support

Please say **YES** to this invitation. We feel you would be an asset to the boys!