

FRIENDS OF SCOUTING
Presenter Job Description and 'Tips for Success'

One week before the Unit presentation:

1. Visit with key unit leadership to gain their support and understanding of Friends of Scouting. Enroll the unit leader to assist in the presentation.
2. Confirm the presentation date, time, place (Just prior to or immediately following dinner.)
3. Rehearse your presentation.
4. Be sure to take plenty of pledge cards and pens.
5. Get a current copy of the unit roster with family member's names on it.
6. **Talk with key unit leaders to give you a strong introduction and endorse the program.**
7. Best time to make presentation is before the meal or directly after the meal.

During the night of the presentation:

1. Be on time, and wear your uniform if you have one.
2. Confirm with the meeting Unit Leader the amount of time and placement on the agenda.
3. Be enthusiastic, enthusiasm is contagious! **Use good eye contact and strong voice projection.**
4. Involve Scouts in passing out pledge cards and picking them up.
5. Collect all pledge forms before you leave. Involve scouts in picking them up. Get a pledge form from everyone present even if they are not making a pledge.
6. Be sure to recognize donors with recognition items on the spot.
7. Be sure pledge forms contain correct mailing address, phone, unit number, pledge amount and billing information. Encourage legible writing.
8. Thank everybody and announce a unit total before you leave.
9. **DO NOT:**
 - Ask if there are any questions.
 - Let program continue while forms are still out.
 - Make presentation at the end of the program.
 - Let the "willing but untested" make the presentation.
 - Make presentation while parents are still eating.

After the meeting:

1. Turn in pledge forms and money to your District Executive as soon as possible.
2. Compare pledge forms returned with your unit roster and prepare a plan to contact those families that did not return a pledge form. Involve key unit leaders in this process.