**Crew Chief Responsibilities**

* **Schedule unit presentations**
	+ Please use the online spread sheet so I can keep track of where things stand
* **Contact Unit (Key 3) to confirm or schedule date - immediately**
	+ Confirm date, location, and time. Zoom info may be needed for virtual.
	+ Convey FOS Goal
	+ Ask if they have a trailblazer preference
* **Contact unit 30 days prior and then 10-14 days prior**
	+ Encourage unit to send out warm-up letter/email
		- Provide the unit with a sample warm-up letter/email
	+ Inform them of the trailblazer (copy trailblazer)
* **Contact unit a few days prior for a last minute confirmation**
	+ Include trailblazer on all correspondence
* **Send follow-up letter**
	+ Indicate amount collected and give link to online giving site, etc. See example
* **Put together supply packet for trailblazer**
	+ Include the following
		- Unit Collection Envelope (complete this w/unit info)
		- Unit Collection Audit Form
		- Mobile Giving Info
		- Ribbon
		- Pledge Cards & Envelopes
		- Donor Recognition Items
		- Pens
* **Collect Left-Over Supplies**
* **Deliver Donations to Mike or Ben. This should happen quickly (24-48 hours).**
* **Update Google sheet as to the status of incentives and the collected funds.**
* **Report any issues or problems**