**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**