

Trailblazer Responsibilities

- **Sign up for presentations and reply to crew chief requests**
 - Please be responsive when a crew chief reaches out.
 - Please look over the google spread sheet and sign up for open slots
 - Always confirm with a crew chief to avoid miscommunications
- **Communicate with Unit prior to presentation**
 - Typically, you will be copied on correspondence between the unit and the crew chief. Reach out to the unit to make sure you know where to go and what time to be there.
- **Work with your crew chief to get necessary supplies. He/she should give you everything needed.**
- **Arrive early in full uniform or trailblazer polo – this applies to zoom presentations.**
- **Give the presentation (modify this if using zoom). Consider using the Zoom PowerPoint.**
 - Best at the beginning of meeting.
 - Keep it to 5-10 minutes
 - Ask unit leader to be the first to donate (establish this beforehand)
 - Have scouts hand out supplies to adults (pledge cards, envelopes, pens). Remind audience of the district name.
 - Connect with audience by asking questions to youth and adults (e.g., what do you like about scouting). Personalize your story.
 - Discuss the projects funded by FOS – camp improvements, funding for weekend events, training, camperships, etc.
 - Discuss the fact registration fees all go to National. Explain why FOS is needed (>20% of GSLAC budget). Emphasize the fact all funds donated will stay local. Please emphasize that a \$216 donation is wonderful but so is a bunch of \$25 donations.
 - Explain how to give (Cash, Check, Credit Card, Pledge, Mobile). Your crew chief should have provided you with the mobile giving card with instructions for mobile giving. Consider trying it out yourself (even if you don't go all the way with the donation).
 - Please note, families which give online or mobile should still fill out a card with basic information (name) and the amount they donated. This will be needed for you to return the proper type of incentives. Have adults place

name on outside of pledge card envelope for returning donor recognition items at the end of the meeting

- **Show donor items (donors can earn multiple incentives. For example, a donor who gives \$500 will get the pen, \$126 survival tool, \$216 patch, and \$500 Notebook. He/she might also get a Gateway Givers patch if that is how they paid. Emphasize any amount is needed. \$216 is great. \$20 is great.**
- **Explain the unit goal and the fact units who reach their goal will also get a \$75 credit to rent a facilities at a GSLAC property (excluding summer camp).**
 - **Hang out during meeting to collect donations and answer FAQ. Put your email and links in the chat for virtual presentations.**
 - **Tally up donations and distribute donor recognition items to unit leader for distribution later**
 - **While at the meeting, record everything, give any donor incentives to the unit leader to distribute the families. Virtual presentations will result in incentives being delivered at a later point.**
 - **Let the unit leader know how the unit did relative to their goal.**
 - **Present the unit with a ribbon (all units who schedule FOS get a ribbon)**
 - **Collect remaining supplies & Thank You!**
- **When you get home fill out the audit sheet. Report amount collected to Crew Chief. Your crew chief will follow up with the unit and provide the amount collected and a link to the online donation portal**
- **Return supplies to crew chief (important) unless you have arranged to keep them for a future presentation**
- **Deliver donation envelope to Crew Chief. This needs to happen quickly (ideally within 24-48 hours).**
 - **If you return it to DE make sure to let Crew Chief know amount collected**
- **Report any issues or problems to Mike, Ben, or Matt**
- **Please try not to cancel. If you do need to cancel please let your Crew Chief know asap**