

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**