



# **UNIT CHAIR EVENT GUIDE**

[www.samhoustonbsa.org/scouting-for-food](http://www.samhoustonbsa.org/scouting-for-food)

## **2018 TIMELINE FOR SUCCESS**

### **During December 2017:**

- Ensure your unit has a Scouting for Food Coordinator as well as an additional group of helpers
- Ensure your District Scouting for Food Chair knows your unit is participating by registering your unit online at <http://www.samhoustonbsa.org/scouting-for-food>
- PROMOTE, PROMOTE & PROMOTE!!! Facebook, Instagram – it's time to get your social media ON! Get your Scouts and local community excited about this great opportunity to make a difference and help fight hunger in the Sam Houston Area Council!

### **At January Roundtable:**

- Units pick up unit coverage maps and door hangers.

### **Before Saturday, January 27, 2018**

- Distribute territory instructions and safety guidelines to Scouts and drivers.
- Ensure enough drivers are recruited for the Saturdays.
- Divide your coverage maps into smaller areas to provide to each driver/Scout team.

### **Door Hanger Distribution Day, January 27, 2018**

- Scouts gather at assembly area, conduct instructional and safety briefing for all Scouts and drivers.
- Pass out maps and driver instructions.
- Deliver door hangers door to door.

### **Food Collection Day, February 3, 2018**

- Scouts gather at assembly area, conduct instructional and safety briefing for all Scouts and drivers.
- Pass out maps and driver instructions.
- Conduct the food collection for your territory.
- Consolidate the food into as few vehicles as possible for transport to the drop off site
- Calculate the food weight using the suggested formula and complete the unit collection report.
- Deliver the food to the designated district drop off site
- Contact your District Scouting for Food Chair and report the number of pounds collected.

### **After Food Collection Day**

- Congratulate your Scouts on a job well done.
- Scout leader logs in service hours at the SFF DoubleKnot website at <http://www.samhoustonbsa.org/scouting-for-food>.
- Unit SFF Chair collects Scouting for Food patches at March Roundtables, and distribute them at next unit meeting.



## **UNIT TERRITORY INSTRUCTIONS**

- Your unit should work its assigned territory only. It is crucial that you cover your assigned area thoroughly. Each year the council office receives calls from disappointed people whose homes are missed.
- On boundary streets, collect on your side of the street only (unless given other instructions).
- Skip apartment units with controlled access and "No Solicitation" rules. Scouts should not enter a building with multiple units, but with a single entry that would allow a Scout to be out of sight from the street.
- Collect from private homes only. Do not solicit from grocery stores or other commercial establishments.
- Be certain Scouts are in full uniform, travel in groups of two or more, and are adequately supervised - this is especially true for Cub Scouts.
- Door hangers should be distributed door-to-door on Saturday, January 27, beginning at 9:00 a.m. Place hangers on a door handle or between a storm door and entry door. Do not put them in mailboxes; it is against the law.
- Food must be collected on Saturday, February 3, beginning at 9:00 a.m. or later. Collect food from the same area where you distributed door hangers. Food should be turned in to your district collection station or local food pantry. Collection stations will be open from 10:00 a.m. to 4:00 p.m. and will be supervised by scouting personnel.
- If you have any questions, contact your District Scouting for Food Chairman or your District Professional.

## **SAFETY GUIDELINES**

- Do not go into unsafe areas or areas that you are not comfortable
- Use the buddy system and be safety conscious.
- No one-on-one contact between adults and youth members (e.g., have one adult and 2 youth members in a group)
- Use extreme caution when crossing streets.
- Never to ride in the back of pick-ups or trailers
- Never to enter a home
- Do not enter fenced yards with dogs
- Always wear safety belts while riding in a vehicle
- Always make sure an adult accompanies all Scouts
- Wear a Scout uniform
- Be friendly and courteous to everyone.
- Do not walk across lawns or flowerbeds. Use sidewalks
- Thank people even if they don't contribute.
- Have fun with your fellow Scouts!

