



DISTRICT CHAIR EVENT GUIDE

www.samhoustonbsa.org/scouting-for-food

2018 TIMELINE FOR SUCCESS

November 2017

- Ensure all units have recruited a Unit Scouting for Food Chair.
- Validate to the provided list of food banks, food pantries and other non-profit agencies within the district who can benefit from the district's Scouting for Food drive and confirm agency participation and that they will be open on collection day.
- Develop and define territories to be covered by each participating unit.
- Contact units and secure participation. Ensure units register their participation online at www.samhoustonbsa.org/scouting-for-food
- Encourage all district unit to participate and ask units to register their participation online at www.samhoustonbsa.org/scouting-for-food.
- Recruit additional support (Order of the Arrow chapters, Venturing Crews) to help at collection locations.
- Begin promoting the event on District Facebook page, encourage Units to advertise also.

December 2017

- December Roundtable:
 - Complete unit participation commitments
 - Distribute supplies (e.g., door hangers, signs, etc) and give instructions, maps, collection territories, and drop off locations, and reporting instructions to units.

January 2018

- January Roundtable:
 - Finalize volunteer commitments
 - Finalize and distribute plans and logistics to units
 - Continue to distribute supplies

January 27, 2018

- Door Hanger Distribution Day! Scouts distribute door hangers to homes.

February 3, 2018

- Food Collection Day! Scouts collect food from homes and deliver to their designated locations and food pantries.
- Ensure all units report the quantity collected to their District Scouting for Food chair.

March 2018

- Recognize volunteers, units, and exceptional participation at March Roundtable.
- Complete the post-event survey to provide feedback to the Council Scouting for Food Chair on how to make the campaign more successful in the future.
- Start generating excitement for the 2019 Scouting for Food campaign.



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!

