

A group of five young boys and one adult leader are hiking through a field. They are all wearing tan Boy Scout uniforms and large black backpacks. The boys are in the foreground, some with their fists raised in a celebratory gesture. The leader is on the right, smiling and looking towards the camera. The background is a bright, hazy outdoor setting.

Steps to Success & Walkthrough

FRIENDS OF SCOUTING



BOY SCOUTS OF AMERICA[®]
UTAH NATIONAL PARKS COUNCIL

The Steps to Success

By following the instructions from LDS Church leadership and best practices shared by local leaders, Friends of Scouting can be a success.

Step 1 – Download ward roster/household list.

Step 2 – Update donor records and prepare donor cards.

Step 3 – Select, educate, and encourage ward FOS workers.

Step 4 – Conduct a successful Friends of Scouting drive.

Step 5 – Log donations into the online FOS system.

Step 6 – Reconcile donations, print deposit slip, and take donations to the bank.



Step 1 - Download Ward Roster/Household List

With these instructions you can create a household list to use as a reference to update your donor list in the FOS system.

- a) On LDS.org, log into your account.
- b) Under “My Ward,” select [Directory].
- c) Select your ward, then click on [Households].
- d) Near the top right of the screen, click on [Print].
- e) From the pop-up box, in Details, check the boxes for phone number, email, street address and full address. Click on [Open PDF].

See following slide for screen shot.



Step 1 - Download Ward Roster/Household List

Directory c)

Gilwell Central Stake
Wood Badge 1st Ward

Ward Leaders

Ward Organizations

Households

Photos

My Household

Missionary

PDF Print Preview - Mozilla Firefox

b) <https://www.lds.org/directory/printPdfPreview.jsp?view=ward&orgType=null&unitid=167>

Print Preview Directory

Page Title Wood Badge 1st Ward

- Details e) {
- Ward Leadership and Meeting Info.
 - Household Photo
 - Phone Number
 - Email
 - Street Address
 - Full Address
 - Individual Details
 - Children

Font Size Normal

- Layout
- Portrait
 - Landscape

US Letter (8.5in x 11in)

4 Columns

- Margins (3-hole punch)
- None
 - Left
 - Top

Open PDF Save PDF Cancel

This is how each entry will appear.*

Last Name
John & Jane
1234 Street Address
City, State Zip Code
123-456-7890
john@emailaddress.com

Preview information is fictitious.

d) Print Help

MY WARD

Directory

Calendar

Donations

Ward Map

All Tools

Meetinghouse Locator

Leader and Clerk
Resources

Locations and Schedules

Mobile Applications



Recreation Camps

Help Center

Online Store

Step 2 - Update Donor Records & Prepare Cards

Use your downloaded ward list to update your ward's records in the FOS system. Then, print donor cards for distribution.

- a) Go to www.utahscouts.org/FOS. Click on [Online Donation System].
- b) Click on [Log-in], enter your credentials.
- c) Click on your ward name under donor organizations, then click on [Donors].
- d) Compare your ward household list to the donor list and remove donors who have moved by clicking on the  icon. Add new donors by clicking the  icon.
- e) After the donor list is updated, you can create, manage, and print donor routes for distribution. From the ward dashboard screen, click on [Manage and Print Routes]. Follow the on-screen instructions for creating, managing, and printing routes.

See following slide for screen shot of unit/ward dashboard.



Step 2 - Update Donor Records & Prepare Cards

LDS Wood Badge 1st Ward

Unit/Ward Dashboard

There are 1 pledges valued at: \$12.21 that have not yet been deposited. Click to [Create Deposit](#)

c)

Donors

current

109

Routes

3

Deposits

Unprocessed

10

📍 Campaigns

Friends of Scouting - 2017/18 - Active

\$5,396.00 of \$6,000.00

89.90% Complete



Money Raised
\$5,396.00

URL <http://unpc.cbcl7.com/8E37A>



Enter Pledges

Task#1

Update Donor List

Friends of Scouting - 2016/17 - Dormant

\$3,300.00 of \$0.00

Toolbox

[Donor List / Enter Pledges](#)

[Import Donor List](#)

[Download Import Template](#)

[Create Deposit](#)

e)

[Manage and Print Routes](#)

👤 Users with permission (3) [+](#)

Name

Robert B. Powell



Ernest T. Seton



William D. Boyce



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Step 3 – Select, Educate, and Encourage Ward FOS Workers

Ward FOS workers should be adults who are positive towards Scouting, hardworking, and trustworthy.

- a) Demonstrate the “Pitch, Price, and Pledge” principle (see utahscouts.org/FOS). It costs \$100 per year per Scout for district and council support, services, and improved camping experiences.
- b) Share positive Scouting stories, review FAQ, and answer questions.
- c) Distribute FOS cards/routes with sufficient FAQ sheets and other FOS materials, like the patch set and Keepers of the Flame flyer, etc.
- d) Educate on the use of the donor card and online donations.
- e) Workers should thank donors for any contribution and leave the house having shared a positive message and answered questions using the FOS materials and FAQ sheet.

Additional resources and videos can be found at www.utahscouts.org/FOS



Step 4 – Conduct a Successful FOS Drive

The LDS Church encourages all to “continue their active participation and financial support.” – Joint Letter, May 2018.

- a) All households are to receive a meaningful opportunity to give.
- b) Give members appropriate FOS informational materials to help in their decision to contribute.
- c) FOS asks should be friendly, supportive, and uplifting experiences.
- d) All donations must be logged properly into the online FOS system.



Step 5 – Log Donations into the online FOS System.

“Account accurately for all contributions received via the Council’s donor system.” –Utah South Area 2018 FOS General Instructions.

- a) Go to utahscouts.org/FOS and click on [Online Donation System]. In the unit/ward dashboard, click on [Enter Pledges].
- b) Log donations by finding the donor and clicking on [+ New Pledge].
- c) Select the current campaign (2018/19), your organization, the tender, and amount, then create the pledge.
- d) Once donations have been entered, a deposits available box will appear on the unit dashboard.

NOTE: All donations are considered “pledges” until the cash and checks have been deposited and the council has accounted for the deposit.

Create New Pledge for Thomas Seton

Campaign
Choose one... ▾

Organization
Choose one... ▾

Tender
Choose one... ▾

1 One Time payment(s) of: For a total pledge of:

\$ 0 \$ 0



Step 6 – Reconcile Donations, Print Deposit Slip, and Take Donations to the Bank

- a) First, add a second user with permissions. At the unit/ward dashboard, click on the [+] icon in the box, “Users with Permission” and add a second user.
- b) Click on [Create Deposit] from the unit/ward dashboard.
- c) Reconcile the cash and check donations.
- d) Add donations to the deposit by clicking on the [+] icon next to each pledge. After adding all the pledges that will be deposited, click on [Create a deposit for \$XXXX.XX]
- e) Select the bank you will take the deposit to, and select the second user account as “also created by.”
- f) To print the deposit slip, at the unit/ward dashboard, click on [Deposits]. Click on the PDF icon next to the desired deposit.
- g) Endorse the back of checks by writing: For Deposit Only – Utah National Parks Council [Account Number on Deposit Slip].
- h) Put deposit slip along with donations into the provided bank deposit bag. Seal bag and write the appropriate information on the bag (see below).
- i) Take the deposit to the bank as soon as possible.
- j) You can make as many deposits as needed.
- k) Report back to your stake when your drive is complete.

See next slide for screenshots.



Step 6 – Reconcile Donations, Print Deposit Slip, and Take Donations to the Bank

Unit/Ward Dashboard

Toolbox

- [Donor List / Enter Pledges](#)
- [Import Donor List](#)
- [Download Import Template](#)
- b) [Create Deposit](#)**
- [Manage and Print Routes](#)

Users with permission (3) **a) [+](#)**

Create Deposit Dashboard

Info! Click the icons to add pledges to the deposit.

Deposit Total	\$350.00
Checks:	\$200.00
Cash:	\$150.00

d.2) Create a deposit for \$350.00

	\$150.00	Thomas Seton	Cash
	\$200.00	Baden Powell	Check

Undeposited Cash and Check Pledges	\$175.00
Checks:	\$0.00
Cash:	\$175.00

d.1)

	\$175.00	James West	Cash
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Create Deposit Pop-up

x

Create New Deposit

Deposit for Bank...

Created By
Derrick Larsen

Also created by

Note! A second user account must be associated/created for this unit to make a deposit. To add a second user with permissions: [Click here!](#)

Create Deposit
Cancel

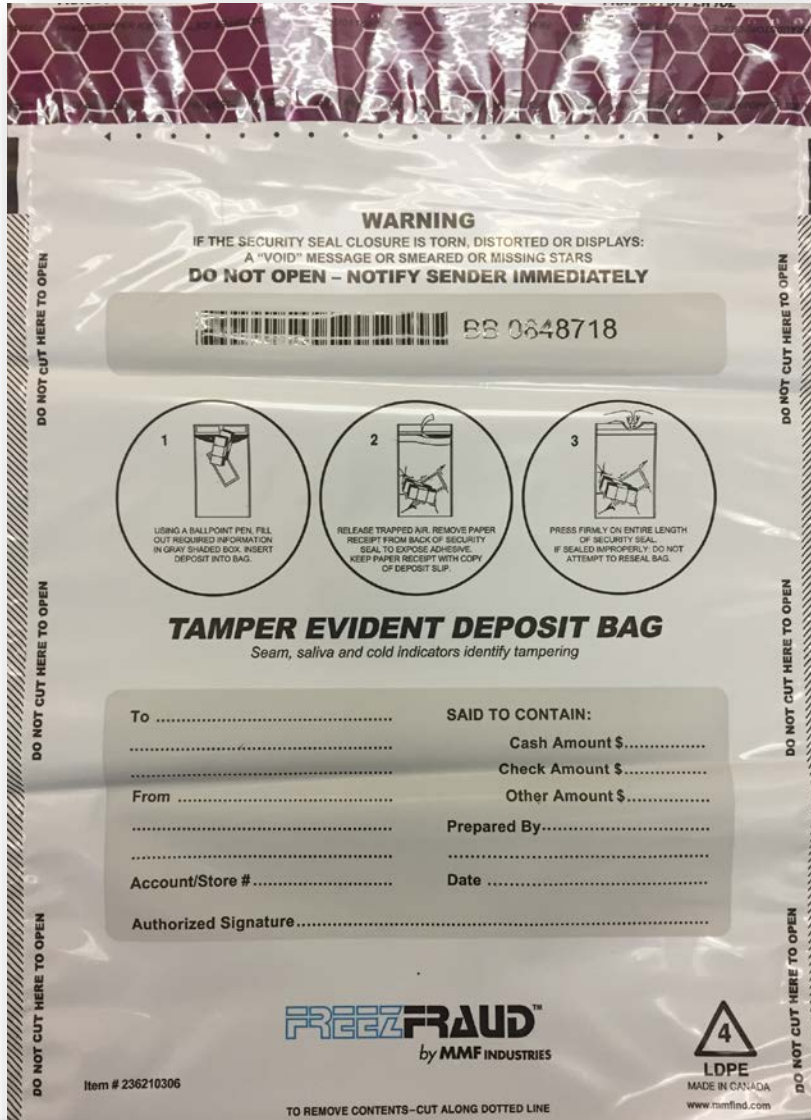
Deposits Created Dashboard

LDS Wood Badge 1st Ward

Search advanced

id	Amount	Unit #	Count	Bank	Org	Created by	Processed on	Date	Action
10105	\$12.21	870	n/a	Zions	LDS Wood Badge 1 st Ward	Bishop & COR		Jul 30, 2018	f)

Step 6 – Reconcile Donations, Print Deposit Slip, and Take Donations to the Bank



The Bank Bag

Write the appropriate information on the bag.

To: [Name of Bank on deposit slip]
Utah National Parks Council BSA

From: [Your Ward Name]
[Your Stake Name]

Account: [The account # on the Deposit Slip]

Cash Amount \$: [Total Cash on Deposit Slip]

Check Amount \$: [Total Check on Deposit Slip]

Prepared By: [The name of the person who prepared the deposit]

Date: [The date you're making the deposit]

Authorized Signature: [Signature of the person who prepared the deposit]

When complete, take the bank bag to the appropriate bank on the same day if possible.



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Gratitude – Thank you so much!

“To express gratitude is gracious and honorable, to enact gratitude is generous and noble, but to live with gratitude ever in our hearts is to touch heaven.”

- Pres. Thomas S. Monson

Questions?

District Executive Name

Phone

Email

Council Service Center

801-437-6222

help@utahscouts.org



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