

Utah South Area

2018 Friends of Scouting

General Instructions

Introduction

The joint statement from The Church of Jesus Christ of Latter-day Saints and the Boy Scouts of America released May 8, 2018, informs that the Church will discontinue chartering Scouting units in the United States after December 31, 2019.

The statement also directs that “the Church is to remain a fully engaged partner in Scouting for boys and young men ages 8-13 and encourages all youth, families and leaders to continue their active participation and financial support. [The Church] continues to support the goals and values reflected in the Scout Oath and Scout Law and expresses its profound desire for Scouting’s continuing and growing success in the years ahead.”

Elder Jeffrey R. Holland reinforced these points in his remarks at the BSA National Annual Meeting in May, saying, “We are locked arm in arm and hand in hand for the next 18 months. Please keep your shoulders to the wheel” and “We’re not in any way disavowing any of those virtues of Scouting. This is about children. We hope that you keep serving.”

The Church continues to support Scouting by way of the Friends of Scouting drive, which is conducted annually under Handbook 2, §13.6.8. The needed funds help support our local youth and adult leaders through camping properties, programs, leadership training, and support services. Directions for a successful FOS drive in the Utah South Area are as follows:

Guiding Principles

1. **Leadership & Accountability** - Area Seventies, stake presidents and bishops direct the FOS drive in their areas with the assistance of the agent stake president over Scouting in the coordinating council (LDS-BSA relationships chair) and report regularly according to established timelines. The local professional Scouter will assist with stake FOS leadership meetings and trainings.
2. **Goal Setting & Accounting** – The goals are two-fold: 1) visit every household with a meaningful opportunity to contribute and 2) account accurately for all contributions received via Utah National Parks Council’s donor system found at www.utahscouts.org/FOS. Training on the donor system will be provided by the local professional Scouter.

Instructions and Attachments for:

- Area Seventy, LDS-BSA Relationships Agent Stake President
- Stake President
- Bishop
- Ward FOS Workers, Ward Clerk

July 5th, 2018

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Area Seventy

Primary Responsibility: Support stake presidents' efforts to carry out a successful Friends of Scouting campaign and have regular return and report. In speaking with local and area Church leaders, we have determined that the best way to have a successful, consistent campaign is through local initiative and leadership. So instead of holding coordinating council-wide FOS kickoff meetings, we ask that stakes hold Friends of Scouting leadership meetings on a stake level.

Timeline:

July 8th – July 15th

- Verify that all your stake presidents have received this packet of instructions from the Council.
- Follow up with the stakes in your coordinating council as they plan for individual stake Friends of Scouting leadership meetings to be held in August. Report to Elder Munk the dates, times, and locations of each stake's FOS leadership meeting.

August (Stake Friends of Scouting Leadership Meetings)

- Ensure each stake holds an FOS leadership meeting and offer support where needed, including attending these meetings if your schedule permits (we recognize that it is impossible to attend them all).

September 2nd, 16th, 30th, October 14th, 28th

- Report to Elder Munk when all the stakes in your area have completed their FOS leadership meetings. Elder Munk will send regular reports of stakes' progress in homes contacted and amount collected to you. Follow up with stakes as necessary to ensure a successful campaign.

LDS-BSA Relationships Agent Stake President

Primary Responsibility: Work with the Area Seventy to support stake presidents' efforts to carry out a successful FOS campaign and have regular return and report.

Timeline:

July 8th – 15th

- Coordinate with the Area Seventy and local professional Scouter to support the stakes in your coordinating council as they set a date, location and overall plan for individual stake Friends of Scouting leadership meetings to be held in August.
- Report to Area Seventy the dates of each stake's FOS leadership meeting.
- Stake presidents will designate someone to oversee their stake FOS drive and communicate the name, position, and email address of that person with you. Compile the list of these designees from each stake in your coordinating council and send them to Elder Munk via brothercumplings@gmail.com

July 15th – 29th

- Ensure each stake has the packet of instructions for the stake FOS leadership meeting. Offer assistance where needed.

August (Stake Friends of Scouting Leadership Meetings)

- Ensure each stake holds an FOS leadership meeting and offer support where needed, including attending these meetings if your schedule permits (we recognize that it is impossible to attend them all).

September 2nd, 16th, 30th, October 14th, 28th

- Report to your Area Seventy the completion of each stake's FOS leadership meeting. Elder Munk will send regular reports of stakes' progress in homes contacted and amount collected. Follow up with stakes as necessary to ensure a successful campaign.
- Solicit help from professional Scouters when needed.

When reporting to Elder Munk, use brothercumplings@gmail.com
FOS resources and training available at www.utahscouts.org/FOS

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Stake President

Primary Responsibility: Oversee the Friends of Scouting drive in your stake; see Handbook 2, §13.6.8. Hold a Friends of Scouting leadership meeting in your stake to train stake and ward leaders with FOS assignments.

Timeline:

July 8th – July 15th

- Designate someone to oversee the FOS drive and communicate the name, position, and email address of that person to your coordinating council's agent stake president. Elder Munk and the Council will provide regular communication to your designee.
- Set a date, location, and overall plan for your stake's Friends of Scouting leadership meeting to be held in August (see "Suggestions for Stake FOS Leadership Meetings"). Report the date, time, and location of this meeting to your agent stake president.
- Bishops will receive an electronic copy of the FOS General Instructions from Elder Munk.
- Ask bishops to call a ward FOS chair and ward FOS workers

July 15th – July 29th

- Invite the following to your stake FOS leadership meeting: stake presidency counselor, high counselor over Young Men, bishopric member from each ward, ward clerks, ward FOS chair, ward FOS workers, and your local professional Scouter.

July 29th

- Report to the agent stake president that invitations to the FOS leadership meeting have been sent to ward leaders.

August

- Hold your stake FOS leadership meeting (see "Suggestions for Stake FOS Leadership Meetings" enclosed).
 - Read the joint statement released on May 8, 2018 with an emphasis on remaining fully engaged, including through financial support. Make plans to accomplish the goal of visiting every household in the stake and providing a meaningful opportunity to contribute. Make sure each ward knows how to track donors and dollar amounts raised. Inspire those present to make a concerted effort to have a successful drive
- Set a formal start and end date for your FOS drive. A time frame of two to three weeks is recommended.

August 26th

- Report to the agent stake president your plans and timeline for the FOS drive in your stake.

September 2nd

- Have wards hold individual training for any ward FOS workers not in attendance at the stake FOS leadership meeting.

September 2nd, 16th, 30th, October 14th, 28th

- Ensure that each ward is fully engaged in successfully completing their FOS drive following the instructions given.
- Elder Munk will send regular reports of your stake's progress in homes contacted and amount collected. Follow up with wards who are struggling or behind schedule to offer additional support and training.
- Upon completion of the FOS drive in each of your wards, as determined by you in consultation with your bishops, report your completion to the agent stake president.
- Solicit the help of your local professional Scouter.

FOS resources and training available at www.utahscouts.org/FOS

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Bishop

Primary Responsibility: Oversee the Friends of Scouting drive in your ward; see Handbook 2, §13.6.8. Have regular return and report with ward FOS workers to ensure each family in your ward is visited and has a meaningful opportunity to give.

Timeline:

July 8th – 15th

- Report to your stake president that you have received and reviewed this instruction packet.
- Call a ward FOS chair and ward FOS workers to help coordinate the campaign. These adults should be positive toward Scouting, hardworking, and trustworthy to ensure a successful campaign.

July 15th – 29th

- Receive communication from your stake president concerning the stake Friends of Scouting leadership meeting. Make sure the bishopric member over Scouting (COR), ward clerk, FOS chair, and FOS workers plan to attend this meeting.

August

- With your counselor over Scouting (COR) and any other ward leadership you invited, attend the stake FOS leadership meeting. At this meeting, you will receive ward FOS materials.
- Work with your stake to meet the FOS drive timeframe goals.

September 2nd – October 31st

- Using the materials found on www.utahscouts.org/FOS, please see that all your ward FOS workers are familiar with the mission of Utah National Parks Council, understand that 100% of all donations stay local to support our youth, and the donations are properly accounted for in the FOS accounting system.
- Conduct a successful FOS drive by visiting with each household in the ward and providing a meaningful opportunity to give according to your stake's directions and information included in your FOS packet.

September 2nd, 16th, 30th, October 14th, 28th

- Report your ward's progress through the online survey sent out by Elder Munk every two weeks. The report includes information on FOS training completion and number of homes contacted.
- Solicit the help of the professional Scouter when needed.
- Bishops are often aware of individuals and families in their wards who can contribute to Scouting at a higher level. Consideration should be given to invite these families to give at a more significant level. Please see the ward FOS packet for fliers and information that could be used in these cases.
- After designated goals have been achieved, report to your stake president the completion of your FOS drive.

Please NOTE:

- Electronic donations are automatically accounted for in the FOS accounting system.
- Donations should be made separate from tithing and fast offerings and NOT sealed in tithing envelopes. Process FOS donations separately from church donations.
- Never leave funds unattended or unsecured.
- Follow the companionship principle when handling these funds.
- Receipts will be sent via email to all donors with a valid email address in the FOS accounting system.
- Donations should be accounted for in the FOS accounting system and deposited within 24 hours of receipt.

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Ward FOS Worker

- Upon assignment, attend the Friends of Scouting leadership meeting in your stake.
- Receive donor cards and FOS materials for your assigned households to visit.
- Visit each assigned home and present a positive, supportive, and meaningful opportunity to each household to contribute.
- When appropriate, please share the donor recognition opportunity (patch set and Keeper of the Flame).
- Continue contacting until each household has been given an opportunity to contribute.
- Checks should be payable to “Utah National Parks Council.”
- Receipts will be sent via email to all donors with a valid email address in the FOS accounting system.
- Return and report your contacts and donations progress to the bishopric periodically.

Ward Clerk/Ward FOS Chair

For a walkthrough of the FOS accounting system, go to www.utahscouts.org/FOS.

The following steps are intended for the bishopric/ward FOS chair with the help of the ward clerk:

Step 1 – Organizing Your Friends of Scouting Campaign

- a. Use the donor cards provided in the packet of materials you received at your training.
- b. Use blank cards for people for whom you don't have cards.
- c. Divide cards up based on logical priesthood assignment routes in your ward.
- d. Your bishop may select four or five individuals and families from the ward that have means and motivation to give at a higher level and invite them to become “Keepers of the Flame” (see ward packet for flier and information).

Step 2 – Conduct Friends of Scouting Campaign

- a. Recruit enough FOS workers and guide them to get the job done quickly and efficiently.
- b. Using the provided training materials, educate and motivate your FOS workers. Every worker should visit all assigned homes with a positive Scouting endorsement. Resources are available at www.utahscouts.org/FOS
- c. Distribute the donor cards, brochures, and FOS thank you fliers to FOS workers. Remind them of the FOS drive timeframe.
- d. Where appropriate and agreed to by the bishop, workers, as a starting point, can invite donors to support one boy at \$100 per year or \$10 per month, if possible.
- e. Workers can share with each household the donor recognition levels opportunity (patch set and Keepers of the Flame).
- f. Workers should thank donors for any contribution and conclude the contact having shared a positive message of Scouting.
- g. All donations should be done electronically in person or turned into the bishopric for accounting and deposit within 24 hours.

Step 3 – Log Cash and Check Donations into the FOS Accounting system

- a. Find specific instructions for logging donations at www.utahscouts.org/FOS

Step 4 – Reconcile donations and print the donation bank deposit slip.

- a. Find specific instructions for reconciling donations and printing the deposit slip at www.utahscouts.org/FOS.
- b. Endorse the back of checks by writing “For Deposit Only – Utah National Parks Council [account number on deposit slip].”
- c. Put deposit slip along with donations into the provided bank deposit bag. Seal bag and write the appropriate information on the bag (see below). If you run out of bags, any bank deposit bag from the appropriate bank can be used. More bags can be obtained at the Scout office or from your professional Scouter.

Instructions for Making a Deposit:

To be written on bank deposit 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] (Not the bank’s routing number)

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]

Cell Phone number: [The number 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]

- a. Take the deposit to the bank that day or as soon as possible utilizing the companionship principle.
- b. You can make as many deposits as needed and at different times.
- c. Report back to your stake when your drive is complete.