

Pack 1776 Scouting for Food Procedures

1. Overview

In the Law of the Pack, a cub scout gives good will. By participating in a Scouting for Food program, scouts come closer to fulfilling those words. Every year in November, scouts from across the Mt. Diablo Silverado Council collect thousands of pounds of food for the Contra Costa Food Bank. Find out more about the program at the Council website:

<http://www.mdscbsa.org/>

2. Suggested Timeline

Event	Description
Early October	Find out the date/time/location of the October Meridian District Roundtable from council emails. If you're not on the email, visit their website at http://www.mdscbsa.org/ . There's usually a session covering Scouting for Food at this roundtable.
Early October	Notify Pack Committee to purchase Scouting for Food patches in advance. These patches sell out quickly since nearby troops and packs will all be purchasing at the same time. Number of participants varies from year to year. Estimate about 90% of the scouts will participate.
Late October	Attend October District Roundtable. This is usually held on the 2nd Thursday of October at the LDS Church on 5025 Crow Canyon Road. (See What to expect at the district roundtable).
Late October	<p>PLANNING:</p> <ul style="list-style-type: none"> • With your District assigned map, divide area among dens, taking into consideration <ul style="list-style-type: none"> ○ Den sizes (some dens are doubled the size of the others) ○ Cub ages (pick easier path for younger cubs) ○ Walking distance, etc. ○ Newly developing neighborhoods still under construction can be skipped. • Prepare printed / downloadable maps for den leaders. • Divide door tags and other material so they are ready for distribution at the Pack Leadership meeting before Scouting for Food (SFF). • Determine tag-drop-off days and time (use daylight hours for safety). Check Pack calendar for conflicts (eg. Fall camping). Shift days earlier if needed. • Determine pickup day and time (our neighbors may wake up later on weekend morning and food may not be ready for pickup until a later time). • Prepare email(s) (sample) to be sent to the Pack announcing start of SFF and safety (sample). These emails can be sent by the leaders on your behalf.

	<ul style="list-style-type: none"> • Notify webmaster if any message or map need to be online. SFF info from previous years can be found here. • Consider promoting the event thru the weekly Coyote Connections. Message needs to be submitted to school by Thursday prior to publishing of the newsletter. Check with Harriet at school office for detail. • Consolidated the collection in front of the school and have one or two leaders drive them to the collection site. Don't forget to take a picture to show how much we collected! • If you personally cannot drive all the food to the collection area or need additional help, ask the Committee Chair for more assistance from the Pack.
Early November	<ul style="list-style-type: none"> • Announce start of SFF with Pack-wide email and web posting. Be sure to include your cell phone number on the communication so people can reach you if they're out of tags or running behind. • Emphasize that scouts MUST be in Class A uniform and review all the safety rules in the communication. • Consider asking scouts to write a thank you note on a sticky and post it on the door if families donated food. It's not lot of work for the scouts but it encourages donors to do the same again and again.
Early November (11/3/2011)	Attend the November Pack Committee meeting and be prepared to <ul style="list-style-type: none"> • Share your plans with den leaders • Distribute instructions, maps, door tags, and other material to den leaders. Den leaders/ reps start coordinating scouts for assigned area. • Ask the Den Leaders to provide you their lead's cell phone number. • Request transportation help on pick up day if needed. May need multiple SUVs or trailer. • Notify webmaster if anything needs to be on the website.
11/5 – 13/2011	Scouts start distributing door tags in assigned area.
Early November	Arrange delivery team. When and where to meet. When and where to deliver collection.
Early November	Arrange breakfast if necessary. Arrange photographers if necessary. Be prepared for rainy weather. The Pack has EZ-Ups for use if necessary.
11/19/2011	Scouting for Food – Collection <ul style="list-style-type: none"> • Scouts pick up donations at assigned area beginning <i><time></i>. • Donations delivered to school front by <i><time></i>. • <i><Names></i> to deliver donations to collection site in Danville. • [optional] Reward cubs and families with healthy breakfast.
Late November	Submit breakfast and any other receipts to Treasurer for reimbursement.
Late November	Gather name of participated scouts from den leaders. Pass name list to Awards Chair so patches can be distributed in December Committee or Pack meeting.
Late November	Record service hours at Good Turn for America . Unit ID: 100041544, Unit Type: Pack, Local Unit Number: 1776
11/23/2011	SFF wrap-up message goes out and online, just in time for Thanksgiving.

Late November	Collect feedback from each Den regarding the size / density of the streets provided to them to help gauge for next year. Update and improve this document with new knowledge and pass it on. Notify webmaster to update document on website.
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3. What to Expect at the District Roundtable

- You will receive
 - Scouting for Food instruction ([sample](#))
 - Scouting for Food assignment ([sample](#))
 - A map of the assigned area
 - Door tags ([sample](#)) and any other necessary material for the food drive

4. Sample Message: Scouting for Food

Pack 1776 families,

More than **ever** before, our community needs us to "Do a Good Turn Daily"!

Our pack will be participating in the Scouting for Food event which runs from November 13th-20th. The goal is to place the Scouting for Food hangers on the front door knobs in our assigned area starting November 13th. We would then pick-up the donated items on November 20th.

Each Den **must** assign a Den representative to pick up maps with high-lighted routes assigned to each Den and the door hangers. Please arrange to pick them up at the **committee meeting this Thursday**. The Den Leaders will need to coordinate their Cub Scouts hanging the door hangers on or after Nov 13th **before it gets dark**. The Dens will need to pick up the donations from their assigned routes after 9:00 am on Saturday November 20th and bring it to outside Coyote Creek School's MPR between 10 AM and 11 AM.

Den leaders should ensure that their den has representation and, at a minimum, arrange for collection of the high-lighted route maps and hangers. The den leaders are responsible for coordinating and communicating their den's participation in this event.

Attached is a document regarding the **GENERAL** event information. (Details listed in this email take precedence.) *A map of your assigned area will be given to you when the Den representatives get the door hangers.* Please address any questions regarding the event to <name> and cc: Cubmaster <name> and Committee Chair <name>.

Thanks!

<name> (<email>)

5. Sample Message: Safety Info

It is always our Pack's goal to accomplish the food drive successfully BUT NOT at the expense of the safety of our kids. Therefore, ALL DEN LEADERS MUST:

1. Ensure that the drop off and pick up schedule is coordinated very well among its members and that there is enough participation otherwise it should be re-scheduled on a different day. Scouts may NOT go solo.
2. Scouts are NEVER allowed to distribute the hangers alone or without adult supervision. Parents should have all scouts in view at all times. If a parent should leave the distribution or pick up for any reason, he or she should be responsible for assigning the supervision of the scouts to another parent ahead of time.
3. Scouts are NOT to enter a donor's residence.
4. If there are gated communities in your area, please contact the HOA to obtain permission to distribute and collect in their area.
5. If there is confusion with the boundaries, we encourage that you talk to the den leader whom you are sharing the boundaries with to avoid duplication.

Maps are now available on the Pack website. The hangers will be distributed to den representatives at the committee meeting tomorrow. Please direct any questions to <email> cc-ing Cubmaster <name> and Committee Chair <name>.

Thank You!!