

# THE UNIT PRESENTATION CHECKLIST

## Before the Presentation

**\_\_Units** - Communicate with parents by email, social media post, text and/or phone when the annual FOS Presentation will be. **Don't forget to use provided content!**

**\_\_Unit Champions**- Set-up a date and time with Michaela before your presentation to get the materials needed for the presentation.

**\_\_Presenters & Units** - One week before the presentation make sure the agenda for the meeting has the NEIC update and FOS Presentation is allotted 10 minutes (5-8 minutes for the presentation and the rest of time to get cards turned in).

## Day of Presentation

**\_\_Units** - Provide a warm introduction for the presenter. A sample script is available in the guidebook.

**\_\_Units** - Help distribute pledge cards to past donors and families of your unit (when applicable, use blank donor cards).

**\_\_Units** - Track presentation attendance compared to your unit roster and the pledge cards received.

**\_\_Presenters** - Arrive early, be set-up and ready to go. Help unit set up as needed.

**\_\_Presenters** - Assist with the presentation and physical arrangements. Have unit adults assist with passing out materials and collecting pledge cards.

**\_\_Presenters** - Record the pledges on the Unit FOS Coordinator Sheet. All money should be recorded on the unit FOS Coordinator Sheet and then pledge cards and monies go in the envelope; this includes noting those who turned their pledge card in and were unable to give at this time.

**\_\_Presenters** - Make sure donors receive their recognition items for their donation level.

## After the Presentation

**\_\_Units** - Follow-up with the families that missed the presentation, you may consider sending an email, social media post, text and/or phone with information about FOS to those that missed the presentation.

**\_\_Presenters** - Take a picture of the FOS pledge sheet and send to Michaela.

**\_\_Presenters** - Within two days of the presentation return the completed Unit FOS Coordinator Report sheet/envelope with the other FOS materials, including unused pledge cards, to the Council Service Center or coordinate a pick-up from Council staff. By providing Michaela with the picture of who donated the night of, we will prepare the "Thank You" cards to sign upon drop off/ pick-up of materials.