




# 2015 Scouting for Food

## Unit Leader Kit

December 5, 2015    Bag Drop-off  
December 12, 2015    Food Collection Day

[www.blackhillsbsa.org/2015-scouting-for-food](http://www.blackhillsbsa.org/2015-scouting-for-food)

 BOY SCOUTS OF AMERICA BLACK HILLS AREA COUNCIL	BHAC website:	<a href="http://www.blackhillsbsa.org">www.blackhillsbsa.org</a>
	BHAC Facebook:	<a href="http://www.facebook.com/bhareacouncil">www.facebook.com/bhareacouncil</a>
	BHAC Phone:	<b>605-342-2824</b>



September 16, 2015

Dear Unit Leader:

As we are currently planning our yearly calendars and events, we need to take time to remember our Scouting duty to help other people. We must carry on the tradition of service, and plan to give back to our community. The Feeding South Dakota Food Bank estimates that one out of eight people are food insecure. And, the need is growing every day. Through Scouting for Food, we have the opportunity to help alleviate this need.

We know that your calendar is full, but this is a worthy cause and we thank you for being a part of it – and to enable the leaders and Scouts of your unit to be a part of it. To assist you with planning and scheduling, we are providing you with a Unit Leader Kit full of information to assist you in this great effort. If you have any questions, please feel free to contact us at [info@blackhillsbsa.org](mailto:info@blackhillsbsa.org) or give us a call at 605-342-2824.

Yours in Scouting,

Scouting for Food Committee



## Unit Scouting for Food Chair

**Description:** Provides leadership to the unit for the Scouting for Food campaign

**Goal:** To meet the Scouting for Food Goals

**Responsibilities:**

- Accept responsibility for your unit's participation in Scouting for Food.
- Creates enthusiasm for the project and speaks to the need of the project with the Scouting family and community.
- Promotes Scouting for Food at unit meetings, activities, email blasts, etc.
- Actively lead your unit on bag distribution day, December 5, 2015 and food pick-up day December 12, 2015.
- Attend Scouting for Food Briefing Meeting (usually at November roundtable) and secure all needed information and collection supplies. Review the map of the unit's assigned collection territory and make assignments.
- Be sure that the entire territory is covered. Ensure that Scouts will deliver a bag to all households in assigned territory on Saturday, December 5.
- Arrange for collection of food from households in the same assigned territory on Saturday, December 12, beginning at 9:00AM.

**TIP:** Assign Scouts to collect bags from the same area in which they delivered them. This will help cut down on missed bags.

Take the food collected to the designated collection station. Please go back through your assigned area in the early afternoon. Each year some bags are missed or are set out late.

- Collect unit recognition items at the March District Roundtable.
- Recognize Scouts' participation in Scouting for Food at the April unit meetings.



## Scouting for Food Mechanics

The Scouting for Food program will be conducted by the Black Hills Area Council in 2015 on two weekends, December 5, 2015 for distribution of bags and on December 12, 2015 for the collection of donated food from homes in the neighborhoods throughout the council. The Scouting for Food Committee will work with the local food banks, food pantries and other non-profit agencies in their areas to fill their shelves. It takes a great deal of community support, planning, cooperation, desire, dedication, passion and volunteers to make Scouting for Food the largest single-day community food drive in the BSA. Here's a look at how it works.

### Timeline for Success

Summer 2015	Recruit Scouting for Food Chair
September/October	<p>Generate excitement among units at Roundtables and other district activities.</p> <p>Encourage unit participation. Ask units to register their participation online at <a href="http://www.blackhillsbsa.org/scouting-for-food">www.blackhillsbsa.org/scouting-for-food</a></p> <p>Develop a list of food banks, food pantries and other non-profit agencies within the council that can benefit from the Scouting for Food drive and confirm agency participation.</p> <p>Develop and define territories to be covered and by which units</p> <p>Contact units and secure participation. Ask units to register their participation online at <a href="http://www.blackhillsbsa.org/scouting-for-food">www.blackhillsbsa.org/scouting-for-food</a></p>
November Roundtable:	<ol style="list-style-type: none"> <li>1. Ensure units have Unit Scouting for Food Chair recruited.</li> <li>2. Promote at the October and November Roundtables, Unit Leader Kits will be distributed at October Roundtables and available online October 8.</li> <li>3. Roundtables: <ol style="list-style-type: none"> <li>a. Promote the event</li> <li>b. Distribute information packets</li> <li>c. Complete unit participation commitments</li> </ol> </li> <li>4. Unit/Volunteer Commitments continued</li> <li>5. Finalize plans and logistics</li> <li>6. Distribute door hangers to units</li> </ol>
December 5, 2015	Bag Distribution Day! Scouts deliver bags to homes
December 12, 2015	<p>Food Collection Day! Scouts collect food from homes and deliver to their assigned locations for use by the designated group. Also, log all service hours <a href="http://www.scouting.org/Awards/JourneyToExcellence">www.scouting.org/Awards/JourneyToExcellence</a>. Look for the "Service Project" area of the screen.</p>
March 2016 Roundtables	Recognitions and follow-up.



## Scouting for Food Unit Mechanics

### Timeline for Success

#### November:

- Make sure your unit has a Scouting for Food Coordinator as well as an additional group of helpers
- Make sure the Scouting for Food committee knows you are participating by selecting an area to cover online at <http://www.blackhillsbsa.org/2015-scouting-for-food/>
- During the month of November, PROMOTE, PROMOTE & PROMOTE!!! Get your Scouts and local community excited about this great opportunity to make a difference and help fight hunger in the Black Hills Area Council!

#### November Roundtable:

- Pick up unit coverage maps and bags.

#### Before Saturday, 12-5-15

- Distribute Unit territory instructions and safety guidelines to all Scouts.
- Drivers are recruited for the Saturdays
- Divide your coverage maps into smaller areas to provide to each driver/Scout team

#### Bag Distribution Day, 12-5-15

- Scouts gather at assembly area, conduct instructional and safety briefing for all Scouts and drivers.
- Pass out maps and driver instructions.
- Deliver bags door to door.

#### Food Collection Day, 12-12-15

- Scouts gather at assembly area, conduct instructional and safety briefing for all Scouts and drivers.
- Pass out maps and driver instructions.
- Conduct the food collection for your territory.
- Consolidate the food into as few vehicles as possible for transport to the drop off site
- Deliver the food to the designated drop off site

#### After Food Collection Day

- Congratulate your Scouts on a job well done.
- Scout leader logs in service hours onto Journey to Excellence website at [www.scouting.org/Awards/JourneyToExcellence](http://www.scouting.org/Awards/JourneyToExcellence). Look for the "Service Project" area of the screen.
- Scout leader collects Scouting for Food patches at March Roundtables, and distribute them at next unit meeting.



## ***Recording Service Hours***

**Recording your service hours is easy! Follow these steps:**

1. Record your service project hours at <https://servicehours.scouting.org/UI/Security/Login.aspx>

Use the same user name and password your unit uses for Internet Advancement.

***For first-time users***, click Select "Click Here" to register. Complete your information and create a user name and password. The user name must be unique. Your e-mail address will be used only if you forget your password. If you don't know your unit ID, find it at [www.shac.org/scouting-for-food](http://www.shac.org/scouting-for-food)

Note: Local Unit Number must be 4 digits. Add a zero in front of the number if needed (e.g., 0095).

***For returning users***: Enter your user name and password, and then click "Login."

2. Go to line that says " *Would you like to report a service project*"
3. Select the category that lists " *Food Collection.*"
4. Enter the data about your Food Collection which includes the following:
  - a. Date of the project
  - b. Number of registered Scouts participating
  - c. Number of non-Scouts (brothers, sisters, friends)
  - d. Number of adult leaders participating
  - e. Number of other adults participating
  - f. Total hours worked (number of people times the length of time they worked, include both weekends)
  - g. Organizations that joined you on the project
  - h. Who or what organization benefited from the project
  - i. Number of items collected (if applicable)
5. Once you submit the report, you will receive this message: " *Congratulations! Your Service Project has been recorded.*"
6. Click the link to get your Service Hours Reporting Certificate. Print the certificate.
7. **Turn in your certificate to your District leadership at the December Roundtable, and your unit's set of patches will be provided to you at your district's March Roundtable.**



## Promoting Scouting for Food through your Chartering Organization

Here are a few ways to help spread the word about Scouting for Food through your organization:

- Use the enclosed two-paragraph or four-paragraph newsletter item, and ask the editor of your school/church/synagogue/temple/mosque bulletin to publish it.
- Ask to speak to your school PTA or PTO, or your congregation about the importance of Scouting for Food. Enclosed are presentation points that include all the necessary information on the Scouting for Food campaign.
- Create Scouting for Food flyers for bulletin boards throughout your school/church/synagogue/temple/mosque/public library or neighborhood grocery store.
- Use social media software to create awareness among your electronic friends.



## Scouting for Food Newsletter Samples

### Sample #1

(Cub pack, Scout troop, Varsity team, Venturing crew, Explorer post # ) sponsored by ( \_\_\_\_\_ ) needs your help - and so do the hungry people in our community. Our Scouts are participating in the annual Scouting for Food drive this Winter. The 2015 food drive will take place on two consecutive Saturdays. On Saturday, December 5, 2015 Scouts will distribute bags to homes all over the Black Hills. The following Saturday, December 12, 2015, Scouts will return to collect the donated items from their assigned territory. Food donated in a particular area will be distributed through relief pantries in that area. Visit [www.feedingsouthdakota.org](http://www.feedingsouthdakota.org) to learn more about hunger in our area.

### Sample #2

(Cub pack, Scout troop, Varsity team, Venturing crew, Explorer post # ) sponsored by ( \_\_\_\_\_ ) needs your help - and so do the hungry people in our community. Our Scouts are participating in the annual Scouting for Food drive this Winter. The 2015 food drive will take place on two consecutive Saturdays. On Saturday, December 5, 2015 Scouts will distribute bags to homes throughout the Black Hills. The following Saturday, December 12, 2015, Scouts will return to pick up the donated food items. Food donated in a particular area will be distributed through relief pantries in that area. This year the Scouts hope to match or better the success of last year's food drive. This year the food pantries are looking for protein food such as canned tuna, peanut butter, or canned ravioli. Your help is desperately needed. Please be sure to look for your Scouting for Food door hanger on December 5, 2015 and make plans to place your donated food items at your front door the next Saturday. Scouts will collect the donations from your doorstep on December 12, 2015. Visit [www.feedingsouthdakota.org](http://www.feedingsouthdakota.org) to learn more about hunger in our area.





## Scouting for Food 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.
- Bags should be distributed door-to-door on Saturday, December 5, beginning at 9:00AM. Place bags on a door handle or between a storm door and entry door. **Do not put them in mailboxes, which is against the law.**
- Food must be collected on Saturday, December 12, beginning at 9:00AM or later. Collect food from the same area where you distributed bags. Food should be turned into your collection station.
- If you have any questions, contact us at [info@blackhillsbsa.org](mailto:info@blackhillsbsa.org) or call us at 605-939-4565.



## Scouting for Food Safety Guidelines

(Make copies for each Scout and participating adult or driver.)

- Do not go into unsafe areas or areas that you are not comfortable.
- Use the buddy system and be safety conscious.
- Use extreme caution when crossing streets.
- Scouts are never to ride in the back of pick-ups or trailers.
- Scouts are never to enter a home.
- Scouts should not enter fenced yards with dogs.
- Scouts must always wear safety belts while riding in a vehicle.
- Adults must always accompany Scouts.
- Scouts should wear their uniforms and be friendly and courteous to everyone they meet.
- Scouts should not walk across lawns or flower beds – walk on the sidewalks.
- Remember to thank people even if they don't contribute.
- Have fun with your fellow Scouts!