

## **Ward FOS Campaign Weekly Task List**

### **Suggested Dates for 2019 LDS Friends of Scouting Campaign**

- **Sunday, January 27 – (3 Weeks Prior to Kick-Off)**
  - Deliver announcement #1 to ward bulletin specialist
  - Identify and approach all FOS Campaign Workers
  - Access online campaign management system and update ward list
  - Prepare Bishop's Letter for distribution to ward members
  
- **Sunday, February 3 – (2 Weeks Prior to Kick-Off)**
  - Announcement #1 appears in ward bulletin
  - Bishop announces and endorses Friends of Scouting campaign over pulpit
  - Ensure all FOS Campaign Workers are trained
  - Finalize ward list of prospects and print pledge cards from the online system
  
- **Sunday, February 10 – (1 Week Prior to Kick-Off)**
  - Announcement #1 continues in ward bulletin
  - Bishop repeats announcement/endorsement of FOS campaign
  - Ensure printed pledge cards are distributed to campaign workers
  - Deliver announcement #2 to ward bulletin specialist
  - Letter is printed for Bishop's signature and distributed
  
- **Sunday, February 17 – Friends of Scouting Kick-Off Week**
  - Announcement #2 appears in ward bulletin
  - Make FOS presentations in Priesthood, Relief Society and Primary opening exercises
  - Campaign workers distribute printed pledge cards to ward members
  
- **Sunday, February 24 – March 17 – FOS Campaign Continues**
  - Announcement #2 continues in ward bulletin
  - Make FOS reminders in Priesthood, Relief Society and Primary
  - Collect any cash/check FOS contributions
  - Monitor online giving and record donations and pledges collected from ward members
  - Deliver announcement #3 to ward bulletin specialist
  
- **Sunday, March 24 – FOS Campaign Concludes**
  - Announcement #3 appears in ward bulletin
  - Record final donations online and print or prepare final transmittal report
  - Give formal "Thank You" and progress report in Priesthood, Relief Society and Primary
  - Inform ward members how to make post-campaign contributions (read ward bulletin)
  - Collect additional funds as they come in and deliver to Stake FOS Coordinator