



## LDS Ward Friends of Scouting Steps-to-Success & Walkthrough FOS Donor System – [gcc.friendsof.org](http://gcc.friendsof.org)

### 1. Download Ward Roster/Household list from LDS.org.

- On LDS.org log into your account.
- Under “My Ward” select [Directory].
- Select your ward, then click on [Households].
- Near the top right of the screen, click on [Print]
- From the pop-up box, in “Details”, check the boxes for phone number, email, street address and full address. Click on [Open PDF]. This roster can be used to update and add new donors to the FOS system.

### 2. Update Donor Records & Prepare Donor Cards.

- Go to [www.grandcanyonbsa.org/fos](http://www.grandcanyonbsa.org/fos). Click on [Donate Now].
- Click on [Log-in] and use the credentials sent to the bishop via an email from [no-reply@friendsof.org](mailto:no-reply@friendsof.org)
- Click on your ward name under “Donor Organizations”, then Click on [Donors].
- Compare your ward roster to the donor list. Remove donors no longer in your ward by clicking on the red garbage can icon. Add new donors by clicking on [+ Add Donor].
- Once your donor list is updated, you can create donor routes for distribution. From the ward dashboard, click on [Manage Routes and Print Donor Cards]. To print cards you must create routes. Click on [+ Add Route]. Drag and drop names into that route. Click on the print icon by each route name to print cards.

### 3. Select, educate and encourage your ward FOS workers.

- Select adults who are positive towards Scouting, hardworking, and trustworthy.
- It costs \$175 per year per Scout for district and council support, services, and improving camp.
- Share positive Scouting stories, review FAQ, and answer questions.
- Distribute FOS cards/routes with sufficient FAQ sheets, and other FOS materials, patch info, etc.
- Educate on the use of the donor card and online donations.
- Workers should thank donors for any contribution and leave the house having shared a positive message and answered questions using the FOS materials and FAQ sheet. Additional resources can be found at [www.grandcanyonbsa.org/fos](http://www.grandcanyonbsa.org/fos)

### 4. Conduct a successful Friends of Scouting drive.

- All households are to receive a meaningful opportunity to give.
- Give members appropriate FOS informational materials to help in their decision to contribute.
- FOS asks should be friendly, supportive, and uplifting experiences.
- All donations must be logged properly into the online FOS system.

### 5. Log Donations into the online FOS System.

- Log back-into the online donation system. In the unit/ward dashboard, click on [Donors].
- Log donations by finding the donor and clicking on [+ New Pledge].
- Select the current campaign (2019), your organization, the tender, amount, then create the pledge.

NOTE: All donations are considered “pledges” until the cash and checks have been turned in and the council has accounted for the deposit.