

Family Friends of Scouting  
Presenter Check list

Unit # \_\_\_\_\_

Date \_\_\_\_\_

Date	Task	Completed
Before Presentation Date		
	Call Unit CC to Confirm date/time/location of presentation	
	Meet with Unit Committee - discuss goal, unit recognition program, ask for unit leader or CC to introduce at meeting	
	Work with unit to separate cards to dens/patrols/no longer in unit	
Presentation Day		
	Arrive 20 - 30 min early	
	Work with Unit FOS to hand out cards	
	Provide introduction card to unit leader	
	Presentation - Boards/Script/powerpoint	
	Collect Cards - all cards should be collected	
After Presentation		
	Complete Report Form	
	Turn in envelope next day to office/DE/FOS Chair	

Location and date of  
Presentation

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# of We Missed You letters to  
be sent

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