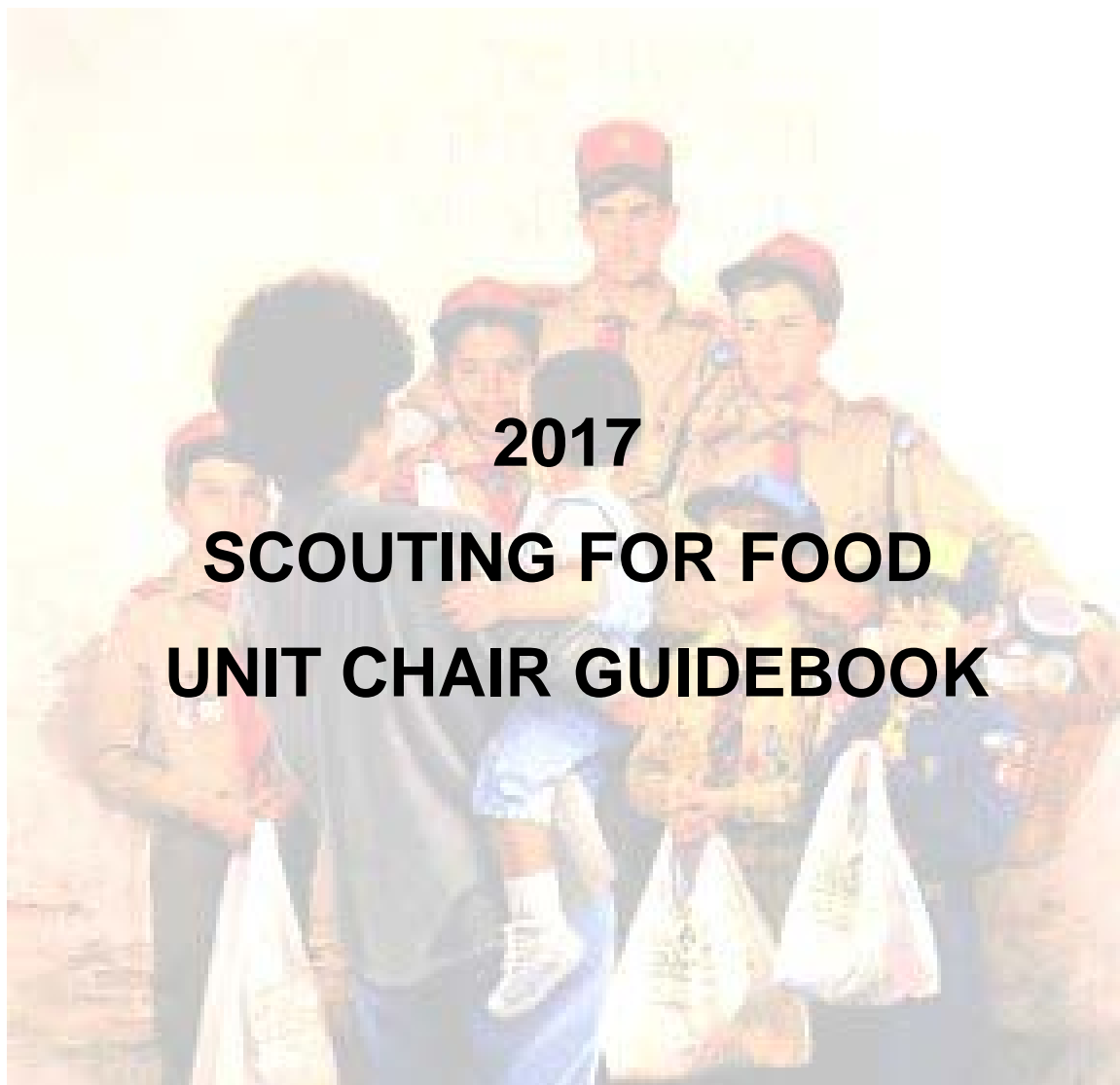




SAM HOUSTON AREA COUNCIL
BOY SCOUTS OF AMERICA®



2017
SCOUTING FOR FOOD
UNIT CHAIR GUIDEBOOK



SAM HOUSTON AREA COUNCIL
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October 1, 2016

Dear Unit Leader Food Chair:

As we are heading into the fall season with many festivities and events coming up, we must carry on the tradition of service and plan to give back to our community. The Houston Food Bank estimates that on any given day, about 70,000 people in our area are hungry with almost half of these are children. Through our annual *Scouting for Food* campaign we have the opportunity to help stock the area food pantries that helps families in times of unexpected need.

Beginning in 2010, the Sam Houston Area Council joined forces with the Houston Food Bank and the *Souper Bowl of Caring*. On Super Bowl Saturday over the past seven years, our Scouts gathered and delivered thousands of pounds of food directly to neighborhood pantries. Our service to the community continues again this year. On Saturday, January 28, 2017 our Scouts will pass out door hangers throughout the council describing the need in our community to feed the hungry; it will also announce the door-to-door collection the following week. So on Saturday February 4, 2017, our Scouts will again canvas the same neighborhoods, knocking on doors and collecting items that will be delivered directly to food pantries within our community.

All of our scouting units in the Sam Houston Area Council can be part of this worthy cause and I thank you for being a part of it. I hope you will be able to guide and enable all of the adults in your unit to work with the youth on this year's food drive. To assist you with planning and scheduling, I am providing you with a Unit Guidebook. This guidebook contains a lot of the information needed for a successful unit food drive. If you have any questions, please feel free to contact me at 281-831-0787 or via email at dennisolheiser@gmail.com.

Yours in Scouting,

Dennis Olheiser
Council Scouting for Food Chair



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Volunteer Responsibilities Description UNIT SCOUTING FOR FOOD CHAIR

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

Goal: To meet the Unit's and District's Scouting for Food Goals

Responsibilities:

- Accepts responsibility for your unit's participation in Scouting for Food.
- Signs unit up online at www.samhoustonbsa.org/scouting-for-food
- Attends the following meetings:
 - Monthly Unit Committee meetings, November through March (or submits a written report on the progress towards goals as well as anticipated challenges and needs to the Committee Chair prior to each meeting)
 - Unit meetings as needed to promote, November through February
 - District Briefing meeting (typically at January Roundtable) to obtain instructions and supplies (e.g., door hangers, distribution map, food drop off location, reporting information)
 - March District Roundtable to pick up recognition items
 - April Unit meeting (e.g., pack meeting, Court of Honor) to recognize Scouts that participated
- Keeps the District Scouting for Food Chair regularly informed of progress towards goals.
- 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, unit website, email blasts, etc.
- Provides a map of the unit's assigned collection territory and give assignments to Scouts (e.g., dens, patrols).
- Leads unit on door hanger distribution day, January 28, 2017 and food pick-up day February 4, 2017.
- Ensures that Scouts deliver door hangers to all households in the assigned territory on Saturday, January 28.
- Arranges for collection of food from households in the same assigned territory on Saturday, February 4, beginning at 9:00 a.m. TIP: Assign Scouts to collect bags from the same area they dropped of bags. This will help cut down on missed bags.

- Delivers the food collected to the designated district collection station or assigned food pantry in your district.
- Drives through assigned area in the early afternoon to collect missed bags. Each year some bags are missed or set out late.
- Reports collection results to your District Scouting for Food chair on February 8.
- Collects unit recognition items at the March District Roundtable.
- Recognizes Scouts' participation in Scouting for Food at the April unit meeting.



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SCOUTING FOR FOOD UNIT MECHANICS

The Scouting for Food program will be conducted by the districts of the Sam Houston Area Council in 2017 on two weekends, January 28, 2017 for distribution of door hangers announcing the “Good Turn” project and on February 4, 2017 for the collection of donated item from homes in the neighborhoods throughout the district.

Districts 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 one of the largest single-day community food drives within the Boy Scouts of America.

2017 TIMELINE FOR SUCCESS

For month of December:

- Make sure your unit has a Scouting for Food Coordinator as well as an additional group of helpers
- Make sure your District Scouting for Food Chair knows you are participating by registering your unit online at http://www.samhoustonbsa.org/scouting_for_food
- During the month of December, PROMOTE, PROMOTE & PROMOTE!!! Get your Scouts and local community excited about this great opportunity to make a difference and help fight hunger in the Sam Houston Area Council!

At January Roundtable:

- Units pick up unit coverage maps and door hangers.

Before Saturday, January 28, 2017

- 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

Door Hanger Distribution Day, January 28, 2017

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

Food Collection Day, February 4, 2017

- 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
- Calculate the food weight using the suggested formula and complete the unit collection report.
- Deliver the food to the designated district drop off site
- Contact your District Scouting for Food Chair and report the number of pounds collected.

After Food Collection Day

- Congratulate your Scouts on a job well done.
- Scout leader logs in service hours onto Journey to Excellence website at <https://servicehours.scouting.org/UI/Security/Login.aspx>
- Scout leader collects Scouting for Food patches at March Roundtables, and distribute them at next unit meeting.



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Recording Service Hours and Earning Patch Segment

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.

First-Time Users – Log In

What you will need:

- Your unit ID (five to 11 digits)
If you do not know your unit ID it is available at:
<http://www.samhoustonbsa.org/scouting-for-food> under the Reporting Service Hours section.
- Your unit number (four digits, no letters – ex. Pack 62 = 0062)
If you do not have this information, call your district or council and they can supply your unit ID.

To register on the site:

1. Place your cursor over the words **New Users Click Here** and click the left mouse button.
2. Click **I agree** at the **Confidentiality Statement** window. If you disagree, you will not be allowed to enter information into the site.
3. Use the unit ID (five- to 11-digit number) and local unit number (four-digit number) you received from the council to fill in the three fields on the user profile page. In the second field, select the type of unit you are registering. If you do not know your unit's ID number, it can be found at <http://www.samhoustonbsa.org/scouting-for-food> under the Reporting Service Hours section. Option 2: call your local council or your district executive. If you are a volunteer for several units, each unit will have a separate ID and local unit number. (Keep this information somewhere where you can find it, because you will need it to change your user name or password.)
TIP: If your unit number has less than four digits, add zeros in front of the number so that you have four digits (example: Pack 12 = 0012)
4. Enter your name, address, city, state, zip code, e-mail address.
5. Type in a user name of your choice. If the user name you typed in is already in use, you will be asked to select another user name.
6. Type in and verify your password. This can be anything you choose between six and 10 characters.
7. Click **Register**. The **Home** page of the data collection site appears.

If you have problems logging in, contact the local council or your district executive to verify your unit ID.

For returning users:

Enter your user name and password, and then click "Login."

Entering Service Project Data

1. Under the bullet labeled "Would you like to report a Service Project? Click on the Click Here" button. This button will take you to a page with a list of service projects. Click on "Food Collection" under the Food grouping.
2. To enter the date, click on the calendar icon to the right of the input box. Select the date using the calendar that pops up. Use the arrows on either side of the month name at the top of the calendar to change the month if needed. Click on the day the service project was completed, and the date will automatically be recorded in the date box.
3. Enter the number of youth members (Scouts) who participated in the project.
4. Enter the number of youth who are not members who participated in the project. This might include brothers, sisters, friends, or any other youth not currently a Scout.
5. Enter the number of adult leaders participating in the project. This number should include only registered Scout leaders.
6. Enter the number of other adults who participated in the project. This can include parents, grandparents, or any other adult who is not a registered leader for the unit.
7. Enter the total number of hours that members and non-members worked on the service project from start to finish. This number should include the time worked by both adults and youth.
8. If items were collected, enter the number of items collected.
9. Select the organization(s) with which your unit partnered on this project. If your unit did not partner with any organization(s), select none.
10. You will also be asked who benefited from the project or to what organization the items collected were donated. If the project directly benefited an individual or family, list **individual** in this space. If the project benefited a local charity, school, or other organization, list the name of the local charity, school, or other organization.
11. Space has also been provided for you to type in a brief description of the project.
12. Click on **Submit Report**. Review your answers to ensure that your submission is correct.
13. Once you submit the report, you will receive this message: *"Congratulations! Your Service Project has been recorded."*
14. Click the link to get your Service Hours Reporting Certificate. Print the certificate.
15. Turn in your certificate to your District leadership, and your unit's set of patches will be provided to you at your district's March Roundtable.

Scouting for Food Worksheet

Counting Food Donations

Turn in to District Scouting for Food Chair by 3:00pm

_____ # cans + _____ # boxes = _____ x 0.8 =

_____ lbs

_____ # of total participants

Service Hours Worksheet

Record on website: <https://servicehours.scouting.org/UI/Security/Login.aspx>

<https://servicehours.scouting.org/UI/Security/Login.aspx>

- 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) _____

We submitted the above information online on _____ (date).

We sent a copy of our reporting certificate on _____ (date) to the District Scouting for Food Chair.

Note: patches will be available at your district's March Roundtable after the reporting certificate is submitted to the District Scouting for Food Chair.



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PROMOTING 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.



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NEWSLETTER SAMPLES

SCOUTING FOR FOOD NEWSLETTER ITEM #1

(Cub pack, Scout troop, Varsity team, Venturing crew, Explorer post #)

sponsored by (_____)

needs your help - and so do thousands of hungry people in our community. Our Scouts are participating in the annual Scouting for Food drive this fall. The 2017 food drive will take place on two consecutive Saturdays.

On Saturday, January 28, Scouts will place door hangers throughout homes all over the Sam Houston Area Council. The following Saturday, February 4, 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. Please visit www.houstonfoodbank.org to learn more about hunger in our area.

SCOUTING FOR FOOD NEWSLETTER ITEM #2

(Cub pack, Scout troop, Varsity team, Venturing crew, Explorer post #)

sponsored by (_____)

needs your help - and so do thousands of hungry people in our community.

Our Scouts are participating in the annual Scouting for Food drive this winter. The 2017 food drive will take place on two consecutive Saturdays. On Saturday, January 28, Scouts will place door hangers throughout the Houston Metro area and the surrounding counties of southeast Texas. The following Saturday, February 4, 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 January 28 and make plans place your donated food items at your front door the next Saturday. Scouts will collect the donations from your doorstep on February 4. Visit www.houstonfoodbank.org to learn more about hunger in our area.



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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.
- Door hangers should be distributed door-to-door on Saturday, January 28, beginning at 9:00 a.m. Place hangers on a door handle or between a storm door and entry door. Do not put them in mailboxes; it is against the law.
- Food must be collected on Saturday, February 4, beginning at 9:00 a.m. or later. Collect food from the same area where you distributed door hangers. Food should be turned in to your district collection station or local food pantry. Collection stations will be open from 10:00 a.m. to 4:00 p.m. and will be supervised by scouting personnel.
- If you have any questions, contact your District Scouting for Food Chairman or your District Professional.



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.
- No one-on-one contact between adults and youth members (e.g., have one adult and 2 youth members in a group)
- Use extreme caution when crossing streets.
- Never to ride in the back of pick-ups or trailers
- Never to enter a home
- Do not enter fenced yards with dogs
- Always wear safety belts while riding in a vehicle
- Always make sure an adult accompanies all Scouts
- Wear a Scout uniform
- Be friendly and courteous to everyone.
- Do not walk across lawns or flowerbeds. Use sidewalks
- Thank people even if they don't contribute.
- Have fun with your fellow Scouts!

SHAC Scouting for Food Unit Report
http://www.samhoustonbsa.org/scouting_for_food

	Unit Type & Number					
	Food Pantry Used					
	Unit Contact					
Driver	Phone	Participating Youth	Participating Adults	Number of Cans	Number of Boxes i.e.: Mac & Cheese	Pounds of Food (# cans + # boxes) x 0.8