

**SCOUTING FOR FOOD  
GUIDEBOOK FOR  
DISTRICT CHAIR  
UNIT CHAIR  
AND UNIT PARTICIPATION**



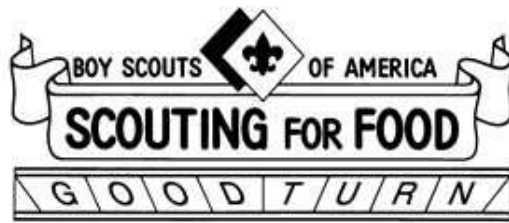
## **Volunteer Responsibilities Description DISTRICT SCOUTING FOR FOOD CHAIR**

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

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

### **Responsibilities:**

- Accepts responsibility for the overall Scouting for Food program in the District.
- Encourages and assists Unit Sign ups online at <https://shacbsa.org/scouting-for-food>.
- Attends the Council Kick-off Meeting at October Council Coordinated.
- Recruits District Unit Participation Chair.
- Recruits District Participation Chair for local food banks, food pantries, and non-profit agencies commitments.
- Works with the District Commissioner Staff and the District's Public Relations Committee.
- Works with district volunteers to define territories to be covered and by which units.
- Creates enthusiasm for the project and speaks to the need of the project with the Scouting family and the local community.
- Recruits additional support persons (Order of the Arrow and Venturers) as required to have a successful Good Turn project.
- Conducts the District Kick-off Meeting which can be a part of an existing district meeting.
- Contacts the Scouting for Food Unit Leaders regularly to keep them updated and informed.
- Promotes Scouting for Food and creates enthusiasm at District activities, roundtables, email blasts, etc.
- Provides maps to the units of their assigned collection territory at January roundtables.
- Encourages and assists units to report collection results at <https://shacbsa.org/scouting-for-food> on January 28.
- Distributes unit recognition items at the March District Roundtable.



## DISTRICT SCOUTING FOR FOOD MECHANICS

The Scouting for Food program will be conducted by the districts of the Sam Houston Area Council in 2025 on two weekends, January 25, 2025 for distribution of door hangers announcing the “Good Turn” project and on February 1, 2025 for the collection of donated food 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 the largest single-day community food drive in the BSA.

### 2025 Timeline for Success

#### **Summer 2024**

#### **September/October 2024**

- Recruit District Scouting for Food Chairman.
- Generate excitement among units at Roundtables, district activities and trainings, website, and email blasts.
- Encourage every unit to participate and ask units to register their participation online at <https://shacbsa.org/scouting-for-food> .
- Develop a list of food banks, food pantries and other non-profit agencies within the district that can benefit from the district’s Scouting for Food drive and confirm agency participation.
- Develop and define territories to be covered by which units.

#### **October 24, 2024**

#### **November/December 2024**

- Attend Council Coordinated Committee Meeting – Scouting for Food Kickoff Meeting.
- Contact units and secure participation. Ensure units register their participation online at <https://shacbsa.org/scouting-for-food> .
- Ensure units have a Unit Scouting for Food Chair recruited.
- Recruit additional support (e.g., Order of the Arrow chapter, Venturers) as required to have a successful campaign.
- Build excitement among units at Roundtables, district activities and trainings, website, and email blasts.

#### **January 2025**

- December Roundtable:
  - Continue and complete unit participation commitments
  - Distribute door hangers to units currently registered
- January Roundtable:
  - Finalize unit volunteer commitments
  - Finalize and distribute plans and logistics to units
  - Distribute supplies and door hangers; give instructions, maps, collection territories, drop-off locations, and reporting instructions to units
  - Identify district volunteer to contact units not present at Round Table for the above tasks.

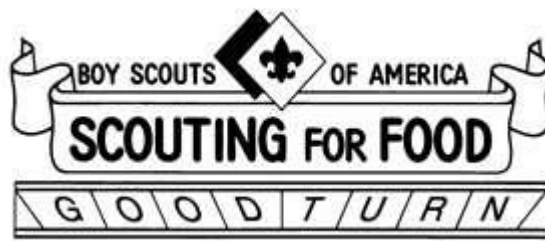
#### **January 25, 2025**

#### **February 1, 2025**

- Door Hanger Distribution Day! Scouts deliver door hangers to homes.
- Food Collection Day! Scouts collect food from homes and deliver to their assigned locations.
- Ensure all Units report the quantity of food collected to their District Scouting for Food chair.

#### **March 2025**

- March Roundtable: Recognize volunteers and units.
- Evaluate the District’s success and make recommendations to the District Committee and Council Scouting for Food Chair on how to make the campaign more successful in the future.
- Begin to promote and generate excitement for the 2026 Scouting for Food campaign.



## 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 <https://shacbsa.org/scouting-for-food>.
- Attends the following meetings:
  - Monthly Unit Committee meetings, November through March (or submits a written report on 1) progress towards goals 2) anticipated challenges 3) 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 who 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.
- Finalizes the coordination of food delivery to the unit's partnering food pantry or agency.
- Provides leadership on Door Hanger Distribution, January 25
  - Provides a map of the unit's assigned collection territory and give assignments to Scouts (e.g., dens, patrols).
  - Ensures that Scouts deliver door hangers to all households in the assigned territory on Saturday, January 25.
- Provides leadership on Food Collection Day, February 1, beginning at 9:00 a.m.
  - Arranges for collection of food from households in the same assigned territory on Saturday.
  - Assign Scouts to collect bags from the same area they placed door hangers. This will help eliminate missed bags.
  - Delivers food collected to the designated district collection station or predetermined 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 1. Use the form on the website.
- Collects unit recognition items at the March District Roundtable.
- Recognizes Scouts' participation in Scouting for Food at the April unit meeting.



## **UNIT MECHANICS**

The Scouting for Food program will be conducted by Cub Scout packs, Scouts BSA troops, and Venturing crews of the Sam Houston Area Council in 2025 on two weekends, January 25, 2025 for distribution of door hangers announcing the “Good Turn” project and on February 1, 2025 for the collection of donated food from homes in neighborhoods throughout the district.

Districts will work with 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.

### **2025 TIMELINE FOR SUCCESS**

#### **For month of December:**

- Make sure your unit has a Scouting for Food Coordinator and support team.
- Make sure your District Scouting for Food Chair knows you are participating by registering your unit online at <https://shacbsa.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 to help fight hunger in the Sam Houston Area Council!

#### **At January Roundtable:**

- Registered units pick up unit coverage maps and door hangers.

#### **Before Saturday, 1-25-25**

- 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, 1-25-25**

- 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, 2-1-25**

- 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.
- Meet at the assembly area to consolidate the food into fewer vehicles for transport to the drop-off site as needed.
- Determine the food weight (agency scale or even bathroom scales) 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.
- Scout leader collects Scouting for Food patches at March Roundtables and distribute them at next unit meeting.



## **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 to create awareness among your electronic friends.



## NEWSLETTER SAMPLES

### **SCOUTING FOR FOOD NEWSLETTER #1**

(Cub pack, Scouts BSA troop, Venturing crew)

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 2025 food drive will take place on two consecutive Saturdays.

On Saturday, January 25, Scouts will place door hangers at homes all over the Sam Houston Area Council. The following Saturday, February 1, Scouts will return to collect the donated items from their assigned territory.

The Scouts' cheerful service will provide relief to local pantries and food agencies following the holiday season. Food pantries are always in need of shelf-stable, ready-to-eat foods, pantry staples, and baby foods/formula. Visit [www.houstonfoodbank.org](http://www.houstonfoodbank.org) to learn more about hunger in our area.

### **SCOUTING FOR FOOD NEWSLETTER #2**

(Cub pack, Scouts BSA troop, Venturing crew)

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 2025 food drive will take place on two consecutive Saturdays. On Saturday, January 25, Scouts will place door hangers throughout the Houston Metro area and the surrounding counties of southeast Texas. The following Saturday, February 1, 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.

The Scouts' cheerful service will provide relief to local pantries and food agencies following the holiday season. Food pantries are always in need of shelf-stable, ready-to-eat foods, pantry staples, and baby foods/formula.

Your help is desperately needed. Please be sure to look for your Scouting for Food door hanger on January 25 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 February 1. Visit [www.houstonfoodbank.org](http://www.houstonfoodbank.org) to learn more about hunger in our area.



## 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 gates and "No Solicitation" rules. Scouts should not enter a building with multiple units. These buildings have a single entry, causing 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 25, 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, which is against the law.
- Food must be collected on Saturday, February 1, 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 (per your district professional) or directly to a 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 Executive.





## **SAFETY GUIDELINES**

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

**Do not go into unsafe areas or areas where you do not feel comfortable.**

### **SAFETY DURING TRAVEL**

- **Never ride in the back of pick-ups or trailers.**
- **Always wear safety belts while riding in a vehicle.**

### **SAFETY IN THE NEIGHBORHOOD**

- **An adult wearing a Scout uniform must accompany all Scouts.**
- **Avoid one-on-one contact between adults and youth members. (e.g., have one adult and 2 youth members in a group)**
- **Always have eyes on every Scout.**
- **Use the buddy system and be safety conscious.**
- **Use extreme caution when crossing streets.**
- **Never enter a home.**
- **Do not enter fenced yards.**
- **Avoid contact with dogs.**
- **Do not walk across lawns or flower beds. Use sidewalks.**

### **SCOUT BEHAVIOR**

- **Wear a Scout uniform.**
- **Be friendly and courteous to everyone.**
- **Thank people even if they don't contribute.**
- **Have fun with your fellow Scouts!**

## SHAC Scouting for Food Unit Report

<https://shacbsa.org/scouting-for-food>

Unit Type & Number:						
Food Pantry:						
Unit Contact Name:					Phone:	
Driver	Phone	Number of Participating Youth	Number of Participating Adults	Number of Cans	Number of Boxes i.e.: Mac & Cheese	Total Pounds of Food

**IF YOU DO NOT HAVE A SCALE TO WEIGH FOOD DONATIONS:** Total the number of food items. Multiply this number by 0.8 to achieve an approximate food weight. (Example: 178 items X 0.8= 142 pounds.)