

Unit Food and Clothing Drive Planning Sheet

- Please check with your District Scouting For Food and Clothing Chairperson for your assigned Territory.
- Plastic bags will be distributed at the Boy Scout District Roundtables in March. Distribute bags to pack and troop coordinators or leaders. (Do not distribute bags to homes early.)
- Determine an assembly place and time for March 19 and March 26 (It is suggested you use your regular unit meeting place or another convenient location.)
- **On Saturday, March 19th : Distribution of bags (green for food and blue for clothing).**
 - Assemble at meeting place early enough to brief adults and Scouts. Fill out top portion of the "Unit" participation info card.
 - No solicitation of funds or promotion of events is allowed during the drive.
 - Plastic bags can be distributed starting at 9:00 a.m. Please do not disturb residents before this time.
 - Have enough vehicles for the number of boys/girls participating. (Use all safety precautions in securing drivers). Use **Scouting For Food and Clothing Drive Posters** on sides of vehicle to help identify this event.
 - Have copies of your maps available for all drivers (highlight each driver's area to cover).
 - **All Scouts should be in uniform.**
 - All boys/girls should travel in-groups of two. Please use the buddy system.
 - Vehicles should stay as close to the Scouts as possible. It is advisable for adults to be on the streets with the Scouts. No riding on the back of open vehicles.
 - Boys/Girls should secure 2 plastic bags (one for food and one for clothing) at each home. Tie them to the door handles or secure them with rubber bands so bags won't fly away.
 - **Do not put bags in or on mailboxes or posts, it is illegal. The postal service has given us a stiff fine.**
 - Two plastic bags should be distributed to residents only/avoid businesses or apartment dwellings with "no solicitation" rules unless prior arrangements have been made.
- Have a plan to remind boys/girls and adults about the March 26th collection of food and clothing bags.
- **On Saturday, March 26th : Collection of donated food and clothing.**
 - Assemble at your meeting place.
 - Review plans for the day. **Fill out the bottom portion of the "Unit" participation info card and turn it into the collection site coordinator.**
 - Place poster on cars to advertise food and clothing drive.
 - All plastic bags with food and clothing must be collected beginning at 10:00 a.m. from the same area you distributed bags the week before. (Do not go out earlier.)
 - If there is no bag at the door – go to the next house. If there are more than one food or clothing bag collect it.
 - **DO NOT ENTER ANY HOMES. PLEASE PLAN ON 2-3 PASSES THROUGH YOUR AREA.**
 - All food and clothing should be turned in at your collection centers between 10:30 a.m. and 1:00 p.m. After 3:30 drop them off at a Wendy's Restaurant or Goodwill Store nearest you.
 - All units are asked to turn in "Unit" participation cards to collection center coordinators.
 - Venturers/Explorers/Varsity Scouts and other adult volunteers will be at collection centers to assist in unloading and counting food items collected.
 - Clothing bags are given to special ABVI-Goodwill volunteers designated to collect only clothing bags at each collection site.