

Scouting for Food

Tops Leaders Guide / Expectations

Thank you for participating in the Scouting for Food service project and this program with Tops Markets. This year will be the key to an extended partnership with Tops and our Scouting for Food. We must be diligent about following through on what has been asked of us to make it a successful event and worthwhile for the Tops organization.

The following is a to-do list for units who are providing manpower at the Tops stores on collection day. Please adhere to each piece as most of these are expectations that have been conveyed to us directly from the Tops organization. Thank you in advance for your participation and for following through on these expectations.

Prior to Collection Day:

1. Prepare your team:
 - a. Determine WHO will provide manpower for your Tops location. It is imperative that Scouts be mature and responsible. These Scouts will be in the public eye all day and must provide the best leadership and example that we have to offer. Please refer to the “Collection Day” topic below to see what Scouts and adult leaders will be responsible for that day.
 - b. There should be 5-6 Scouts and 2-3 adult leaders at each Tops at all times (9:00 am – 4:30 pm). You can work your Scouts and leaders in shifts, but there must be a Scout presence at all times. We would suggest two shifts which includes a short half-hour overlap:
 - i. 9:00 – 1:30
 - ii. 1:00 – 4:30
 - c. The BEST scenario would include 2-3 Cub Scouts and 2-3 Boy Scouts at all times.
2. Leaders will be given contact information for the Store manager at the location that they will be collecting food. **The Scout leader in charge MUST call the store manager to confirm participation, let them know who you are and that you will be coming.** This communication is VERY IMPORTANT. While store managers know that this event will be happening, it is up to the adult Scouting leader to make contact, confirm participation and be given direction and expectations particular to that Tops location.

Collection Day (March 18th, 2017):

The expectations for collection day are simple.

1. Arrive on time and connect with the store manager.
2. Tops will be providing tables and boxes to put collected items.
3. Assign 3 – 4 Scouts to pass out SFF cards at the door to customers as they enter the store. Be polite and smile! These cards will simply state what we are doing and where they can leave donations when they leave the store.
 - a. **Passing out these cards will be essential in our success.** Patrons must know upon entering that we are there collecting food and we would appreciate them picking up a couple of extra items as they shop.
4. Assign a couple of older scouts to be at the table (provided) to collect and box donations.
5. Determine a space at the store (with the store manager) to place boxes of food that is collected.
6. Lunch will be provided (by Tops) for those that are working that day. **This is another reason for the preliminary contact with store managers.** You will need to be communicating about what you want for lunch with them.
7. Adult Leaders should be monitoring Scouts at all times. Two trained leaders at ALL TIMES.
8. **Record Keeping:**
 - a. A RESPONSIBLE Scout or leader must record food collections. We are asking for a food item count, which we will then translate into an average weight. Leaders will be provided with a form to track donations throughout the day and fill out at the end of the event. These forms MUST be returned to the SFFC coordinator for your District. This is **VERY IMPORTANT!**
9. At the end of the event a food cupboard / food pantry organization will arrive to collect all donations. Please stay at Tops until this organization arrives and help them load their vehicles. They will be instructed to arrive by 3:30 to pick up donations.

Other things to consider:

1. Three types of donations can be made that day:
 - a. Loose can / jar / boxed (non-perishable) food items that will need to be boxed by the Scouts.
 - b. Pre-made bags, of various sizes, (provided by Tops) that visitors can purchase at the register. These bags can simply be put in the boxes or set aside with other collected items. Patrons or store workers will likely be bringing these to the collection table after they are purchased. Scouts should not have to do anything with these bags except thank customers for them and add them to the other collected items.
 - c. Cash donations.

2. **Scouts MUST be in Field Uniforms (Class A's) at all times.** NO T-Shirts. No Scout will be permitted to participate if they are not in uniform. It is HIGHLY RECOMMENDED that adults be in uniform as well, but if there are adult volunteers who do not own uniforms, this is not a requirement.