Finance Committee

District _____ Date _____

1. Committee Members and Attendance record.

List Committee members and (✓) check those in attendance

Committee Member	Name	Phone	Email
❑ **Finance Chair**			
❑ **Scout Fair Chair**			
❑ Scout Fair Coupon Book Sales Chair			
❑ Scout Fair Participation Chair			
❑ **Popcorn Chair**			
❑ Popcorn Participation Chair			
❑ Popcorn Distribution Chair			
❑ **FOS Steering Committee Chair**			
❑ **FOS Chair**			
❑ FOS Community Chair			
❑ FOS Family Chair			
❑ FOS Pacesetter Chair			
❑ FOS Scheduling Chair			
❑ _____			
❑ _____			
❑ _____			

2. Progress towards annual goals.

District Finance Goals:	Goal	Actual as of _____	Percent of Goal
FOS Community			0%
FOS Family			0%
FOS Total	$0	$0	0%
Popcorn: Participation			0%
Popcorn: Dollars raised			0%
Scout Fair: Coupon Book Participation			0%
Scout Fair: Booth Participation			0%
Scout Fair: Dollars raised			0%

3. Review work plan for assignments not completed since last meeting.

Jobs not completed are carried forward.

4. Fundraisers.

Popcorn Participation	
Popcorn Distribution	
Popcorn Sales	
Scout Fair Coupon Book Participation	
Scout Fair Booth Participation	
Scout Fair Coupon Book Turn-in / Sales	

5. Friends of Scouting.

A. FOS Presenters. Review last year's presenter. Determine this year's presenters. Identify new presenters. Presenter training date: _____.

Name	Contact Info	Presenter Last Year Y/N	Presenter This Year Y/N	Recruited by	Date

B. FOS Schedule. See attached worksheet

6. Community Friends of Scouting.

A. Kick Off meeting: Date _____ Time _____ Place _____

C. Patron Event or Leadership Dinner: Chair: _____ Contact Info: _____

Name	Organization	Contact Info	Recruited by:	Date:

7. Steering Committee

A. Identify and recruit campaign leadership.

Need	Candidate and Contact info	Recruited by

B. Identify and evaluate prospective donors.

Company	Key Contact and Contact Info	Suggested giving level	Recruited by	Deadline

8. Other business.

Announce the next meeting: Date _____ Time _____ Place _____

9. Adjournment.

FOS Unit Presentation Schedule.

Unit/Type	FOS Date/Time/Location	# Families	Goal	Actual	Pacesetter (Y/N)	Presenter Assigned / Contact Info