



LDS Ward Friends of Scouting Steps-to-Success & Walkthrough FOS Donor System – unpc.friendsof.org

1. Download Ward Roster/Household list from LDS.org.

- a. On LDS.org log into your account.
- b. Under “My Ward” select [Directory].
- c. Select your ward, then click on [Households].
- d. Near the top right of the screen, click on [Print]
- e. From the pop-up box, in “Details”, check the boxes for phone number, email, street address and full address. Click on [Open PDF]. This roster can be used to update and add new donors to the FOS system.

2. Update Donor Records & Prepare Donor Cards.

- a. Go to www.utahscouts.org/FOS. Click on [Online Donation System].
- b. Click on [Log-in] and use the credentials sent to the bishop via an email from no-reply@friendsof.org
- c. Click on your ward name under “Donor Organizations”, then Click on [Donors].
- d. Compare your ward roster to the donor list. Remove donors no longer in your ward by clicking on the red garbage can icon. Add new donors by clicking on [+ Add Donor].
- e. Once your donor list is updated, you can create donor routes for distribution. From the ward dashboard, click on [Manage and Print Routes]. To print cards you must create routes. Click on [+ Add Route]. Drag and drop names into that route. Click on the print icon by each route name to print cards.

3. Select, educate and encourage your ward FOS workers.

- a. Select adults who are positive towards Scouting, hardworking, and trustworthy.
- b. Demonstrate the “Pitch, Price, and Pledge” principle, (see www.utahscouts.org/FOS). It costs \$100 per year per Scout for district and council support, services, and improved camping experiences.
- c. Share positive Scouting stories, review FAQ, and answer questions.
- d. Distribute FOS cards/routes with sufficient FAQ sheets, and other FOS materials, patch set & Keepers of the Flame flyer, etc.
- e. Educate on the use of the donor card and online donations.
- f. Workers should thank donors for any contribution and leave the house having shared a positive message and answered questions using the FOS materials and FAQ sheet. Additional resources can be found at www.utahscouts.org/FOS.

4. Conduct a successful Friends of Scouting drive.

- a. All households are to receive a meaningful opportunity to give.
- b. Give members appropriate FOS informational materials to help in their decision to contribute.
- c. FOS asks should be friendly, supportive, and uplifting experiences.
- d. All donations must be logged properly into the online FOS system.

5. Log Donations into the online FOS System.

- a. Go to www.utahscouts.org/FOS and click on [Online Donation System]. In the unit/ward dashboard, click on [Enter Pledges].
- b. Log donations by finding the donor and clicking on [+ New Pledge].
- c. Select the current campaign (2018), your organization, the tender, amount, then create the pledge.
- d. Once donations have been entered, a deposits available box will appear on the unit dashboard.



NOTE: All donations are considered “pledges” until the cash and checks have been deposited and the council has accounted for the deposit.

6. Reconcile donations and print the donation bank deposit slip.

- a. First, add a second user with permissions. At the unit/ward dashboard, click on the [+] icon in the box, “Users with Permission” and add a second user if you have not already done so.
- b. Back at the unit/ward dashboard, click on [Create Deposit] from the unit/ward dashboard.
- c. Reconcile the cash and check donations.
- d. Add donations to the deposit by clicking on the [+] icon next to each pledge. Ignore donations that may appear from previous years. After adding all the pledges that will be deposited, click on [Create a deposit for \$xxxx.xx]
- e. Select the bank you will take the deposit to, and the second user account “also created by”.
- f. To print the deposit slip, at the unit/ward dashboard, click on [Deposits]. Click on the PDF icon next to the desired deposit.
- g. Endorse the back of checks by writing: For Deposit Only – Utah National Parks Council
- h. Write needed information on the bank bag, (see below) then put deposit slip along with donations into the provided bank deposit bag. Seal bag.
- i. Take the deposit to the bank as soon as possible.
- j. You can make as many deposits as needed.
- k. Report back to your stake when your drive is complete.

Information to write on Bank Bag

To: [Name of Bank on deposit slip]
Utah National Parks Council BSA

From: [Your Ward Name]
[Your Stake Name]

Account: [The account # on the Deposit Slip]

Cash Amount \$: [Total Cash on Deposit Slip]

Check Amount \$: [Total Check on Deposit Slip]

Prepared By: [The name of the person who prepared the deposit]

Date: [The date you’re making the deposit]

Authorized Signature: [Signature of the person who prepared the deposit]