



Girl Scouts Heart of the Hudson, Inc.

Family Partnership Campaign Community Chair

Instructions

YOUR CAMPAIGN CALENDAR




Dates:

- _____ Community kick-off training happens.
- _____ Family Campaign "officially" begins.
- _____ Family Campaign envelopes are due back to troop chairs.
- _____ Troop materials should be returned to you.
- _____ First bank deposit made.
 First batch of Family Campaign materials should be turned in to council.
- _____ All campaign monies and materials turned in to council.
- _____ (Build in follow-up phone calls to your troop chairs at each step.)

Thank you for volunteering as the community chair for Annual Giving. I hope you find the tools and resources available for this year's training useful. Extra materials are available on the website for download, and at the fund development office, upon request. Keep my number handy and call me with questions or if you need clarification. Don't hesitate to share your successes or call for help with something that isn't working. I will be in touch with each of you all year. Good luck with your campaigns!

Ann Marie Imbriale
Fund Development Manager GSHH
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Steps to a Successful Campaign

-  Work with your volunteer community chair (VCC) to get your information. **Make sure each troop has a troop chair** (other than the leader/advisor). You will need the names, addresses, telephone numbers and email addresses of each troop chair.
-  Set a date with your VCC for the Annual Giving Training Kick-Off in your community.
-  Invite the troop leaders/advisors and their Family Partnership Troop Chairs to join you for your information night!

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Steps to a Successful Campaign



Be Prepared:

Take time to make sure you have all the information you need:

1. Call if you need anything additional or if there is something we can provide to make your job easier.
2. Ask your Field Manager or VCC for the latest membership sheet or Troop Roster so you know how many girls are registered in each troop.
3. Make a packet for additional or late registering troops.
4. Put together the materials for each Troop. You will be e-mailed your checklist of materials.



Host your training:

Have fun. Relax. Talk about why Girl Scouting is important to you and the benefits of being a Girl Scout.

- Reinvest your volunteers!
- Tell Troop Chairs they should personalize the letters to parents with the Sticky Notes.
- Let the Troop Leaders and Troop Chairs know you will contact them frequently and follow through.
- Emphasize Matching Gift forms and how they can double a gift.
- Encourage 100% parent participation.
- Talk about the new Patch Incentive and the Donor Appreciation Event.
- Add an additional incentive at a Community Level (Examples - - Pizza Party, Ice Cream Social)

DO NOT FORGET LATE REGISTERING TROOPS, INDEPENDENTLY REGISTERED GIRLS, OLDER GIRL TROOPS WHO MEET INFREQUENTLY, OR TROOPS WHO DO NOT ATTEND YOUR FIRST TRAINING.



Follow Up:

During the Campaign, please check on each troop's progress frequently; send out reminders about the deadlines. Keep the communication channels open.



Handling the Money

When you receive each batch of Troop Report Envelopes, follow this procedure:

- Open each returned gift envelope carefully.
- Check that the information on each Gift Card for accuracy and completeness.
(To acknowledge the donor we need complete and accurate information.)

\$ VERIFY THE AMOUNT \$_____

- **Write the troop number on each check** and verify that the same troop number is on the corresponding Gift Card.
- **Separate** checks and cash.
- **Keep a tally** of checks, cash and charges. When you have opened all the envelopes from one Troop, total the amounts indicated on the Gift Cards and compare to your total of checks, cash and charges.

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Handling the Money continued

- **Record the troop totals** on the bottom of each Troop Report Envelope and on the **Community Bookkeeping Form**.
- Keep Family Donor Forms together by **TROOP** placing **Charge Card Authorizations** and **Matching Gift Forms** (stapled to the corresponding Gift Card) on top of the Troop stack of Gift Cards. (If a family has made more than one contribution, staple their Gift Cards together.)



Banking Procedures: TD Bank

- Prepare a “**Family Partnership Campaign**” bank deposit by doing the following.
- Endorse all checks with the community stamp. (MAKE SURE YOU ARE USING AN ENDORSEMENT STAMP FROM THE NEWLY DESIGNATED GIRL SCOUTS HEART OF THE HUDSON BANK ACCOUNT)
- Write **A/G** on all deposit slips.
- Make sure that the **TROOP NUMBER** is on all checks.
- Fill out the “**Family Partnership Campaign/Annual Giving**” deposit ticket from **TD Bank** listing each troop’s total on a separate line.
- Deposit all checks and cash for this and every deposit in any branch of **TD Bank within a week of receipt**. When making the deposit, make sure the bank returns to you **two** copies of the deposit ticket (or make additional copies, if necessary).
- Make sure you have a complete and accurate **Community Bookkeeping Form as well as Donor Forms** that match **each deposit** you make.
- For each deposit, send/deliver to your Council Regional Office the following.



One copy of each **Community Bookkeeping Form** you have used so far.



One copy of each **deposit ticket** that matches the bookkeeping form.



All the **Donor Forms, charge authorizations, and matching gift forms** – divided by Troop.

- Repeat these procedures each time you receive a batch of Gift Envelopes from your Troops.
- Please make deposits frequently!

DO NOT HOLD ONTO CHECKS AND CASH FOR MORE THAN A COUPLE OF DAYS!!

If you run out of deposit tickets, just call and more will be sent to you. Deposit tickets should get to the Council **immediately** after making a deposit. Include the corresponding **Bookkeeping Form** and **Donor Forms** with each delivery of deposit tickets to Council. To properly credit your Community or send out a thank you to your contributor we need these forms.