SCOUTING FOR FOOD

Pro tips for District Scouting for Food Coordinators

1. Find someone to act as your District Scouting for Food Coordinator. This person will coordinate the district's planning and execution. Give your District Executive (DE) the contact information for that person. They will inform the council committee so it can be posted on the council website.

2. Contact each unit and let them know the following dates:
    a. Doorhangers available for the unit to pick up in October, Coordinate with your DE for pickup logistics.
    b. Units should distribute doorhangers to homes – **Saturday, November 7, 2026.** It can be scheduled at other times at the discretion of the unit.
    c. Units should collect the donated food and bring it to the district collection site – **Saturday, November 14, 2026**

3. Divide your district into areas, preferably in neighborhoods with about 2,000 homes each. A normal sized unit should be able to cover that many homes.

4. Contact each unit and ask for their support. Assign each unit with an area.
    a. At a Roundtable, let each unit select an area on a map, first come-first served, OR:
    b. Contact each unit and offer them the same area as last year
    c. Avoid randomly assigning areas, many units would prefer to cover an area close to their meeting location, or where their members live
    d. Get contact information (name, email and cell phone) for each unit, to be used if there is a problem with doorhanger pickup or on collection day
    e. Review the collection site logistics

5. Contact and verify that the District Collection Site(s) is/are willing to provide their facilities for the collection on **Saturday, November 4, 2026**. If they need a Certificate of Insurance, contact Council and request one. This usually takes at most a few days. Let your DE/Council Committee know the location(s) and the name and cell phone of the person who will be in charge of each location, the "site manager". This will be posted on the council website.

6. The Council team will coordinate with the appropriate food bank for transporting the food. Some food banks will provide volunteers to help onsite, and bins and trucks to transport the food, as needed.

7. Coordinate with your DE for pickup or delivery of the doorhangers. They should be available in time so you can hand them out at your October Roundtable.
    a. Create a Reporting Flyer to give to each unit. It will have collection and sorting instructions and spaces to enter a food item count and service hours (adult and youth combined).
    b. Provide a copy of the Best Practices flyer from the council.
    c. The doorhanger printer has instructions to cello wrap the doorhangers in bundles of 250 to make it easier to distribute to each unit.
    d. You may want to pre-bag each unit's doorhangers for easy distribution.

8. Encourage units to promote the event through personal networks, social media, etc. Make sure to highlight the online financial donation on the Council Scouting For Food website (see QR code on the doorhanger).
    a. Local newspapers can be asked to provide coverage. You may be able to submit articles with pictures for publication.
    b. Ask local elected officials to advertise in their publications.
    c. Units can advertise on their local neighborhood apps and networks.

9. On collection day, each unit will start canvassing their areas around 9 am. They should bring the food to a central location where they can be sorted (cans vs. boxes or crushable items vs. glass containers) and counted. They then can be brought to the district collection site.

10. Set up your district collection site for easy entry by the vehicles bringing food and truck exiting when full.
    a. Keep cans and crushable items in separate bins. Glass items are sometimes accepted by the food bank but must be handled carefully. If you have a local food bank that can take the glass containers, separate them out.
    b. Collect any monetary donations (cash or checks)

11. After the collection weekend:
    a. Send in monetary donations to the food bank. Checks should be payable to the appropriate food bank and given to the food bank driver/representative. You can deposit the cash and donate directly to the food bank online via the link on the Council website or give it to the DE for donation.
    b. Summarize and report service hours to your DE.
    c. Remind units to report service hours online.