



Dear Unit Leader,

Thank you for your leadership! As you already know, the need for a successful 2020 Scouting for Food Campaign has never been greater. Since we will not be going out in the community door to door this spring, (we will in fall) we are asking that **every unit** help raise the needed funds for the foodbanks and pantries instead. This campaign is in addition to the traditional Scouting for Food campaign that has been rescheduled to the fall of 2020 – watch for details. 100% of these dollars will be going directly to the local food banks, based on the food banks information that you share. Here are the steps your unit and families can take to make this campaign a major success for our communities in need:

### **Scouting for Food – Online Donation Campaign April 15-30**

1. This is a grassroots effort, so we need someone in each unit to take the lead on filling out the flyer with your local foodbank's information. This will direct people on where to donate. We encourage you to link the foodbank's website that you typically drop the food off from our Scouting for Food drive. See the list of local foodbanks that we work with.
2. Share the flyer with your families and ask them to share it with their families and friends through their email list and social media.
3. Ask families in your unit to consider a donation as well.
4. Have a contest among your Scouts to see who can get the most shares on social media. The way to make the biggest impact with this campaign is to share this as far and wide as possible. The more exposure the local food banks and pantries get -- the better. The success of this campaign is going to be exposure for the local food banks. The more we can share, the more impact we can make.

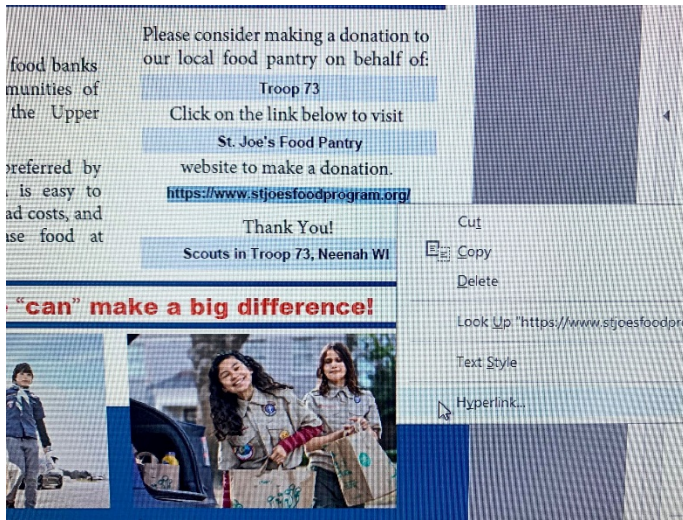
**\*\*Some important information to be aware of – neither Bay-Lakes Council nor any unit can collect funds and then give them to another non-profit. Therefore, we are encouraging each unit to fill out the flyer and direct people to give to their local foodbanks and pantries on behalf of Scouting.**

#### **Instructions on How to Fill Out the Fillable PDF Flyer**

See the Example Flyer for the information needed to complete the form.

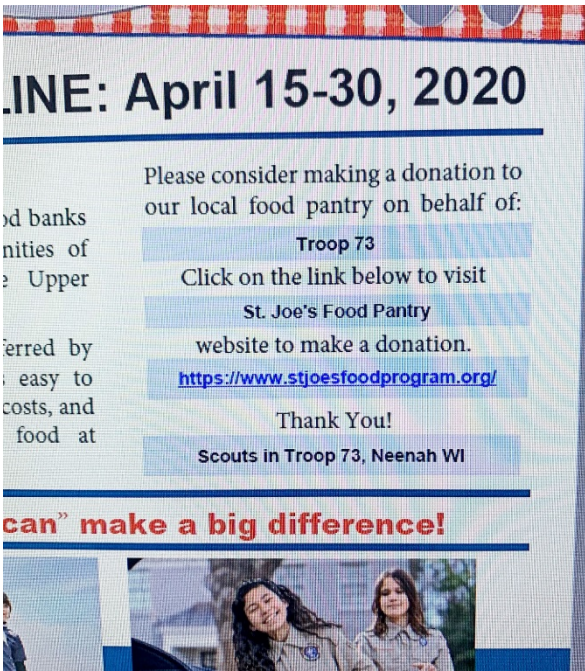
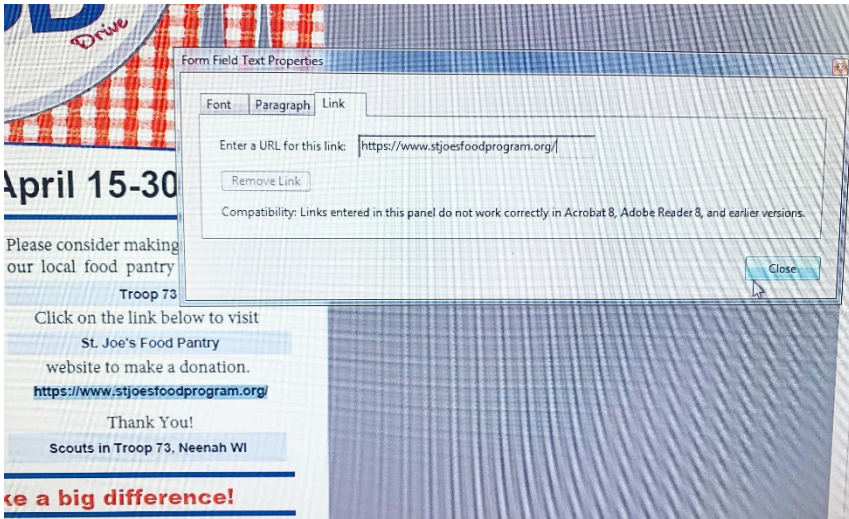
1. Type in your Unit Number (First field)
2. Type in the name of the food bank you would like donations to be directed to. (Second field) This should be the food bank or pantry that you typically drop food off to during our traditional Scouting for Food drive.
3. **\*\*Here is the most important part\*\***
  - Type in the website of the food bank or pantry you would like the donations to be directed. (Third field) You will need to google the name of the food bank or pantry.
  - Highlight and copy the food pantry's website url and paste it into the third field.
  - Now, you must hyperlink it. To do so, highlight the website url you just pasted in the third field and "right click" on it. A dialogue box will open and the bottom option will be Hyperlink... Click on the word "Hyperlink". A new dialogue box will open and in the Link tab, you will need to paste the website url into the field after the text "Enter a URL for this link:" and then click the Close button. See the back side of this document for screenshots to this step.
  - Lastly – you will want to save your document. Go to File, Save As, then name your document "Virtual Scouting for Food Drive" (UNIT # UNIT TYPE).

If you get stuck, please reach out to someone in your unit for help or your District Scouting Professional. Contact information can be found at <https://baylakesbsa.org/about-us/staff-directory/>. Thank you so much for thinking of those in need in your community and those who need the help now more than ever. Thank you for getting behind Scouting for Food in a new and improved way this year. Together, we will make a difference!



Enter the food pantry website address.  
Right click.  
Click on Hyperlink...

Enter the food pantry website address in  
the field shown to the right.  
Click the Close button.



If properly linked, your text should be underlined and  
blue, as in the example to the left.  
Save your document with a personalized file name.  
Share your flyer with your members!