

KEY DATES

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| Sept. 8 | Service Units confirm participation and designate a Food Drive Coordinator |
| Sept. 25-28 | Pick up door hangers and yard signs from GSHNC and distribute to troops + families |
| Oct. 4-14 | Troops and families canvas neighborhoods leaving door hangers on neighbors' doors |
| By Oct.18 | Place yard sign at neighborhood entrance (or post in neighborhood social media groups) reminding neighbors of pickup |
| Oct. 21 | Girl Scouts collect donated food items and deliver to a designated drop off location. |
| Oct. 21-26 | Girl Scouts, Hornets' Nest Cookie Cabana open for donations not dropped off during the 10/21 main event. (M-F 9:00 a.m. - 5:00 p.m.) |

DUE ASAP

Gauge participation interest from Service Unit leadership and troops

Confirm participation with Council. Email marketing@hngirlscouts.org

Designate a Food Drive Coordinator and notify marketing@hngirlscouts.org

Determine location drop-off for your Service Unit.

Draft communication plan and consider various outlets to share food drive messaging with troop leaders

COMPLETE BEFORE OCTOBER 1

Determine neighborhoods/key areas in your Service Unit you want to target

Determine method for ensuring troops don't overlap/canvas same neighborhood (ex. online system like Sign Up Genius, JotForm, create a spreadsheet and have troops email you directly, etc.)

Promote food drive to troops via email campaigns, SU social media channels, etc.

Have troops sign up for neighborhood(s) to canvas

Estimate number of door hangers and yard signs needed, and submit request to Council at marketing@hngirlscouts.org

Determine place to store materials (door hangers and yard signs) and create a distribution plan

Secure volunteers

COMPLETE SEPTEMBER 8- 30

Pick up materials from Council office main lobby. *Pick up is contactless and must be scheduled at least 48hrs in advance

Distribute materials to troops

Communicate key dates and expectations to troops

Encourage troop leaders and volunteers to reach out to neighborhood HOAs and promote the food drive on social

Confirm volunteers and supplies for day of event (10/21)

