



## Virtual Good Scout Award Luncheon Thursday, March 11, 2021 Captain Checklist

Thank you for volunteering to be a Table Captain in support of the 2021 GSAL! Your efforts are an important part of this year's GSAL strategy. The following checklist is provided for your use to help clarify the expectations of a virtual Captain.

### 1. Invitations & Guest List

- Identify at least 9\* other individuals who you believe will be supportive of this event.
- Email the list of guests you intend to invite to the event. Use the attached excel sheet or email your District Executive with contact information (vcards, etc). Once your guest list is cleared, call them and/ or send them an email to explain the purpose of the GSAL. Refer to the Table Captain's Guide sample event invitation at: [www.danbeard.org/fundraising-resources](http://www.danbeard.org/fundraising-resources)

### 2. Invite Your Guests to the Virtual Good Scout Award Luncheon

- Ask your guests to register for the Virtual Good Scout Award Luncheon: [www.danbeard.org/gsal](http://www.danbeard.org/gsal)
- Registration is just name and email. You can also register your guests once they've confirmed they would like to attend. By registering, it will prompt communication and information on how to view the event on March 11, 2021.

### 3. Ask your Guests to financially support the Good Scout Award Luncheon

- Ask your guests to support local Scouts by donating to the Virtual Good Scout Award Luncheon (ideally \$250 or above). They can either fill out the fillable PDF at: [http://www.danbeard.org/wp-content/uploads/2021/01/DBC\\_GSAL\\_SPONSOR\\_Commitment\\_Form\\_2021\\_web.pdf](http://www.danbeard.org/wp-content/uploads/2021/01/DBC_GSAL_SPONSOR_Commitment_Form_2021_web.pdf) or donate directly online at <https://donations.scouting.org/#/council/438/appeal/3779>

### 4. Attend the Virtual Good Scout Award Luncheon

- Communicate with your guests prior to the event and make sure they know how to access Virtual Good Scout Award Luncheon.

### 5. Post Event Follow-Up

- Check with your council contact to determine the status of your guest donations.
- Send thank you notes to donors and try to secure pledge forms from invitees who did not give or attend.

*\*Most Captains invite approximately 9 guests. You can invite more or less than 9 guests. For this year's virtual event, some Captains have already invited over 50 guests.*

**Questions – please contact: Sara Schaser, Fundraising Executive**  
**513-889-9030 [sara.schaser@scouting.org](mailto:sara.schaser@scouting.org)**  
**10078 Reading Road, Cincinnati, Ohio 45241**