

TABLE CAPTAIN CHECKLIST

Benefiting Dan Beard Council, BSA • 100% of Financial Gifts Stay Local to Support Local Scouts!

Thank you for volunteering to be a Table Captain in support of the 2024 GSAL! Your efforts are an important part of this year's GSAL strategy and success. The following checklist is provided for your use to help clarify the expectations of a Table Captain.

1. INVITATION AND GUEST LIST

- ☐ Identify at least 9* other individuals who you believe will be supportive of this event.
- ☐ Complete a Table Captain Guest Form, including prospective guest names and contact information. Email the completed form to your District Executive.

2. INVITE YOUR GUESTS TO THE GOOD SCOUT AWARD LUNCHEON

- ☐ Ask your guests to register for the Good Scout Award Luncheon at DanBeard.org/GSAL.
- ☐ Or, register your guests once they have confirmed they would like to attend. The only information required for registration is their name and email address.

3. ASK YOUR GUESTS TO FINANCIALLY SUPPORT THE GOOD SCOUT AWARD LUNCHEON

- ☐ Communicate with your guests prior to the event to confirm they know the event schedule, where to park, etc.
- ☐ Ensure guests are aware that an "ask" will be made at the event – we don't want them to be surprised!

4. ATTEND THE GOOD SCOUT AWARD LUNCHEON

- ☐ Arrive at least 30 minutes prior to the start of the event.
- ☐ Obtain your Table Donation envelope and display it in the middle of your table.
- ☐ Greet your guests in the lobby and at your table after the doors to the dining room open.
- ☐ During the informal "ask" mid-way through the event, distribute pledge cards to your guests.
- ☐ Gather completed pledge cards and place them in the donation envelope. A representative will come by and pick up your table envelope before the completion of the event program.

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.

Questions?

Please contact Edward Rauen at (513) 577-7718
or Edward.Rauen@Scouting.org

**Most Table Captains invite approximately 9 guests,
but you can invite more or less than 9 guests.*

