Scouting for Food

UNIT LEADERS GUIDE

March 14—21, 2020
Seneca Waterways Council BSA
2320 Brighton Henrietta Town Line Rd.
Rochester, NY 14623
Thank You Scouting for Food Unit Leaders!

Thank you for participating in the 2020 Seneca Waterways Council annual Scouting for Food service project. Together with our partner and friends at FOODLINK and TOPS Markets, we are hoping to have a stellar result in our food drive! Last year the Council collected over 60 TONS of food! That is 120,000 pounds of food! While our results are great, believe it or not, the need is even greater! Local food pantries and cupboards have been noticing for years a steady decline in food donations, and as a result, they have not been able to serve as many as are in need. THANK YOU again, to you and all participants in your unit for participating in the annual SFF drive and for following the guidelines in this “handbook”.

As you read through this guide and follow its instructions, please be diligent about doing your best to adhere to them. These are best practices. In particular, please impress upon your unit that taking your time and covering your route carefully and even covering your route twice will yield a better result and fewer mistakes. Please don’t rush through the process. Did you know that every year the Council receives nearly 100 complaints from the community regarding this project? Usually, it is missed pick-ups, but every year we also field calls regarding items that SHOULD NOT be picked up and even inappropriate behavior on the part of our Scouts!

Yours in Scouting,

Seneca Waterways Scouting for Food Committee

Important Message

In September of 2018, a local news affiliate reported that the US Census report named Rochester as the 12th poorest city in the nation. That means that there are people in our community that need to decide between medicine and food, they can't have both. Maybe between lunch and dinner because they can't afford both. There are ways that the scouts can help by being the conduit for funneling food donations from our generous community to agencies that can provide that extra meal or two. Thank you for giving your time and leadership to these young men and women to support their community!

Yours in Scouting,

Holly Hammond Council Food Pantry Coordinator
The 2020 Food Collections dates will be **March 14 through March 21, 2020**. That will be 8 days of food collections. TOPS Friendly Market will need Scout Units to greet customers and pack boxes. It is the goal of both TOPS & SWC to have a BSA Unit at every TOPS store in our Council footprint. Be sure to Sign up for a TOPS Market collection period (Saturday to Saturday). We need as many units to cover all our TOPS Market locations as possible. **To prepare for an exceptional Scouting for Food event, please take care to use this guide and follow the instructions below:**

**Prior to Collection Day:**

1) **Prepare your team:**

Determine WHO will provide manpower for your Tops location. It is imperative that Scouts be mature and responsible. These Scouts will be in the public eye all day and must provide the best leadership and example that we have to offer. Please refer to the “Collection Day” topic below to see what Scouts and adult leaders will be responsible for that day.

**Saturday & Sunday & Saturday:**

There should be 3-6 Scouts and at least 2 adult leaders at each Tops at all times (9:00 AM – 3:00 PM). You can work your Scouts and leaders in shifts, but there must be a Scout presence at all times. We would suggest two shifts which includes a short half-hour overlap:

- **9:00 AM – 11:00 AM**
- **11:00 AM – 1:00 PM**
- **1:00 PM – 3:00 PM**

**Monday through Friday:**

There should be 3-6 Scouts and at least 2 adult leaders at each Tops at all times (6:00 PM—8:00 PM). You can work your Scouts and leaders in shifts, of an hour, but it should be manned.

- **6:00 PM – 8:00 PM**

2) **Leaders will be given contact information for the Store manager at the location that they will be collecting food. The Scout leader in charge MUST call the store manager to confirm participation, let them know who you are and that you will be coming.** This communication is **VERY IMPORTANT**. While store managers know that this event will be happening, it is up to the adult Scouting leader to make contact, confirm participation and be given direction and expectations particular to that Tops location.
Assignments & Duties:

The expectations for collection day are simple.

- Arrive on time and connect with the store manager.
- Tops will be providing tables to put collected items. All boxes can be collected from the Scout Service Center in Rochester or from your District SFF Chair.
- **TOPS Friendly Markets will provide:**
  - A Space to collect food from customers
  - A large box/container for Collection during work week (Monday–Friday)
  - Sign Stanchions for directing customers

1. Assign 3 – 4 Scouts to pass out SFF cards at the door to customers as they enter the store. Be polite and smile! These cards will simply state what we are doing and where they can leave donations when they leave the store. **Passing out these cards will be essential in our success.** Patrons must know upon entering that we are there collecting food and we would appreciate them picking up a couple of extra items as they shop.

2. Assign a couple of older scouts to be at the table (provided) to collect and box donations.

3. Determine a space at the store (with the store manager) to place boxes of food collected.

4. **Sort and box food during the day. PLEASE do not wait until the end of the collection time!** Help keep things simple by boxing all canned goods together and all dry goods together.

5. Lunch may be provided (by Tops) for those that are working that day, at the discretion of the store manager. This is another reason for the preliminary contact with store managers.

6. Adult Leaders should be monitoring Scouts at all times. **Two trained leaders at ALL TIMES.**

7. **Record Keeping:** You will need to sort and pack into 2 categories: **dry goods** and **canned/jar goods.** An event end carton count by “dry good” and “canned good” is all we will need. We will estimate total weight of donations based on those 2 counts.

8. Be sure to Mark each box “**Dry Goods**” or “**Canned/Jar goods**”.

9. At the end of the event a food cupboard / food pantry organization will arrive to collect all donations. Please stay at Tops until this organization arrives and help them load their vehicles. They will be instructed to arrive by 3:30 PM to pick up donations, or by 8:00 PM week nights.
Two types of donations can be made that day:

1. Loose can / jar / boxed (non-perishable) food items that will need to be boxed by the Scouts.
2. Cash donations. Please use any cash donations to purchase food from the store to pack in the boxes. It is recommended that you purchase healthful food items or items that align with the recipient food pantry requests on their Scouting for Food Agency Information sheet.

What Scouts & Adults should wear:

All Scouts & Adults MUST be in Field Uniforms (Class A’s) at all times. NO T-Shirts. No Scout will be permitted to participate if they are not in uniform. If there are adult volunteers who do not own uniforms, then any Class B Shirt will be adequate.

Scout Instructions  For going Door to Door...

We are not distributing plastic bags in 2020 or beyond. The door stickers we distribute will ask for donations in a container of the donors choice. So be prepared for some “creative” packaging.

Schedule for the day: Please Review your schedule for the day with your Scouts

If you are distributing Reminders/door stickers -

Distribution times are between 9:00 AM and 12:00 PM on March 14, 2020

If you are collecting donations -

- DO NOT collect BEFORE 9:00 AM. The community will be given instructions to put out items for collection BY 9:00 AM. Collection times are between 9:00 AM and 12:00 PM on March 21, 2020
- If there is no bag/container at or near the door, go on to the next house. If there is more than one food bag/container, collect it.
- Bring all collections to your designated collection site between 10:00 AM and 1:00 PM. After 2:00 PM, drop all collections off at nearest TOPS market
Where to Meet on Drop Off and Pick Up days:

- Have a designated meeting place for both days.
- Have a plan to remind Scouts and adults about the March 21 collection of food bags/containers.
- Check with and confirm with your District Scouting for Food chairperson your assigned territory.
- Meet on March 14, distribute door stickers and lawn signs.
- On Saturday, March 21 (Collection Day) Assemble at your meeting place. (It is suggested that you use your regular meeting place or another convenient location.)

What can your Scout do and not do?

- **DO NOT ENTER ANY HOMES.** Remain outside or in view of the Adult Leadership
- All youth should travel in groups of two or more...use the buddy system!
- PLEASE PLAN ON 2-3 PASSES of each assigned street THROUGH YOUR AREA. On March 21.
- Make sure that your Scouts are collecting appropriate donations. Check to be sure they are not picking up garbage. If something looks questionable, it is totally appropriate to knock on a door to confirm items for pick up!
- As each car arrives at a collection site, there will be someone there to confirm the number of youth, adults, service hours and coverage area for the participants in EACH VEHICLE. Please return all leftover door stickers to your District SFF Chair at the collection site.

What Should Scouts wear for Attire:

ALL SCOUTS & ADULTS SHOULD BE IN UNIFORM WHILE PARTICIPATING IN SCOUTING FOR FOOD
If your Scout Unit is going door to door-

Materials:
Pick up all materials from your District Coordinators no later than March 10th, 2020. All materials (door stickers, lawn signs, etc.) will be available at the February and March Roundtables in every District.

Door Hangers/Stick-It reminders:
- These Reminders should be placed on March 14, 2020. They can be distributed starting at 9:00 AM. Please do not disturb residents before this time.
- Reminders should be distributed to residents only. Avoid businesses or apartment dwellings with “no solicitation” rules unless prior arrangements have been made.
- Place a reminder at each residence that you are assigned. Try to pick the door closest to the driveway.
- Units will designate specific streets for each den or family to canvas. Remember, your unit has been assigned an area by the District and it is expected that your areas be covered.
- DO NOT put door hangers/reminders in or on mailboxes. It is illegal.
- Be sure to canvas EVERY STREET at which door hangers were delivered. Units must make sure that their assigned areas are covered. Each driver will be asked to confirm that they were able to cover their assigned area at the collection site.

YARD SIGNS:
- Place all yard signs in VISIBLE locations in the area that your unit will be collecting food. DO NOT place lawn signs before the March 14, 2020.
- Pick up all yard signs that were placed in the community by your unit on March 21.
- If you place a sign, pick it up. All signs should be brought to the collection site and left with the Collection site leader. These signs are designed and intended for use for more than one year.

Posters/Flyers:
If appropriate Place posters/flyers on cars to advertise the food drive.

Adult Drivers/Food Transporters:
- Have enough vehicles for the number of youth participating. (Use all safety precautions in securing drivers). Use SFF signs on the sides of vehicles to help identify the event.
- Vehicles should stay as close to the Scouts as possible. It is advisable for adults to be on the streets with the Scouts. PLEASE! No riding on the backs of open vehicles.
- Have copies of your maps available for all drivers. Highlight each driver’s area to cover.
- All youth should travel in groups of two or more...use the buddy system!
## Council & District Contact Information

<table>
<thead>
<tr>
<th>Council Scouting for Food Committee</th>
<th>Holly Hammond</th>
<th>585-781-0632</th>
<th><a href="mailto:hsquared921@gmail.com">hsquared921@gmail.com</a></th>
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<td>Gates, Chili, Churchville, Riga, Rush, Henrietta, Wheatland and Scottsville</td>
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<td>Genesee Crossroads District</td>
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<td>City of Rochester</td>
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<td>Lighthouse District:</td>
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<td>Hamlin, Hilton, Parma, Greece, Ogden, Brockport, Sweden and Spencerport</td>
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<td>Marion, Palmyra-Macedon, Victor, Canandaigua, Honeoye, Naples, Wayne and Williamson</td>
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<td>Brighton, Pittsford, East Rochester, Perinton, Mendon, Honeoye Falls and Fairport</td>
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<tr>
<td>Council Staff advisor:</td>
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<td>Council Marketing &amp; Communications Manager</td>
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<tr>
<td>Store #</td>
<td>Address</td>
<td>Store Manager</td>
<td>Store Phone Number</td>
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<tr>
<td>1</td>
<td>401: 450 WEST AVENUE, ROCHESTER, NY 14611</td>
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<td>412: 1900 CLINTON AVENUE, S. ROCHESTER, NY 14618</td>
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<td>416: 1215 JEFFERSON ROAD, HENRIETTA, NY 14623</td>
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<td>417: 1601 PENFIELD ROAD, ROCHESTER, NY 14625</td>
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<td>7</td>
<td>418: 3507 MT. READ BLVD, GREECE, NY 14616</td>
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<td>Andrew Richards</td>
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<td>429: 999 EAST RIDGE RD, IRONDEQUOIT, NY 14621</td>
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<td>432: 5150 NORTH STREET, CANANDAIGUA, NY 14424</td>
<td>Sean Grant</td>
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<td>433: 76 KENDALL ST., CLIFTON SPRGS, NY 14432</td>
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<td>460: 285 UPPER FALLS BLVD, ROCHESTER, NY 14605</td>
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<td>566: 321 LIBERTY STREET PENN, YAN, NY 14527</td>
<td>Dino DeYulio</td>
<td>315-536-2508</td>
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</tbody>
</table>

Please note the store manager may have changed since this list was created.
All Scouters should be encouraged to review this article and participate in activities to ensure that our Scouting program will be successful and will provide a great experience for our youth.


to the BSA's planning, performance, and recognition program designed to encourage and reward the success of our units, districts and councils. It is meant to encourage excellence in providing a quality program at all levels of the BSA. Participating in the JTE provides valuable information for your unit and encourages high performance and success which only helps to create a better scouting experience for our youth. By reporting your unit's service hours you provide information for recognition of your efforts and allow scouting to show the results of the community service given by scouting.

Please see these websites for more information:

https://www.scouting.org/scoutsource/Awards/JourneyToExcellence.aspx
https://www.scouting.org/filestore/mission/JTE_What's_in_it_for_me.pdf
https://servicehours.scouting.org/UI/Security/Login.aspx

When reporting your hours:

1. Need the Number of Scouts & Adults Participating
2. Need the number of Hours SFF is held

Service hours are calculated: Manpower X Time = Service Hours

Reporting your service hours will also allow you to receive a discount on your unit's SFF patches.
Journey to Excellence
Service Project Reporting Form

Unit Type: Pack / Troop / Crew / Ship / Team / Post
Unit Number: __________

Reporting Leader’s Name: ____________________________
Phone Number/Email: ________________________________

Type of Service Project (Circle One):

Food
- Food Collection
- Meal Delivery
- Serving Food

Shelter
- Home Building
- Home Repair/Maintenance
- Personal Care Collection
- Blanket Collection
- School Supply Collection
- Book/Magazine Drive

Healthy Living
- Blood Drive
- Fun Run/Walk/Hike/Cycle
- Bike Safety Event
- Child Fingerprinting
- Health Fair/Fitness Expo
- CPR Training
- Tree Planting
- Litter Cleanup/Beautification

Other Services
- Disaster Relief
- Conservation
- Military Support
- National Park Resource Stewardship
- Other

Date of Service Project: ____________________________

Number of youth members participating in the project: __________

Number of youth who are not members participating in the project: __________

Number of adult leaders participating in the project: __________

Number of other adults participating in the project: __________

Total unit hours – including members and non-members: __________
(Example: 10 people worked 2 hours = 20 total unit hours)

Which of the following organization(s) did you partner with on the project?

- American Red Cross
- Habitat for Humanity
- Salvation Army
- U.S. Department of Health
- Local Food Bank/Pantry
- Local Shelter for the Abused
- Local Blood Bank
- Meals on Wheels
- Local Medical Center/Hospital
- City
- Boy Scout Camp
- County
- Church
- Synagogue
- Mosque
- Other Religious Organization
- School
- Retirement Center
- Goodwill Industries
- Civic Organizations
- Order of the Arrow Lodge
- Lone Scout
- Service Organization
- Housing Authority
- America Supports You
- U.S. Forest Service
- National Parks Service
- Other
- No Partner

List any local organizations that you partnered with on this project: ____________________________

Briefly tell us about your project: ____________________________________________________________

_____________________________________________________________________________________

Journey to Excellence
To learn more, visit www.scouting.org/awards/journeytoexcellence
Scouting For Food

Patch Order Form

Unit # _________ Pack  Troop  Crew  Post  (Circle appropriate unit type)

District ________________________________

Name __________________________________ Phone ________________________

□ I have entered my Service hours for JTE and qualify for a discount!! (applicable upon verification)

Please present with this application a copy of your Service Hours Form

_TOTAL ENCLOSED: $ __________

Check enclosed _______ or charge unit account __________________________________

Authorized Signature

Make Checks Payable To: Seneca Waterways Council

Return form and payment to:

Seneca Waterways Council
2320 Brighton Henrietta Town Line Road, Rochester, NY 14623
(1-6801-918-20)

Patches ordered before March 31

will be delivered at April RT.

All patches ordered after March 31st will be
honored on a first come first served basis.