

SEBREE Architects, Inc.

January 18, 2010

Friends of Scouting
Your Company
500 Want To Help Way
Hou Koda, IN 46123

Dear Friends of Scouting,

We are pleased to be chairing the **Hendricks County Breakfast for Scouting**, scheduled for **Friday, March 12th, 2010** at **Jameson Camp**. This event will help us conclude the annual Friends of Scouting fundraising campaign and will assist the Scouting organization in supporting over 3,200 local area Scouts in 2010. The program will begin promptly at 7:00am and conclude by 8:00am. Eagle Scout Joshua Swoverland from Troop 307 in Avon, featured in Boys Life Magazine, is our keynote speaker. He is a remarkable young man to listen to and meet.

As chairman for this event I'm asking for your assistance in serving as a Table Host. Specifically I am asking you to attend the breakfast and to host eight additional guests at your table. Each table will be set for (8) eight people. Neither you nor your guests are under any financial obligation to give, though each of you will be invited to consider making a pledge of financial support to Scouting's 2010 *Friends of Scouting* campaign. It costs us \$150 to support a young person in the Scouting program for one year. As a Table Host, you will play a vital role in the success of our upcoming event.

Included with this letter is a table host "job description." Please review it and use the enclosed form to submit the list of individuals that you would like to invite to your table *as soon as possible*. Joshua Reckelhoff with the Boy Scouts will review your list to ensure that an individual is not being contacted by more than one host. Once your guest list is cleared you may then email out the invitations. You should also then make personal contact with your prospective guests. Please submit a confirmed attendance list for your table by February 25th. Feel free to contact me if you have any questions or need additional information.

Thank you for your service to our community!

Best regards,
Sebree Architects, Inc.



Scott E. Black
Vice President
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2010 Hendricks County Breakfast for Scouting

Friday March 12, 2010

Location: Jameson Camp

Table Host Job Description

1. Host a table of eight (you and 7 guests) at the Hendricks County *Breakfast for Scouting*, which kicks off the annual "Friends of Scouting" fundraising campaign. Encourage gifts of \$150 or more from each individual.
2. If you have difficulty identifying 7 potential guests, consult with Scott Black or review the list of past donors for Scouting.
3. Submit a listing of 7-10 people that you would like to invite to sit at your table (Table Host Guest Selection List). We will review your list to ensure that an individual is not being approached by more than one host.

Due to the small time window between when we may receive your list and the event, an electronic invitation will be provided to you so you may directly email your guests as soon as you like. An invitation may be mailed upon your request to those guests who do not have an email address.

4. After invitations have gone out, follow up with your guests and encourage their attendance. For those that cannot attend, solicit their pledge prior to the *Breakfast for Scouting*.
5. Return a confirmed attendance list to Josh Reckelhoff **by February 25th, 2010. (Insert Josh Reckelhoff Contact Information here).**
6. Attend the *Breakfast for Scouting* and follow up with any of your prospects that were not able to attend the breakfast.

Timeline for Table Hosts

- 2/05/10 - Table hosts should submit their prospected guest lists
- 2/25/10 - Table hosts should have submitted their final guest lists
- 3/12/10 - Hendricks County *Breakfast for Scouting* takes place!

**2010 Hendricks County Breakfast for Scouting
Friday, March 12th, 2010
Table Host Guest Selection List**

The breakfast will be held at:
Jameson Camp
2001 Bridgeport Road
Indianapolis, IN 46231
7AM – 8AM

Name: _____

Address: _____

City/State/Zip: _____

Phone: _____ (Fax) _____

Email address: _____

1. Please indicate individuals that you would like to invite to join you at the breakfast. Each table will be set for a total of eight (8) people. You may invite more to ensure a full table. You may review the list of our past donors to personally invite as well (only email is needed below).
Please return this sheet as soon as possible to:

Josh: jreckelhoff@crossroadsbsa.org / office 317.925.1900 ext.232 / fax 317.921.3474

2. Before contacting the listed individuals, the names will be checked against the donor rosters at the Boy Scout office. This will ensure that they are not being contacted by another Table Host.
3. A list of "cleared" individuals will be sent to you by Josh Reckelhoff. Due to the small time window between when we may receive your list and the event, an electronic invitation will also be provided to you so you may directly email your guests as soon as you like. An invite may be mailed upon your request to those guests who do not have an email address.
4. Call to confirm your guest's attendance at the breakfast and follow up with Josh Reckelhoff on final attendance by February 25th.

Name	Address/City/Zip & Email Address	Phone
1.		
2.		
3.		
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10.		