



Unit Label

Materials Included

FOS GOAL: _____

- FOS Brochure
- Report Envelope
- Sample 'warm up' Email / letter
- Sample 'we missed you' email / letter
- Unit FOS participation Ribbon
- FOS incentive Plan
- FOS recognition flyer

Timeline (December—April)

14 days prior _____	Send 'warm-up' email / letter Presentation Date
2 days after	Send email / letter to 'missed families'
72 hours after	FOS report envelope due at GEC service center
2 weeks after	Unit Follow-up completed
Monthly	Thank you letters mailed from GEC service center
May	FOS phone-a-thon clean-up completed
June 30th	FOS campaign completed

