Heart of New England Council, BSA

**2021 Spring Unit Fundraiser: Virtual Order Form**

Steps to Customize Your Virtual Order Form:

1. Sign into Google (or Gmail)
2. Click the link for [Virtual Order Form](https://docs.google.com/forms/d/1vXqpw7lMkC0OPtyl_eA4A5FZSTsE3o9Q35-9KBdUpyI/copy) (on [First Aid Kit Sale](https://hnebsa.org/support/first-aid-kit-sale/) page of HNE website)
3. Make a copy when prompted
4. Edit top section (yellow highlight below) to customize for your Scout and/or unit.   
      
   “Your support will help send (enter Scout name and/or unit - i.e. John Smith, First Class Scout in Troop 123) to summer camp (or on a weeklong trek to Philmont, etc) this year.”
5. Click SEND (purple button at top right corner of form)
6. A picture containing paper clip, stationary

   Description automatically generatedEnter email addresses (either type them in or copy/paste) into ***Email To*** field   
     
    **OR**  
   Click the link icon then copy the form link (it begins with *https://docs.google.com/forms....*). The link to your customized Google order form can now be pasted into email, social media or other promotional vehicle.
7. Promote your fundraiser several times during the sale, including several days before order deadline. Make sure people have multiple notifications about how they can support your Scouting adventures.

