

# WORKPLACE CAMPAIGN TO-DO LIST:

Following is a to-do list that should assist you to complete the Workplace Campaign process at your business/organization. At United Way, please know we greatly appreciate the time and energy you put into this campaign to make it successful! Thank you for your commitment to the community through United Way!

- SUBMIT CAMPAIGN MATERIAL NEEDS TO UNITED WAY**
- MEET WITH LEADERSHIP AT COMPANY AND ESTABLISH CAMPAIGN COMMITTEE**
- RECEIVE CAMPAIGN MATERIALS FROM UNITED WAY**
- SET FUNDRAISING GOAL, ESTABLISH INCENTIVES, AND CREATE ACTIVITIES**
- EDUCATE INDIVIDUALS ABOUT UNITED WAY AND PUBLICIZE FUNDRAISING GOAL**
- SCHEDULE UNITED WAY PRESENTATION AND DISTRIBUTE PLEDGE CARDS**
- COLLECT COMPLETED PLEDGE CARDS FROM EMPLOYEES**
- TOTAL PLEDGES TO DETERMINE TOTAL CONTRIBUTION TO UNITED WAY**
- COMPLETE CAMPAIGN PAPERWORK AND RETURN TO UNITED WAY**
  - CAMPAIGN REPORT FORM**
  - DONOR REPORT FORM/SUBMIT COPIES OF CARDS TO UNITED WAY**
- THANK EMPLOYEES WHO CHOSE TO DONATE**
- SUBMIT PAYMENT OF CONTRIBUTIONS TO UNITED WAY**

**GIVE. ADVOCATE. VOLUNTEER.**

