

- Don't forget to distribute the UW Guide and pledge forms to each employee
- Plan Employee Meetings – Cover all locations and shifts (6-8 weeks prior to start date)
 - Invite UW Representative
 - Ask CEO/Campaign Chair to participate
 - Show UW Campaign Video
 - Distribute UW Guide and pledge cards (if haven't already)
- Coordinate Agency Tours – scheduled through UW Representative (2-4 weeks prior to campaign start date)
- Recruit campaigners (4 weeks prior to campaign start date)
- Plan Campaigner Training (4 weeks prior to campaign start date)
 - Coordinate with United Way Representative
 - Set location – company conference room, agency facility
 - Plan an agency tour for your campaigners
- Don't forget to distribute materials to all employees!
 - Pledge Cards (or email links to e-pledge application)
 - United Way Guide
 - Place United Way posters and other campaign advertising in break rooms and key meeting areas (1 week prior to campaign start date)
- Say Thank You (immediately following campaign end date)
 - To Donors
 - Committee
 - Campaigners
- Collect all pledge cards and tally them up! (Immediately following campaign end date)
- Remember to track leadership givers with contact information so we can recognize them properly in our Leadership Giving Roster (throughout campaign)
- Complete the Final Report Envelope for the United Way- make sure to include your signed Payroll Deduction Summary card and Corporate Gift card (Immediately following campaign end date)
- Call your United Way Representative to collect your Report Envelope (Immediately following campaign wrap up)
- Celebrate – you're finished! Thank you for all your hard work. You changed lives!



United Way of Greater Houston