

## WORKPLACE CAMPAIGN CHECKLIST

Item	Volunteer	Comments	Done <input type="checkbox"/>
<b>Select Dates</b> for Campaign: Start Date _____ End Date _____ (no later than Nov. 20 <sup>th</sup> )	Coordinator and Management		
<b>Meet with Management:</b> Ask for their assistance; Ask for their \$ contribution; Ask for a campaign budget; Ask if they will appear at the kickoff meeting; Keep them in the loop!!	Coordinator		
<b>Calculate a \$\$ Goal</b> Amt.	Coordinator		
<b>Pick a theme</b> for campaign			
<b>Set a Meeting</b> Date & place			
<b>Decide your approach</b> for obtaining pledges and return of pledge forms			
<b>Call United Way</b> to ask for a speaker for meeting			
<b>Make sure you have</b> supplies/ decorations, posters etc			
<b>Select a "Fun"d-Raiser</b> Event			
<b>Obtain</b> incentive prizes			
<b>Write up</b> your thank you list			
<b>Fill out</b> the campaign report and call United Way to pick up.	Coordinator		
<b>Schedule</b> a Photo Shoot	Coordinator & Mgmt.		
<p>Breathe, Breathe, Breathe! Relax - put your feet up and allow yourself a smile of satisfaction for a job well done!</p>			