CAMPAIGN COORDINATOR CHECKLIST

• Read all campaign materials
• Mark your calendar with any reporting deadlines.
• Lead by example. Before asking co-workers for their campaign pledge, make your own pledge.
• Meet one-on-one with anyone who has questions or needs further details on payroll deduction donations.
• Ask for the gift.
  o Hand each person a personalized pledge form.
  o Encourage co-workers to give through the convenience of payroll deduction.
• Collect all pledge forms, cash contributions, and checks in time to meet reporting deadlines. Be sure that:
  o All pledge forms are signed
  o All bill-direct information is correct and signed
  o All cash and checks are paper-clipped to the pledge forms.
• Encourage employees who haven’t pledged to make a decision
• Turn in all forms, checks and cash in the Campaign Envelope given to you with your materials to the Resource Development Director at the United Way.
• Thank every supporter and each person who took the time to listen.