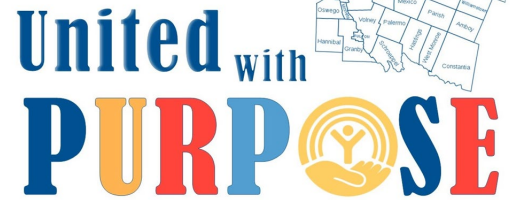




United Way of Greater
Oswego County, Inc.



Employee Campaign Coordinator Checklist:

- ④ Read all campaign materials provided.
- ④ Mark your calendar with reporting deadlines and plan your workplace campaign accordingly with all company departments.
- ④ Lead by example. Before asking co-workers for their pledge, consider making a pledge, participate in United Way fundraising efforts.
- ④ Hand each person a personalized pledge form
 - Meet one on one with anyone who has questions or needs further details.
 - Promote the convenience of payroll deduction. Work with your company leaders to consider offering incentives for participation.
- ④ Collect all pledge forms and any cash or checks for non-payroll deduction contributions and/or company fundraising events. Please make certain:
 - All pledge forms are completed and signed.
 - All bill-direct information is correct and signed.
 - All cash or checks are paper clipped to the pledge forms.
 - You have included a list of current employees who have previously completed a pledge form and will be continuing to pledge through payroll deduction (“rollover pledge”)
- ④ Encourage employees who haven’t pledged to reconsider or consider participating in an upcoming United Way event or become a United Way volunteer.
- ④ Return all forms, checks and cash in the Campaign Envelope provided to the Resource Development Director – * be sure to fill out all information on front of envelope.
- ④ For current supporters with payroll deduction (rollovers):
 - Report any change of address, email, or phone number for employees participating in a payroll deduction.
 - Encourage them to increase their support level with each new campaign or become a United way volunteer and advocate.
 - Report the number of employee “rollover” donors to UWGOC with your campaign pledge materials – you can provide a printed list from your payroll / HR dept. or download a form to fill out via the UWGOC website or request from your UWGOC representative.
- ④ Thank all supporters and each person who took time to listen, participate and “Unite with Purpose”.