

## Select Campaign Schedule

In order for your campaign to run smoothly, it is helpful to establish a timetable. It should be in line with the framework of the overall United Way campaign. Most importantly, it should avoid any potential conflicts with other fundraisers and solicitation-based events within your company such as 401-k and retirement plan enrollment. Using a personal timetable will help you keep track of your tasks.

<b>BEFORE CAMPAIGN:</b>	<b>DATE</b>
1. Review past performance	_____
2. Meet with CEO/OH	_____
3. Recruit Campaign Team	_____
4. Ensure all is ready for payroll deduction	_____
5. Meet with United Way	_____
6. Determine capacity and set goal	_____
7. Conduct orientation sessions with all campaign volunteers	_____
8. Plan publicity and set schedule	_____
Consider: Agency Tours	
Agency Speakers	
9. Personalize pledge cards	_____
10. Send out endorsement letters from:	_____
CEO/OH:	
Managers:	
11. Set schedule for employee group meetings.	_____
 <b>DURING CAMPAIGN:</b>	
1. Solicit Executives and Managers	_____
2. Supervise employee group meeting schedule	_____
3. Publicize (to employees and United Way) interim pledge reports	_____
4. Wrap-up (Complete meetings schedule - any make-up sessions - account for all pledge cards)	_____
 <b>AFTER CAMPAIGN:</b>	
1. Total Results	_____
2. Send results to United Way	_____
3. Publicize campaign results	_____
4. Thank Volunteers	_____
5. Thank Employees	_____
6. Critique campaign with campaign team and provide written summary for next year	_____