

Campaign Checklist

Check off each step as you go through the campaign process.

- Attend the Campaign Coordinator kickoff meeting
- Recruit a winning team
- Set your dates and goals
- Brainstorm campaign strategy, events and activities
- Work with your United Way representative to plan and implement your ideas
- Use your Campaign in a Flash materials to let people know how their donations are making a difference in the community— and how easy it is to give
- Answer any questions or concerns (Contact United Way for help as needed)
- Collect pledge forms and/or remind people to login and give online
- Thank everyone for their participation and share the results of your hard work
- Fill out a Campaign Report Sheet and wrap things up with your United Way representative
- Stay connected with United Way all year long— and pass updates and information along to your friends and colleagues!



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