



Building a Thriving Community

**TAKES EVERY ONE**

SAPPI employees being the ONEs at 2019 Day of Action.

## CAMPAIGN CHECK LIST

### LIVE UNITED

- MEET** with your CEO to discuss his/her vision for the campaign.
- ATTEND** an Employee Campaign Manager (ECM) Think Tank Session.
- DEVELOP** a campaign plan including dates, goals, etc.
- RECRUIT** a committee to help plan and coordinate the campaign.
- ATTEND** the community campaign kick-off and United We CAN food drive on September 13 in Monument Square.
- KICKOFF** your campaign and run an informative, exciting time-limited campaign.
- WORK** with your United Way Relationship Manager to ensure the successful achievement of your goal.
- INFORM** your CEO on campaign performance midway.
- ANNOUNCE** your results to your organization — and your customers!
- THANK** your donors and committee volunteers.
- EVALUATE** and make recommendations for next year.
- PROVIDE** year round United Way engagement opportunities for employees, like volunteer activities or lunch-and-learns.

**YOUR UNITED WAY RELATIONSHIP MANAGER IS READY TO ASSIST YOU AT ANY TIME!**

