1. Attend the IUPUI United Way Ambassador Training (Aug). Ambassadors will be trained on campaign basics and the e-pledge site along with pick up training materials, their United Way t-shirt and button.

2. Review training packet and United Way Campaign materials.

3. Coordinate and document (pictures, posters, etc.) fun campaign activities in your school/department or unit to excite your colleagues about the campaign. *All employees will receive direct communications about two convenient ways to pledge – online via E-pledge or by pledge form.*

**Suggestions for Small Departments (under 50 employees)**

* Place United Way materials around department (e.g., hang posters, etc.)
* Show United Way videos at staff or department meetings.
* Contact each person in the department personally and request their participation in the United Way campaign to meet (or exceed) the department’s campaign goal (Other key target goals: **100% Response** & **100% Participation**).
* Promote online pledging with E-pledge.
* Answer any questions employees may have about United Way.
* Monitor department pledging (Your department’s campaign website is an excellent resource). Follow up to ensure a 100% response.

**Suggestions for Large Departments (over 50 employees)**

* Select fellow co-workers to assist you.
* Distribute pledge forms, brochures, posters to team members.
* Each team member should follow the instructions for Small Departments.
* Hold weekly or biweekly meetings with your team members to answer questions, determine any obstacles, and order additional materials or resources.

4. Encourage pledges be made online; if pledges are made in paper form:

Collect all pledge forms weekly and deliver to United Way Project Manager (see info below).

5. Consider hosting an informational meeting or having United Way on the agenda of a staff meeting or key group meeting. Contact project manager in advance to assist in identifying a speaker (speakers and materials can be provided by the IUPUI United Way Executive Committee).

6. Consider organizing a special contest or promotion to raise awareness about United Way.

8. ***Have Fun!***

2017 IUPUI United Way Campaign Project Manager,

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