

Campaign Timetable & Checklist

For

Details	Target Date	Completion Date	Assigned To:
Attend Employee Campaign Manager Training			
Select Employee Committee			
Set Dates For Campaign			
Set Employee Campaign Goal			
Recruit Team Leaders			
Coordinate Team Leader Training			
Coordinate Agency Fair			
Place Posters and Promotional Material			
Send CEO Endorsement Letters			
Conduct Management Solicitation			
Conduct Employee Group Meetings			
Follow Up Contact For Absentees			
Submit Campaign Reports to United Way			
Post Final Results & Implement "Thank You" Program			
Attend Heroes Reception			



San Juan United Way