

How to Run Your Campaign



#7: CONDUCT EMPLOYEE MEETINGS/PRESENTATIONS

Holding employee meetings/presentations is the number one way to educate your co-workers about the importance of their participation in the United Way Campaign. The most effective way to hold these meetings is to tag them onto a regularly scheduled staff/department meeting.

SCHEDULE A SPEAKER

Including a speaker in your employee presentations is like bringing community services to your office. United Way speakers share their first-hand accounts of the impact each donor's contribution is having on people who use the United Way funded programs. You may even have a potential speaker among your employees. One of your co-workers may have a success story that they would be willing to share with others.

Encourage Attendance through...

- Word-of-mouth
- Campaign Committee
- Fliers
- Posters
- Company Bulletins
- Corporate Intranet
- Email Reminders
- Group Voice Mail
- Corporate Newsletter

Speaker Request Form




TODAY'S DATE: _____
 UWAY STATE: _____
 NAME OF UWAY REP AT MEETING: _____

UNITED WAY OF NORTHERN ARIZONA
SPEAKER REQUEST FORM

ALL INFORMATION MUST BE COMPLETED TO PROCESS REQUEST

COMPANY: _____
CONTACT NAME: _____
MAILING ADDRESS: _____

PHONE/EXT: _____ **FAX NUMBER:** _____
EMAIL ADDRESS: _____

COMPANY TYPE (circle one):

SECC/ CFC	Construction	High Tech	Professional
Public Sector	Assembly Line	Education	Other

IF OTHER PLEASE EXPLAIN: _____

DATE OF MEETING: _____ **START TIME:** _____ **AM/ PM**
FINISH TIME: _____ **AM/ PM**

AMOUNT OF TIME AVAILABLE FOR SPEAKER: _____
ADDRESS OF MEETING (include room, floor, bldg, etc.): _____

MAJOR CROSS STREETS: _____

SPECIAL INSTRUCTIONS (i.e. Parking, security, etc.): _____

TYPE OF MEETING (circle one): :
 LEADERSHIP KICKOFF GENERAL EMPLOYEE MEETING

AUDIENCE SIZE: _____
COMPANY REPRESENTATIVE AT MEETING (i.e. Person speaker will ask for): _____

SPECIAL REQUESTS (i.e. agency/topic preferences: Spanish speaking etc.): _____

PLEASE FAX REQUEST TO UNITED WAY OF NORTHERN ARIZONA TO
 928.773.9814 AT LEAST 48 HOURS IN ADVANCE. THANK YOU.

TOO LATE FOR A SPEAKER?

Check out our Community Initiative videos on Youtube!
<http://www.youtube.com/user/nazunitedway>