



2009 United Way Campaign

Department Coordinators (Formerly Team Leaders)

- *Select a team of volunteers to assist with the campaign, as needed. FORWARD all correspondence from the UR United Way Office to your volunteers.
- *Review all campaign materials. (Materials will be distributed during January/February.)
- *Attend a UR United Way training session. Encourage your volunteers to attend, as well.
- *Publicize the campaign in your department(s), via posters, emails, etc.
- *Emphasize importance of United Way Campaign at staff meetings.
- *Emphasize Continuous Pledge w/annual increase, which can be modified or revoked at any time.
- *Emphasize the goals of increased participation, increased \$ raised, "no gift is too small", and "Live United".
- *Familiarize yourself with ePledge.
- *Attend Kick-Off and Thank You events, as possible.
- *Consider your personal gift.
- * Respond to questions from your volunteers and department faculty/staff.



2009 United Way Campaign

Volunteers

- *Review all campaign materials, as provided by your Department Coordinator.
- *Attend a UR United Way training session.
- *Meet with your Department Coordinator to strategize Campaign efforts for your department(s).
- *Publicize the campaign in your department(s), via posters, emails, etc.
- *Emphasize importance of United Way Campaign at staff meetings.
- *Emphasize Continuous Pledge w/annual increase, which can be modified or revoked at any time.
- *Emphasize the goals of increased participation, increased \$ raised, "no gift is too small", and "Live United".
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- *Attend Kick-Off and Thank You events, as possible.
- *Consider your personal gift.
- * Respond to questions from your volunteers and department faculty/staff.