

**COMMUNITY DIVISION
SAU TEAM CAPTAIN CAMPAIGN CHECKLIST
2011-2012**

June	<input type="checkbox"/>	Review listing of schools for your SAU and report any changes, additions or deletions to the United Way office
	<input type="checkbox"/>	Select a representative at each school to assist with pledge form collection during September
July		Vacation (or review listing of schools if not completed in June)!
August	<input type="checkbox"/>	Attend the Employee Campaign Coordinator Workshop with your school coordinators (details to follow)
		Obtain campaign materials from your Loaned Employee (LE)
		<p>If possible, plan to distribute campaign materials (pledge forms, Agency Brochures, etc) to teachers and staff the day everyone returns to school for orientation. Let everyone know at that time when you want to wrap-up your campaign to ensure all pledge forms are turned in on time</p> <p>Invite your LE to participate in your campaign by making a presentation to kickoff your campaign or scheduling a speaker from one of our agencies to talk to your employees</p>
September	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<p>Attend the community Kick-off on Thursday, September 8th at the Colonial Theatre in Keene (4:30 – 6:00 PM)</p> <p>Monitor progress of Campaign Coordinators in each school</p> <p>Report the progress of your SAU campaign each week to your LE or mary@muw.org</p>
	<input type="checkbox"/>	Attend a Campaign Breakfast Meeting to share the results of your SAU campaign (optional but encouraged). A schedule of this year's meetings will be sent to all volunteers
October	<input type="checkbox"/>	<p>Turn in completed campaign packet to your Loaned Employee</p> <p>Thank everyone that participated in your campaign!</p>