

Before the Campaign:

- Review your account list and report any changes to the United Way office
- Attend a Volunteer Workshop in August
- Review campaign materials

During the Campaign:

- Schedule appointments to meet with the leaders at the businesses on your account list
- Attend appointments
- Report results immediately to the United Way office or your team leader
- Attend a Campaign Report Meeting when possible

After the Campaign:

- Thank the donors you've communicated with
- Thank any volunteers who helped you
- Attend the Campaign Recognition Program in 2012

"Your" Thanks – The Finishing Touch

A job isn't ever quite finished until you add those nice personal touches and extras. Your last task is to say thanks. Here are a few suggestions you may want to try:

- Write a personal thank you note to the donors you talked with and
- Write a thank you note to the volunteers on your team

August

Volunteer Workshops – Aug. 23rd & Aug. 25th in Keene and Peterborough

September

Sept. 8th, 4:30 – 6:00 PM - Campaign Kickoff at The Colonial Theatre, Main Street, Keene

Sept. 8th – Campaign letters mailed to all accounts from the Monadnock United Way office

Begin initial follow-up communication with the area businesses you are responsible for prior to the end of the month

First Campaign Report Meeting - Wed., Sept. 28th, 8:00 – 8:45 AM at Stone Arch Village, 835 Court Street, Keene (just past Paul's Choice)

October

Continue follow-up communications with area businesses

Completed pledge info turned in to MUW ASAP

Campaign Report Meetings will occur on: October 12th and October 26th

November

If necessary, continue follow-up communications with area businesses

Campaign Report Meetings will occur on: November 9th and November 30th

December

If necessary, continue follow-up communications with area businesses

Final Campaign Report Meeting December 14th



2011-2012

