On behalf of our community, thank you so much for helping lead your organization’s United Way of Greater Waterbury campaign this year. We are grateful for your leadership and excited about all that is in store this year. You are joining a team of dedicated staff and hundreds of volunteers around the region as we work together to make Greater Waterbury a thriving place that every person in every neighborhood is proud to call home.

This guide is full of best practices used by campaign leaders like you around the Greater Waterbury area to run best-in-class workplace campaigns. We use these guidelines ourselves at Post University, and our employees find them useful for creating engaging experiences. I strongly encourage you to connect with your United Way representative, to assist you in planning your United Way campaign.

I also invite you to take some time to review this year’s campaign messaging. I am inspired by United Way’s evolving approach to strengthening neighborhoods, and I think you will be too. United Way brings businesses, government, nonprofits, community leaders, and donors together to tackle the systemic issues that have afflicted our region in an unprecedented way. Together, we are helping individuals and families receive the tools necessary to reach their full potential – a quality education, living-wage job, affordable healthcare, and access to basic needs.

We are all working together to create communities where children and families can thrive. Thank you for joining us.

Karen Hinds
CEO
Workplace Success Group LLC
2020/2021 United Way Campaign Vice Chair

CAMPAIGN COACHING

Join us!
Wednesday, August 19, 2020
3 times to choose from
8am / 12pm / 4pm

Karen Hinds
CEO
Workplace Success Group LLC
2020/2021 United Way Campaign Vice Chair

As a Campaign Leader you have a unique opportunity to harness the generosity, talent and energy of your workplace to give back to our community and help United Way’s efforts in building a stronger, healthier Greater Waterbury Community. We thank you for investing your time and passion to help local families in need reach their full potential.

We want to reciprocate by providing leadership coaching to all campaign leaders. Your role is critical to our success and this new coaching program will equip you with skills you can use to enhance your campaign experience and strengthen your overall leadership development.

Coaching Program Benefits
• Cultivate your personal leadership and communication style
• Learn techniques to motivate and influence with a captivating message
• Build power networks

Topics Covered
• Strategies to build confidence in your presentation skills
• Use the power of influence to gain buy-in
• Techniques to build relationships with an array of current and potential stakeholders

Whether this is your first year as an employee coordinator, or if you are a campaign veteran, the information shared during our campaign coaching program will help you plan and execute a smooth and successful United Way campaign.

Thank you again for joining our United Way team. Together, we can be the reason everyone has an opportunity to fulfill their potential.

RSVP for this virtual coaching program to Meghan Morin at mmorin@unitedwaygw.org
Please include your time selection, company and contact information.

SOCIAL MEDIA
Share your campaign successes by connecting with us on social media! Amplify the lasting impact you’re making across the Greater Waterbury region by tagging or mentioning United Way of Greater Waterbury when you post on your company and individual social media accounts.

facebook.com/UnitedWayofGW
twitter.com/unitedwayofgw
instagram.com/unitedwayofgreaterwaterbury
linkedin.com/company/united-way-of-greater-waterbury
5 STEPS TO RUNNING A SUCCESSFUL CAMPAIGN

1. LEARN ABOUT OUR IMPACT
   - Contact your United Way representative to get started. They will help you create and manage a successful campaign.
   - If you don’t know who your contact is, call us at 203.757.9855 x17 or email MMorin@unitedwaygw.org.

2. PLAN YOUR CAMPAIGN
   - The keys to campaign success are preparation and teamwork. Having the right group of campaign volunteers will increase the success of your campaign and make your role much easier.
   - Set goals, objectives and a timeline, and identify and recruit your team.
   - Identify pledge format (online, paper or both)
   - Learn about various strategies to make your campaign fun and engaging.

3. INSPIRE CO-WORKERS
   - Your campaign impacts real lives, and we can help you share those stories.
   - Help your team see the impact their gift creates by engaging in United Way’s year-round volunteer opportunities (virtual options available) or ask about United Way Affinity Groups.
   - Share your personal story about why you support United Way.

4. MAKE THE ASK TO GIVE
   - The number one reason people don’t give is that they were never asked.
   - Ask us about United Way Affinity Groups.
   - Have your company CEO participate by writing a letter or making an on-site presentation.
   - Choose Leadership Giving and Affinity Group Ambassadors

5. THANK YOUR DONORS
   - Let us help you thank your donors. Remember, we can’t thank them if we don’t know them! Sharing data is encouraged!
   - Review campaign results with your United Way team.
   - Publicize the campaign results in your company newsletter, intranet, social media channels or a message from the CEO.

EVERY CAMPAIGN IS DIFFERENT!
This chart is a sample timeline and checklist to help plan and execute your United Way campaign. Campaigns typically run 2 to 4 weeks. Contact your United Way representative for more information on how to plan a best-practice campaign.

<table>
<thead>
<tr>
<th>STEP</th>
<th>PREPARE FOR YOUR CAMPAIGN</th>
<th>KICKOFF YOUR CAMPAIGN</th>
<th>DURING CAMPAIGN</th>
<th>CAMPAIGN WRAP-UP</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Meet with your United Way representative and any previous campaign team members to review successes and challenges from the previous year</td>
<td>Host a fun and engaging kickoff event!</td>
<td>Track progress and adjust strategies and incentives accordingly</td>
<td>Conduct a closout meeting with your United Way representative and make sure to discuss year-round engagement opportunities</td>
</tr>
<tr>
<td>2</td>
<td>Determine campaign dates, locations and fundraising goals, then confirm with your United Way representative</td>
<td>Invite your CEO and United Way representative to talk about United Way’s impact</td>
<td>Send email reminders throughout campaign</td>
<td>Share final campaign fundraising total and don’t forget to thank and show appreciation to employees!</td>
</tr>
<tr>
<td>3</td>
<td>Get your co-workers involved! Assemble a campaign committee and assign roles and responsibilities</td>
<td>Send an internal email campaign has kicked off</td>
<td>Continue sharing United Way impact stories</td>
<td></td>
</tr>
<tr>
<td>4</td>
<td>Share United Way impact stories and videos internally</td>
<td>BONUS BEST PRACTICE Conduct a Leadership Giving reception or engagement activity</td>
<td></td>
<td>BONUS BEST PRACTICE Engage senior leadership to endorse campaign through specific special events</td>
</tr>
<tr>
<td>5</td>
<td>Share calendar of events and incentives with all staff</td>
<td>BONUS BEST PRACTICE Choose Leadership Giving and Affinity Group Ambassadors</td>
<td></td>
<td>BONUS BEST PRACTICE Develop communications plan and order campaign marketing materials through your United Way representative</td>
</tr>
</tbody>
</table>

CAMPAIGN LEADER CHECKLIST

CORE BEST PRACTICE
- Develop communications plan and order campaign marketing materials through your United Way representative
- Visit the Campaign Toolkit online at unitedwaygw.org/get-involved/fundraising-toolkit to check out campaign resources, tools and templates

BONUS BEST PRACTICE
- Engage senior leadership to endorse campaign through specific special events

DURING CAMPAIGN
- Track progress and adjust strategies and incentives accordingly
- Send email reminders throughout campaign
- Continue sharing United Way impact stories

CAMPAIGN WRAP-UP
- Conduct a closout meeting with your United Way representative and make sure to discuss year-round engagement opportunities
- Share final campaign fundraising total and don’t forget to thank and show appreciation to employees!