

# UNITED WAY CAMPAIGN Toolkit For Success 2014-2015





Dear Employee Campaign Coordinator,

Thank you for accepting your pivotal role in this year's United Way campaign. Your on-the-ground work will help determine our success and change lives for the better throughout our community.

Campaign Coordinators are ambassadors, storytellers and help communicate United Way's purpose and programs. Being an Employee Campaign Coordinator is a big job, and I know you will find the experience to be very rewarding.

Your Campaign Coordinator Toolkit has insights and quick tips to help you and your campaign committee members achieve success. Please look through the materials and visit United Way's website at www.unitedway-thurston.org for more information and tools. During the campaign, your United Way staff partner will be there for you to answer any questions you might have.

Thanks again for being part of United Way's work to enable more families to leave poverty behind, prepare more youth to succeed in school, and increase access to services to improve health, wellness and safety. I look forward to working with you.

Sincerely,

Paul Knox

United Way of Thurston County

**Executive Director** 

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## Table of Contents UNITED WAY CAMPAIGN

Campaign Coordinator's Role1		
Steps for Success	. 2-3	
Checklist for Success	. 4-5	
Best Practices	. 6	
Fun-Raising	. 7-8	
Report to the Community	. 9	
Funded Agencies & Programs	. 10	
Frequently Asked Questions	. 11-12	
Volunteer Connection	. 13	
RSVP Program	. 14	
Right from the Start	. 15	
Women's Leadership Council	. 16	
Upcoming Events	. 17	
Contact Info	18	
Pledge Form	19	

### **UNITED WAY CAMPAIGN**

## Campaign Coordinator's Role

Being a Campaign Coordinator is crucial to the success of United Way. Without you, we could not create lasting change. Coordinators make a big difference in our campaign, and we cannot begin

to thank you enough!



**Goal:** To enable your co-workers to participate in creating a stronger community by planning, organizing and coordinating a successful United Way campaign within your company.

#### **Key Responsibilities:**

- Participate in United Way Coordinator trainings
- Work closely with your CEO, United Way volunteers and staff members
- Develop an effective campaign plan including dates, goals etc.
- Recruit a team of volunteers to assist you
- Request speakers and programs from United Way
- Coordinate the distribution and collection of campaign materials
- Coordinate your company's kick-off and recognition events
- Promote the campaign throughout your company
- Encourage Leadership Giving in your campaign
- Encourage giving of time, talent and resources among your co-workers
- Educate your co-workers about United Way
- Invite everyone to give
- Make your company campaign fun
- Complete your final report and send it with pledge forms to United Way
- Thank your donors and volunteers
- Evaluate and make recommendations for next year

## UNITED WAY CAMPAIGN Steps for Success



- Connect with us! 1 @ @
- Start a committee or team.
- Set campaign dates.
- Determine corporate match & fundraisers.
- Determine a goal for the campaign year.
- Plan ways to make it fun.

### **MARKETING**

• See "Campaign Toolkit" online.

• Announce kick-off date and goal.

• Use social media, e-mails or letters endorsed by CEO.

• Create an Intranet page.

• Hang posters or flyers.

• Spread the word.

### KICK-OFF

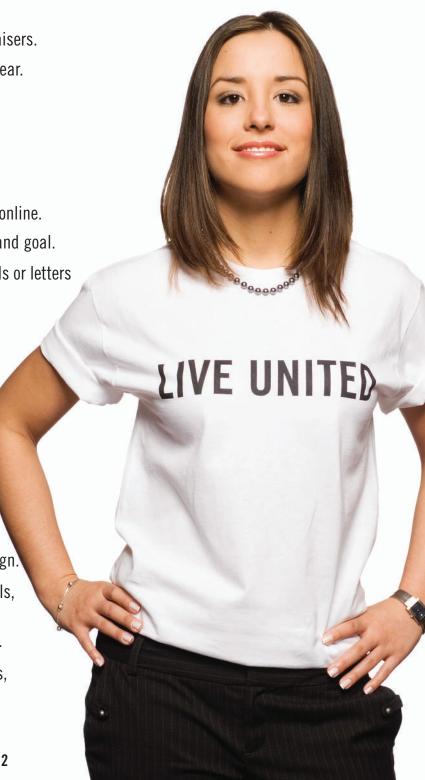
• Set up United Way presentation(s) with your United Way rep.

• Serve refreshments, if possible!

Invite your CEO to endorse the campaign.

• Announce incentives, fundraisers, goals, campaign dates & corporate match.

- Distribute information & pledge forms.
- Ask United Way rep about agency tours, fairs & volunteer opportunities.



## UNITED WAY CAMPAIGN Steps for Success

- 4 REMINDERS
  - Send out reminders about campaign deadlines, fundraisers & incentives.
  - Continue to send out information about how they can help mobilize the community by giving & volunteering.
- (5) WRAP-UP
  - Collect & tally paper pledge forms.
  - Fill out the Campaign Report Sheet.
  - Call United Way rep to pick up pledges or set up a time to deliver them.
- 6 CELEBRATE
  - Thank employees!
  - Announce total dollars raised & other goals you obtained.
  - Update the United Way rep.
  - Join United Way for the Spirit of Giving Awards Celebration in May.



## UNITED WAY CAMPAIGN Checklist for Success

(1)	PREPARE FOR YOUR CAMPAIGN
1 1	eet with your United Way representative to evaluate last year's campaign results and strategies nd to determine this year's strategies, campaign budget, goal and timetable.
1 1	eet with your CEO to present campaign strategies, proposed budget, suggested goal nd timetable.
Re	ecruit a campaign committee.
2	TAKE ACTION
So	licit incentive items and door prizes.
Pri	int in-house campaign materials to publicize your campaign.
Co	onsult your payroll department about payroll deduction procedures (if not already in place).
De	evelop a CEO kick-off letter (or use United Way's sample letter).
Re	equest United Way speakers with $1-2$ weeks notice.
1 1	ve your United Way representative the current number of employees and submit your quest for brochures and pledge forms.
1 1	chedule leadership and employee presentation meetings on company time so all employees in attend.
Re	eserve rooms and plan refreshments for meetings.
Co	onduct meeting(s).
Co	onduct any additional fun-raisers you have planned.

## UNITED WAY CAMPAIGN Checklist for Success

### 3 RUN YOUR CAMPAIGN

Send the CEO letter/email to employees with a campaign endorsement, campaign timeline and schedule of events.
Kick off your campaign with a fun event (see United Way's suggestions under fun-raisers).
Publicize your giving campaign through all of your communication channels (email, posters voicemail, intranet, etc.).
Conduct leadership and employee meetings; collect and tally the pledge forms.
Follow up with employees who have not turned in their pledge forms (it is not mandatory that employees give).
WRAP UP YOUR CAMPAIGN  Complete the United Way Campaign Report form and report the results to your CEO
and to your United Way representative.
Forward copies (yellow) of all payroll deduction forms to your payroll department.
Contact your United Way representative to pick up the original (white) pledge forms.
Have your Campaign Report form ready to review with your UW representative. (Note: The pink copies of the pledge forms should have been retained by the donor).
Announce your campaign results to employees, thank all employees for their contributions and celebrate the results.
Publicly congratulate and thank your campaign committee for a great job.
Attend United Way's community celebration event in May. United Way wants to thank you!

### UNITED WAY CAMPAIGN Best Practices

**CEO Endorsement:** Send out letters and/or e-mails from your top local management endorsing the United Way workplace campaign and arrange for top local management to endorse the campaign in person during United Way presentations.



**Set a goal:** Set a local workplace campaign goal (get help from your United Way representative to set a realistic yet challenging goal).



**Select a committee:** Work with a campaign committee to champion the workplace campaign activities.



**Agency tour:** Arrange for a United Way tour of local nonprofit organizations currently receiving United Way funding.



**Presentations:** Host presentations by local United Way representatives for all employees to learn about their local community's needs and resources. Hosting multiple presentations (approximately 15 minutes) can help reach all employees.



**Incentives:** Provide incentives designed to promote increased giving through payroll deduction.



**Fundraisers:** Conduct special fundraisers to add excitement to the campaign and help generate additional campaign dollars.



**Corporate match/gift:** If you are a "for profit" company, advertise a matching corporate gift (e.g. dollar for dollar/50 cents on the dollar) throughout your workplace campaign to encourage employee giving.



**Thank You:** Conduct a brief "thank you" event with local United Way representation at the conclusion of the campaign to thank employees for their generosity.

### UNITED WAY CAMPAIGN Fun-Raising Ideas

#### **American Idol Contest**

Employees can conduct an Idol contest, based on the hit TV show American Idol. Employees make a donation to vote for the talent of their choice. The winner with will perform in the most votes fellow front of their employees.

#### **Executive Prison**

Transform an office into a jail cell. "Arrest" managers and executives and allow them to make phone calls to their staff members to bail them out (or manager pays their own bail at a higher cost). All bail proceeds go to United Way.

#### **Balloon Darts**

Balloons are blown up and pieces of paper with prizes are placed inside. Some of the prizes are minimal and several are more valuable. Employees purchase three darts for \$5 dollars. They win whatever prize is inside the balloon they are able to pop.

#### **Garage Sale**

Find a volunteer willing to loan garage space or work site. Two or three weeks before the sale, employees bring in sale items which volunteers price and sell the day of the event. Advertise within the company and throughout the community.

Print bingo cards from http://printbingo.com/. Charge \$5 per card & choose a day for the bingo contest. On that day email bingo numbers every 15 minutes until someone yells (or emails) BINGO. Prices are given to the winner.

#### **Email Bingo**

Five or more staff members make big

IIVE UNITED

#### **Books, CDs and Videos Sale**

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Employees donate their gently used books and videos for one big sale where all employees may hunt for bargains and raise dollars for United Way.

#### Chili Cook-Off

pots of chili. \$5 for a bowl plus cornbread. \$5 for a taster of each. Very fun!

#### **Dunk Tank**

Arrange for a dunk tank to be set up on i..... site. Arrange for volunteers to take shifts in the tank and post a schedule of their assigned times. Have employees pay \$1 a ball to sink their coworkers.

## UNITED WAY CAMPAIGN Fun-Raising Ideas

#### **Great American Bake Off**

Have employees sign up to enter a homemade baked good in a contest.

Employees can buy a chance to sample.....the line of baked goods and then vote on their favorite.

#### **Kite Flying Competition**

Arrange a kite-making, kite decorating or kite-flying competition. Hold awards for the smallest, largest, most creative and highest flying kites. Charge an entry fee. Afterwards donate exhibit items to your related agency.

#### **Health Fair**

Each department in your organization hosts a special event to promote health and charges admission to raise money for United Way. Examples of events are Yoga classes, brown bag lunch workshops, stress reduction classes, etc.

#### Lunch

A different department donates lunch to auction every day for a week. Use your company's intercom system or other employee communication system to temptingly auction the lunches. Employees call in with their bids. A variation of this event is to have employees pay \$5 for the boss to deliver coffee and muffins to them with all proceeds going to United Way.

#### **Managers Car Wash Day**

The managers wash employees' cars for a set donation. Wash tickets may be purchased in advance.

#### **Photo Contest**

Employees bring in a baby picture labeled with their name on the back. Pictures are numbered and posted on a bulletin board. Employees purchase a chance to match coworkers with the baby pictures (proceeds go to United Way). Employee with the greatest number correct wins a prize.

#### **Silent Auction**

Contact large retail outlets and ask them for an in-kind donation to use for a silent auction to support United Way. Gather items and create bid sheets, being certain to provide a minimum bid for each item.



### WHAT HAPPENS WHEN

You Give To United Way of Thurston County

The hungry are fed. Children are mentored and cared for. Basic and emergency needs are met. Abused children have a voice. Disabilities are overcome. Homes are made safer. The elderly remain independent.



BECAUSE OF YOU... We were able to to increase the percent of youth prepared to succeed in school, increase access to services to improve health, wellness and safety, and enhance people's ability to meet their financial needs.



56,790

Children and families were given access to books and literacy activities.



41,220

Meals were served to children, individuals and families.



32,244

Bed nights were provided in local shelters.



14,578

Case management, advocacy, crisis intervention and community resource support services were provided.



6.670

Healthcare services were provided to children and adults.



1,624

Kids received academic or life skills support, mentoring or tutoring.

### WHAT WE DO... at a glance

At United Way of Thurston County, we help solve community problems focused on education, income and health: the building blocks for a good quality of life. This is the mission that drives everything we do.

- Mobilize volunteer Reading Buddies in Thurston County schools to help improve reading levels.
- Engage & serve 278 families with 359 children five years & younger inside Rochester Primary school with **Right from the Start**, a parent resource center for early learning.
- Support the Women's Leadership Council's work to promote self-sufficiency & financial stability for women & children.
- Provide FREE Family Wize Prescription Discount Cards to those without health insurance or prescription coverage.
- Advocate and financially support 2-1-1, a phone number that provides information and referrals for health and human services.
- Fund 23 agencies and 34 programs through coordinated funding with the Community Investment Partnership.

LEARN MORE ABOUT WHAT WE DO. VISIT UNITEDWAY-THURSTON.ORG.

## 2014-2015 UNITED WAY CAMPAIGN Funded Agencies & Programs



#### Preparing children & youth to learn & succeed

Thurston County High School LGBTQ Support Groups Pizza Klatch Kids' Place After-School & Summer Program ROOF Community Services Evergreen Villages Community Center TOGETHER!

Hands On Children's Museum

Family Education Literacy Outreach South Sound Reading Foundation Monarch Children's Justice & Advocacy Center Community Action Council

Child & Youth Program SafePlace

Child Care Financial Assistance South Sound YMCA

**Independent Living Skills** Community Youth Services

Raising a Reader Childcare Action Council

Parents as Teachers Community Youth Services

Youth in Service Supporting our Students Community Youth Services Community Schools in Tumwater School District TOGETHER!

Margie's Crisis Nursery Childcare Action Council

#### Promoting financial & residential stability

Residential Services Program SafePlace Homeless Family Services Family Support Center Drexel House Catholic Community Services Haven House Community Youth Services

**Quixote Village PANZA** 

**Emergency Services** Rebuilding Together Thurston County

**Coordinated Entry** SideWalk (Interfaith Works)

Service-Enriched Affordable Housing Mercy Housing Northwest

**Kinship Care** Family Education & Support Services

**Affordable Rental Property Development Homes First!** 

#### Promoting healthier choices and behaviors

Food Bank Collaborative Thurston County Food Bank

The Community Kitchen Catholic Community Services

**Gardens for the Common Good** GRuB

**Senior Nutrition Program** Senior Services for South Sound

The Olympia Free Clinic Olympia Free Clinic

Thurston County Family Justice Center Family Support Center of South Sound Crisis Intervention and Information Referral & Training Crisis Clinic of Thurston and Mason Counties

Cascade Pacific Action Alliance CHOICE Regional Health Network

Volunteer Chore Services Catholic Community Services

STARS Adult Day Program Senior Services for South Sound

## UNITED WAY CAMPAIGN Frequently Asked Questions

Here are some question that your colleagues might ask you.

#### What is United Way of Thurston County?

United Way of Thurston County is a local, nonprofit organization that helps solve community problems together. We focus on the building blocks of a good life: education, income and health. Our goal is to create lasting change by addressing the underlying causes of problems with the help from local partners. To do that, we involve the community in giving, advocating for change and volunteering.

#### I already give to charity. Why should I give to United Way?

No other organization meets ALL of the needs addressed by United Way. We focus on the most pressing issues for our kids, families and sniors. Your contribution works right here in your own backyard. We not only meet today's needs, but also work on solutions for lasting change. Together, we make a stronger future.

#### Why should I give my money to United Way and not just directly to agencies?

Our organization does much more than simply collect and distribute money. Through our local Community Care Fund (CCF), we provide the best way to help the most people with their urgent needs surrounding education, income and health, and are able to measure results. More importantly, giving directly to United Way reduces fundraising efforts for the agencies, so their time and money can be spent helping others.

#### How is my gift invested?

We aim to help kids succeed, build stronger families, enable older adults to live independently, support those with health and disability issues, provide relief in crisis and create vital neighborhoods. When you give to United Way's **Community Care Fund**, you tap into the strength of skilled volunteers and staff members who spend their time year-round to ensure your contribution is invested in local programs and services that are achieving the most impact.

#### What is United Way's administrative fee?

United Way of Thurston County's administrative fee is 24%. Did you know that the percent of nonprofit expenses that go to administrative and fundraising costs — commonly referred to as "overhead" — is a poor measure of a nonprofit organization's performance? That is not to say that overhead has no role in ensuring nonprofit accountability. In most cases, however, focusing on overhead without considering other critical dimensions of a nonprofit's financial and organizational performance does more damage than good.

At United Way, overhead costs include important investments to improve our work to better serve the community. That includes investments in training, planning, evaluation, internal systems, as well as efforts to raise money so we can operate our programs successfully. These expenses allow us to sustain and improve ourselves so that we can give back and serve the community through more funding and support.



## UNITED WAY CAMPAIGN Frequently Asked Questions

#### Why does United Way support some agencies and not others?

We aim to fund agencies that provide solutions because it is one way of achieving our goals. We currently fund 34 programs and 23 agencies that provide critical services, produce measurable results and meet priority needs for people.

#### In making grants, we look for programs that:

- Help kids and youth succeed
- Build stronger families
- Provide basic needs such as housing, food, shelter and healthcare
- Support those with health and disability issues
- Enable older adults to live independently
- Provide relief or support in crisis
- Decrease isolation and build a stronger community

Any 501(c)3 nonprofit may apply for a grant. In some cases, an agency chooses not to apply because its policies do not meet United Way's rigorous standards.

#### Can I target part of my gift to a specific nonprofit?

Absolutely! United Way is the vehicle for community giving. You are welcome to give to any 501(c)3; however, an additional fee is required. Gifts designated by the donor do not receive the same monitoring that United Way provides for contributions distributed through grants. Contributions designated to a specific agency that is funded by United Way of Thurston County will be paid in addition to their United Way grant.





**VOLUNTEER CONNECTION** is part of United Way of Thurston County's ongoing efforts to strengthen volunteerism in our community. This resource serves as an online hub where individuals can seek volunteer opportunities and organizations can post volunteer needs focused in education, income, and health. The goal is to ensure that everyone looking to get involved can find the resources they need

to take on pressing challenges. Call our Volunteer Connection team to set up a group project for your workplace employees.







#### Are you over 55 years old?

The Retired & Senior Volunteer Program (RSVP) is a free, federal program to support volunteers 55+ in Lewis, Mason and Thurston Counties. The local RSVP is sponsored by United Way, working to advance the common good by creating a better life for all.

RSVP staff will help guide you to a volunteer position that matches your skills, experience and lifestyle in areas of income, education and health - the building blocks for a good quality life. Whether you choose to give one hour a week, ten short term projects, or ongoing help, you WILL make a difference in your community.

United Way recruits RSVP volunteers who bring the passion, expertise and resources needed to get things done.

#### The free benefits of a RSVP membership include:

- One-on-one consultation to find the perfect volunteer opportunity for you
- Supplemental Volunteer Insurance, including medical.
- Monthly e-newsletter
- Invitations to recognition events and other fun gatherings

For more information, visit www.unitedway-thurston.org/ RSVP or call 360.943-2773 ext. 20.



#### **DID YOU KNOW?**

- Children are born learning. The first five years significantly impact children's success in school and life.
- Children learn best when they are actively engaged with people they love and trust. That's family!
- Children learn best through frequent repetition in a safe environment. That's home!

#### WHAT IS RIGHT FROM THE START?

Right from the Start is a free, early learning resource center for parents with children ages birth to five. We support parents as their child's first and most important teacher. We help parents increase their skills and knowledge to support their child's school readiness and success. Right from the Start resource center is located inside Rochester Primary School. Bella Mendez, Right from the Start coordinator, connects parents with information, programs and trainings to make the most of parenting in the early years.

#### WHAT DOES RIGHT FROM THE START OFFER?

- Outreach to families with young children
- Parents as Teachers groups
- Ready! for Kindergarten classes for parents
- Community Cafés for parent connections
- Updated information from local agencies serving children & families
- First Teacher newsletter each month

- Family events in the Rochester Community
- Information & services in English & Spanish
- Story Time in English & Spanish (twice per month)
- Free visits to the Hands on Children's Museum
- Kindergarten Readiness Calendar

To learn more about Right from the Start, visit us at www.unitedway-thurston.org or call (360) 388-8875.





6

WOMEN'S LEADERSHIP COUNCIL

**Affiliated with United Way of Thurston County** 

#### **MISSION**

To positively impact the lives of women and children in the community by promoting self-sufficiency and financial stability through philanthropy and community service.

#### **2014-15 Funding**

YWCA of Olympia Boys & Girls Club Thurston County Family, Education & Support Services Expanding Your Horizons

#### **Become a Member**

#### Sustaining Member \$1,000

With your annual investment of \$1,000 to the Giving Circle, you will be invited to attend events, help make funding decisions and serve on committees.

Participation in WLC activities is optional and no time commitment is required.

#### **Participating Member \$250**

With your annual donation of \$250 to the WLC Giving Circle, you will be required to serve on one of the WLC committees (Events, Membership & Marketing or Grants) and play an active role in helping the WLC further their mission to help women become financially stable and self-sufficient.

Learn More. Go to UnitedWay-Thurston.Org/WLC



LIVE UNITED

## UNITED WAY Apcoming Events



#### DAY OF CARING

September 26, 2014 All Day At locations throughout Thurston County

#### LEADERSHIP GIVING CIRCLE RECEPTION

Fall 2014 5 p.m. to 7 p.m. Schmidt House





#### **SHELTER SHOWER**

Winter 2014

Date to be determined

### STRAIGHT FROM THE HEART WINEMAKER DINNER

January 24, 2015 6 p.m. to 10 p.m. Lucky Eagle Casino Events Center





#### SPIRIT OF GIVING ANNUAL AWARDS CELEBRATION

Spring 2015 11:30 a.m. to 1 p.m. The Worthington Center

## UNITED WAY CAMPAIGN Contact Information

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#### **Connect with us!**



www.facebook.com/UnitedWayThurston



@UWTC

#### **United Way of Thurston County**

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#### UNITED WAY OF THURSTON COUNTY

1211 Fourth Avenue E, Ste. 101 p: 360.943.2773 | f: 360.943.2777 www.unitedway-thurston.org











### MY INFORMATION Please print.

City:	State:	Zip:
	Email:	
Company/Location/Branch:	Work Phone:	Work Email: ☐ Preferred
LET US KNOW ☐ Retiring?	□ I am a loyal contributor beca	use I've given to United Way for over 10 years
$\Box$ I prefer that my gift rem	nain annonymous and not $\qed$ Please combine $\qed$	
PAYROLL DEDUCTION Choose an option below.	<b>DIRECT GIFT</b> To be paid by:	
<b>LET US KNOW</b> □ \$50 x pay periods	☐ Cash or check (payable to United Way Thurston County) is attached.	of
<ul> <li>□ \$25 x pay periods</li> <li>□ \$10 x pay periods</li> <li>□ \$5 x pay periods</li> </ul>	☐ Please charge my credit card \$ And the properties of the	Merican  Your investment makes a dikkerence.
□ \$ x pay periods	Charge to credit card #	United Way of Thurston County's  Community Care Fund is the most effective
	☐ One Time ☐ Monthly ☐ Quarterly	way to help your entire community.
Total Gift Amount \$	Total Gift Amount \$	
I WANT TO INVEST	IN	
the hungry are fed, children are mento	ored, basic emergency needs are met, abused	nt needs. Your investment will fund programs to ensure I children have a voice, disabilities are overcome, and II be included in the Leadership Giving Circle.
☐ Early Learning/ Right from the Start Help children by investing in a program that provides parents with the skills and resources needed to help the children of Rochester start school and prepare for a bright future.	<ul> <li>Women's Leadership Council         Member-based leadership giving circle for projects that focus on the financial stabin women and children.</li> <li>Sustaining Member: \$1,000/yr</li> <li>Participating Member: \$250/yr</li> <li>Add me as a member with my gift</li> <li>Do not add me as a member</li> </ul>	
Please send me information about:		Nonprofit Name & Address:
☐ Early Learning ☐ Volunteer Connection ☐ Wor☐ Planned Giving ☐ Events	nen's Leadership Council	
Circa Aura (required)	D.L.	Designation Gift Amount \$
Signature (required)	Date	