



AMBASSADOR CHECKLIST

1. CHOOSE CAMPAIGN

Make two appointments on Calendly with your workplace

- Presentation date
- Campaign close date

Pick up your materials

- Talk to Sarah about background on new workplaces
- Campaign Envelope
- Ambassador Toolkit
- Pledge Forms

2. CAMPAIGN PRESENTATIONS

- Introduce yourself and where you work
- Explain why you are a United Way Ambassador
- Tell an impact story (provided by UWRC/one of your own)
- Briefly talk about the four focus areas: Health, Education, Financial Stability and Basic Needs
- Give examples of funded partners (list provided by UWRC)
- Briefly talk about UWRC's internal initiatives (list provided by UWRC)
- Talk about UWRC's accountability (See FAQs)
- Present the pledge form and show how to complete it
- Remind them that all pledge forms must be signed and dated
- Open for questions
- Introduce the campaign coordinator and give them the campaign close date (Who employees will turn their forms in to)
- Thank the audience for their time

3. CLOSING CAMPAIGNS

- Pick up the Envelope on the date you scheduled
- Help the campaign coordinator fill out the envelope face if needed
- Envelope must be sealed by the campaign coordinator
- Thank the campaign coordinator for participating in the campaign
- Deliver envelope to UWRC
- Take a group picture with members from the workplace for social media to celebrate the completed campaign