EMLOYEE CAMPAIGN LEADERS

2022 | 23
Guide to Your Workplace Campaign
THE BASICS OF YOUR ROLE

Here are the basic 1-2-3s of being an Employee Campaign Leader (ECL).

What is an Employee Campaign Leader (ECL)?
An ECL is a company employee who volunteers to oversee a portion of their company’s annual United Way campaign. It’s the ECL’s responsibility to help plan and implement the campaign to ensure its success. Whether you have an official corporate social responsibility policy or not, your company will shine in giving back to the community.

How do you make the ask?
Make personal contact!
- People support organizations whose work aligns with their personal interests. Identify issues that are important to your co-workers.
- Hearing a personal story from an individual who has been helped by the United Way compels more people to support the cause. Coordinate a speaker presentation through United Way to educate your employees about the impact of their donation.
- Remember, people listen to those who are passionate about the cause. Discuss your own observations and firsthand knowledge about your local United Way one-on-one with coworkers or through a United Way representative during a presentation.
- Promote payroll deduction contributions throughout the campaign, as it is the easiest way to give and make a significant impact.
- Giving is a personal decision. Always respect the employee’s decision and thank all employees regardless of whether or not they give.

What do you do when you don’t know the answer?
Check the next couple of pages, but if you’re still not sure, simply contact your United Way representative. They are always available to answer questions and support you! Every question or comment is an opportunity to communicate and share the positive aspects of the United Way.

GOALS:

100% Education
Ensure that everyone knows how United Way works to make this a better community for all of us.

100% Ask
Ensure that everyone has been given an opportunity to give, and has considered a gift to United Way.

Leadership Giving
Establish a goal for Leadership Giving, and then incorporate it into your overall goal. Leadership Giving begins at $1,000 a year, or just $19.24 a week.

WHAT DOES UNITED WAY DO?

United Way brings together individuals, nonprofits, businesses and government partners to create big and lasting impact through three main initiatives:

Community Impact Fund
At United Way, we solve problems too big for any of us to solve on our own. When someone gives money to the Community Impact Fund, or General Fund, it allows United Way to invest the money where it’s needed most. Each year, we invest at least $4 million dollars in local nonprofits doing important work across our community. Gifts to the Community Impact Fund also support our crisis response efforts and allow us to be nimble and reactive in the event of an emergency like COVID-19 or the tragedy in Virginia Beach.

United for Children
This collective impact initiative is our answer to the question: “What if we aligned around the success of our children?” United for Children brings together more than 100 community partners to identify and bridge gaps in resources and coordinate services designed to disrupt the cycle of poverty, helping children and families thrive.

Mission United
Our area is home to 230,000 veterans, 11,500 of whom live below the poverty level, and that’s only a fraction of the need. Mission United is a coordinated network of community partners meeting the immediate needs of veterans, active duty and their families, supporting them along their journey to self-sufficiency.

For more information on our initiatives, visit unitedwayshr.org.
SEE YOUR DONATION DIFFERENTLY

Ever wonder how your donation is invested in the lives of those in our community? Here are a few important things you should know:

United Way maintains low administrative costs
to ensure that we maximize the amount of every dollar invested in direct service. We work hard to limit our overhead expenses to under 15 percent, which is less than half the industry standard of 35 percent. And, we have a 4-star rating from Charity Navigator.

When you donate to United Way, you have choices.
You can donate to the Community Fund which is invested where it’s needed most. If you have a heart for children or veterans, you can give to United for Children or Mission United. You can also choose to designate your gift to one of our certified agencies or any other local, registered 501(c)(3) you wish to support.

When you give to United Way, your money stays here in our community.
It helps many people you see on a daily basis: the veteran by the coffee shop drive-thru holding a HELP sign, the person with a disability who bagged your groceries yesterday, or your son’s favorite preschool teacher who works two jobs to make ends meet. Some may even be your neighbors and colleagues.

Your gift is more than a payroll deduction, and your opportunity to make a difference is about more than dollars. Beyond making a donation, United Way offers volunteer opportunities throughout the year or you can choose to join one of our leadership societies to get more involved. For information, please visit our website, unitedwayshr.org.

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QUESTIONS AND ANSWERS

A United Way representative is always happy to come out to speak to your employees, but if a fellow employee has questions for you, here are some helpful talking points.

United Way works with over 200 nonprofit agencies across our community, 60 of which have gone through the process to become Certified Agencies. For a full list of Certified Agencies, visit: unitedwayshr.org/partners.

What is United Way?
United Way is a nonprofit that partners with businesses, donors, other nonprofits and social service agencies to address our community’s most pressing needs.

Why is there a United Way?
For nearly 100 years, United Way has served as the community collaborator and “funds raiser” to meet the needs of those in crisis and create solutions to the most complex issues we face.

Why let United Way invest my donation?
By allowing United Way to invest your donation, you are ensuring that your gifts, combined with those of others, are going to address the most critical needs in the community.

How much should I give?
Only you can decide how much to give. United Way offers several giving and recognition opportunities. Many people elect to give one to two percent of their annual salary, or challenge themselves to increase their gift by five percent each year. Payroll deduction makes giving easier.

How do agencies receive their designations?
Designations to agencies are provided separately from any Community Impact funds distributed for agency programs through grants. Designations are sent throughout the year after the campaign is closed and designation reports are completed.

What cities and counties are served by the United Way of South Hampton Roads?
We serve Norfolk, Virginia Beach, Chesapeake, Portsmouth, Suffolk and Isle of Wight.

How can I be sure that United Way is fiscally responsible?
United Way is committed to being a transparent nonprofit organization. We work hard to limit our overhead expenses to under 15 percent, which is less than half the industry standard of 35 percent. Expense ratios are reported on IRS Form 990 each year. United Way publishes our most recent 990 on our website at unitedwayshr.org. Additionally in 2021, we earned a 4-star rating from Charity Navigator, the leading charity evaluator in the nation.

Why should I give through United Way instead of directly to my preferred agency?
By running the annual workplace campaign, United Way is supporting our local nonprofit network, reaching more people and raising more money than a single agency could afford to do on its own. And, our support goes beyond financial. By partnering with United Way, local agencies gain access to healthcare options for their employees, investment asset management services and reduced rates, data, best practices, training and more.

Why should I give to the United Way?
Many of us have a favorite charity where we volunteer or that we support financially and most have a singular mission. The mission of United Way is not about a single issue but about whole families and communities. Complex problems require solutions that frequently involve multiple partners providing program support to create lasting change. When you give through United Way, you are supporting comprehensive solutions.

If I stop working, what happens to my pledge?
Your payroll deduction pledge stops, too. Your pledge through United Way is made in good faith based upon your employment. When you start a new job, ask to sign up for payroll deduction again or call United Way for further details. If you are retiring, please contact United Way to continue your contributions and/or volunteer your time.

Can I determine how my gift is used?
You can donate to the Community Fund which is invested where it’s needed most. If you have a heart for children or veterans, you can give to United for Children or Mission United. You can also choose to designate your gift to one of our certified agencies or any other local, registered 501(c)(3) you wish to support.

How can I get involved?
Please visit our ‘Get Involved’ tab at unitedwayshr.org/get-involved, give our office a call at 757.853.8500 or email us at volunteer@unitedwayshr.org. We have lots of opportunities to plug you in!
ECL CHECKLIST

Use this list to stay organized and on track for running an exceptional campaign.

PLAN (6 Weeks Out)
- Schedule an appointment with your United Way Account Manager to understand your role and plan your campaign.
- Attend United Way’s ECL Training.
- Go to unitedwayshr.org/toolkit for ideas and sample materials.
- Secure CEO or senior management support. Ask if there is a company match.
- Establish campaign goals, like dollar amount and participation percentage, strategies and a timeline.
- Recruit and train your campaign team.
- Help schedule a “CEO Call,” a meeting between your CEO and United Way leadership.

GEAR UP (4 Weeks Out)
- Establish a timeline for campaign activities.
- Begin campaign promotion with posters and advance kickoff emails to staff. (Resources for download can be found at unitedwayshr.org/toolkit)
- Send letter from management to employees (templates at unitedwayshr.org/toolkit)
- Order campaign supplies and prepare your campaign materials.
- If applicable, update your online pledge site and/or intranet – consider adding United Way program information.

RUN (Kickoff)
- Conduct a pacesetter campaign for leadership givers. Reach out to your United Way Account Manager for more information.
- Hand out pledge forms and/or email information about online giving to employees.
- Send follow-up emails every few days to keep up enthusiasm.
- Hold meetings and fundraising events (examples at unitedwayshr.org/toolkit).
- Give employees the opportunity to learn more about United Way by coordinating speakers or arranging volunteer activities.

CLOSE (After Your Campaign)
- Send a reminder email that your campaign is concluding and encourage participation.
- Collect pledge forms.
- Contact your United Way Account Manager for envelope pick up.
- Submit contribution forms and final reports/data to your payroll department.
- Announce campaign results to your employees.
- Thank employees with a celebration event, letter, email, etc.
- Thank your campaign team, leadership contributors and other special groups.
- Gather feedback and notes for next year, and hold a debrief meeting to discuss.
- Choose a new ECL, set next year’s kickoff date and provide this information to your United Way Account Manager.

ONGOING
Stay connected to United Way throughout the year! Find us at facebook.com/unitedwayshr and on Instagram at @unitedwayshr to stay up-to-date on our community impact, volunteer opportunities and networking events. You can also learn more about our work at unitedwayshr.org.

SOCIAL MEDIA ENGAGEMENT

Social media is a great way to engage your employees in your workplace campaign and promote your internal philanthropic efforts to your external audience. Digital engagement is more important than ever. Be sure to discuss a digital strategy and even consider adding someone from IT to your campaign team.

Be a Social Media Champion
Please be sure to tag us in your posts and link to www.unitedwayshr.org where you can! We’ll do our best to cross promote your efforts on our channels too, so monitor our pages as well and give us a Like or Share.

Facebook: United Way of South Hampton Roads
Instagram: @unitedwayofshr
Giphy: @UnitedWayofSHR

And don’t forget to use relevant hashtags on your posts. Here are a few we suggest: #LIVEUNITED #UnitedWaySHR

Sample Posts
A full list of sample posts for Facebook and Instagram is available at unitedwayshr.org/toolkit

Get Creative
For those interested in taking your social media efforts a step further, here are some fun new ideas to consider:

- Use Facebook Live during campaign events, particularly if you have multiple offices or locations.
- Have a staff member take over your Instagram account for the day and share impactful photos.
- Participate in our #WednesdayWhy challenge! Every Wednesday of your campaign period, share a photo or a video of one employee sharing their “why” for giving to United Way. We recommend that your first week be the CEO or another senior-level executive.

Videos
Videos are a great way to educate and inspire! This year’s campaign videos are available for download in the online toolkit. To view a selection of other videos from United Way of South Hampton Roads, search for UnitedWaySHR on YouTube.
### FUN CAMPAIGN IDEAS

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<th>Campaign Idea</th>
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<td>1</td>
<td>Host a kick off breakfast or luncheon for your employees, and have them pick up their pledge forms during this time. Consider having a United Way representative speak.</td>
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<td>2</td>
<td>Raffle a day off to each employee who donates $X or more. This is a great fundraiser for setting donation limits or increasing their gift by ____% (ex. Must donate $50 or X percent of salary to be entered into drawing)</td>
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<td>3</td>
<td>Have fun milestones throughout the year. This encourages new employees to contribute. ‘In honor of being half way through our goal tomorrow is ___.’ or ‘Once we reach our goal we will celebrate with ___.’ (e.g. Jeans Day, Ice Cream Friday, Happy Hour).</td>
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<td>Do a parking space raffle. Reserve the best parking space at your workplace for a United Way donor. Collect donations from employees to be entered into the drawing. Do this on a quarterly basis to keep the spirit of giving alive all year long!</td>
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<td>5</td>
<td>Host a group volunteer activity for employees to gain perspective on how their gift will be put to work.</td>
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<td>6</td>
<td>50/50 Raffle: Sell raffle tickets for a chance to win—50 percent goes to UW, 50 percent to the winner.</td>
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<td>7</td>
<td>Create a theme around your business or in general. Each department forms a team and you announce the winner weekly. Possible teams: sports teams, Nascar drivers, Star Wars (pledge to the light side or the dark side.)</td>
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<td>8</td>
<td>Show the boss who’s boss! Have your CEO do your job for the day. Collect donations from employees to be entered into the drawing, to trade places with the CEO.</td>
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<td>9</td>
<td>Hold a dunk tank for your executives/managers and have every $50 of a pledge or donation earns an employee a ball to throw at the target.</td>
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<td>10</td>
<td>Chili Cook-Off/BBQ/Dessert is a great way to get people together for your kickoff. Contestants pay to enter or colleagues donate to “vote” for their favorite. Winner gets a prize.</td>
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### VIRTUAL ENGAGEMENT IDEAS

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<td>Host a virtual kickoff with remarks from your leadership and a United Way representative as well as an inspiring video.</td>
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<td>2</td>
<td>Host virtual “Lunch and Learns” – encourage employees to bring their lunch to a 30-minute virtual presentation about the need in the community, efforts of local nonprofits, leadership societies, etc.</td>
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| 3 | Use an engaging activity to liven up your virtual meeting or kickoff:  
  a. Have a “scavenger hunt” and ask each person to find an item in their workspace or home that represents their passion for the community  
  b. Host a Hampton Roads trivia game with questions using data that shows local need |
| 4 | Encourage employees to complete an online poverty simulation activity to experience the challenges faced by those living in poverty. |
| 5 | If many of your colleagues are working from home, consider good old-fashioned snail mail communication to cut through the email clutter (i.e. a letter from leadership, small goody bag, info packet with pledge form, etc.). |
| 6 | Use prizes that are timely or relevant to essential needs – gift card for gas or groceries, year’s supply of toilet paper, movie night at home basket, tickets for a virtual cooking class with a famous chef. |
| 7 | Plan a virtual volunteer activity – ask employees to create snack bags, write notes of encouragement, or make phone calls to shut-in seniors. |
| 8 | Make it fun and include leadership by sharing if a certain goal is met your CEO or another leader will do something silly (i.e. create a music video, kiss a pig, take a pie to the face, etc.). |
| 9 | Incentivize participation in these virtual events by entering those who attend into drawings. |
| 10 | Communicate regularly with a series of daily or weekly email messages of thanks, encouragement, campaign updates and educational content. |

Resources and materials to support the above ideas are available at unitedwayshr.org/toolkit.
LET US BE YOUR VOLUNTEERISM PARTNER

Together, we can go beyond the annual workplace campaign and provide a meaningful way for your employees to put their talents toward community good through activities that align with your organization’s corporate social responsibility goals.

We know our community

NO ORGANIZATION IS BETTER EQUIPPED TO CONNECT VOLUNTEERS to the needs in the 757. We’ve been working to help people in our communities for nearly 100 years. We partner with over 180 different nonprofits throughout the region. We have the capability and capacity to connect you to countless volunteer opportunities.

We create an experience

Whether you’re looking for unique, rewarding team-building opportunities, business-to-business networking or a great fit for your corporate social responsibility platform, United Way can meet your needs. Our volunteer engagement staff will help craft a custom volunteer experience that will be fun, and most importantly, something of consequence. WE PROMISE WHEN YOU VOLUNTEER WITH UNITED WAY, YOU WILL PLAY A ROLE IN CREATING LASTING CHANGE.

We make it easy on you

WE ARE HERE TO MAKE YOUR VOLUNTEER OPPORTUNITY ONE TO REMEMBER. Our staff will work closely with you to customize your activity so that everyone leaves energized and inspired. We’ll plan the project, manage logistics, order materials, setup and wrap-up the event, and handle any related communication so it’s as easy for you as possible!

BUILD YOUR TEAM. BUILD YOUR BUSINESS. BUILD YOUR REPUTATION.

Mark your calendar

- **Day of Caring**
  - Sept 16
  - Our largest volunteer event to complete projects at agencies across the 757

- **Holiday Extravaganza**
  - Dec 12-16
  - Helping make the holidays a little brighter for families in our community

Volunteer ideas

- **Volunteer onsite** – for a few hours at one of our partner agencies to support their work in our community
- **Supply bus passes** – for disabled veterans to get to their doctors’ appointments and include a personalized note
- **Provide gift cards** – and congratulatory notes to Aspire participants to celebrate reaching self-sufficiency milestones
- **Host a site visit** – for students to learn more about your industry
- **Hold a workshop** – on a topic not generally taught in school (budgeting, taxes, home ownership, interviewing, etc.)
- **Assemble kits** – of school supplies for children in poverty
- **Plan a teacher appreciation day** – for teachers at a low-income school
- **Share your expertise** – with organizations that need help in areas such as marketing, accounting and web design
- **Host a drive** - to collect needed items like household essentials or winter coats

The above isn’t nailing it? Have another idea in mind? Contact volunteer@unitedwayshr.org and we’d be happy to work with you to plan a unique volunteer experience for your team.
THANK YOU FOR CHOOSING TO LIVE UNITED!

We can't thank you enough for taking on the role of Employee Campaign Leader at your workplace. We could not do this without you and we are here to ensure your campaign is a success. For sample emails, social media posts, videos, campaign ideas, pledge forms, logos, stickers, etc. please visit unitedwayshr.org/toolkit. If you have any questions or need assistance at any time, contact your United Way Account Manager or call 757.853.8500.
Together, we are building a brighter future for our community.