

**Wiregrass United Way  
Campaign Coordinator &  
Supplies Request Worksheet**



Loaned Executive: \_\_\_\_\_

Account Name: \_\_\_\_\_ # of employees: \_\_\_\_\_

CEO/Manager: \_\_\_\_\_

Address: \_\_\_\_\_

Campaign Coordinator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

CC Email: lcole@aaacooper.com \_\_\_\_\_

CORPORATE Contribution History:	
2009:	\$
2008:	\$

EMPLOYEE Contribution History:	
2009:	\$
2008:	\$

Notes: \_\_\_\_\_

**Preparing for Their Campaign**

***Campaign Coordinator Meeting***

- |   |
|---|
| 1. Call CC to schedule planning appt.:    |
| 2. Review history with Coordinator        |
| 3. Establish campaign goal                |
| o Corporate \$:                           |
| o Employee \$:                            |
| 4. Verify employee #:                     |
| 5. Establish campaign dates:              |
| 6. Explain pledge cards & report envelope |
| 7. Review & Explain CC Guide              |
| 8. Will CEO/Supervisor attend rallies?    |
| 9. Will there be company incentives?      |
| 10. If so, what?                          |

***Campaign Supplies Request:***

- |                            |
|----------------------------|
| Employee pledge Forms #    |
| Corporate Pledge Forms #:  |
| Campaign brochures # :     |
| Report envelopes # :       |
| Posters # :                |
| Fair Share Card Flyers # : |
| Video: VHS or DVD :        |
| Misc:                      |
|                            |

Meeting Date:
Date:
Time:
Agency:
Notes:

Additional Meeting Date:
Date:
Time:
Agency:
Notes:

Additional Meeting Date:
Date:
Time:
Agency:
Notes:

**Please return completed to WUW:**  
Houston County: Jessica@uw.org or fax to (334) 671-7036  
Coffee & Geneva: Mindy@uw.org or fax to (334) 393-0098