DECIDE THE DETAILS OF YOUR CAMPAIGN
- Determine when you want to hold your campaign.
- Determine giving options you want to provide to your employees:
  Payroll Deduction (most popular)
  One Time Gifts (check, cash, credit cards)
  Bill Me (monthly, quarterly, one time)
- Determine Corporate Match (if any)
- Determine who will be responsible for coordinating campaign- Employee Campaign Coordinator

SET UP PAYROLL DEDUCTION
- Set up a time for UWNEGA Staff to contact your payroll manager to set up payroll deduction.
- Determine if there are minimums for payroll deduction.
- Are there any special requirements to allow for payroll deduction?
- When will payroll deductions begin?
- How many pay periods are in the year?

PREPARE FOR A SUCCESSFUL CAMPAIGN
- Ensure campaign is supported by the CEO/President and Executive Team.
- Recruit an Employee Campaign Coordinator to coordinate your workplace campaign.
- Set a goal (% of employee participation or dollar amount) and a timeline for campaign.
- Utilize the Employee Campaign Coordinator Guide for ideas and resources.
- Work with UWNEGA staff to attain local materials and set up presentations.
- Hold a campaign kick-off that involves all employees.
- Encourage Leadership Giving (investment of $500 or more per year)
- Promote your campaign (posters, desk drops, intranet - whatever works best for your company)

THANK, RECOGNIZE, AND REPORT
- Thank your supporters, recognize those who give and those who made the campaign possible and report the results of the campaign back to the employees!