

Workplace Giving Campaign Checklist

Here is a basic checklist to help you with your campaign. Please feel free to modify it to fit the needs of the campaign you'll be running at your company.

- Set campaign dates and complete Community Shares of Mid Ohio campaign confirmation form.
- Request materials from Community Shares and review those materials.
- Email or post campaign kick-off announcement.
- Plan and hold a kick-off event for your workplace fundraising campaign.
- Distribute member charity handout and online pledge page link.
- Be available to answer questions from co-workers.
- Hang poster promoting your workplace giving campaign.
- Hold a fun event to promote the campaign to your co-workers (See [Incentives](#) for ideas)
- Share content from the Community Shares' website or our members' websites showing the work of our various member charities and how they're making an impact on the community. (See [Promotions](#) for additional ideas.)
- Send or post campaign reminder.
- Contact Community Shares of Mid Ohio after campaign.
- Send or post thank you message.
- Hang thank you poster.