



WORKPLACE TOOLKIT

Your How-To Guide to a Successful Workplace Giving Campaign



Dear Campaign Coordinator,

For more than 25 years Community Shares of Mid Ohio has worked with its member charities to create a more just, caring and healthy community for all. Community Shares of Mid Ohio was founded in 1992. Our first campaign was in 1993 with just 12 members and we distributed a little more than \$11,900. We have now distributed more than 10.6 million dollars to over 100 charities in 27 years! You helped make that happen.

Every day I am impressed with the programs and services the Community Shares' members offer despite the barriers that may be before them. I can attest to the impact we and our member charities have on the Central Ohio community. It is this dedication to a greater good and a better community that makes me proud to represent Community Shares.

We are excited to be working with you and your company to give your fellow employees the opportunity to support any of our more than 60 member charities. While the task may sound challenging, we're here to help you every step of the way. Our first offering is this handy how-to-guide for running your workplace giving campaign. We've gathered proven materials and knowledge to help you succeed as a coordinator. Included here are tips for promoting your campaign, asking your co-workers to contribute, tasks to do during the campaign, answers to frequently asked questions, and much more.

Together, we can make Central Ohio a better place for all. That is the vision of Community Shares and our promise to you, our donors and supporters. Please feel free to contact a Community Shares' staff member for anything you may need. We're here to help!

Good luck and thank you again,

Teresa Trost
Executive Director
Community Shares of Mid Ohio

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Purpose & Benefits of Workplace Giving Campaigns

A workplace giving campaign is very unique in that it allows employees a great deal of flexibility both in the amount they would like to give and organization(s) they would like to support. By spreading out donations over a year, employees are able to give more than they normally could with a one-time pledge. Additionally, employees can direct their donations, however they see fit, to one or more of our 60+ member charities.

The benefits of a workplace giving campaign are its simplicity, flexibility, and social utility. Exposing employees to our member charities results in a greater knowledge of the issues, causes, and available services specific to the Columbus and Central Ohio area. This information enables employees to consistently support the causes they feel most passionately about, and in the amount of their choosing.

Workplace Campaign Coordinator Job Description

Primary Responsibility:

Provide leadership and serve as point of contact for the organization's workplace giving campaign by working with Community Shares of Mid Ohio, management and co-workers.

Duties:

- Develop, schedule and implement workplace giving campaign.
- Develop and implement a schedule for employee solicitation meetings to educate employees about Community Shares and its member charities.
- Work with Community Shares to assist you in conducting an efficient campaign. Recruit additional support services as needed.
- Obtain the support and involvement of both top management and co-workers in the campaign.
- Review and analyze the giving history and past campaign activities.
- Recruit and train co-coordinators to assist in executing your workplace giving campaign.
- Distribute campaign materials in a timely manner.
- Promote campaign to co-workers and those throughout your organization to educate employees about Community Shares and its member charities.
- Communicate campaign progress and results, and contact Community Shares in regards to the results.
- Complete the campaign during the time period specified by your organization.
- Recognize and thank those involved with your campaign and those who donated.
- Work with your organization's human resources office to online pledge page (<https://www.communityshares.net/pledge>) and member charity information for new employee orientations to allow those employees to participate outside of your organization's campaign time period.

Before the Campaign

If you plan ahead, a successful campaign will essentially run itself. Below are some quick tips to help you plan a successful workplace fundraising campaign with Community Shares.

- Review campaign materials and the online pledge page (<https://www.communityshares.net/pledge>), so that you can answer questions from fellow employees.
- Depending on the size of your company, you may need to recruit assistance from other departments to make sure the online pledge page and information reach all employees. If this is the case, forming a Campaign Committee to spread out the work will give you a great advantage.
- If you form a Campaign Committee, invite important leaders to join such as department directors, vice presidents, and your CEO.
- Set the start and end dates for your campaign. Give yourself enough time to reach out to all employees, but also be aware that a campaign lasting too long may result in burn out and low participation. Experience shows two weeks is an optimal time frame.
- Plan for involvement of employees in the campaign. The more involvement and promotion your campaign receives in the workplace, the more successful it will be. Check out the Campaign Promotion & Incentives section for great tips and ideas!

Campaign Kickoff

The campaign kickoff event will set the tone for your entire workplace giving campaign. The more excitement and involvement you create for employees, the more likely they will contribute! Below are some quick tips to help make your campaign kickoff a success:

Plan and announce a fun kickoff party! This could be a special informational meeting or incorporated into one of your regular staff meetings. Look at [The Ten Minute Workplace Giving Campaign Meeting](#) to help jump-start your campaign kickoff plans! Ask your CEO and other important company leaders to attend the kickoff party.

- Keep the communication interesting, informative, and motivating!
- Call us to schedule a speaker from Community Shares of Mid Ohio and/or a representative of one of our member charities. The speaker can be very brief if needed, from 5-10 minutes or longer. Hearing from one of our charities is a great way to learn firsthand how Community Shares supports its member charities and how workplace donations make a difference. It's also very effective to have one of your own employees speak about a charity they support.
- Personally hand out campaign materials and email online pledge link to your co-workers. This increases the likelihood that they will participate in the campaign.
- Encourage co-workers to go to the Community Shares website to learn more about the various charities they can donate to through the workplace giving campaign.
- Share some of the content about our member charities to your co-workers.

During the Campaign

The most important thing to remember during the campaign is availability. You can ensure success by making information, yourself, and your committee available to answer questions about Community Shares, its member charities, and the pledge process. Below are some quick tips to help ensure your campaign reaches a successful conclusion!

- Display Community Shares Posters in prominent areas to catch the eye of coworkers.
- Announce the campaign in your company newsletter, on your Intranet or send an email message promoting the campaign. We have provided Newsletter or Email Announcement samples for your convenience.
- Share content from the Community Shares' website showing the impact of our member charities while allowing employees to learn more about the various causes we support on our members' websites.
- A personal letter from your CEO to employees can motivate employees and demonstrate leadership support for the campaign.
- Inform donors of the positive impact of their generosity. Use the message of Community Shares to create a sense of community, opportunity and hope.
- Manage and distribute information. Throughout the campaign, keep the communication interesting, informative, and motivating.
- Schedule weekly drawings of filed online pledges. Begin now to collect small prizes from area businesses, from co-workers, or from management. The earlier the online pledge is completed, the more chances to win prizes! For more incentive ideas, we have provided a Promotion & Incentives section.
- Enhance your campaign by going on a tour of a member charity or volunteering as a group for one of the member charities. Contact Community Shares for more information.

After the Campaign

Congratulations! You've finished a successful workplace giving campaign featuring Community Shares of Mid Ohio. While most of the work is over, the most important task still remains: saying thank you! Below are a few tips on how to wrap up your successful workplace fundraising campaign.

- Send thank you notes to any campaign committee volunteers and to those who helped to promote the campaign including the important leaders at your company.
- Hang up thank you Posters and send thank you emails to thank donors for their generosity.
- Call or Email Community Shares to inform us of the completion of your campaign.

Promotion & Incentives

Promotions and incentives make a campaign exciting and fun which helps to increase participation and interest.

Promotions

It's important to have information about your workplace giving campaign accessible. This toolkit contains a lot of great templates and samples to assist in promotions like: [Posters](#), [Newsletter or Email Announcement](#), and a great plan for [The Ten Minute Workplace Giving Campaign Meeting](#) to talk about your workplace giving campaign! Below are a few more ideas for you to consider.

- A Charity Fair allows representatives from the charities of your choice to come to your workplace and answer any and all questions that people may have for them. Similar to a job or internship fair.
- Survey your co-workers to find out what issues are most important to them and promote targeted messages focusing on those issues.
- Invite a representative from Community Shares and/or one of our member charities to address a group of employees at a staff meeting or employee gathering.

Incentives

For your co-workers on the fence or not interested in making a pledge, incentives create a great way to get more people involved. Below are just a few tips on some incentives you can offer at your workplace. Remember to make sure you get authorization from management to give prizes. Incentives could either require completing an online pledge form or you could hold one or more of the following events and charge a small participation fee that would be divided between all the organizations.

- Hold a raffle with items like baked goods, candy, a prime parking spot, a jeans day, or donated prizes.
- Offer an Ice Cream Social with an ice cream bar including a variety of toppings and charge by the scoop.
- Have employee's provide baby pictures of themselves. Collect the photos and have them try to guess who each photo belongs to for a prize.
- Sell Casual Dress Coupons for dress-down days. Be sure to date the coupons when they are used so that they can't be used more than once.
- Fill a large jar with jelly beans, M&Ms, Skittles, etc. Charge 25 cents for participants to guess the number of beans in the jar. The person who is closest to the real number wins the jar.
- Hold a classic bake sale. Get a few people to bake cookies, brownies, cakes, breads, etc. Sell the goods as an independent fundraiser, or added to another event.

Making the Ask

Asking for money is never an easy task. The key to approaching any of your co-workers about making a pledge is to remember you're not asking for money, you're providing an opportunity. If they say yes, that is great. If they opt not to participate, then you've still been successful at fulfilling your role as a coordinator.

Also it is important to be prepared. If you don't know the answer to a question, acknowledge it and get back to them with an answer. It is common to be nervous and feel uncomfortable doing it, but we've made a list of tips to help ease your worries.

Six Major Elements of Personal Ask

1. **Be ready:** Become familiar with the information provided to you. Know the needs of your community and which charities meet which needs in order to help employees match their interests to charities. Check out Workplace Giving FAQs for answers to common questions.
2. **Be confident:** Be excited to offer the opportunity to participate in the campaign. Know your own feelings and why you are choosing to support the campaign.
3. **Explain:** Give details about your campaign and information about how to help charities do great work in the community. Encourage co-workers to share why they give or experiences they have had with Community Shares charities.
4. **Listen:** Be willing to take and answer questions. Learn how to distinguish objections from excuses. Excuses can be turned into positives. If you don't know an answer, feel free to contact a staff member of Community Shares of Mid Ohio.
5. **Ask for participation:** Promote workplace giving as an easy and painless way to give. Remind them that workplace contributions provide steady, continual funding to charities throughout central Ohio.
6. **Say "thank you":** Regardless of whether or not they made a donation, always say thank you.

Handling Objections

While talking to some of your co-workers, you may encounter some objections to your request for them to participate in your company's workplace giving campaign. Here are some helpful tips on how to deal with those objections:

- The potential donor is not attacking you so do not take their objections personally.
- Most people want additional information. Spending a few extra minutes answering their questions may get them to make a pledge.
- Be understanding and empathetic when not in agreement.
- Try to encourage conversation about the concern without being confrontational.
- Be tactful and confident that you know how to handle the objection.
- Remember your providing an opportunity. Co-workers are encouraged to choose which may include choosing not to give.

Take Your Workplace Giving Campaign to the Next Level

- Challenge leaders in your company to surpass their own personal best from last year.
- Make the campaign fun for employees with incentives.
- Use all venues of communication to publicize your campaign like emails, newsletters, posters, etc.
- Seek employees who have been connected to one of the member charities represented by Community Shares. Perhaps one of your co-workers volunteers at one of our organizations, currently donates to a member, has been to a member event, etc. Their story may inspire others to give back and help make a difference.
- Promote volunteerism throughout your organization.
- Plan special events toward the end of your campaign for your employees to attend and gather information.
- Establish a realistic goal. You can add new techniques in the following years.
- Implement a new hires program so all employees can donate-- even if they become a new employee after the official campaign is over.

Workplace Giving Sample Documents

In a continued effort to provide you support to make planning your workplace giving campaign as easy and successful as possible, we have included templates for campaign announcements, meetings and more. Follow the links below for more information on each:

[Workplace Giving Campaign Checklist](#)

A basic checklist to help you with planning your workplace giving campaign and to help you stay on track.

[The Ten Minute Workplace Giving Campaign Meeting](#)

The 10-Minute Workplace Giving Campaign Meeting is a quick, efficient way to involve employees in your campaign and help make it successful.

[Newsletter or Email Announcement](#)

Use our customizable template to announce your workplace giving campaign with Community Shares of Mid Ohio. Designed for use in your company newsletter, emailed to your co-workers or posted on your intranet.

[Sample Pledge Form](#)

Become familiar with sections of the pledge form before passing it out to your co-workers.

[Talking Points about Community Shares](#)

Key points to mention to your co-workers about Community Shares of Mid Ohio and its member charities during your workplace giving campaign.

[Newsletter or Email Reminder](#)

Use our customizable template to remind your co-workers about your workplace giving campaign with Community Shares of Mid Ohio. Designed for use in your company newsletter, emailed to your co-workers or posted on your intranet.

[Posters](#)

Promote your workplace giving campaign with Community Shares throughout your organization with these printer-ready posters.

[Newsletter or Email Thank You](#)

Use our customizable template to thank your co-workers for participating in your workplace giving campaign with Community Shares of Mid Ohio. Designed for use in your company newsletter, emailed to your co-workers or posted on your intranet.

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.

The Ten Minute Workplace Giving Campaign Meeting

Employees are brought together in small groups for a ten minute presentation about your company's workplace giving campaign. We recommend including a top management person, campaign coordinator and a representative from Community Shares or one of our member charities. The meeting allows employees to learn how their donations are making an impact in the community as well as hear from fellow employees as to why they participate in the campaign. This also provides a good opportunity to distribute pledge forms and have them turned in by the end of the meeting. We encourage you to do this during or at the end of a regular staff meeting as an easy way to inform employees about your workplace giving campaign.

Steps for success:

1. Announce the meeting (or as part of a meeting)
2. Distribute member charity handout and online pledge page link
3. Have someone from management introduce the campaign portion of the meeting
4. Guest speaker presentation/ appeal to give/ questions & answers
5. Express thanks

Newsletter or Email Announcement

Do you want to make an impact in your community? Would you like to invest in enriching Columbus and Central Ohio?

[Your company name] has partnered with Community Shares of Mid Ohio to give you, our employees, the opportunity to invest in your community. Starting [date], you will be able to make a donation to more than 60 nonprofit organizations making an impact in Columbus and Central Ohio. Community Shares has been working with companies for more than 20 years to allow employees the opportunity to contribute through their paychecks to charities working on the issues and causes they care about most.

Simply fill out the online pledge form <https://www.communityshares.net/pledge> with which charity(ies) from the list you would like to support and the amount you would like to donate. Pledges will be due by [date]. Your donation will be processed from your paycheck for up to a year. Your donation could be as simple as \$1 per pay, \$2, \$5, \$10, or more. Every little bit goes to creating change in Columbus and Central Ohio.

We will have a campaign kickoff on [date & time]. I encourage you to attend to learn more about Community Shares of Mid Ohio, their great member charities and how you can invest in your community. For more information please go to their website at www.communityshares.net or contact [your contact information as the company's campaign coordinator].

Online Pledge Page

Our Charities
(Hover Over List & Scroll Down)

Charity	Overview	Interest Area
Columbus Historical Society	Works to preserve and promote Columbus and Central Ohio history, by providing educational exhibitions, lectures, tours, and materials.	
Tech Corps Ohio	Serves underrepresented K-12 students with technology programming giving them a future by creating self-reliance and breaking the cycle of poverty.	Youth & Children Focused Service
Delaware Humane Society	Operates an animal shelter that provides adoptions, low cost spay/neuter services, wellness vaccine clinic, education, and investigates allegations of neglect/cruelty against animals.	Animal Welfare Rights
Life Beyond The Streets, Inc.	Serves as a resource navigator/provider for women plagued by the bondage of addiction.	Civic Involvement United

Pledge or Donate Now

COMMUNITY SHARES OF MID OHIO

Thanks for supporting local charities with your pledge!

In just a few steps you'll be helping make central Ohio a better place for everyone.

9 Questions

START →

Ask your HR department if your company matches your gift!

Member Nonprofit Causes

- Animal Rights & Welfare
- Healthy Lifestyle Choices
- Civic Involvement
- Preservation & Environmental

Workplace Giving

- Workplace Giving Overview
- Workplace Giving Partners

Community Shares of Mid Ohio

- About Us
- Our Team

Above you will find what you see when you go to our online pledge form <https://www.communityshares.net/pledge>

1. Click the green start button
2. Enter your personal information
3. Choose what charity(ies) you would like to give to
4. Choose the frequency of your contribution
5. Choose the amount for each contribution
6. Authorize your contribution
7. You will receive an email from Community Shares of Mid-Ohio (noreply@jotform.com) thanking you for your contribution.

Talking Points about Community Shares

When talking or promoting your campaign and Community Shares to your co-workers, you may get some questions about Community Shares of Mid Ohio. Below are facts about Community Shares you can mention when talking with co-workers and promoting your workplace fundraising campaign:

- Community Shares of Mid Ohio (Community Shares for short) has been doing workplace giving campaigns for more than 25 years.
- Community Shares represents more than 60 nonprofits working to make an impact in Columbus and central Ohio.
- Over the past 27 years we have represented over 100 charities working to make an impact in Columbus and central Ohio.
- Community Shares emphasizes that donors choose which member charity they wish to support with their contribution.
- Community Shares offers flexibility to donors by allowing them to support multiple charities and to allow them to contribute more to the causes they care about most by breaking their contributions out over the course of a year.
- Community Shares has raised more than \$10.6 Million to help more than 100 charities.

Newsletter or Email Reminder

Don't miss your chance to enrich your community. There are only a few days left to invest in making Columbus and Central Ohio a better place.

We're in the homestretch for your chance to participate in our Community Shares of Mid Ohio workplace giving campaign. Simply fill out an online pledge form <https://www.communityshares.net/pledge> with which charity(ies) from the list you would like to support and the amount you would like to donate.

Online pledges are due by [date]. Your donation will be deducted from your paycheck over the course of a year. Every little bit goes to creating change in Columbus and Central Ohio. Below are just a few examples of how your donations can make an impact:

- \$1 allows for lifesaving transport for a South Asian family fleeing domestic violence through ASHA Ray of Hope.
- \$2 provides a scholarship to a blind or visually impaired student through The American Council of the Blind of Ohio.
- \$3.75 allows for Heart of the City Foundation to provide legal services for a person who cannot afford them.
- \$25 feeds moist cat food to the shelter cats for one day through Cat Welfare.

For more information please go to their website at www.communityshares.net or contact [your contact information as the company's campaign coordinator].

Newsletter or Email Thank You

Thank you for participating in our workplace giving campaign from Community Shares. It was great to see so many of you interested in giving back to our community.

Your contributions added up to [pledge total of your workplace]. Those donations are going to add up to a lot of good work in our community like:

- Transporting pets from Ohio shelters to safety; managing foster and adoption program, sponsoring acute and emergency veterinary needs, providing food and supplies to pets in need through **Stop the Suffering**.
- Alleviating the affects of poverty by providing food, clothing, seasonal help and assistance in registering for government benefits to our Columbus neighbors in need through **Neighborhood Services, Inc.**
- Providing a powerful and consistent voice, in court, for child victims of abuse and neglect through **Court Appointed Special Advocates of Franklin County**.
- Providing primary care, behavioral health services, research, prevention, and community health initiatives through a community-based healthcare system focused on LGBTQ, HIV, and other medically under-served populations through **Equitas Health**.

For more information on how your contributions and those of others are helping make Central Ohio a better place for everyone, please go to their website at www.communityshares.net.

Workplace Giving FAQs

Q. What is Community Shares of Mid Ohio?

A. Community Shares of Mid Ohio, started in 1992, is a coalition of more than 60 diverse nonprofits making an impact in Columbus and Central Ohio. Through workplace giving campaigns, our donors help member charities complete their missions.

Q. How do charities qualify for Community Shares funding?

A. Community Shares' member charities must comply with a number of accountability requirements. They must provide programs and services to the community and show that they have a demonstrated base of support and community involvement. Funded charities must be at least two years old; be recognized by the IRS as a 501(c)(3) tax exempt organization; submit annual financial information, including the IRS 990 and, if applicable, audits; be registered and file annually with the Ohio Attorney General's Office and be governed by a volunteer board of directors.

Q. What if our employees don't like some of your charities?

A. Community Shares is a diverse community of member charities. Not everyone is going to personally support all the causes represented by any given umbrella organization. This is why we offer and emphasize that donors can choose which organization(s) they specifically wish to support through their payroll contribution or donors can choose to support all charities. We highly encourage employee donors to choose the causes they care about most.

Q. Won't adding a Community Shares campaign take away funding from other federations?

A. Studies show that employers who offer choices in workplace giving see an increase in:

- Employee participation
- Total dollars raised

The more your colleagues know about workplace giving, the more they will give to all nonprofits, not just to Community Shares of Mid Ohio's nonprofits.

Q. Why should I give through Community Shares instead of directly to the agency?

A. We do not want to discourage you from giving to agencies directly. Paycheck contribution is another way for you to support your community. Paycheck contributions work for many people because: 1) it's an easy system that works; 2) it may allow you to give more money because it is spread over a year's time; 3) it is an automatic process. One reason our charities like workplace giving campaigns is because they are a low-cost way to educate and inform the community at-large about programs and services and to recruit donors and volunteers. You support this concept by contributing through Community Shares.

Workplace Giving FAQs

Q. What is your administrative fee?

A. The percentage of workplace donations retained by Community Shares is 23%. This amount is determined by the Community Shares Board of Trustees. We encourage you to call or visit Community Shares or any of our member charities if you have questions or concerns about administrative fees.

Q. Are my donations tax deductible?

A. Yes, all donations through paycheck contribution are tax deductible to the extent allowed by law. Community Shares and all of its members MUST be tax exempt 501(c)(3) organizations.

Plus there are other advantages to payroll contribution:

- You can track your annual donations using just one form.
- It's a simple way to budget your donations each year.

Q. Is there a minimum donation amount? How much can I give per paycheck?

A. The minimum donation is \$1. You can give as much as you like since your total gift is collected over a per pay basis. Below is a list of average donation levels to show how small contributions can add up to larger donations to support Community Shares' issues or causes. Scale is based on 26 pay periods. You may need to adjust the full donation amount based upon the number of pay periods at your workplace.

Dollar per pay	X 26 pay periods
\$1	\$26
\$2	\$52
\$3	\$78
\$4	\$104
\$5	\$130
\$6	\$156
\$7	\$182
\$8	\$208
\$9	\$234
\$10	\$260
\$15	\$390
\$20	\$520
\$25	\$650
\$50	\$1,300
\$75	\$1,950
\$100	\$2,600

Workplace Giving FAQs

Q. Can I direct my gift to a member charity? Can I choose more than one?

A. Yes! The Community Shares of Mid Ohio campaign is “donor driven” -- donors choose the charities they want to support with all or part of their gifts. You may choose one or more of our member charities. If you want to have your gift divided among all of our member charities, choose Community Shares of Mid Ohio and your gift will be spread among all the members.

Q. How often are donations distributed to Community Shares of Mid Ohio member charities?

A. Community Shares of Mid Ohio distributes allocations quarterly to members based on the actual money that has been sent by workplaces. The amount given to each member charity varies from year to year based on donor designations, and the frequency that workplaces send checks to Community Shares.

Q. What can a charity accomplish with my contribution?

A. Below are just a few examples of what Community Shares member charities are able to accomplish with paycheck contributions through workplace giving campaigns.

- \$1 allows for lifesaving transport for a South Asian family fleeing domestic violence through ASHA Ray of Hope.
- \$2 provides a scholarship to a blind or visually impaired student through The American Council of the Blind of Ohio.
- \$3.75 allows for Heart of the City Foundation to provide legal services for a person who cannot afford them.
- \$5 allows Kaleidoscope Youth Center to purchase nutritious food to provide a hot meal for Center youth.
- \$7.50 will help Deaf Services Center to send a deaf or hard of hearing child to a summer camp.
- \$10 enables ModCon Living to modify a bathroom, making it more accessible for a senior homeowner.
- \$25 feeds moist cat food to the shelter cats for one day through Cat Welfare.
- \$50 provides one month of birth control for one patient or 200 condoms for the health centers through Planned Parenthood.
- \$50 allows LifeCare Alliance to provide five wellness checkups to low-income, under or un-insured individuals who have limited access to healthcare.
- Additional information can be found in our brochure and on our website.

Posters

Promote your workplace giving campaign through your organization by placing the following posters in highly visible places. These posters are designed for you to print off as needed so you will always have just enough.

You will find the following four posters helpful for the various parts of your campaign:

- **How To Participate Poster** : Great if you're holding a Community Shares campaign for the first time. Easily explains the process for your co-workers to participate.
- **FAQ Poster**: Helpful for those always asking questions about Community Shares and how the process works. Our FAQ poster contains questions you'll receive from your co-workers and easy to understand answers to help save you time and energy.
- **Awareness Poster**: Alert your employees to the variety of issues and causes supported by Community Shares with this handy poster that lists each issue area.
- **Thank You Poster**: No campaign is complete without a thank you! Hang this poster to thank your co-workers for participating and show how their donations are used by a few of our selected member charities.

Not seeing a poster to meet your needs? Desiring co-branded posters to support both your workplace and Community Shares? Contact the Community Shares office to request your posters.

Giving back is easy with Community Shares

Join the thousands of employees across Central Ohio who support their favorite charity through Community Shares:

How to participate

Receive Community Share's member charity's information and the link to the online pledge page

Review and pick the charities you want to support out of our 60+ member charities.

Complete the online pledge page with up to three charities

Receive an email confirmation of your pledge





fb.com/comsharecbus

twitter.com/comsharecbus

www.communityshares.net

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- it may allow you to give more money because it is spread over a year's time;
- it is an automatic process.

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- It's a simple way to budget your donations each year.

Q. Can I direct my gift to a member nonprofit? Can I choose more than one?

A. Yes! The Community Shares of Mid Ohio campaign is "donor driven" — donors choose the organizations they want to support with all or part of their gifts. You may choose one or more of our member charities. If you want to have your gift divided among all of our member charities, choose Community Shares of Mid Ohio and your gift will be spread among all the members.

Q. How does this process work?

A. You will receive a Community Shares brochure listing more than 60 charities to select from and a pledge form. Review the list in the brochure and fill in your pledge form which needs to be returned to your immediate manager. You will receive a copy of your pledge form and your paycheck contributions will begin on the date established by your employer.

Q. What is the minimum donation I can make?

A. A donation can start at \$1 per pay .

Q. Can I cancel my donation?

A. Yes. Simply contact your HR or Payroll Department to notify them you wish to cancel your donation.

It's easy to give & easy to help through your workplace campaign

Give at work through Community Shares to support more than 60 charities working on a wide range of issues...

Member Nonprofit Causes:

Animal Welfare & Rights

Civic Involvement

Civil Action & Social Justice

Promoting Individual Potential

Fostering Education and the Arts

Preservation & Environmental

Healthy Lifestyle Choices

Ensuring Affordable Housing

Fighting Hunger & Malnutrition

Violence Prevention & Safety

Youth & Children Focused Services



Thank you for
your support!



Your donation combined with thousands from across central Ohio allows:

- **All THAT - Teens Hopeful About Tomorrow** to mentor economically disadvantaged teens in academic achievement, life skill development and career planning and expose students to both college and skilled trade opportunities enhancing their potential to become high performers in the workforce and their local community.
- **Camp Wyandot** to send a children from low-income families to camp for a week to learn about themselves, nature, outdoor skills, and make new friends.
- **Stop the Suffering, Columbus Humane, Cat Welfare and Humane Society of Delaware County** to provide food, supplies and veterinary services to pets in need.
- **Community Refugee and Immigration Services Inc.** to serve newly-arrived refugees and immigrants making a new home in Columbus and support those individuals to the path of self-sufficiency.
- **Equitas Health** to provide primary care, behavioral health, research, prevention, and community health initiatives to LGBTQ, HIV and other medically underserved populations.



Connect with fellow
donors online!