

## 2011 Post-Campaign Checklist

Employee Campaign Coordinator (ECC)

Name \_\_\_\_\_ Organization \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

Will you be the ECC next year? Yes  No

*If not, please provide contact information for the 2012 Employee Campaign Coordinator.*

Name \_\_\_\_\_ Title \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

*If your company has not participated in Day of Caring before, would you like to be contacted about participating in 2012 Day of Caring? Yes  No  N/A*

### *Please check as you complete the following:*

- Verify that a **Corporate Pledge Form** is completed and signed by the appropriate decision maker.
- Remind donors that all gifts of **\$1,200** or more will be recognized as **Leadership** gifts in 2011.
- Work with your Leadership Giving and Emerging Leaders Society Ambassadors to follow-up with last year's Leadership and Emerging Leaders Society donors who did not make a pledge this year.
- Determine how many **Leadership pins** you need: \_\_\_\_\_
- Determine how many **New Hire and Retiree** packets your company needs: \_\_\_\_\_
- Collect any unused campaign materials to return to North Penn United Way.

### *Include the following INSIDE of the Report Envelope:*

- Completed **Confidential & Lapsed Donor FORMS** indicating which donors are no longer with your organization.
- A completed **Best Practices FORM**.
- A **LIST** of all **Leadership Donors** and their giving level.
- A **LIST** of all **Campaign Committee Volunteers**.
- A **LIST** of all **Special Events** including total dollars raised per event.
- This **Post-Campaign CHECKLIST**.

### **FINAL STEPS**

1. Complete the front of the Report Envelope.
2. Verify Report Envelope contents and seal.
3. Attach paperwork mentioned above.
4. Contact North Penn United Way at 215-855-3002
  - Schedule time for a Campaign Debrief & Report Envelope pick-up
  - Let us know how many Leadership pins you need
  - Let us know how many New Hire/Retiree packets you need
  - Return unused campaign materials

**THANK YOU for all your hard work!**