

Sample Meeting Agenda

- CEO welcomes employees and endorses campaign. 2 minutes
- United Way speaker makes presentation 11 minutes
- Employee who has benefited from a United Way agency, toured United Way agency, and/or an employee that is a United Way Budget and Allocations Volunteer or United Way agency speaker. 2 minutes
- Employee Campaign Coordinator distributes pledge forms, answers any questions and “asks” for the pledge. 3 minutes
- Employee Campaign coordinator collects pledge forms and thanks employees. 2 minutes

20 minutes



**United Way of Henry County
& Martinsville**

**If you have a question or to arrange a speaker,
please call United Way at 638-3926.**