

# Sample Agenda for Giving Meeting

Have fun using your own words and making this agenda personal to your organization. The purpose of presentations is to help employees understand what United Way does and how each contribution impacts lives in Utah County. For additional questions or ideas feel free to contact your United Way representative. He or she can help with presentations and arranging for presenters.

- I. Introduction by CEO/Manager and/or Employee Giving Coordinator
  - a. Mention your organization's support for United Way
  - b. Thank employees for past participation
  - c. Encourage their participation this year
  
- II. Educate employees about United Way of Utah County
  - a. What is United Way
  - b. Three focus areas:
    - i. Building financially stable families
    - ii. Preparing children to succeed in school and beyond
    - iii. Creating a cohesive community
  - c. Explain what it means to LIVE UNITED
  - d. 100% Promise
  
- III. Show United Way Video (if circumstances permit)
  
- IV. Ask employees to give
  
- V. Explain pledging process
  
- VI. Announce additional workplace giving activities (bake sale, contest, etc.)

## Helpful Hints:

The number one reason people don't give is because they are not asked. Be sure each employee is given the opportunity to contribute to United Way.

For a better response rate, make sure all employees have their pledge forms in hand before the presentation. Allow time for them to complete them during or after the presentation, and then collect them immediately following the presentation.