



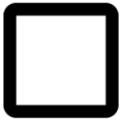
Director / Manager Checklist

GIVE. ADVOCATE. VOLUNTEER.
LIVE UNITED 



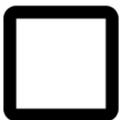
Select your UW Coordinator(s)

The success of your campaign is directly attributable to your coordinator's effort and attitude. Ensure who you assign understands the importance of the position. Make certain that your coordinator has all the tools he/she needs and maintains constant communication with you during the campaign. Keep in mind people who volunteer are involved because they want to be, and they will lend energy to your campaign.



Meet with UW Coordinator and plan your campaign

Use presentations and agency tours to personalize the impact that United Way has on our community. Have your Coordinator work with United Way staff members to request speakers or arrange a tour. Example focus areas and partner agencies are on the reverse side of this checklist.

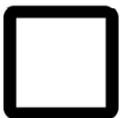


Have fun with UW events

Plan a range of functions that get a diversity of staff involved or contributing. Special events can be used to increase awareness of United Way. Consider developing a signature event. Events should have a high return relative to staff time to conduct. Suggestions include:

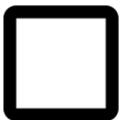
**Employees
Love to Eat!**

- Lunch & Learns
- Bake sale or candy counter
- Ice cream social
- Raffles of gift baskets or gift cards
- Car wash
- Tie-less Summers / Blue-jeans Fridays



Be visible and participate

Attend United Way functions within your division or Department. Have your management team serve at a luncheon. Purchase raffle tickets and distribute them to staff as recognition for work accomplishments. Raffle your parking space. Get creative and most importantly, get involved!



Let them see you donate

Show your leadership and be the first to turn in your pledge card. \$20 per pay period (eating in twice a week) can make a huge difference. Find new ways to increase employee pledge card donations. Payroll Deduction represents almost 80% of employee giving! Donations of any amount add up.



Say "Thank You"

After a successful event, and especially at the end of the campaign season, take the time to show your appreciation to your staff. Send an E-please, a hand written thank you note, or just drop by their office and say thanks.



Invite a Speaker or arrange an Agency Tour

During the 2015 campaign, more than two dozen guest speakers were invited by Orange County divisions to a staff meeting to communicate the impact the agency has on our community. Commonly requested speakers came from:

- Lighthouse
- Seniors First
- Salvation Army
- Mission United
- Coalition for the Homeless
- Second Harvest Food Bank

Many of the Partner Agencies below are also able to host off-site staff meetings or provide an agency tour for small groups.

Please send completed form to Kim Crofford
 Email: speakers1@hfuw.org or fax: 407-244-2804

Find more information at:
<http://www.ocfl.net/Home/UnitedWay.aspx>
 under Forms.



Speaker Request Form

(Requires a minimum of 2 weeks notice)

Meeting Date: _____ Meeting Time: _____

REQUESTOR INFORMATION

Organization Requesting Presentation: _____

Tour Request Form

(Requires a minimum of 2 weeks notice)

Heart of Florida United Way

Tour Date: _____ (Time Period) From: _____ To: _____

REQUESTOR INFORMATION

Organization Requesting Tour(s): _____

Account #: _____ Location #: _____

Address: _____

Organization Contact: _____ Phone: _____

Fax: _____

Tour Group Size: _____ Number of Agencies to Tour: _____

Audience Description: _____

HFWU Representative Attending Tour: _____

TOUR INFORMATION

Type of Group: General Employee Leadership Labor/Union Ask Other: _____

Please list the agency(ies) your group prefers to tour and any alternatives. The Speakers Bureau coordinator will substitute an appropriate agency if the one(s) requested is/are not available.

Agency 1: _____

Agency 2: _____

Agency 3: _____

Alternative 1: _____

Alternative 2: _____

Alternative 3: _____

Request Date: _____ Requested By: _____

United Way Funded Programs and Partner Agencies

United Way is focused on prevention and finding long-term solutions for pressing problems. Known as **Investing in Results**, this philosophy is guiding their work to move the needle in four critical impact areas: *Education, Income Health, and Basic Needs*

Over the last 10 years more than 300 local agencies have received funds from Orange County employees through United Way campaign - with over 130 last year alone.

Ways to customize your pledge:

- Make a direct gift to United Way
- Support United Way's work in **Investing in Results**.
- Choose a specific Partner Agency or Contract Agency
- Write in the name of a 501(c)3 non-profit on your pledge card with a donation amount.

Find more information at:
<http://www.hfuw.org/> or

<http://www.ocfl.net/Home/UnitedWay.aspx>
 under Forms/Partner Agencies.

Investing in Results (8000)

By donating to the Investing in Results general fund, you are investing in proven programs that are changing lives. We are helping children start school ready to succeed, giving families financial literacy skills to care for themselves and their children, and collaborating on projects to help residents be safer and healthier in their own homes and neighborhoods.

Your investment, combined with thousands of others, makes the greatest possible impact in improving lives – not just today, but for generations to come.

You may choose to support the general fund, overseen by local volunteers who review programs, understand and prioritize community need and ensure your donation does the most good – or you may choose one or more of the specific **Investing in Results** focus areas:

(8008) HEALTH
Improve health for children, youth and adults by providing programs that support healthy beginnings, access to healthy choices and encouraging family engagement and lifelong health education.

(8009) EDUCATION
Boost every child's chance for success in school, work and life. United Way has put a stake in the ground on education with our national goal to cut the number of high school dropouts in half by 2018.

(8010) INCOME
address the five major building blocks of financial stability in order to provide low-income working families the services and supports necessary to succeed.

(8011) HOMELESSNESS
Prevent hunger and alleviate homelessness for Central Floridians by providing food and supportive services to low-income and homeless individuals and families through programs and initiatives that provide case management, shelter, meals, counseling and access to community resources and mainstream public benefits.

Heart of Florida United Way Special Initiatives/Programs

<p>(8040) United Way 2-1-1</p> <p>(8050) Family Emergency Fund</p> <p>Education</p> <p>(8002) Adult Literacy League, Inc.</p> <p>(8081) After School Programs, Inc.</p> <p>(8098) Boys & Girls Clubs of Central Florida, Inc.</p> <p>(8084) Devereux Florida</p> <p>(8023) Foundation for Seminole County Public Schools</p> <p>(8038) Hope Community Center</p> <p>(8057) Orlando Community & Youth Trust</p> <p>(8055) Orlando Day Nursery Association, Inc.</p> <p>(8074) Winter Park Day Nursery, Inc.</p> <p>(8075) YMCA of Central Florida</p> <p>Income</p> <p>(8066) Christian Help Foundation, Inc.</p> <p>(8022) Community Coordinated Care for Children, Inc. (4C)</p> <p>(8004) Early Learning Coalition of Seminole</p> <p>(8020) Lighthouse Central Florida</p> <p>(8057) Orlando Community & Youth Trust</p> <p>(8062) Second Harvest Food Bank of Central Florida, Inc.</p> <p>Health</p> <p>(8050) A Spire Health Partners (Lakeside Behavioral Health care, Inc.)</p> <p>(8006) B.E.T.A. Center, Inc.</p> <p>(8018) Children's Home Society of Florida – Central Florida</p> <p>Division</p> <p>(8073) Community Health Centers, Inc.</p> <p>(8078) Dental Care Access Foundation, Inc.</p> <p>(8078) Florida Hospital Foundation</p>	<p>(8412) Mission United</p> <p style="text-align: center;">Heart of Florida United Way 2014/2015 Partner Agencies</p> <p>(8053) Healthy Start Coalition of Orange County, Inc.</p> <p>(8043) The Howard Phillips Center for Children & Families</p> <p>(8072) IMPOWER, Inc.</p> <p>(8026) Lighthouse Central Florida</p> <p>(8028) Osceola Council on Aging, Inc.</p> <p>(8075) YMCA of Central Florida</p> <p>Basic Needs</p> <p>(8003) American Red Cross of Central Florida</p> <p>(8006) B.E.T.A. Center, Inc.</p> <p>(8010) Catholic Charities of Central Florida, Inc.</p> <p>(8017) Christian Service Center for Central Florida, Inc.</p> <p>(8021) Coalition for the Homeless of Central Florida, Inc.</p> <p>(8066) Harbor House (Orange County Center Against Domestic Violence)</p> <p>(8037) Help Now of Osceola, Inc.</p> <p>(8042) Jewish Family Service of Greater Orlando, Inc.</p> <p>(8064) Meals on Wheels Etc., Inc.</p> <p>(8026) Osceola Council on Aging, Inc.</p> <p>(8066) Rescue Outreach Mission of Sanford, Inc.</p> <p>(8001) Safehouse of Seminole (Seminole County Victims' Rights Coalition)</p> <p>(8061) The Salvation Army of Orange County</p> <p>(8080) The Salvation Army of Seminole County</p> <p>(8062) Second Harvest Food Bank of Central Florida, Inc.</p> <p>(8025) SENIORS FIRST, Inc.</p>
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Heart of Florida United Way Contract Agency

(8009) Central Florida Council Boy Scouts of America

For more agency information, visit www.HFUW.org or dial 2-1-1.

Thank You!



Dr. Nelson Ying Center • 1940 Traylor Boulevard • Orlando, FL 32804-4714 • 407-835-0900 • www.HFUW.org

The final 2016 Agency Listing will be available on the County's intranet site by the time Pledge Cards are distributed.