theFund
arts-culture-community
San Antonio's United Arts Fund

Check list for Employee Giving Campaign for theFund

1. Call theFund office at 212-8303 and schedule someone from theFund to help with your presentation.

2. Print the "Employee Campaign Coordinator Resources" page on our website.

3. Look at the resources and decide which you need for your campaign and print them or call the office and ask that they be delivered to your presentation.

4. Put up flyers, posters and send emails telling your office/ department about theFund and the time and location of the scheduled presentation.

5. Choose a location(s) for your employee meeting(s) to present theFund, hand out our campaign flyers and donation forms and watch the video.

6. If you want to add fun and interest to your meeting, invite your associates to bring examples of their children's art from home to display at your campaign meeting(s). Or if you have the facilities, coordinate with theFund office to arrange for an affiliate performance.

7. Make sure that you contact theFund office and let us know how many Fund fliers and employee donation forms for all the employees in your company, department, or areas.

8. At the end of the presentation, encourage employees to fill out the contribution forms. Collect the completed forms, giving the pink copy to the employee. Forward the original to theFund and the yellow to your payroll department. Also include a completed Contributions Report Form.

9. Thank your employees for their generosity and leadership in donating to theFund.

10. Give yourself a pat on the back for doing a great job for theFund!

11. Any questions or if you need help contact theFund office at 210-212-8303 or email thefund.office@sbcglobal.net.