

## **Meetings Schedule:**

### **Coordinator Meeting/Packet Pick-Up:**

July 14, 2010, Clarksville-Montgomery County Public Library, 12pm, Large Conference Room

### **Team Captain Meetings (All at UW office at noon):**

August 18, 2010

September 15, 2010

October 20, 2010

November 17, 2010

December 15, 2010 (Last Mtg)

**To do before each meeting** (there is no need to call if they are not planning to run their campaign until a later date [see monitoring campaign notes for dates, if there is not a date, please contact to find out when they plan to run their campaign]):

- Contact company coordinators for campaign updates. Ask if there is anything they need or we can help with.
- Ask about a company goal and if they are planning to set one internally.
- Would they like someone from United Way to speak at their campaign meeting, if so, when?
- Would they also like a speaker that represents a community partner (Meals on Wheels, etc.)?
- Are they planning anything special for a kick-off, offering incentives, using campaign for any team building exercises, etc?
- Where do they stand campaign wise if they have started their campaign?