



# Canvasser Assignment Worksheet

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Before you start asking your peers for support, take a few minutes to complete this information first!

## Campaign details

When does the United Way Campaign start? \_\_\_\_\_

When does the United Way Campaign end? \_\_\_\_\_

What is your organization's goal this year? \_\_\_\_\_

Is there a Corporate Match? Details? \_\_\_\_\_  
*E.g. Our employer will match 50% of all employee donations*

How and when can employees give this year? \_\_\_\_\_  
*E.g. A secure link will be sent to your e-mail on XX date*

Are there any extra incentives to give this year?

\_\_\_\_\_

*E.g. Make your decision to give by Oct. 7 to participate in our draw for one day off with pay! Or if we reach our goal by November 13, our VP Steve Smith will shave his head!*

## Campaign events

What events will employees want to know about? Details?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Is there a kickoff event? \_\_\_\_\_

## Why do you support United Way?

Why do you support United Way and your workplace campaign?

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Making the ask**

When should you start asking your co-workers for support? \_\_\_\_\_

\_\_\_\_\_

What do employees need to know when you approach them?

\_\_\_\_\_  
\_\_\_\_\_

How do you plan on asking your peers to support the United Way Campaign? Write it out below.

\_\_\_\_\_  
\_\_\_\_\_

How do you plan on following up with your peers?

\_\_\_\_\_

How will employees be thanked?

\_\_\_\_\_

**Canvassing List – Who are you asking?**

	Employee Name	Asked ?	Followe d- up?	Thanked ?
	Steve Smith	✓	✓	
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

	Employee Name	Asked ?	Followe d- up?	Thanked ?
	Steve Smith	✓		
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				

**Questions?**

Who is my Employee Campaign Chair? \_\_\_\_\_

Who is my United Way Representative? \_\_\_\_\_