



United Way
Society of Yukon

Information for Departmental Workplace Coordinators

Departmental Workplace Coordinator - Duties and estimated time requirements

- Attend United Way Orientation session (1 -1.5 hrs)
- Research – determine # of employees in each work unit within the department to determine volume of Campaign materials to be delivered to each work unit (.5 hr)
- Recruit workplace canvassers for each workplace, provide each with a brief orientation and answer questions they may have (1 - 1.5 hrs depending on # of units/employees)
- Distribute materials (posters, 2 page brochure and donation forms, tangible items) to workplace canvassers at the start of the Campaign – beginning of October (1 hr)
- Collect donation forms /donor names from the workplace canvassers at the end of the Campaign – mid to late October (1 hr)
- Tally results on summary sheets (.5 hour)
- Call UW to collect all items: tally sheet, donation forms, left over's. Thank workplace canvassers, provide names to UW so they may be thanked. (1 hr)

Total time required 6 -10 hours, depending on size of department and # of work units

Workplace Unit Canvassers - Duties and estimated time requirements

- Meet with Workplace Coordinator for orientation (1 hr)
- Put up posters and familiarize yourself with campaign materials (.5 hour)
- Deliver items directly to each employee in unit: donation forms, brochures, tangible items - early Campaign first week of October (1 hour)
- Collect donation forms / names of donors from each employee within two weeks maximum (mid to late October). Return forms and info in sealed envelope to departmental workplace coordinator (1- 1.5 hours)
- Note when absent employees will be returning to the workplace and follow up with collecting donation forms one week after their return – deliver to Departmental Workplace Coordinator (.5 – 1 hr)

Total time required 3 to 5 hours – depending on size of work unit