

# Tips for Solicitations

1. Meet with your United Way representative (United Way staff or loaned executive) to review the details for your group meetings, including the agenda, speakers—both from inside and outside your organization—and the logistics. Be sure to include your CEO or other senior organization executive on the agenda.
2. Choose an appropriate meeting time. Publicize group meetings well in advance and send reminders to employees. Remember to use your organization's established communication channels.
3. Involve organized labor. Labor is a significant force in community service, and their history with United Way is impressive. Union leadership should be included on the meeting agenda when appropriate.
4. Use the United Way Talking Points (available from your United Way representative) to help with basic information.
5. Use incentives to encourage employees to get involved. Food and door prizes are great for getting people to come to meetings and time off is a great incentive for gift giving.

## Where Can I Get Incentives?

- The #1 incentive is time off. Discuss options with CEO.
- You can purchase items from the United Way of America catalog even if you have a small budget. United Way of America ships directly to you.
- United Way has a limited supply of no cost items.
- Ask other employees to donate items or services to give away.

## Number One Incentive: Time Off!

**Extra 30 minutes for Lunch for a Week**  
**“Leave Work Early” Passes**  
**“Sleep-in” Passes**  
**Bonus Day Off**