

As your company's United Way Campaign Coordinator, you want to make sure this year's campaign is fresh and fun while also creating awareness about how donations to United Way help the community. Here are some examples of special events and ideas to help you do so.

### EDUCATIONAL IDEAS

- USE E-MAIL Distribute "20 Days of E-mail" to your employees available in this folder and online at www.unitedwaypoco.org. Click on the "Tools for a Great Campaign" tile and then click on "20 Days of E-mail" link to download the document.
- **MYSTERY HUNT** Clues (sent via e-mail or memo) lead hunters to a United Way agency or coworker who is connected to an agency. You could have a new hunt each week for a month. This is a great way to educate employees about United Way programs and services.
- **BAGGING IT** Designate a day as "Brown Bag Day" every month or every other month. Encourage staff to bring their lunches on that day and bring in a speaker to talk about a United Way funded program. After the lunch, post a brief summary of the presentation on your website, print it in your newsletter, or distribute via e-mail. Could also do this via Zoom.
- **START RIGHT** Make United Way part of your new staff orientation. We have packets of information that will help your new employee learn more about United Way in our community. Get your new staff off to a good start and increase participation in your campaign.
- LITERATURE DROP Help your employees learn more about United Way's impact in the community. Set up a table and make brochures, newsletters and other materials from United Way and our partner programs available. Posters, table tents and note cards are also great for building awareness.

## FOOD-RELATED ACTIVITIES (IF YOU FEED THEM, THEY WILL COME!)

- Latte Stand and Giving Example -Offer a latte-stand during a morning meeting. Remind them how much a cup of gourmet coffee or tea costs. Give examples of what giving up one cup of coffee, one soda or one candy bar a day can do for a person in need. Ask if they can donate that same amount (or more) each week to United Way.
- **Bake Sale/Cookie Exchange** Ask employees to bake their favorite cookies or other goodies. Sell plates of the treats to employees. Charge an additional fee for the recipe.
- Candy Grams Sell candy with company or United Way's logo on it. Proceeds go to United Way.
- Eating Contest Who can eat the most in amount of time (hot dogs, pie, crackers, pickles, etc.).
- Chili Cook-Off- VERY popular! Employees cook their favorite chili. Organize a panel of "expert" judges to decide on the best recipe. Charge employees to sample and eat lunch and vote.
- Whipped Cream Pie in the Face Host a whipped cream throwing contest. Use sponges covered or
  pie tins filled with whipped cream and try to hit a target. Get management to be the targets and
  have employees pay to play.
- **Potluck Payoff** Organize a potluck lunch and have everyone bring a favorite dish. Charge employees to have lunch.
- **Bakery Cart** Wheel a serving cart through the workplace and sell bagels, doughnuts, cookies, coffee cake, coffee and juice, with proceeds going to United Way.
- **Taste of the World Luncheon** Offer a lunch buffet of ethnic foods.

1



### **ACTIVITIES & EVENTS**

- **Basket Auction** Ask each department in your organization to sponsor, create and fill a theme basket (spa, chocolate, golf, cooking). Auction off the baskets. The department that has the most tickets at the end also wins a prize.
- **Car Wash** Charge employees to have their car washed by management. Take and sell pictures.
- Dress Down Day Sell employees the right to dress casually or silly for a day. Variations include: "Silly Hat Day", "Sport Team Day" or "Ugly Shoe Day". United Way has "Casual Day" stickers available at no cost.
- **Survivor Game** Each participant pays \$5 to join and has to do something each day to stay on the island. They have to: bring an item for the silent auction, bring in baked goods for the bake sale or wear a certain color. Winner receives paid time off.
- **Coin War** Set up large empty water bottles for each department in a central location. Employees drop their spare change into the bottle. Coins are positive while paper money is negative. The group with the highest point value wins. All cash collected donate to United Way.
- Auction Auction off staff services (i.e., babysitting, oil change, lunch for a week), executive parking spaces, donated merchandise or services. Try conducting the auction over your internet site.
- **Rummage Sale** Ask employees to donate old items (books, CDs, videos) for a company or department-wide sale. Unsold items donate to a local shelter.
- **Carnival Lunch** Set up a mini carnival over the lunch hour. Charge to play games such as ring toss, balloon pop, ping-pong toss.
- **Mini Massage** Find a massage therapist who is willing to donate their time. Charge employees for a 15-minute chair massage.

### SPORTS-RELATED EVENTS

- **Football Toss** Measure for distance and accuracy with prizes for top Guy and top Gal. Charge per attempt.
- **Golf Outing** Organize a golf outing for employees. Participants pay an entry fee. Have goofy prizes for highest score, most putts, longest game, etc.
- **Bowl-A-Thon** Organize a bowling contest at a local bowling alley or set up makeshift lanes at the office. Participants pay an entry fee. Give the winning team a prize.
- Office Miniature Golf Provide putters and build a nine-hole course featuring slinkies, staplers, chairs and other creative obstacles. Participants sign up in teams of two, with or without a registration fee.
- Office Olympics Make up your own "Olympic" games having a team admission fee. Brainstorm new ideas roll the egg (not hardboiled) with your chin across the finish line without breaking it, relay race handing off a full glass of water on a tray using one hand spilling as little as possible, office chair races, wastebasket free throw, paper airplane toss. Use your imagination!
- **Tricycle Race** Run a tricycle race around your building or parking lot using children's tricycles. Entrants decorate their bikes and have that as a contest. Have the staff place money on the one they think is going to win. Cookout after race.
- Video Game Olympics Set up a video game console and hold a tournament. Proceeds from entry fees go to United Way.



#### **GAMES & CONTESTS**

- Who Is It? Gather baby pictures of co-workers. Have a contest to see who can correctly name the most co-workers. Contestants pay a fee to take part. Give an award for the most correct matches.
- **Bingo** Sell Bingo cards for a small fee. Send e-mails sporadically throughout the week with one or two Bingo numbers each time. The first person to get Bingo should let everyone know by sending an e-mail to all users, and, of course, he or she will win a donated prize.
- **Kids Coloring Contest** A colorful way to get everyone's children involved is to have children color a United Way logo or have them make a picture that shows giving or sharing. These pieces of art are great to use on thank you cards, t-shirts or bookmarks. Sponsor a contest and give a prize to the top three artists.
- **Ugliest Apparel Contest** Contestants pay to enter the ugliest tie, earrings, socks, or stockings contest. Take pictures of the participants and have employees 'vote' on the ugliest apparel by contributing a dollar.
- **Picture Match Game** Invite employees to try their luck at matching high school pictures, pet pictures or celebrity pictures to executives. Charge employees to vote and award the entry with the most right answers a fun prize.
- **Scavenger Hunt** Employees pay an entrance fee to hunt for hidden items around the office or neighborhood. Give employees a time limit. Award the winning team a prize. Add themes by having employees dress as detectives or hunt for themed items.
- **Board Game Contest** Recruit employees to play a chosen board game. Create a pool around the winning team or allow employees to move/acquire a game piece for every returned pledge card.

#### **OTHER IDEAS**

- Jeans Day Everyone loves an opportunity to wear jeans to work for a day. Have employees pay \$5 to wear jeans to work for a day, or \$20 for a week with all funds raised going to United Way. Employees can wear stickers saying "United Way Jeans Day." Or, to encourage more people to donate, set a participation goal that rewards "Friday Jeans Days" for the remainder of the year if that goal is met.
- Lose Your Locks Have employees volunteer to cut their hair or shave their heads if goals met.
- Balloon Pop Employees or vendors donate prizes for this event a variation of a traditional raffle. Before filling a balloon with helium, put a note inside with the name of a prize. Employees buy a balloon and pop it to find out what prize they have won.
- **Funniest Home Video** Employees bring in tapes of funny moments caught on tape. Vote on the best video, winner gets a prize.
- **Casino Night** Provide a few game tables, one bingo table, beanbag toss and snack table. Employees and their families create a successful casino night. Have local businesses donate prizes for the winners.
- White Elephant Sale Have items in storage you do not use? Gifts you never returned? Donate them to the sale or conduct a gift exchange. Your trash is someone else's treasure!
- ETO (Extra Time Off) Goodie Bags Assemble and sell bags of candy. Each bag includes a slip of paper with messages such as, "Congratulations. You won 4 hours of extra time off," or "Sorry, you didn't win extra time off. Please play again."



#### SAYING THANK YOU

During and after a campaign, it's important to say "thanks" to all the employees who volunteered their time and energy. Here are some ideas to convey your gratitude:

- Host a "thank you" breakfast or luncheon at a local restaurant or have management cook food on office premises.
- Develop a bulletin board featuring your employees' efforts: hang a giant thank you card, post a thank you from an agency or develop a collage of photos of your employees doing volunteer work or helping with the campaign.
- Spend a few minutes at the next staff meeting during which your CEO can congratulate employees and acknowledge campaign workers.
- Start the day on the right foot by delivering coffee and pastries to each employee's desk.
- Partner with kids from a United Way agency and have them draw "thank you" cards for employees.
- Run a "thank you" ad in your company newsletter.
- Hand out pens, hats, T-shirts or notepads with the United Way logo on them.
- Insert "thank you" notes with paychecks or pay stubs.
- Distribute candy with a personalized note from management.
- Display thank you messages on computer screens, bulletin boards, voice mail, etc.



### **INCENTIVES & PRIZES**

- Traveling trophy for department with highest participation
- Bonus vacation days
- Prime parking spaces/free parking
- Movie passes
- Department pizza party
- Day off to do volunteer work
- Chair or hand massage

- Lunch or dinner with CEO
- Gift baskets or goodie bags
- Early dismissal on Friday
- A two-hour lunch break
- Sleep-in-late/leave-workearly pass
- Job swap (boss does winner's job for a day)
- Gift certificates donated by local merchants

- Mugs, T-shirts, key chains, etc., with company logo
- Casual days
- Lottery tickets
- Cafeteria coupons
- Employee-designed T-shirts
- Celebrity autographed items

### HOW CAN WE HELP?

- We want to celebrate you and share the amazing things you are doing! Tag us in your posts and use
  #HeartlandUnitedWay and #LocalLove to promote the work you are doing to strengthen the community!
  We will share with our network too!
- Create a social media plan for your United Way workplace campaign, before it starts. Make note of any special events you have planned, guest speakers, and volunteer projects you'd like to highlight. Scheduling posts in advance is a great way to make sure you don't forget anything!
- "Share," and "repost" any content directly from our United Way platforms. We love the opportunity share your content!
- Need a logo or graphic for an event, post, or printed material? Email us at <u>info@heartlandunitedway.org</u> and include information about your upcoming event. We can get you what you need and go the extra mile to make it perfect and on-brand!
- **Photos and Videos** Please make sure to take photos and videos at your events. We want to see you in action! We will use these photos and videos in a variety of ways.