VIRTUAL AMBASSADOR CHECKLIST

BEFORE CAMPAIGN		
DEFUNE CAMIFAIUN		
Meet with Leadership &	How will staff attend online?	Secure employee incentives
Identify Campaign Date	Large or small meetings?	Review Digital Toolkit
Recruit additional	Prep Pledge Forms	
Ambassadors	Frep Fledge Forms	Send out invitations
4 111 111 111		
— 1 WEEK OUT —		
Send out reminder to staff	Ensure online pledge form is up and running	Update Project Manager with number of RSVP's
Confirm leadership will attend and speak	Send out reminder email about kick-off	
— DAY OF KICK OFF		
— DAT OF NICK OFF		
Resend Invitation	Reminder —One time giving also	Campaign will run for 2 weeks
Make sure online link is	available through online link	Ready. Set. INSPIRE!
working	Send out complete digital toolkit to staff	
Track all check / cash gifts		
— CAMPAIGN CLOSE 8	R FOLLOW UP	For more information
		about United Wa of San Joaquin Count
Ensure everyone had a chance to give	Review campaign numbers & submit campaign envelope	call 209-469-6980 o
Discuss campaign matching	Send out Thank you email	
Volunteer Opportunities		GIVE —
		LOCAL,
		LOCAL.

