**2019 UNITED WAY**

**EMPLOYEE CAMPAIGN TIMELINE**

|  |  |
| --- | --- |
| **Monday, September 9th**  **Wednesday, September 11th**  **Friday, September 13th** | Employee and ePledge Campaign Ambassador Trainings |
| **Tuesday, October 1st** | **Employee Campaign Starts** |
| **October 1st – October 4th** | Schedule a United Way presentation for staff and distribute United Way materials. |
| **Monday, October 7th** | **Last day to submit Request for Adjustment of Goal to**  [**mdcps-epledge@unitedwaymiami.org**](mailto:mdcps-epledge@unitedwaymiami.org) |
| **October 7th – October 11th** | Email United Way Campaign video to staff, along with a reminder to donate. |
| **October 14th – October 18th** | Ask your Principal/Head Administrator to donate…don’t forget Assistant Principals too! |
| **October 21st – October 25th** | Ask your ePledge Ambassador to print an ALL EMPLOYEES report. Follow up with coworkers that haven’t made a donation yet. |
| **October 28th – November 1st** | Close to your goal? Why not hold a potluck lunch or a bake sale. Remember to collect all cash and check donations, checks should be made out to **United Way of Miami-Dade**. |
| **Friday, November 1st** | **Employee Campaign Ends** |
| **November 4th – November 8th** | **Place Employee Campaign package in school mail** |
| **November 11th – November 15th** | Hand deliver campaign package to United Way of Miami-Dade (3250 SW 3rd Avenue, Miami, FL 33129). |
| **November 22nd** | First payroll deduction for 2019 Employee Campaign |