**M-DCPS United Way 2020 Employee Campaign Timeline**

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| October 2nd, 2020 – October 8th, 2020  | Employee and ePledge campaign virtual ambassador trainings  |
| October 12th, 2020  | Employee campaign begins  |
| October 16th, 2020  | Last day to submit Request for Adjustment of Goal to mdpcs-epledge@unitedwaymiami.org  |
| October 21st, 2020  | Email United Way Campaign video to staff with a friendly reminder to donate  |
| October 26th, 2020  | Ask your Principal/Head Administrator to donate...don’t forget assistant principals too! |
| November 2nd, 2020 & November 9th, 2020  | Ask your ePledge Ambassador to print an ***all employees report***. Follow up with colleagues who have not submit a donation yet |
| November 12th, 2020  | Employee campaign closes  |
| November 13th, 2020 – November 17th, 2020  | Place Employee campaign package in school mail  |
| November 18th, 2020  | Hand deliver campaign packages to United Way of Miami-Dade  |
| December 4th, 2020  | First payroll deduction for 2020 Employee Campaign  |