

SPEAKERS BUREAU?

Stories are incredibly important in sharing the impact of United Way of the Concho Valley and our Community Partners. Our experience shows that workplace campaign meetings which include a speaker tend to raise more money and help individuals better connect with the United Way's mission. Personal stories of United Way's impact in our community and bring to life the importance of giving. United Way of the Concho Valley Speakers' Bureau is a group of trained volunteer speakers, including Community Partner staff, community volunteers, and people served by United Way Community Partners. These volunteers prepare five minute presentations about United Way and its impact to share at workplace campaign meetings



Loaned Executives or companies can request a speaker for their campaign meetings through United Way Staff.

- Make the Request to United Way
- United Way will assess the Campaign and help decide who the best speaker options will be
- United Way will get speaker confirmed
- LE and United Way will help communicate to Campaign who their speaker will be

HOW
does
IT WORK?

Volunteer speakers typically present at 2-3 campaign meetings within a given campaign cycle. However, speaker availability and other factors may increase or decrease this average.



UNITED WAY of the Concho Valley SPEAKERS' BUREAU

HOW ARE SPEAKERS SCHEDULED?

Campaign Coordinators contact United Way to request a speaker for their campaign meeting. When a speaker request is received, we look at several factors, including speaker availability and who has spoken at that workplace in the past.

HOW SOON DO I NEED TO NOTIFY UNITED WAY OF A SPEAKER REQUEST?

Please notify us as soon as possible when a request is received. Finding the best fit and scheduling him/her can take time. We will work as quickly as we can, but the more time we have, the easier it is to meet the workplace's needs.

WHAT IF I RECEIVE A SPEAKER REQUEST AT THE LAST MINUTE?

Although we would like for all of our workplace campaigns to organize their meetings well in advance, we understand things happen. We have several speakers that we can call for short notice requests. Let us know about the request as soon as you can.

CAN A WORKPLACE REQUEST A SPECIFIC SPEAKER OR COMMUNITY PARTNER?

Absolutely, we do our best to fulfill all specific requests!

WHAT SHOULD I DO IF THE SPEAKER IS RUNNING LATE OR DOES NOT SHOW?

Although we do our best to avoid them, scheduling mishaps and unforeseen circumstances do occasionally occur. If the speaker is running late, he/she has been instructed to call the campaign coordinator, the Loaned Executive, or the United Way staff member attending the meeting. If you do not hear from him/her, please use the contact information provided in the calendar invite to get in touch with them. If the speaker can arrive within a time frame that will not inconvenience the workplace, work with the campaign coordinator to rearrange the meeting agenda. If the speaker will not arrive in time or you are unable to reach him/her, we encourage you to share your personal United Way story, what you have experienced as a Loaned Executive, and why giving to the Community Fund makes an impact.

WHAT DO I DO IF A SPEAKER CANCELS AT THE LAST MINUTE?

We ask that speakers make every effort to keep their commitment to speak at the campaign however, occasionally things arise. We request that the speakers let us know as soon as possible if they need to cancel. If time allows, we will schedule another speaker. If not, we encourage you to be prepared to share your United Way story.