

UNITED WAY SPEAKERS' BUREAU

FREQUENTLY ASKED QUESTIONS



HOW ARE SPEAKERS SCHEDULED?

Campaign Coordinators contact United Way or their assigned Loaned Executive 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. When we have scheduled a speaker, the Loaned Executive will be included on a calendar invite with the meeting details, and the contact details for the speaker, the campaign coordinator, the Loaned Executive, and the United Way staff member attending the meeting.

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.

United Way Concho Valley



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WHERE DOES MY CONTRIBUTION GO?

All funds in the Campaign go into the Community Fund unless a donor designates a specific agency. United Way volunteers evaluate overall community needs and Partner Agency programs and allocate the money wisely. The Community Fund is the best way to help the most people.

WHO DECIDES HOW MY DONATION GETS SPENT?

In the spring, trained volunteers evaluate community needs and the services provided by United Way Community Partners. The review assures that all gifts are used in a manner that best meets the needs of the community. These volunteers make funding recommendations to the United Way Community Impact Council and Board of Directors for final approval. If you are interested in helping in this process, please call the United Way office or email info@uwcw.org.

WHAT ABOUT THE PRESSURE TO GIVE?

United Way of the Concho Valley has specific policies against pressuring anyone to give. The decision to give is a personal one and up to each person. No one should be pressured or coerced into giving.

HOW MUCH OF MY DONATION STAYS IN THE CONCHO VALLEY?

The money raised in the Concho Valley stays in the Concho Valley. Our organization sends 1% of the total amount raised to United Way Worldwide as our membership fee. This fee provides us with national fundraising opportunities, marketing, and staff training support that helps us improve services within the Concho Valley.

CAN I GIVE MY GIFT TO A SPECIFIC AGENCY?

Yes, the designated contribution selection allows donors to pick a specific agency to receive their gift. The agency must be a current funded Community Partner. There is a minimum gift of \$50 for each designation.

AS A LOANED EXECUTIVE, WHAT IF I GET A QUESTION THAT I DON'T KNOW HOW TO ANSWER?

Don't be afraid to ask for help. A United Way staff person will be present at every campaign meeting with you. Additionally, we are always happy to follow up with the contact if needed.

LIVE UNITED

United Way Concho Valley

