



# 2019 ANNUAL WORKPLACE CAMPAIGN INFORMATION FORM

Please email completed form to [forms@communityshares.org](mailto:forms@communityshares.org)

## Workplace Information

Full Workplace Name: \_\_\_\_\_

Number of employees at workplace: \_\_\_\_\_

Complete Mailing Address: \_\_\_\_\_

Name and Title of the Head of Your Workplace: \_\_\_\_\_

Website: \_\_\_\_\_

## Campaign Manager Contact Information

2019 Campaign Manager: \_\_\_\_\_ Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_ Email: \_\_\_\_\_

Would it be helpful to meet with someone from Community Shares?  Yes  No

## Campaign Information

Start Date: \_\_\_\_\_ End Date: \_\_\_\_\_

Is the campaign being run in conjunction with a United Way campaign?  Yes  No

Are there any other federations included in your campaign? Please list: \_\_\_\_\_

Is your workplace a United Way Pacesetter this year?  Yes  No

Are you planning a kickoff event?  Yes  No Date: \_\_\_\_\_

Please check here if you would like information about conducting an online campaign. *(This is free and Community Shares sets it up.)*

## Details Regarding Campaign Materials

Number of brochures/ pledge forms needed: \_\_\_\_\_

Number of posters needed: \_\_\_\_\_

Number of report envelopes needed: \_\_\_\_\_

Prefer joint pledge form (with United Way, UNCF, EarthShare Ohio, etc.)

Will use Community Shares pledge form

Complete address for materials delivery (if different from above): \_\_\_\_\_

Electronic Copies of materials needed:  Yes  No

Need materials by (date): \_\_\_\_\_

## Additional Information

Would you like Shares to make a presentation to your employees?  Yes  No

Preference on a Member Group(s) to speak:

\_\_\_\_\_  
*(We will try to accommodate)*

Suggestions for improving the campaign:

**THANK YOU!**

Questions: Call the office at 216.361.9920 or email [forms@communityshares.org](mailto:forms@communityshares.org)