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Middlesex United Way

2009/10 CAMPAIGN SUPPLIES ORDER FORM

Your Name: _____ Date: _____
 Employer: _____ Title: _____
 Address: _____ City: _____
 Phone: () _____ Email: _____

Date supplies needed: _____

- OPTIONS:** Please deliver our supplies Please mail the requested supplies (*small orders only*)
 We will arrange to pick up supplies from the Middlesex United Way office
(Supplies may be picked up Monday – Friday, 8:30 a.m. – 4:30 p.m.)

AVAILABLE ITEMS (see reverse for descriptions)

Item	Quantity
2009/10 Coordinator's Guide	
Pledge Materials	
Employee Pledge Forms	_____
Donor Designation Forms NEW	_____
Report Envelopes	_____
Campaign Brochures: "Don't just wear the shirt, live it!"	
Local Campaign Film: "I Can."	<input type="checkbox"/> DVD <input type="checkbox"/> VHS
Posters (<i>Customizable with your company name. Contact us for details.</i>)	
General Posters	_____
Thank You Poster	_____
Payroll Inserts (<i>Customizable with your company name. Contact us for details.</i>)	
Table Tents	
LIVE UNITED Stickers	
Thank You Post Cards	
What Does \$52 Provide? Flyer	
2009 Official NFL Schedules	
Other: 2-1-1 marketing materials, LIVE UNITED t-shirts, pens, balloons, etc. (<i>Contact us with special requests.</i>)	



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DESCRIPTIONS OF CAMPAIGN SUPPLIES

2009/10 Coordinator's Guide: This “how-to” packet includes strategies and tips for running an effective workplace campaign, including the top 20 best practices, sample email messages, a sample group meeting agenda, and your campaign checklist.

Employee Pledge Form: Provides options for giving through payroll deduction or making a one-time gift by check or credit card. Also allows donors to direct their gift to a specific United Way focus area (education, income, health and housing). Information about our goals and funding partners is on the reverse. Must be completed and signed by all employees who wish to participate in the campaign. Forms are 3-part, carbonless and pin fed.

Donor Designation Form: *NEW THIS YEAR.* Used in conjunction with the pledge form for donors who choose to direct their gift to a specific funded agency or another United Way. Includes list of funding partner designation codes.

Report Envelope: All pledge forms, donor designation forms and one time payments should be returned in a Report Envelope. You can also specify billing preference for your company's payroll gift. If you have multiple locations, request an envelope for each site. Be sure to include total number of employees in your organization.

Campaign Brochure: This brochure provides an overview of Middlesex United Way and our goals in the focus areas of education, income, health and housing. Also includes information about our funding partners and ways to get involved and Live United. For distribution to all employees.

Local Campaign Film: This inspiring film features local individuals sharing “I Can” statements, set in some of the most picturesque and recognizable locations throughout Middlesex County. Each “I Can” statement refers to a program, service, or initiative that United Way supports. Watch the film and see what we can do together for our community through United Way. Available in DVD or VHS. Total running time is about 2:00 (looped version also available).

Posters: General posters come in a variety of designs to help create awareness about the campaign. Thank You posters are a great way to let people know their generosity is appreciated. Display posters year-round for added visibility. Posters are 11” x 17.” *Customizable with your company name. Contact us for details.*

Payroll Insert: Payroll inserts are a simple and effective way to share United Way messages with employees. Use them prior to and during the campaign. Inserts are 3.5” x 8.5” . *Customizable with your company name. Contact us for details.*

Table Tent: Table tents are a simple yet highly-visible way to promote United Way. Place them in your lobby, the staff lounge – even on your desk – throughout the year.

LIVE UNITED Sticker: Similar to “I voted” stickers, featuring the United Way logo and two simple but important words: Live United. Give them out when people turn in pledge forms or use them for casual day.

Thank You Post Card: Thank donors with a United Way post card. Can be given when a donor turns in their pledge form, or distributed via internal office mail. A personalized note adds a nice touch.

What Does \$52 Provide? Flyer: Includes more than 20 examples of what our funding partners accomplish with a \$52 gift to Middlesex United Way. Distribute with pledge forms, at staff meetings, or share examples in “Did you know?” email messages. Encourage current donors to “step up” and give \$1 more and invite non-donors to “step in” with a dollar per week donation. It's a simple message that really resonates!

2009 Official NFL Schedule: One of our most popular items! Complete 2009/10 pocket schedule for every NFL team, featuring Arizona Cardinals quarterback Kurt Warner and information about 2-1-1. Makes a great giveaway.

Other: Contact us about 2-1-1 marketing materials, including brochures, bookmarks and wallet cards. Additional United Way items are available on special request, including **LIVE UNITED** t-shirts, pens and balloons. United Way of America merchandise catalogs are also available. Logo imprinted mugs, pins, clothing, hats and more can be ordered from this catalog.