



Ideas on How to Run Your Employee Giving Campaign

1. Attend Coordinators' meeting on Thursday, May 31, 2018.
2. Plan an employee meeting to present theArtsFund.
3. Call the ArtsFund office at 212-8303 and schedule someone from theArtsFund to help with your presentation.
4. Put up flyers/Posters and send emails telling your office/ department about theArtsFund campaign meeting.
5. Invite your associates to bring examples of their children's art from home and display it during your campaign meetings. "Refrigerator Art."
6. Make sure that you have enough ArtsFund flyers and contribution forms for all the employees in your department or area.
7. Run the presentation. Use the **Coordinator Presentation Information** in your packet to help you make the case for support.
8. Show the campaign video. DVD copies available. Video is also available on our website at <http://www.theartsfunds.org/>
9. Suggest a minimum "\$2.50 for 24 pays to get the ArtsFundCard".
10. At the end of the presentation, encourage employees to fill out their contribution forms at the end of the meeting and turn them in to you. Collect the completed forms, giving the pink copy to the employee. Forward the white and yellow copies to Monica Martinez, Special Projects Coordinator. 210-335-7060
11. Thank your employees for their generosity and leadership in donating to the ArtsFund. And thank you, thank you, for doing a great job for the ArtsFund!

Any questions, or if you need help call Monica, 210-335-7060 or email monicamartinez@bexar.org. or Kathy LeMaster at theArtsFund, 210-212-8303.