



**UNITED in
PURPOSE**



2023-2024 EMPLOYEE CAMPAIGN COORDINATOR GUIDE




United Way of Johnson & Washington Counties



United Way of Johnson & Washington Counties

1150 5th Street, Suite 290
Coralville, IA 52241

319-338-7823

UnitedWayJWC.org



TABLE OF CONTENTS

Welcome Message.....	1
Community Needs and the United Way Impact.....	2-4
Partner Agencies.....	5
Employee Coordinator Basics	
Campaign Timeline.....	6
Communications & Resources	7
Campaign Support Contacts.....	7
Events & Incentives.....	8
Community Engagement.....	9-10
Frequently Asked Questions.....	11-12

Thank you for serving as an Employee Campaign Coordinator (ECC) for the '23-'24 United Way of Johnson & Washington Counties Campaign for Our Community!

As an ECC, you have the unique opportunity to harness the generosity, talent and energy of your workplace to give back to our community and help United Way's efforts in building a stronger, healthier community.

The information in this guide will help you plan and execute a smooth, successful United Way campaign. We encourage you to take advantage of the materials we've provided and know your United Way is always ready to support you!



Thank you for Uniting in Purpose and joining our United Way team!

WHAT DOES UNITED WAY DO?

COMMUNITY NEEDS AND THE UNITED WAY IMPACT

COMMUNITY NEED

PHYSICAL, MENTAL AND EMOTIONAL WELL-BEING AND SAFETY

18% of our neighbors report having poor mental health for nearly 2 weeks of each month.

United Way's Health and Safety initiatives, along with our investments in a variety of community partners, are committed to making a positive impact on the emotional and physical well-being of the whole person.

Our Social and Emotional Support initiatives are designed to foster meaningful connections, spread positivity, and uplift individuals who may benefit from an extra dose of care.



Healthcare Barriers



COST



UNINSURED OR UNDER-INSURED



TRANSPORTATION



LACK OF LOCAL QUALITY CARE

Of the 154,000 adults in Iowa who did not receive needed mental health care last year, **29.3% DID NOT BECAUSE OF COST**

UNITED WAY IMPACT

\$379,788 in Partner Investments to agencies meeting health needs:

- Abbe Mental Health Center
- Domestic Violence Intervention Program (DVIP)
- Geriatric and Special Needs Dental Program
- Healthy Kids: School-Based Health Clinics
- Hillcrest Family Services
- Iowa City Free Medical & Dental Clinic
- Meals on Wheels of Johnson County, a Program of Horizons
- National Alliance on Mental Illness - Johnson Co.
- Aging Services, Inc./Pathways Adult Day Health Center
- Rape Victim Advocacy Program (RVAP)
- Visiting Nurse Association (VNA)

269
SENIOR
VOLUNTEERS

...were engaged in the community, serving a total of **14,419** hours, through our **55+ Retired Senior Volunteer Program**

781
RIDES
PROVIDED

...at **no cost** to seniors and disabled adults to medical appointments through our **Medical Transportation Program**

79 6th
GRADERS
CONNECTED

...to senior volunteers to form relationships and practice writing through our **Pen Pals Program**

WHAT DOES UNITED WAY DO?

COMMUNITY NEEDS AND THE UNITED WAY IMPACT

COMMUNITY NEED

EDUCATION AND SCHOOL READINESS

35% of third grade students in Johnson and Washington Counties are not reading at grade level.

United Way is shaping success from the ground up. Research highlights that third-grade reading proficiency is a strong predictor of academic success and we are committed to preparing our youngest community members for excellence. United Way volunteers create various activities for early learners that are then distributed to children through kindergarten orientations, literacy nights, and other interventions in high-poverty schools.

Educational Barriers



READING PROFICIENCY



LANGUAGE

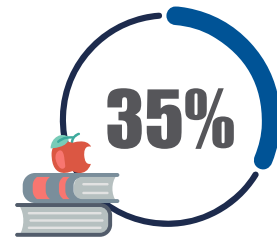


DIGITAL DIVIDE



HIDDEN LEARNING DISABILITIES

35% of Third grade students in Johnson and Washington Counties are not reading at grade level.



UNITED WAY IMPACT

\$331,247 in investments to Partner Agencies meeting education and early childhood needs:

- 4C's Community Coordinates Child Care
- The Arc of Southeast Iowa
- Big Brothers Big Sisters of Johnson County
- Girl Scouts of Eastern Iowa and Western Illinois
- Hawkeye Area Community Action Program (HACAP)
- Joan Buxton School Children's Aid
- Neighborhood Centers of Johnson County
- United Action for Youth (UAY)
- 80 volunteers served as Reading Buddies in our elementary schools

Community Partners & Volunteers have come together to provide:

2,280

BOOKS THROUGH DRIVES

1,146

LITERACY KITS

547

MATH & STEM KITS

WHAT DOES UNITED WAY DO?

COMMUNITY NEEDS AND THE UNITED WAY IMPACT

COMMUNITY NEED

FINANCIAL STABILITY, SUPPORTING INDIVIDUALS & FAMILIES

As the cost of basic needs outpaces wages, 35% of Johnson and Washington County residents cannot afford the cost of living.

At United Way, our commitment to community well-being extends to fulfilling the basic needs of individuals and families. Through partner investment and a range of initiatives, we aim to bridge gaps to provide essential support and recognize the importance of family moments and celebrations to uplift families.

Financial Barriers



CHILD CARE



HOME OWNERSHIP



ACCESS TO FOOD



PARTNER VIOLENCE



35%

Over 1 in 3 Johnson and Washington County residents cannot afford the cost of living.

UNITED WAY IMPACT

\$386,700 in Partner Investments to agencies meeting family and Individual needs:

- CommUnity Crisis Services and Food Bank
- Coralville Community Food Pantry
- Free Lunch Program
- Goodwill of the Heartland
- The Housing Fellowship
- Iowa Legal Aid
- Iowa Valley Habitat for Humanity
- North Liberty Community Pantry
- Shelter House
- Table to Table

131 Local Families supported through Holiday Adopt-a-Family

131
FAMILIES

1,300
SCHOOL SUPPLIES

1,300 School Supplies provided to partner agencies to support local families back to school needs

PARTNER AGENCIES

TO UNITED WAY OF JOHNSON & WASHINGTON COUNTIES

Education:

- 4Cs Community Coordinated Child Care
- The Arc of Southeast Iowa
- Big Brothers Big Sisters of Johnson County
- Girl Scouts of Eastern Iowa and Western Illinois
- Hawkeye area Community Action Program
- Joan Buxton School Children's Aid
- Neighborhood Centers of Johnson County
- United Action for Youth

Financial Stability:

- CommUnity Crisis Services and Food Bank
- Coralville Community Food Pantry
- Free Lunch Program
- Goodwill of the Heartland
- The Housing Fellowship
- Iowa Legal Aid
- Iowa Valley Habitat for Humanity
- North Liberty Community Pantry
- Shelter House
- Table to Table

Health:

- Abbe Mental Health Center
- Domestic Violence Intervention Program
- Geriatric & Special Needs Dental Program
- Healthy Kids: School-Based Health Clinics
- Hillcrest Family Services
- Iowa City Free Medical & Dental Clinic
- Meals on Wheels of Johnson County, A Program of Horizons
- National Alliance on Mental Illness - Johnson Co.
- Aging Services, Inc./Pathways Adult Day Health Center
- Rape Victim Advocacy Program
- Visiting Nurse Association



EMPLOYEE CAMPAIGN COORDINATOR BASICS

CAMPAIGN TIMELINE

6 Weeks Before

- Attend ECC Training, hosted by United Way
- Review previous campaign's performance, determine opportunities & challenges
- Meet with your CEO to confirm their commitment
- Recruit and train a campaign team to help you run the campaign and plan fundraising events
- Develop campaign goals and strategies with your campaign team
- Develop campaign timeline with dates and goals-share with UWJWC

4 Weeks Before

- Plan your campaign theme and special events
- Set dates for employee meetings and agency tours or visits
- Contact United Way about speakers for employee meetings
- Download/Request digital support materials, including digital landing page, web-based pledge forms and brochures for all employees

2 Weeks Before

- Promote your campaign special events and meetings
- Conduct a leadership giving campaign, one of the best ways to increase the success of your overall campaign
- Send communications from the CEO endorsing and announcing the campaign

Kickoff Celebration

- Launch your campaign group meetings
- Make all employees receive materials & have an opportunity to give
- Conduct special events and activities
- Publicize interim campaign results
- Send follow-up emails every few days to keep up enthusiasm and build awareness; include community facts and success stories
- Have fun!

After Your Campaign

- Wrap up campaign
- Calculate results and submit final reports to United Way
- Announce results to your staff
- Thank all contributors with a celebration event, letter, email
- Conduct a campaign debrief with your team and develop a written summary for next year



EMPLOYEE CAMPAIGN COORDINATOR BASICS

COMMUNICATIONS & RESOURCES

Consistent and clear messaging for your employees is key to a successful campaign.

We've compiled sample messages and resources to help you throughout the entire campaign. Visit the Campaign Toolkit on our website to share our Campaign video, brochure, and infographics and use and customize throughout your campaign. The Campaign Toolkit also gives you access to additional digital support materials including videos, logos, and more!

Campaign Materials

- Campaign Videos
- Brochure
- Pledge Form
- Corporate Pledge Form
- PowerPoint Presentation

Sign up for our eNewsletter!

unitedwayjwc.org/newsletter-signup

Company Website

United Way Website: We have created a digital home for your campaign. If requested, your company will have a private landing page with a webform pledge card!

Visit UnitedWayJWC.org

Workplace Campaign Support Team



Kaila Rome
Director of Development &
Marketing
kaila.rome@unitedwayjwc.org

Jennifer Banta, President & CEO
jennifer.banta@unitedwayjwc.org

Emily Meister, Director of Community Impact &
Engagement
emily.meister@unitedwayjwc.org

Maria Upah, Director of Finance & Operations
maria.upah@unitedwayjwc.org

Amy Schaefer, Office Coordinator
amy.schaefer@unitedwayjwc.org

Wendy Nolan, Community Impact & RSVP Coordinator
wendy.nolan@unitedwayjwc.org

Communications

- Campaign Kickoff Announcement
- List of United Way Community Initiatives
- Special Event List
- Day of Caring Poster
- #Why I Give Card
- Social Media Frames
- Post-Campaign Thank You email
- Email to Prospective Leadership Donors



**United Way of Johnson
& Washington Counties**



1150 5th Street, Suite 290
Coralville, IA 52241
319-338-7823
UnitedWayJWC.org

EMPLOYEE CAMPAIGN COORDINATOR BASICS

EVENTS & INCENTIVES

Campaign-focused events and incentives can be the keys to generating enthusiasm and interest among employees. Here are some fun ways to bring people together to increase participation and dollars raised.

Event Suggestions and Ideas:

Food brings People Together! Whether you cookout or cook-off your initial campaign meeting needs to grab your employees attention and encourage them to attend.



Host a Cook-Off Fundraiser!

Ask your co-workers to bring in their favorite crockpot recipe. For a small fee, employees can fill their plates and vote for their favorite dish. Bragging rights all around for the winning recipe.



Make it a fundraiser – with Office Olympics!

Set up games like paper clip jump rope, office chair races or trashcan basketball. Allow teams to “buy” head starts and other advantages, all benefiting your campaign. Incentives reward those who participate in the campaign.



OR

Get the team on the field with a company softball or pickleball tournament! Have a team entry fee, offer food and beverages to purchase at the game for athletes and friends.

INCENTIVE IDEAS

Consider incentives for employees who:

- Make their pledge (portal or paper) on the first day, or during the kickoff event
- Give generously at the leadership level (\$1,000 or more)
- Donate for the first time
- Increase their previous year’s donation

OTHER IDEAS

Casual dress day, VIP parking spaces, PTO days (half or full), shirts/hats/other company apparel, one week of coffee delivery by the CEO, raffle baskets, awards, gift certificates to community vendors, event admission passes.

Healthy Competition:

A little competition can bring out the best in your co-workers and your United Way campaign

COMMUNITY ENGAGEMENT

VOLUNTEER IDEAS

Workplace volunteering boosts your reputation, engages customers, and motivates employees, driving positive community change through convenient projects.

Onsite or at-home opportunities are impactful for volunteer groups and pair well with conferences, corporate settings & campuses. These often require funding for sustainability.

SUPPORT OUR INITIATIVES AND PARTNERS BY ORGANIZING A FUNDRAISING EVENT

At home, with your co-workers, or alongside your family and neighbors, you can contribute to all of our initiatives, or choose one you are passionate about, by hosting your very own fundraising event. Try a bake sale, car wash, plant sale, or unleash your creativity to devise a unique concept!

EDUCATION & SCHOOL READINESS

Join us in shaping success from the ground up. Research highlights third-grade reading proficiency as a predictor of academic achievement. United Way is committed to preparing our youngest community members for excellence. With varied volunteer projects, you're instrumental in turning this vision into reality. Our initiatives cover Kindergarten orientation, literacy nights, and interventions in high-poverty schools, creating a direct impact on young lives.

Literacy Kits combine children's books and interactive activities to bring the joy of reading to life.

Cost: \$8/kit

Alphabet Flash Cards knowledge of letter names & shapes is a strong predictor of success in learning to read.

Cost: \$2/kit

Magic Reading Carpets vibrant Magic Reading Carpets inspire young readers and create mobile book nooks that spark excitement for books and reading.

Cost: \$6/kit

Math & STEM Kits diverse Math Kits foster interactive learning, while STEM Coding Kits use playful activities to introduce coding and problem-solving.

Cost: \$4-\$6/kit

Organize a Book Drive: boosts book access for young readers, collecting year-round and during our April event to inspire reading passion.

Cards for Homebound Seniors A simple card holds the power to bring joy to someone's day. This initiative emphasizes the significance of heartfelt gestures. Receiving a holiday or cheerful card can be a source of profound comfort for homebound seniors, reminding them that they're not alone and that someone cares.

PHYSICAL, MENTAL & EMOTIONAL WELL-BEING & SAFETY

Your involvement in United Way's Social & Emotions Support and Health Access initiatives is an investment in the well-being of individuals across our community.

COMMUNITY ENGAGEMENT

VOLUNTEER IDEAS

FINANCIAL STABILITY, SUPPORTING INDIVIDUALS & FAMILIES

At United Way, our commitment to community well-being extends to fulfilling the basic needs of individuals and families. Through a range of initiatives, we aim to bridge gaps and provide essential support where it matters most. Additionally, we recognize the importance of family moments and celebrations. Through our Family Celebration Support initiatives, we strive to uplift families in times of joy and create memorable experiences that resonate for a lifetime.

Teen Hygiene Kits supports teens in need with essential personal care items, reinforcing well-being and dignity through distribution via organizations and schools.

Cost: \$8/kit

Organize a Collection host a collection drive to distribute vital resources in the community—essentials like winter wear, hygiene items, school supplies, and more.

Birthday Bash Bags ensures every child's birthday is special by providing gift bags filled with party essentials, supporting families in shelters and food pantries.

Cost: \$6/kit

Holiday Adopt-a-Family unites partners to support families in need, spreading joy and making the season brighter.

Cost: Varies by family

Local Volunteering: Connect with a Non-Profit Partner

United Way's Local Volunteering initiatives provide you with a direct path to creating positive change in your community. Whether you're looking for individual or group opportunities, we're here to connect you with meaningful ways to get involved. Join us in taking action today.

Volunteer Website: Your Gateway to Giving Back

Explore the breadth of local volunteer opportunities through United Way's online volunteer matching website. This platform features a comprehensive listing of one-time, ongoing, and event-based volunteer roles offered by nonprofits and organizations in your area. Visit unitedwayjc.galaxydigital.com to discover how you can lend a hand where it's needed most.

Volunteer Express Newsletter: Stay Informed, Make a Difference

Stay up to date with our community's pressing needs for one-time and event volunteers through United Way's monthly Volunteer Express Newsletter. This resource equips you with the latest information on ways to get involved and contribute meaningfully. Sign up today to stay informed about opportunities that align with your interests and availability.

Group Projects: Uniting for a Greater Impact

Volunteering becomes even more rewarding when you do it together. Our United Way Volunteer Center simplifies group volunteering by matching substantial projects with groups. Whether your group is small or large - be it a corporation, a civic group, a place of worship, a public school, or a neighborhood association - we're here to connect you with impactful projects that bring people together for a common cause.

FREQUENTLY ASKED QUESTIONS

What does the United Way do?

- ▶ **At United Way we improve lives by focusing on:**
- Birth through adult education-academic success & independence skills
 - Building financial stability-sufficient income & essential support
 - Access to healthcare-physical, mental, & emotional well-being & safety

Working directly with the best & most effective partners in the community, United Way finds solutions to today's biggest problems. United Way connects the donor & volunteer to causes that make the most direct impact and provides transparency, fiscal responsibility & accountability.

What happens to my donation?

- ▶ **Your donation will be amplified with other contributions** and the total will be distributed across vetted agencies and collaborative initiatives to address critical community needs.

UWJWC is a 501(c)3 nonprofit organization and all donations are tax deductible. Community volunteers provide oversight of the investment of campaign funds, focused on meeting community needs. The United Way Community Impact Council reviews each funding request and makes recommendations for funding to UWJWC's Board of Directors.

Is it possible to designate my gift?

- ▶ **Yes.** The pledge form gives you the option to designate your gift to a specific cause which you are passionate about.

Designations can be made to a local partner agency, a United Way serving another community, or to any other 501(c)(3) non-profit organization. Each designation must be a minimum of \$50. Unless otherwise designated, donations will be distributed to grants for the 29 partner agencies and to fund United Way programs and initiatives.

United Way provides oversight of the donation to confirm the organization is in compliance and has received a 501(c)(3) nonprofit status determination from the Federal government.

Why should I give to the United Way over giving directly to an agency?

- ▶ **United Way's comprehensive approach to addressing community problems** allows your gift to have the maximum impact, tackle community challenges and improve lives.

United Way is the only non-profit in our area that exists to assess community needs, target resources, and monitor results.

FREQUENTLY ASKED QUESTIONS

What is United Way of Johnson & Washington Counties' administrative & fundraising fee?

Based on the most recent IRS 990, **United Way's operating expense are 16% of total revenue, meaning 84 cents of every dollar goes directly to the community or designation.** This is competitive with the top 100 nonprofits in the U.S. and well below the industry standard & recommendations from the Better Business Bureau Wise Giving Alliance and Charity Navigator.

United Way of Johnson & Washington Counties has earned its sixth consecutive 4 Star Charity Navigator rating. United Way keeps a close eye on expenses while making sure we have the talent, expertise, and systems to raise and invest resources for maximum impact. **Learn More:** unitedwayjwc.org/accountability

Does the United Way have an Endowment Fund?

Yes, United Way Endowment Funds are held at the Community Foundation of Johnson County.

United Way Endowment Fund - to build for the sustainable future of operations and community impact activities

United Way Entrepreneurial Fund - to build the pool of grant funds for innovative approaches to solving community priorities and addressing emerging issues

United Way Healthy Kids School-Based Clinics Endowment Fund - to generate sustainable funding for school-based health clinics

Summerships Endowment Fund - to provide scholarships for low and middle-income youth to participate in out of school time programs and camps

The Washington County Valentine Education Fund - this fund supports education programs and resources for Washington County students and schools.

You can set up a Personal Family Named Fund. For information about a gift to an endowment, contact UWJWC President & CEO, Jennifer Banta at jennifer.banta@unitedwayjwc.org

Is the United Way of Johnson & Washington Counties a local organization?

Yes. Volunteer community leaders form the governing Board of Directors of the United Way, and each Board member serves on at least one of these Board Committees - Strategic Planning, Community Investment, Resource Development and Internal Operations.

Volunteers also participate in making funding decisions and providing oversight of funded organizations through their service on the Community Impact Council.

Volunteers provide leadership on the United Way Campaign Advancement Teams and Workplace Campaign Teams.

DO YOU HAVE OTHER QUESTIONS?

Please view our website at www.unitedwayjwc.org

FOLLOW US



@unitedwayofjohnsonandwashingtoncounties



@uwayjwc



@united-way-of-johnson-&-washington-counties



@uwayjwc



1150 5th Street, Suite 290
Coralville, IA 52241
319-338-7823
UnitedWayJWC.org



UNITED in PURPOSE

