

The Employee Meeting

The employee meeting should be limited to 15 minutes. Some companies allow more time – some less. We can tailor our presentation to meet the needs of your company. In longer meetings more time may be given for employee testimonials, agency speakers, videos and questions/answers.

Group employee meetings are an ideal way to educate your employees about United Way and to encourage participation. Promote attendance with posters, email messages, company newsletters, broadcast voice mail, etc.

Sample Agenda

Welcome & endorsement by CEO/Senior Manager	1 minute
Presentation by United Way staff and/or agency speaker on how contributions make a difference	4 minutes
Video (if time allows)	3-4 minutes
Pledge cards distributed by ECM	1 minute
Questions & answers	2 minutes
Request contribution and discuss incentives for giving	2 minutes
Pledge cards collected	1 minutes
Thank you	1 minute
Total	15 minutes



United Way
of Hall County