

LIVE UNITED®

We fight for the Health, Education and Financial Stability of every person in our community.

LOANED EXECUTIVES (LE'S) are employees of local companies who are loaned, on a part-time basis, by their employers to help with United Way campaigns. LE's assist local companies conduct a successful United Way campaign. They serve as a United Way spokesperson, conveying the needs of the community and promoting community involvement.

REPORTS TO: Team Leaders, Loaned Executive Co-Chairs, and United Way Staff

RESPONSIBILITIES:

- Attend Volunteer Orientation, Friday, July 13, 2018; Volunteer Training in Santa Ana Pueblo, NM (outside Albuquerque), Wednesday - Friday, July 18 - 20, 2018; Loaned Executive meetings each Wednesday morning at 8:00am (Aug 1 - Nov 14); and the Campaign Kickoff (Thursday, September 6)
- Plan and implement company campaigns with Employee Campaign Coordinators and Volunteers on assigned accounts
- Personally contact Employee Campaign Coordinator(s) of each assigned account and provide the name and contact information to United Way
- Secure company's Corporate Gift on a signed Corporate Pledge form and return to United Way office
- Ensure assigned accounts receive necessary campaign materials
- Make United Way presentations at company campaign rallies and ask for employee contributions
- Provide donor support by arranging for speakers, materials and agency tours through the United Way office
- Prospect new companies to support United Way of Amarillo & Canyon
- Keep volunteers and staff fully informed of campaign progress in accounts on a weekly basis
- Collect needed paperwork from assigned companies
- Submit all campaign reports and contributions to United Way campaign in a timely manner
- Evaluate campaign and make recommendations for the next year's Loaned Executive Team

REQUIRED DATES FOR PARTICIPATION:

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|-----------------------------|-------------------------|------------------|---|
| Friday, July 13 | Volunteer Orientation** | 8:00am - 4:00pm | Amarillo College, Washington Street Campus, CUB 208 |
| Wed - Fri, July 18-20 | Volunteer Training** | | Santa Ana Pueblo, NM |
| Thursday, September 6 | Kickoff Luncheon | 11:30am - 1:00pm | Heritage Ballroom, Civic Center |
| Wednesdays (Aug 1 - Nov 14) | LE Meetings | 8:00am - 9:00am | TBD |

MINIMUM TIME REQUIREMENTS: 3-10 hours per week (August-November)

I agree to the above outlined responsibilities as Loaned Executive, and I accept this role in 2018:

**United Way of Amarillo & Canyon believes strongly in the effectiveness of fully trained volunteers. Loaned Executives are required to attend the Volunteer Orientation and Volunteer Training in July. Please contact Jason McCoy with any questions regarding this policy.

Signature: _____

(Printed): _____

Please return this form to Jason McCoy at jason@unitedwayama.org