2019 Dartmouth College Granite United Way Campaign
Ambassador Packet

As a United Way Ambassador your role is to engage your department/area in the work of Granite United Way and Dartmouth’s annual campaign to raise funds for social service agencies in the area. For those who choose not to donate financially, we encourage them to use the volunteer time off policy to volunteer their time at an approved United Way social service organization.

Please take the time to:

- Familiarize yourself with this year’s pledge options for employees.
- If this is your first time as a Department Ambassador, contact a veteran Ambassador or steering committee member about their past campaign outreach process.
- Request email lists for your area(s) from Mimi Simpson or Courtney Rotchford if you are interested in sending out emails to your area.
- Read Dartmouth News and Vox Daily for United Way news and check out emails from the Steering Committee, President Hanlon, and others.
- Review Dartmouth’s Volunteer Time-Off Policy (United Way endorses many organizations, even those that it does not fund, such as the Upper Valley Humane Society or Lebanon Opera House)

Provided below are suggested activities during each week of the campaign:

**Week 1 (October 28 - Nov 1) – Blast Email from President Hanlon, followed by distribution of UW packets via Hinman**

- **MAKE CONTACT WITH EVERYONE IN YOUR AREA OR DEPARTMENT.** Encourage your colleagues to use the online giving option at dartmouth.edu/~unitedway/. Paper pledge forms will be sent out via Hinman Box for arrival around November 1.

**Week 2 (November 4 - 8) – Vox Daily #1 (Tuesday)**

- Talk about the United Way campaign at a team meeting.
- Check VoxDaily for campus-wide raffles and upcoming volunteer opportunities. Encourage use of paid volunteer time off.

**Week 3 (November 11 - 15) – Poster #1 (Tuesday)**

- Hang poster #1 around the public spaces in your area (kitchen, mail area, lavatories).
- Optional - Forward information via email about upcoming volunteer opportunities for Dartmouth employees.

**Week 4 (November 18 - 22) – Blast Email to Faculty**

- Optional - Set up a mini division raffle – honor system. (We are working on getting some swag, but handshakes and “bag carry” can be fun.)

**Week 5 (November 25-27 (Thanksgiving Week) – Vox Daily #2 (Tuesday)**

- Send an email thank you/reminder to your area.
**Week 6 (December 2 - 6) – “Giving Tuesday” Vox Daily #3**

- Optional - Send an additional “Giving Tuesday” email to your area (sample email to follow).
- Check VoxDaily for volunteer opportunities and promote them, if needed
- Optional – Set up a food drive with your office colleagues or participate in group community project such as Holiday Basket Helpers.
- Be on the lookout for an email from your Steering Committee member with an update on campaign effort.

**Week 7 (December 9 - 13) – (Payroll deduction deadline) Poster #2 (Tuesday)**

- Remind colleagues that the deadline for payroll deduction is Friday, December 13
- Check VoxDaily for volunteer opportunities and promote them, if needed
- Optional – Set up a food drive with your office colleagues or participate in group community project such as Holiday Basket Helpers.

**Week 8 (December 16-22) –Vox Daily #4 and Blast Email from Center for Social Impact (Tuesday)**

- Share an email with an update on the division’s progress

**January 2019 - Post Campaign Email, Vox Daily and Dartmouth News**
# 2019 Dartmouth College Campaign for Granite United Way Contacts

**Katie Kobe Kent**  
Area Director, Upper Valley  
Granite United Way  
(603) 298-8499  
*Katie.Kobe@graniteuw.org*

**Paul DeBassio**  
Chief Development Officer  
Granite United way  
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*Paul.Debassio@graniteuw.org*

**Courtney Rotchford**  
Wellness Office  
Dartmouth College  
(603) 646-3706  
*Courtney.L.Rotchford@Dartmouth.edu*

## Dartmouth’s United Way Email

- [Granite.United.Way@Dartmouth.edu](mailto:Granite.United.Way@Dartmouth.edu)
- [Dartmouth.United.Way@Dartmouth.edu](mailto:Dartmouth.United.Way@Dartmouth.edu)

## Dartmouth’s United Way Hinman Box

- Hinman 6123

## Steering Committee

- Rick Mills, Sponsor, Finance & Administration
- Mimi Simpson, Co-Chair, Office of the President
- Courtney Rotchford, Co-Chair, Wellness Office
- Amberlee Barbagallo, Advancement
- Brenda Beard, Thayer School of Engineering
- Jen Bellows, Real Estate
- Cristen Brooks, Women’s, Gender & Sexuality
- Sarah Brooks, Office of the Provost
- Bob Ceplikas, Athletics
- Mitch Davis, Info, Tech & Consulting
- Tracy Dustin-Eichler, Center for Social Impact
- Cindy Falzarano, Tuck School of Business
- Faith Goodness, Geisel School of Medicine
- Katie Hamlin, Office of Communications
- Katie Kobe Kent, Granite United Way
- Dino Koff, Office of the Provost
- Andrea LaCroix, Human Resources
- Nicole Losavio, Advancement
- Stephanie Lunt, Tuck School of Business
- Tim McNamara, Real Estate
- John Steidl, Finance and Administration
- Jonathan Sylvia, A&S – Guarini Institute
- Jennifer Taxman, Library
- Mike Wooten, Dean of Residential Life

## UNITED WAY AMBASSADORS

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<tr>
<th>ADVANCEMENT</th>
<th>ARTS AND SCIENCES</th>
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| Arts and Sciences | Environmental Studies |
| Arts and Sciences | Geography |
| Arts and Sciences | Institute for Writing and Rhetoric |
| Arts and Sciences | Philosophy and Religion |
| Arts and Sciences | Rockefeller Center |
| Arts and Sciences | Spanish and Portuguese, French and Italian, German |
| Arts and Sciences | Women's, Gender, &amp; Sexuality Studies |
| Dean of Faculty | Dean of Faculty |
| Faculty | Economics |
| Faculty | Mathematics |
| Faculty | Sociology |
| Arts and Sciences | Biological Sciences |
| Faculty | AMELL |
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<td>Tracy</td>
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<td>Marylee</td>
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*Note: The table above contains the names and positions of various employees at Dartmouth College.*
1. MY INFORMATION

Please fill in the Granite United Way region that you would like to support with your donation.
If you wish to support another United Way, please see section 3 below.

- Southern (Manchester/Salem/Berchens)
- Merrimack County (Haverhill/Lebanon/Windham)
- Upper Valley (Hanover/Lakeville/Weston Cty, VT)
- North Country (Littleton/Lincoln/Laconia)
- Northern (Carroll/Dartmouth/Coos Counties)
- Central (Laconia/Plymouth/Se. Carroll City)

Prefix   First    M.I.    Last

Home mailing address  Street or P.O. Box
State   Zip

Email address  Personal  Work  (GUW will never rent, sell, or exchange information on our contributors)

Phone   Cell   Home   Work

Birthday (optional)  Employer

2. MY CONTRIBUTION

EASY PAYROLL DEDUCTION – the simplest way to give

A. My pledge per pay period
   - $5
   - $10
   - $15
   - $20
   - $25
   - $50
   - Other $__________

B. Number of pay periods
   - Weekly (52)
   - Biweekly (26)
   - Semimonthly (24)
   - Monthly (12)

OTHER EASY WAYS TO GIVE

- Cash (enclosed)
- Check Payable to Granite United Way (enclosed)
- Credit Card
  Give securely online at www.graniteuw.org or call Granite United Way at 603.625.6939 x113.
- Bill me to my home address  once  quarterly  monthly
- Stock | IRA | Donor Advised Fund
  Please call Granite United Way at 603.625.6939 x105

MY TOTAL ANNUAL PLEDGE $ ____________

Signature ____________________________ Date ______________

☐ My annual gift is $156 or more. Please include me in the Incentive Prize drawing (see reverse).

☐ I am a Loyal Contributor! (I have contributed to United Way for 10 years or more). I have been giving since ____________ to United Way.

☐ I am a Leadership Donor! (Gifts of $1,000 or more). Preferred recognition name ____________________________

☐ Please combine my gift with my spouse/partner’s gift. Spouse/partner’s name ____________________________

☐ I wish to remain anonymous. Please do not include me in the Leadership Giving Listing.

3. CHOOSE YOUR COMMUNITY IMPACT (THIS SECTION IS OPTIONAL)

☐ Option A - I would like my gift to be directed to the following impact area:

  - Education $__________  - Financial Stability $__________  - Health $__________

☐ Option B - Designate this portion of my gift $__________ to another United Way or the 501(c)(3) nonprofit organization below:

Agency name & address

☐ Check here if you do NOT want your information released to the organization noted above.

Organization Tax ID # (not required)
As a community, we have the unique opportunity to RAISE THE BAR

A generous Granite United Way supporter has sponsored a $50,000 CHALLENGE MATCH to inspire individuals in the Upper Valley Region of New Hampshire and Vermont to get involved in their community through the Granite United Way campaign. This Challenge will provide a 2:1 match of any new gifts of $250 or more, and any new or increased Leadership gifts, allowing you to TRIPLE YOUR DONATION, and create an even bigger impact in the Upper Valley community!

There are three easy ways to qualify for these matching funds:

1. MAKE A NEW LEADERSHIP PLEDGE.
   (A Leadership pledge is one that is $1,000 or more.)

2. INCREASE YOUR PAST LEADERSHIP PLEDGE BY A MINIMUM OF $100.
   (That means your leadership increase will be matched.)

3. DIDN’T GIVE LAST YEAR? MAKE A PLEDGE OF $250 OR MORE AND QUALIFY FOR THE MATCH.

BY WORKING TOGETHER WE WILL CREATE A STRONGER COMMUNITY!

To be eligible for the Challenge Match, your new or increased pledge must be made by March 31, 2020. The matching dollars will be directed to Granite United Way’s Upper Valley Region. To learn more about how to triple your gift, contact Katie L. Kobe Kent at Katie.Kobe@GraniteUW.org or phone 603-298-8499.
RULES AND REGULATIONS FOR PRIZE ELIGIBILITY

1. Any person is eligible if they: a) are 18 years of age or older; and b) are not an employee of Granite United Way, a member of the Board of Directors, a member of the 2019 Campaign Cabinet, or an immediate family member (including spouse, parents, and children); and c) makes a minimum pledge of $156 for the calendar year.

2. Each contest participant must complete a Granite United Way pledge form. Forms must include the person's name, address, telephone number, amount of pledge, and signature. If a company does not use Granite United Way's pledge form, photocopies of the internal pledge form and other pledge verification documents must be submitted by the entry deadline indicated below with the Contest Entry Form attached and in compliance with all contest rules.

3. All entries must be returned to the Granite United Way office no later than 5:00 p.m. on January 24, 2020 to be eligible for the January 27, 2020 drawing. Entries not received by this deadline will not be eligible for the drawings.

4. The winners will be drawn by a Granite United Way Board/Staff Member at or about 10:00 a.m. on January 27, 2020 at 22 Concord Street, Manchester, NH. The winners need not be present to win.

5. The winners will be required to provide proper photo identification and/or other verification upon presentation of their prize.

6. Make a pledge of at least $3 per week ($156 per year) or more, and you're eligible to win a cruise for two from Boston to Bermuda and some additional prizes!

SPONSORED BY OUR FRIENDS AT

COMCAST