



Tip Sheet

Below are a few suggested ways to help your company/organization's back to school drive be successful. United Way of Greater Union County is grateful for your support and are available for any questions to help with your drive.

Designate a Team Leader

There should be someone in your company/organization to take the lead on your Stuff the Bus Back to School Drive. This person could promote an internal employee collection drive. The Team Leader should:

- Contact our office to let us know you will participate in the Stuff the Bus campaign
- Collect employee donations
- Designate a space to put all items
- Schedule an internal deadline at least a week prior to United Way of Greater Union County's deadline

Internal Communications

Promote, Promote, Promote! Your team leader could promote or designate someone to help promote your school supplies drive. You can do this by:

- Encouraging employees to join together to provide items
- Hang up signs around offices and include where to put items or who to take them. You are welcomed to use our marketing signs and print them
- Send weekly reminder emails to employees regarding the drive and your deadline.

Communicating with United Way of Greater Union County

- We will email you reminders about the drive and the deadline, which is important when communicating about your internal drive.
- Contact your United Way of Greater Union County representative to pick up items at your office. Companies are also encouraged to schedule a time to deliver items to our office.
- Encourage your team to volunteer during volunteer day.

Please contact our office at 908.353.7171 exts. 104 and 138. Information is on our website at

uwguc.org/stuff-bus-2018.