

WORKPLACE GIVING CAMPAIGN ASSESSMENT QUESTIONNAIRE

1. Name of Company _____

2. Total Number of Employees _____

At headquarters _____

At operating units _____

3. Number of Operating Units _____

4. Community/ Philanthropic Issues of Interest to the Company and to Employees.

5. What are the objectives of the workplace campaign?

6. How is the workplace giving campaign integrated with the other employee involvement activities such as volunteer programs and matching gifts?

7. What are the major issues facing your campaign?

8. Is total giving increasing or decreasing?

_____ Increasing

_____ Decreasing

9. Is employee participation increasing or decreasing?

_____ Increasing _____ Decreasing

10. Have you surveyed employees to identify their perceptions and attitudes about the workplace giving campaign?

Yes No

If yes, what were the findings?

11. How do you communicate with employees during the campaign?

12. How do employees obtain information about the nonprofit organizations participating in the campaign?

13. Does the company have a committee to oversee the campaign?

Yes No

If yes, who serves on the committee? Please check all that apply

- _____ Communications professional
- _____ Payroll/Finance administrator
- _____ Labor representative
- _____ Training specialist
- _____ Personnel representative
- _____ Department representative
- _____ Other, please specify _____

14. How are pledges currently recorded and summarized?

- Manual data entry
 - Scanning technologies
 - Interactive voice response
 - On line pledge form
 - Other, please specify
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15. Who handles the processing of campaign pledges?

- The company
 - We outsource to an outside vendor
 - Other, please specify
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16. How are funds collected during the campaign distributed to the charities?

- By United Way
 - By the company
 - Other method, please specify
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17. How much choice to employees currently have to direct their contribution to a specific charity through your workplace giving campaign? (Check all that apply)

- Our campaign follows the local United Way designation policies.
- Our campaign operates independently of the local United Way.
- Employees may direct their gift to any health and human service agency.
- Employees may direct their gift to any 501(c)(3) nonprofit organization.

18. Do you promote or encourage designations?

Yes No

19. How are employees recognized and thanked for their participation in the campaign?

- Letter
- Gift (describe below)
- Recognition event (describe below)
- Participation pin
- Other (describe below)

20. Are there any areas of the campaign you would like assistance with more information about? If so, what are those areas?

If you return this assessment to Charities @ Work, a no cost or no obligation analysis will be provided to you.

Mail to:

Charities @ Work
7979 Yancey Drive
Falls Church, VA 22042