

One-on-One Meeting Format

Following these simple suggestions will lead you to a successful one-on-one solicitation.

One-On-One

Before One-On-One Giving Discussions:

- Schedule a convenient time to meet.
- Think about the employee. What are his/her interests?

During One-on-One Giving Discussions:

- Ask for gifts in private, 10 minutes discussions.
- Explain why you give.
- Share information about the problems faced by our community and explain how United Way is meeting those needs and addressing those challenges.
- Ask open ended questions and listen. Be ready to change your appeal based on what your co-worker tells you about his/her interests.
- Explain pledge form and choices.
 - Payroll deduction
- Ask for a generous gift. Refer him/her to the Guiding Guide on the back of the pledge card.

After Personal Giving Discussions:

- Thank everyone, even non-contributors, for taking the time to listen and discuss our community.