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.
  o 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.