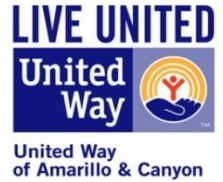




WHAT THIS PLACE NEEDS...

Loaned Executives



Who are they? Loaned Executives (LEs) are employees of local companies who are loaned, on a part-time basis, by their employers to help with United Way campaigns. Loaned Executives assist local companies conduct a successful United Way campaign. They serve as a United Way spokesperson, conveying the needs of the community and promoting community involvement.

Reports to: Team Leaders, Loaned Executive Chairman, and United Way Staff

Responsibilities:

- Attend Volunteer Orientation, Thursday, July 16, 2015 OR Friday, July 24, 2015, Volunteer Training in Taos, NM, Wednesday - Friday, July 29 - 31, 2015, Loaned Executive meetings each Wednesday morning at 8:00 a.m. (Aug 5 - Nov 18), the Campaign Kickoff (Thursday, August 20), and the Live United Luncheon (Thursday, Nov 19)
- Plan and implement company campaigns with Employee Campaign Coordinators and Volunteers on assigned accounts
- Personally contact Employee Campaign Coordinator(s) of each assigned account and provide the name and contact information to United Way
- Secure company's Corporate Gift on a signed Corporate Pledge form and return to United Way office
- Ensure assigned accounts receive necessary campaign materials
- Make United Way presentations at company campaign rallies and ask for employee contributions
- Provide donor support by arranging for speakers, materials and agency tours through the United Way office
- Prospect new companies to support United Way of Amarillo & Canyon
- Keep volunteers and staff fully informed of campaign progress in accounts on a weekly basis
- Collect needed paperwork from assigned companies
- Submit all campaign reports and contributions to United Way campaign in a timely manner
- Evaluate campaign and make recommendations for the next year's Loaned Executive Team

Required Dates for Participation:

Thursday, July 16 or Friday, July 24	Volunteer Orientation	8:00 am - 4:00 pm	Amarillo Senior Citizens Assoc.
Wed – Fri, July 29-31	Volunteer Training		Taos, New Mexico
Thursday, August 20	Kickoff Luncheon	11:30 am - 1:00 pm	Heritage Ballroom, Civic Center
Wednesdays (Aug 5 – Nov 11)	LE Meetings	8:00 am - 9:00 am	Amarillo Senior Citizens Assoc.
Thursday, Nov 19	Live United Luncheon	11:30 am - 1:00 pm	Heritage Ballroom, Civic Center

Minimum Time Requirements: 3-10 hours per week (August-November)

I agree to the above outlined responsibilities as Loaned Executive, and I accept this role in 2015:

Signature: _____ **(Printed)** _____

**Please return this form to Karen Logan via fax or email:
Fax: (806) 376-9343 karen@unitedwayama.org**