



## Administration

### A.06 United Way Appeal – PROCEDURES

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1. By the end of May, the Director of Education shall select two co-chairpersons (one elementary principal/one secondary principal) for the United Way Employee Campaign held in the fall.
2. By the end of September, the Hamilton-Wentworth Catholic District School Board shall have in place an Employee Campaign Committee.
3. The Employee Campaign Committee shall be responsible for establishing campaign goals and objectives, setting a timetable, and conducting promotion activities during the campaign.
4. The Employee Campaign committee shall have representatives from schools, St. Charles Adult and Continuing Education, Nicholas Mancini Centre and all administrative buildings.
5. Representatives shall be responsible for:
  - attending the Representatives Organizational Meeting;
  - implementation of campaign requirements in accordance with timetable;
  - distribution of pledge cards/follow up;
  - distribution and displaying of United Way advertising/posters; and,
  - Reporting to Employee Campaign Chairperson.
6. When schools participate in fundraising for the United Way they shall direct the proceeds to a specific charity supported by the United Way whose mission is consistent with that of the Hamilton Wentworth Catholic District School Board. *Staff and student activity and financial participation shall be on a voluntary basis.* Parents will be informed of the specific charity to be supported by the event.