



Checklist for 2018-2019 Campaign Ambassadors

Get familiar with the VtSHARES web site – there’s a lot of helpful information in it. Let your solicitors and employees know about it: <http://www.VtSHARES.vermont.gov>. Make note of the Campaign Ambassador area.

Print and hang posters.

September 17th – October 5th - Promote, Promote, Promote!

Keep in touch with solicitors and employees. Send personal “motivational” e-mails periodically. Samples of emails can be found on the VtSHARES web site under the “Campaign Ambassadors” section.

Sign and send hard copy of Excel transmittal cover sheet and cards, to the Campaign Committee at the listed address below by October 12th

Diane Nealy
Agency of Human Services
280 State Drive, Bldg F
Waterbury, VT 05671-1000

Additionally, send the Excel transmittal coversheet electronically to Diane Nealy, Campaign Committee Member at Diane.Nealy@Vermont.gov

Notify employees of the date of the first payroll deduction, 1/03/2019. You may find it helpful to set a calendar reminder!

Complete the campaign evaluation which will be sent to you electronically via SurveyMonkey.
