

2015 VtSHARES Campaign Checklist for Key Person

1. 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 Info For Key Persons area. _____
2. Distribute pledge cards, charity directory (encourage use of website directory to save paper) and hang posters. All will be mailed to you the week of August 24th . _____
3. Sept 16-Oct 9, 2015: Promote, Promote, Promote! Keep in touch with solicitors and employees. Send personal “motivational” e-mails periodically (see samples on the VtSHARES web site under Info for Key Persons). _____
5. Have Key Person prepare, sign and send hard copy of Excel transmittal cover sheet, cards to the Campaign Coordinator by Oct 16th.
Jean Perrigo
DEC Commissioner’s Office
One National Life Drive
Main 2, Montpelier, VT 05620-3520
Phone 828-1535. _____
6. Key Person needs to send Excel transmittal cover sheet electronically to Campaign Coordinator. _____
7. Notify Campaign Coordinator that your transmittal is coming and how it will arrive. _____
8. Request additional pins from Campaign Staff Jane Modica at 249-4489 or jane.modica@vermont.gov. _____
9. Send Campaign Coordinator your 2015 Evaluation Form. _____
10. Notify employees of the date of the first payroll deduction, 1/07/2016. _____