

## 2016 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. Everything will be mailed to you the week of September 5<sup>th</sup>.** \_\_\_\_\_
  
3. **Sept. 29-Oct. 14, 2016: 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, and checks to the Campaign Coordinator by Oct. 21, 2016.**  
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](mailto:jane.modica@vermont.gov).** \_\_\_\_\_
  
9. **Send Campaign Coordinator your 2016 Evaluation Form.** \_\_\_\_\_
  
10. **Notify employees of the date of the first payroll deduction, 1/05/2017.** \_\_\_\_\_