



Checklist for Key Person

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. _____

Distribute pledge cards, charity directory (encourage use of website directory to save paper) and hang posters. _____

September 29th – October 13th - 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) _____

Have Key Person prepare, sign and send hard copy of Excel transmittal cover sheet and cards, to the Campaign Committee at the listed address below by October 20th _____

[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, 1/04/2018 _____

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