

This informal newsletter will be emailed to you periodically throughout the campaign from February through April. Feel free to print it or forward it to your fellow volunteers! Each newsletter will include any updates to the general calendar, 2-3 frequently asked questions and their corresponding answers, quick tips, short features on upcoming events, and an occasional volunteer profile or donor story.

### Why is Campus Campaign important?

Gifts from faculty and staff provide funding for important initiatives on all of Ohio State's campuses, and demonstrates to alumni, friends, corporations, and foundations that Ohio State is an institution worthy of support and that support starts at "home."!

### We just finished with the Bucks for Charity drive.

#### Why are we starting this campaign so soon?

For the most part, Bucks for Charity ends in early December. Campus Campaign season begins February 1st and continues through April 30th.

While volunteer activity may overlap due to trainings and celebrations, the actual time between campaigns could be as short as 2 months (Dec-Jan) or as long as 4 months (Dec-March) depending on the timeframe a unit decides upon for their campaign.

### I know the campaign runs from February 1 thru April 30, what should I be doing now or have already done?

1. Decided on the time period during which you will focus your efforts—3? 4? 5 weeks?
2. Asked fellow staff and faculty to be volunteers in their units—they would help you with events, delivering of gift forms, and other activities. Many of the same people volunteer each year. It is also a great opportunity for new faculty and staff to get to know their colleagues.
3. Planned an event (if you're going to have one) or your gift form distribution strategy
4. Requested and received posters and lapel pins for all of your volunteers.

### Mid-point Gathering March 4, 2009

Nationwide and Ohio Farm Bureau 4-H Center  
3:30 p.m.- 5:00 p.m.

All coordinators are encouraged to attend this casual gathering where we will give an overall campaign status update, provide an opportunity for areas to share their strategies, event calendars, letters, emails, questions, and concerns, and give away a few door prizes.

### Award Nominations

Forms available on the website

[www.campuscampaign.osu.edu](http://www.campuscampaign.osu.edu)

Nomination deadline— April 27, 2009

Award categories include:

- Outstanding University Leader
- Outstanding Volunteer(s)
- Outstanding Coordinator(s)
- Outstanding Assistant
- Special Recognition

### Calendar

#### February—

- 1 Campus Campaign 2009 begins!
- 14 Valentines Day

#### March—

- 4 **Mid-Point Gathering**
- 20 WI Qtr ends
- 22 WI Commencement
- 29 Spring Qtr begins

#### April—

- 15 Tax Day
- 27 **Award nominations due**
- 30 **Deadline—gifts and pledges**

#### May—

- 25 Memorial Day
- 28 **Celebration**

#### June—

- 5 Spring Qtr ends

### **I haven't heard anything from my Team Captain yet?**

Please let us know! Contact the Campus Campaign office at either [ccampaign@osu.edu](mailto:ccampaign@osu.edu) or 614-292-3065. Team captains are members of the Campus Campaign Council who are available to assist you with various aspects of your campaign including: delivery of campaign supplies, answering questions, and assisting with employee verification, events, and volunteer trainings.

### **I've looked at the website and have questions I didn't see addressed there. Who do I contact?**

Your primary point of contact is your Team Captain. If they are either unavailable or unsure of the appropriate response they will refer you to the Campus Campaign office at either [ccampaign@osu.edu](mailto:ccampaign@osu.edu) or 614-292-3065.

### **Am I really expected to personally ask my co-workers to make a gift?**

Whenever possible—YES. Make it fun! We recognize that what works in each department is different and REMEMBER: All gifts, no matter the size, add up to make a difference.

Some volunteers deliver their gift packets with a cookie or a small candy bar and simply say—please consider supporting something you are passionate about here at Ohio State. It could be a research initiative, scholarship or grant for staff, special program, or even for improvements to the building you work in. If you have any questions, let me know.

Other volunteers are able to organize an event or invite a speaker to a staff meeting to talk about either the Campus Campaign in general or about why and where they give.

### **When will I receive the first participation report?**

You will receive the first participation report in early March.

### **Who do I call with questions about the reports?**

Please contact the Campus Campaign office at [ccampaign@osu.edu](mailto:ccampaign@osu.edu) or 614-292-3065 with any questions about your report. Keep in mind that turn-around time for gift processing varies by type of gift, paper or online

## **Campus Campaign website: [www.campuscampaign.osu.edu](http://www.campuscampaign.osu.edu)**

The Campus Campaign website has a great deal of information about the campaign including:

- ◆ Campus Campaign mission statement
- ◆ Contact information for council members and coordinators
- ◆ Frequently asked questions
- ◆ Links to the online giving page
- ◆ Printable gift/pledge form
- ◆ Fund search mechanism
- ◆ Matching gift link
- ◆ Coordinator and volunteer specific pages –
  - Promotional item request letters
  - More frequently asked questions
  - E-mail templates
  - Campaign Timeline
  - Glossary of terms

## **TIP: HAVE FUN!**

**processing, whether the donor has an existing id, and clarity of gift intention.**

### **How do I find a fund?**

There are several ways to find a fund. The easiest ways are to visit the Campus Campaign website, click on Make a Gift, log in, and search by either keyword or the giving opportunities page. Alternatives include visiting the Treasurer's website to search for endowments, contacting your fiscal officer for information about funds in your college or administrative unit, or contacting an area of interest directly. Last but not least, contact the Campus Campaign office at [ccampaign@osu.edu](mailto:ccampaign@osu.edu) or 614-292-3065.

# **THANK YOU!**