

The Employee Group Meeting

Indiana State Employees' Community Campaign



TIME	CONTENT	PRESENTER
1 Min	Welcome <ul style="list-style-type: none"> Greet employees. Distribute brochures. Outline purpose of meeting. Introduce Agency Head, a Supervisor, or management's representative to endorse the SECC campaign. 	Agency Coordinator
2 Min	SECC Endorsement <ul style="list-style-type: none"> Explanation of support by Agency Head or Supervisor. Endorsement by employees who have used services from charities eligible to receive contributions through the SECC. 	Agency Head, Supervisor or Senior Management
15 Min	Charity Speaker <ul style="list-style-type: none"> Introduce speaker(s) SECC Message 	Charity Representative and/or Agency Coordinator
4 Min	Campaign Information and Closing Remarks <ul style="list-style-type: none"> Explain e-Pledge and the ease of payroll deduction. Encourage employees to make their charitable contribution through the SECC. Offer to answer questions individually after group is dismissed. THANK EMPLOYEES FOR THEIR SUPPORT! 	Agency Coordinator

Employee Meetings or Rallies

- Hold the meeting away from the normal work area or during a regularly scheduled employee meeting like a Safety Meeting.
- Arrange to have fellow employees share their experience with a participating charity.
- Arrange to have a Charity Representative speak at your meeting to talk about the clients they serve and the programs they provide.
- Call or email Maggie Snyder, SECC Coordinator, at 317.921.2004 or SECC@iauw.org to arrange for a charity speaker to attend your meeting.