



## Kickoff Agenda Template

*Use this template to build your Kickoff Agenda. Modify for your needs.*

- I. ECC: Welcome, Why We're Here Today, & Share UW Video
- II. CEO: Importance of Giving & Philanthropic Culture
- III. Program/Agency Speaker
- IV. Employee UW Story *(Do you have an employee that has benefitted from a UWCV Program?)*
- V. UWCV Account Manager / Staff Liaison : Thank You
- VI. ECC: Incentives/ Special Events/ Impact Tours
- VII. ECC: Call to Pledge before leaving *(Pledge forms or email distributed with date to return specified. Pro Tip: have an incentive for returning pledge form by end of meeting. Less for you to follow up with!)*
- VIII. ECC + CEO: Thank everyone for participating!!

**Pro Tip:** Add your kickoff to an already scheduled All-Staff Meeting. Kickoffs last from 15-30 minutes. Bonus points if you have food!