

CVC Coordinators' Communiqué

August 2, 2006

Dear Coordinators:

It's August and things are heating up here in the CVC office! OK, it's hot all across the state – but the CVC Campaign Staff members (that would be Nicole and me) are moving quickly to order all the materials you will need to have a successful campaign.

Now, before you jump on the website to order your campaign materials, please consider the following:

1. **Directories:** We are working toward a reduced-paper operation. The first big push is to cut back on the number of Charity Directories to be printed and distributed to state agencies in order for charities to receive designated funds. We have found that by revamping the search-ability of the online directory, we will not need as many hard copy directories. Check out the many ways to locate a charity by clicking on this link <http://www.cvc.vipnet.org/donors/directorylist.htm> and try out the search possibilities. Employees will be able to look up a charity by:
 - a. Charity Name or part of the name
 - b. Charities within a city or region
 - c. Entering the 4-digit CVC code
 - d. Selecting criteria such as services
 - e. Listing all the charities within a federation

We are recommending one directory per major work area. Agencies with remote sites where employees may not have access to computers may want to provide four or five directories to those locations.

Please consider this carefully when you order directories, as we will have a limited supply!

Reducing costs mean charities receive more funds!

2. **Pledge Cards:** Several agencies are piloting on-line pledge processing. We are planning to make this available to all agencies as soon as we have a cost efficient and easy to use system. If your agency is planning to use paper pledge cards, plan to order one per person and about 1-2% extra for special events and multiple gifts.
3. **Posters:** Order one per work area.
4. **Videos:** Order enough to ensure that all work areas will get to see the video. Smaller agencies might be able to manage with one or two copies. Other agencies with multiple sites may need to order one per location.

In another cost-reduction move, we will provide the print materials at the Coordinators' Training session held in your region. This will minimize the amount of materials that have to be mailed to you. We will bring the "traveling warehouse" to coordinators training sessions. Plan to be present to receive your agency's materials.

The **Campaign Materials Order Form** for the 2006 campaign is located at <http://www.cvc.vipnet.org/volunteers/orderform.htm>.

We are nailing down locations for the **COORDINATORS TRAINING** sessions but can give you the tentative schedule so you can **mark your calendar**. All sessions are 10:30 – 12:00 unless noted.

August 16	Fredericksburg (VDOT Residency)
August 17	Charlottesville (University of Virginia)
August 18	Salem (VDOT District Office)
August 22	Williamsburg (Eastern State Hospital)
August 24	Richmond (James Monroe Bldg.) (1:00-3:00pm)
August 29	Norfolk (United Way of South Hampton Roads)

A **registration form** will be sent to you next week – but we know your time is valuable and wanted you to **save one of these dates NOW!**

We are developing plenty of Coordinators' Tools to help make your campaign spectacular, fun, and easy! By your request, we are creating fliers and bulletins that can be customized to your agency. These will be available electronically so you can send them via e-mail or print them as needed.

If you are planning to host a charity fair this fall, we will help you find charities in your area. Simply send Nicole an e-mail – please, no phone requests – to Nicole.Mason@dhrm.virginia.gov with the following information:

- a) Date and time of your charity fair
- b) Location (agency name and city)
- c) Name and email of person who is the contact at your agency for this event (the charities will respond directly to that person's e-mail)
- d) Number of openings (tables) you will be able to accommodate

We will send out the event announcements events **every Friday**, so plan to let us know at least 3 weeks before your event. This was requested by both the charities and coordinators during assessments of last year's events – so we are willing to try it!

Please let us know what you need to have a successful campaign. That is why we are here! We appreciate your hard work and dedication to the Commonwealth of Virginia Campaign.

Anne Dinterman and *Nicole Mason*

Read all about the CVC at our new website: www.cvc.vipnet.org