

# The Employee Group Meeting

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

- **Employee Meetings or Rallies**
  - Hold the meeting away from the normal work area or during a regularly scheduled employee 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 Jean Geis or Kristin Brown at 317.921.2242 to arrange for a speaker for your meeting.