



**United Way**  
Thunder Bay

# Ambassador Worksheet

Thank you for volunteering to help canvass your workplace. Your support is vital to the success of the United Way campaign!

This worksheet will help you track the status of your canvassing.

Enter the names of all those you're responsible for canvassing. Next, call each one for an appointment (if appropriate to the culture of your workplace) and to let your colleagues know that you are their Ambassador and that you'll be coming to see them on a specific date, or during your campaign's canvassing week(s).

Enter the date of the phone call in the "Phoned" column when this task has been completed. If you need to call again, leave the space blank as a reminder.

Under "Asked for support," enter the date of your personal visit.

The "Followed up" column may be used to note any questions a co-worker may need answered before he/she is ready to make a gift. Enter the date on which you provided the requested information or materials.

Under "Decision," enter the date you receive the pledge form, or were advised that your colleague will not be participating this year. No further canvassing follow-up with your co-worker is necessary.

Name	Phoned (date)	Asked for support (date)	Followed up (date)	Decision (date)