



Site Champion Campaign Event Checklist

Look for events with local non-profits or VolunteerMatch on KP Cares

OR

Plan your own events! Get creative and start a new KP Cares volunteer opportunity!

Create the event on the KP Cares site 1 month prior to the event

Send out an email with the event URL to everyone in your office and encourage them to RSVP 1 month prior to the event!

Use the email attendees feature to email coworkers who already RSVP'd encouraging them to use the invite friends feature to engage more people in the office!

Send out a hype email 2 weeks prior to the event with event URLs to get RSVPs

Send out an email one week prior to the event reminding coworkers to RSVP!

Send out last minute sign up email day before the event

Before the event, download a list of people who have RSVP'd to use as a check in at the event (if needed).

The evening before the event, use the email attendees feature to send an email if there is any last minute information or reminders they may need to know (i.e. inclement weather notice, last minute venue details, traffic notices, meetup locations)

Take/encourage volunteers to take pictures at the event of KP employees

volunteering and enjoying themselves. Use a certain hashtag on social media so other KP employees, friends, and family can see the good that you all are doing (i.e. #KPCaresVolunteers #KPCares)

- Post a story about the event on KP Cares site to share with other KP employees
- Use the email attendees feature to send an email after the event thanking them for their hard work and letting them know to keep their eye out for more events in the future!