

- Bureau rep responsibilities:
- Attend bureau rep training session
- Attend Kick Off and encourage coworkers to attend
- Receive/distribute pledge form and brochure to coworkers
- Be available to answer questions about campaign, how to fill out pledge form, where to find information.
- Encourage giving through staff events and/or face time with Charity reps.
- Maintain campaign visibility.
- At end of campaign, reconcile all coworkers' pledge forms.
- After reconciliation complete, send tally sheet and original pledge forms to campaign coordinator.
- All done while completing regular job duties.