

How to Run a *Successful* OEA FCPE Fund Drive

STEP ONE:

Gather all of your materials.

- Start with a list of all the members in your building.
- Contact your OEA Labor Relation Consultant for forms and talking points on current issues.
- Collect enough contribution forms for each member in your building(s).

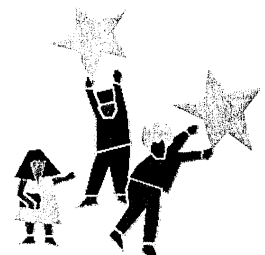
Recruit Colleagues in your building to help you carry out this drive.

- Check your list of contributors for those who have been top givers in the past and ask them to assist you.
- Recruit members in your building who are well respected.
- Ask colleagues with whom you have a good relationship to assist you.

STEP TWO:

Rally the troops. Invite all members in your building to attend a meeting.

- Schedule and announce meeting. Be sure the meeting *is not* held during the normal work day and *is not* in a classroom.
- Promise a short meeting, less than 20 minutes.
- Use the “talking points” and/or the handouts from your OEA LRC to develop your presentation.
- Place reminders where allowed.
- Announce meeting in your local association and/or building newsletters.
- Place poster on association bulletin board if possible.
- Follow up to encourage attendance.
- Have your “assistants” follow up to encourage members to attend.
- Have a final reminder the day before the meeting.
- Serve light refreshments to help boost attendance.



STEP THREE:

Hold the Building meeting.

- Stick to your promise of a short meeting.
- Circulate a sign in sheet so you know who attended the meeting. This will help you follow up with those members who did not make it.
- Distribute the OEA handouts from your OEA LRC.
- Discuss the points on the handout and OEA's plan of action.
- Wrap up the discussion by making the plea for at least a \$20 contribution from every member.
- *Stress that their \$20 today will help support candidates who are sympathetic to our legislative priorities.*
- Pass out the contribution forms and **COLLECT THEM BEFORE THE MEMBERS LEAVE THE BUILDING.** Make certain the form is completely filled out to comply with campaign finance law.
- Urge members to sign up at <http://www.ohea.org/get-involved> to take action online and receive OEA action alerts and the OEA Legislative Watch. Members will receive e-mail updates on pending legislative action and have an opportunity to e-mail their legislators with their views and OEA talking points.



STEP FOUR:

Follow up.

- Contact all members who did not attend the meeting. Use your sign-in sheet and the roster of members. Give them a contribution form as well as a copy of the handouts. **MAKE CERTAIN YOU ASK THEM FOR AT LEAST \$20 EACH.**
- Recognize the members who gave. Send thank you notes, provide building awards or publish the results in your newsletter.
- Maintain the momentum:
 - Present updated legislative information as it is available.
 - Hold periodic building meetings to update your members on the progress of the fund drive and activities.
 - Keep updates in local newsletters, association bulletin boards and at informal member gatherings.



STEP FIVE:

Submit the donations to OEA

- Maintain a record of donations collected through your fund drive.
- Immediately bundle contributions and mail to OEA Fund for Children and Public Education, PO Box. 2550, Columbus, Ohio 43216.
- Return completed remittance form with contributions.

Local Leaders: Please share with your Building Reps and Fund Chairs