A close-up of a logo

Description automatically generated

**CU Community Day Plan**

Team Captain Name(s): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ from Branch/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of employees on this team: \_\_\_\_\_\_\_\_\_\_\_\_

Capacity of employees for this plan: \_\_\_\_\_\_\_\_\_\_\_\_ (is there a limit?)

Does this plan include eight hours of effort per employee? \_\_\_\_\_\_\_\_\_\_\_

1. On CU Community Day, our team will:
2. Our target audience is (example: general community, public, elderly members)
3. Our plan to make our target audience feel good is as follows:
4. How many people/recipients do you anticipate will be directly impacted by your efforts?
5. If volunteering at a business location, describe communication and  
   permission from those entities:
6. Will you need liability waivers from those entities for employees or volunteers to sign?
7. Will you be inviting members/volunteers to join your plans and efforts, and if so, have they signed the appropriate waiver from?
8. How have you engaged employees from your team in the planning of CU Community Day?
9. How will you engage members in CU Community Day?
10. Our total budget allocation for CU Community Day is: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Please complete and attach the detailed CU Community Day Budget Form)

1. Our lunch plan for the day is (employee’s own expense):
2. How will each employee on your team feel confident in their plan of action for the day? We highly suggest making an itinerary that includes times, locations, back-up plans, etc.
3. Who from your team will be the official photographer/videographer to capture magic moments of the day?
4. List local media contacts to share with the Marketing Department for media releases: