



## Who are CCFD College and Unit Leaders?

Every university employee is located in a Unit, which is within a Section. Both Sections and Units have CCFD leaders. The executive of the Section (often a dean, director or department head) appoints the Section Leaders. Section Leader then appoint the Unit Leaders.

### Primary Responsibilities for Section Leaders:

- Appoints Unit Leaders, monitor progress of department-level “asks,” and provide information and support as requested from the dean, director, department head, CCFD coordinator or Unit Leader.
- Prior to the beginning of the campaign in September, attend the Kickoff and Volunteer Training and to learn more about each participating organization. Encourage Unit Leaders to attend!
- Assist Unit Leaders with collecting and turning in pledge forms and checks either by bringing the donations directly to the CCFD office or to the Campaign Update in October.
- Monitor giving levels for each unit within the college by accessing online reports through the CCFD Report Site which can be found at [ccfd.illinois.edu](http://ccfd.illinois.edu).
- Attend the virtual bi-weekly Check-In meetings. These meetings are a fun opportunity to enjoy interesting and motivating speakers and to hear updates on the progress of the fund drive.
- Encourage Unit Leaders to attend the Campaign Update as well. They can share fund-raising tips and experiences with you and other volunteers, and virtually meet campus, community, and charity representatives.

### Primary Responsibilities for Unit Leaders:

- Unit Leaders are the glue that connects the fund drive with each donor. They coordinate fund raising within an individual department or campus unit, motivating and assisting donors with their contribution decisions. They help inform employees in the unit about the campaign, solicit pledges, and help donors understand how their contributions make a difference. Serve as a fund drive liaison for department employees. Stay current and learn about any new instructions for reporting information that may have been instituted since last year.
- Prior to the beginning of the campaign in September, attend the virtual Kickoff and Volunteer Training. Encourage colleagues to attend!
- Verify all pledge forms for accuracy prior to bringing them the Campaign Update or submitting them to the Section Leader. Monitor giving levels for each unit within your college or administrative department by accessing online reports through the CCFD Report Site which can be found at [ccfd.illinois.edu](http://ccfd.illinois.edu).
- Keep your unit involved in the campaign by updating them on campaign progress regularly.
- Attend the virtual bi-weekly Check-In meetings. These meetings are a fun opportunity to enjoy interesting and motivating speakers and to hear updates on the progress of the fund drive.