



Team Captain Name(s): _____ From Branch/Dept: _____

of employees on this team: _____ Capacity of employees for this plan: _____ # of hrs. invested per employee: _____

on cu kind day:

1. Our team will be spreading kindness by:
2. Our target audience is: (ex- general community, elderly, etc)
3. Our plan to make our target audience feel good is:
4. How many recipients do you anticipate impacting with your team's plan?
5. If your plan involves a business location, describe the communication/permission from those entities:
6. Will you need liability waivers from those entities for employees/volunteers to sign?
7. Will you be inviting members to volunteer in your plans? If so, have they signed the appropriate waiver?
8. How have you engaged employees from your team in the planning of CU Kind Day?
9. How will you engage your members in CU Kind Day?
10. Our total budget allocation is: \$_____ (Please complete & attach the detailed CUKind Day Budget Form)
11. Will your plan extend over the lunch hour? If so, what is your lunch plan? (ex- on their own, provided, etc)
12. Have you made a check list/day of itinerary to share with your team?
13. Who from your team will be the official photographer/videographer to capture the great moments of the day?
14. List local media contacts to share with the Marketing Department for media releases:

