

You don't have to go to your local VFW for a rousing game of Virtual Bingo – just the internet!



United Way
of Greater Topeka

Virtual Campaign Toolkit

Virtual Bingo

Instructions:

- 1** Send an email to invite employees to participate via email or posting on the company intranet or on a page in Microsoft Teams or Google Drive. Also inform them of the entry fee to participate and how to pay the fee.
- 2** Decide what platform you will use to post your number, word, or phrase for each drawing. You may also draw more than one number, word, or phrase as a bonus for your participants, and to speed the game up as needed.
- 3** Advise participants to alert you via the digital platform you use as soon as they hit B-I- N-G-O vertically, horizontally, or diagonally across their card.

Supplies Needed:

- One bingo card for every participant. You can have bingo cards automatically generated at the following sites. There are options for customizing your set of bingo cards.
<https://myfreebingocards.com/>
<https://bingobaker.com/>
- A number, word, or phrase for each blank space on your bingo card. Both websites will randomize each bingo card so that no two are alike.
- Digital platform that is available to all participants. Could be your company intranet, a page on Microsoft Teams, Google Drive, etc.

Questions?

Contact Marty Hillard, Director of Workplace Campaigns
MHillard@unitedwaytopeka.org, 785.228.5117

Suggested entry fee: \$5

Our recommendation is to have your participants keep their cards marked rather than starting each game of Virtual Bingo from scratch. They will have an easier chance of winning a future game should you choose to have multiple games

- 4** Email employees to advise them of your schedule and what platform you will use so that they can anticipate each drawing. Keep a record of what's been drawn previously and include it in each update!

Access:

Need access to and ability to use computer and internet.

Ability Issues

Those who suffer from vision impairment or total vision loss.

Mobility Issues

None, excluding access and ability to use computer and internet.

Equity considerations:

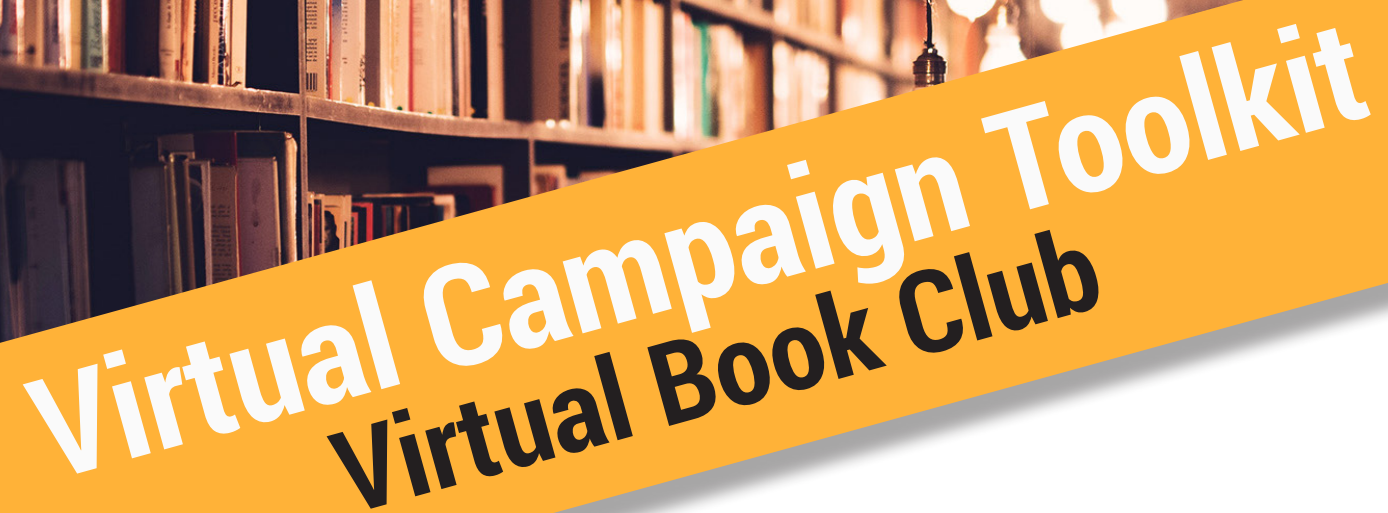
Use words and phrases that are appropriate for your workplace. You can also just use numbers to save time in creating your bingo cards.

Suggested Prizes

- Gift cards to local businesses and restaurants
- Time off from work
- Company-branded swag items, i.e. t-shirts, thermoses, lanyards, etc.
- An ideal parking spot if they are working in-office
- Event tickets
- Gift credit cards
- Gift cards to online merchants

Questions?

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Virtual Campaign Toolkit

Virtual Book Club

Gather employees together to talk about the latest best-seller, and donate what they would have spent on the in-person club to a good cause!

Supplies Needed:

- Digital video platform that is available to all participants. Could be Zoom, WebEx, Go-to -Meeting, etc.
- Physical or electronic copies of the book chosen for the book club. Tip: Your local library may have special book club packages with enough books for everyone.

Instructions:

- 1** Chose a book. These can be chosen by a committee or even by an employee vote.
- 2** Select discussion leaders who will organize the book club(s).
- 3** Email employees to inform them of the choices they have and to sign-up to attend. Sign-up can be done via Google sheet, or by emailing a designated individual. Email should also specify how to pay for the class, and options for securing a copy of the book (s).
- 4** Gather employees together via a virtual platform for the discussion(s).

Questions?

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This can be used as a team-builder for your team, and the book can be themed to the work of your organization.

Suggested Entry Fee:

\$10 (Suggest employees donate what they would have spent on snacks/drinks for the in-person club)

Ability Issues

Books will need to be at a reading level that is comfortable for all employees. Some employees may not enjoy reading or struggled with reading growing up and do not have fond memories associated with reading books.

Mobility Issues

None

Equity considerations:

As with all campaign activities, **this challenge should be optional** and care should be taken to address negative comments or microaggressions. Care will need to be taken when selecting book titles, particularly when it comes to books that have sensitive content or are otherwise controversial.

Access:

Need access to and ability to use computer and internet, and to purchase the book or reserve it from the library. You may want to give employees several options for how they can get a copy of the book (i.e. purchase, check-out from library, etc).

Questions?

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Milliard@unitedwaytopeka.org, 785-228-5117

Virtual Trivia is a fun way to break up the workday, gets the brain moving, and lets participants show expertise on various topics!



United Way
of Greater Topeka

Virtual Campaign Toolkit

Virtual Trivia

Supplies Needed:

- A set of trivia questions. They can be work-related or can come from other topics of interest – sports, music, film, history, science, and geography are all popular. The following websites can get you started:

— <https://www.triviawell.com/>

— <https://trivia.fyi/>

- Digital platform that is available to all participants. Could be your company intranet, a page on Microsoft Teams, Google Drive, etc.

Instructions:

- 1 Send an email to invite employees to participate; via email, posting on the company intranet, on a page in Microsoft Teams, or Google Drive. Also inform them of the entry fee to participate and how to pay the fee.
- 2 Decide what platform you will use to post your trivia questions. Create questions and answers. Questions can be multiple choice or fill in the blank to make it more interesting for your participants.
- 3 Advise participants to alert you via the digital platform you use as soon as they have an answer. The first correct answer wins so pay attention to whom provides the correct answer first!
- 4 Email employees to advise them of your schedule and what platform you will use so that they can anticipate each trivia question.

Questions?

Contact Marty Hillard, Director of Workplace Campaigns
MHillard@unitedwaytopeka.org, 785.228.5117

Suggested entry fee: \$5

Access:

Need access to and ability to use computer and internet.

Ability Issues

Those who suffer from vision impairment or total vision loss.

Mobility Issues

None, excluding access and ability to use computer and internet.

Equity considerations:

Use trivia questions that are appropriate for your workplace. Consider topics that offer the broadest opportunity for your participants.

Suggested Prizes

- Gift cards to local businesses and restaurants
- Time off from work
- Company-branded swag items, i.e. t-shirts, thermoses, lanyards, etc.
- An ideal parking spot if they are working in-office
- Event tickets
- Gift credit cards
- Gift cards to online merchants

Questions?

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Virtual Campaign Toolkit

Virtual Work Out Class

Advance your company's health goals, while also raising money for a great cause!

Supplies Needed:

- Digital video platform that is available to all participants. Could be Zoom, WebEx, Go-to -Meeting, etc.
- Any specialized equipment depending on the class (yoga mat, dumbbells, etc)

Instructions:

- 1 Identify employees who are interested and available to host a class via Zoom, WebEx or other video platform.
- 2 Work with the workout leaders to identify the days and times they will be hosting the classes. Try having a variety of times that are available, depending on people's schedules (i.e. early morning, lunch break, right after work, etc).
- 3 Email employees to inform them of the choices they have and to sign-up to attend. Sign-up can be done via Google sheet, or by emailing a designated individual. Email should also specify how to pay for the class.
- 4 Classes are conducted live via a video platform (Zoom, WebEx, Go-to-Meeting, etc)

Questions?

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Consider pairing the workout classes with an overall health challenge—employees can pay \$5 to enter the challenge and complete bingo with different health challenges (such as drinking water, walking a mile, etc).

May want to consider running idea by company HR first to ensure you are covered in case of injury or accident that occurs during the course

Can offer incentives to employees who participate in the classes (gift cards, company swag, etc). Consider making the incentives fitness-related (such as a fitness tracker or equipment).

Equity considerations:

As with all campaign activities, **this challenge should be optional** and care should be taken to address negative comments or microaggressions.

Access:

Access: need access to and ability to use computer and internet, as well as space to perform the exercises that are being taught.


Mobility Issues

Dependent on the exercise chosen, participants will need to be able to exercise a range of motion, and tolerate sitting or standing for periods of time, bearing weight, and other requirements associated with common exercises.

Ability Issues

May exclude individuals who suffer from body dysmorphia or other challenges related to body confidence. Could also pose challenges for individuals suffering from anorexia, bulimia nervosa, or other eating disorders.

The more unique or interesting the class is— the more likely people are to join. For instance, if you have an employee who can lead yoga, Zumba, a HIIT class, or other type of unique course, these may attract more individuals. Consider also making the courses at a level that even a novice could participate in, or have different levels depending on experience (beginner vs. advance).



All of this talk about the virus can be tiring— looking for a fun way to change up the conversation while also raising money for a great cause? Consider a Corona virus Swear Jar!

Virtual Campaign Toolkit

Corona-virus Swear Jar

Equity considerations:

As with all campaign activities, **this challenge should be optional** and care should be taken to address negative comments or microaggressions. Employees who have suffered from COVID-19 or had a loved one who suffered or died from the disease may not appreciate taking humor in the current situation. You'll want to think about the sensibilities and present situation of your employees before moving forward with this activity.

Access: None.

Mobility issues: None.

Ability issues: None.

Instructions:

- 1 Place the jar in an open area and decide how much people should put in.
- 2 Send out an email laying out the ground rules to fellow employees.

Suggested Entry Fee

\$1-2 each time the virus/crisis is mentioned (at least outside of necessary mention).

Supplies Needed:

- Clear jar of some type that can be placed in a public area in your business.

Questions?

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Who can rock out like no other?!
Who has the right props and
accessories to complete the full
celebrity look? Host your own
Lip Sync Battle!

Virtual Campaign Toolkit

Virtual Lip Sync Battle

Supplies Needed:

- Participants will need a access to a device to record video with audio and direct connection, data or wifi to upload a file.
- Digital platform that is available to all participants. Could be your company intranet, a page on Microsoft Teams, Google Drive, etc.

Instructions:

- 1 Send an email to invite employees to participate by submitting a video either via email or posting on the company intranet or on a page in Microsoft Teams or Google Drive. Also inform them of the entry fee to submit a video and how to pay the fee. Limit of one video per participant.
- 2 Decide the best way to post the videos for all to see. You can post all at once, or come up with an elimination system to narrow down to a final number to vote.
- 3 Email employees to inform them of where videos can be seen and invite them to vote on their favorite videos. Voting can be done via a Google form or Survey Monkey survey. Alternatively, employees can vote using cash and the winner is the one who receives the most cash donations.

Suggested entry fee: \$5

Questions?

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Encourage your company leaders to all participate to increase the buzz and excitement surrounding the event.

Suggested Prizes (feel free to adjust, but remember the objective is to add money to your campaign total):

Video that receives the most donations in its honor is crowned the grand champion– receives trophy (can be homemade) and gift certificate or cash prize

Can vote by jars that are set out where dollars count positively and coins count negatively so that you can “sabotage” other people’s chances of winning

Ability Issues

May exclude individuals with hearing disabilities or who suffer from body dysmorphia or other challenges related to body confidence.

Mobility Issues

No gross motor issues.

Equity considerations:

Not everyone will be confident in broadcasting their musical taste to others, or performing in front of their co-workers. As with all campaign activities, **this challenge should be optional** and care should be taken to address negative comments or microaggressions.

Access:

Need access to and ability to use computer and internet.

Feel free to identify an employee that is the digital “host” of the challenge and post their own videos to hype up the competition.



Virtual Campaign Toolkit

Apples Against Humanity

If your team members love sharing funny memes, GIFs, and photos, then Apples Against Humanity is for you!

Supplies Needed:

- Pre-written words and phrases. The more you have, the more chances there are to win!
- Digital platform that is available to all participants. Could be your company intranet, a page on Microsoft Teams, Google Drive, etc.

Instructions:

- 1 Send an email to invite employees to participate via email or posting on the company intranet or on a page in Microsoft Teams or Google Drive. Also inform them of the entry fee to participate and how to pay the fee.
- 2 Decide what platform you will use to post your words and phrases for each round. Select a time limit for each round, i.e. 1-2 hours for each participant to respond with a meme, GIF, or photo. Create a schedule for when you will distribute your words and phrases.
- 3 You may choose one judge for every round or rotate judges each round. Each judge will be responsible for selecting a winner from the memes, GIFs, and phrases that are submitted. It is up to each judge to determine which submission best fits the word or phrase for each round. Make sure that submissions are accessible to all participants, i.e. if you are using an email format, ask everyone to hit "reply all" when they submit. **Be sure to share the winning meme, GIF, or photo with everyone!**

Questions?

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MHillard@unitedwaytopeka.org, 785.228.5117

Suggested entry fee: \$5

Ability Issues

Those who suffer from vision impairment or total vision loss.

Mobility Issues

None, excluding access and ability to use computer and internet.

Equity considerations:

Use words and phrases that are appropriate for your workplace and don't exclude any of your employees who want to participate. A good rule of thumb is to use work-related words and phrases that everyone on your team should be able to relate to.

Access:

Need access to and ability to use computer and internet.

Our recommendation is to have the campaign coordinator be the first judge, and to select new judges from your pool of winners after each round. If someone has won a round and selected a prize, have them become the next round's judge. If you have team members that have opted out of participating, invite them to judge a round as well!

4

Email employees to advise them of your schedule and what platform you will use so that they can anticipate each round and participate. Work schedules can vary for each employee so allow enough time for everyone participating to join in!

Suggested Prizes:

- Gift cards to local businesses and restaurants
- Time off from work
- Company-branded swag items, i.e. t-shirts, thermoses, lanyards, etc.
- An ideal parking spot if they are working in-office
- Event tickets
- Gift credit cards
- Gift cards to online merchants

Can offer incentives to employees who participate in the classes (gift cards, company swag, etc).



Virtual Campaign Toolkit Online Tutorial

Do you have an employee with a hidden talent or skill they want to share with others? Invite them to share it with their fellow co-workers!

Supplies Needed:

- Digital video platform that is available to all participants. Could be Zoom, WebEx, Go-to -Meeting, etc.
- Any specialized equipment depending on the topics.

Instructions:

- 1** Reach out to individuals you know that may have special skills they can share, as well as send out an email soliciting employees who would like to teach their co-workers about a certain topic or skill.
- 2** Work with the discussion leaders to set a date and time for their courses, perhaps as a lunch-and-learn series.
- 3** Email employees to inform them of the choices they have and to sign-up to attend. Sign-up can be done via Google sheet, or by emailing a designated individual. Email should also specify how to pay for the class.
- 4** Classes are conducted live via a video platform (Zoom, WebEx, Go-to-Meeting, etc)

Questions?

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Consider giving the series a fun name, could theme it to your company's brand or work.

Suggested entry fee:

— Single-session class: \$5 total

— Multi-session: \$5 per class

Sessions likely work best when kept to one hour or less.

Ability Issues

Dependent on the material chosen for instruction.

Mobility Issues

Dependent on the material chosen for instruction.

Equity considerations:

As with all campaign activities, **this challenge should be optional** and care should be taken to address negative comments or microaggressions. You'll want to be careful to avoid "singling-out" employees to lead the courses. Employees should only teach the course if they voluntarily choose to, and feel comfortable doing so.

Access:

Need access to and ability to use computer and internet, additional access may be needed depending on the nature of the course.

Can offer incentives to employees who participate in the classes (gift cards, company swag, etc).