

## United Way Agency Tours

Taking your team on an agency tour is the most effective way they can understand the value of their contribution to United Way. Use this guide to arrange a tour for your group.

### **Time:**

Tours can take one or two hours including driving time. Plan on one hour for one agency visit, two hours for two visits. Please note that most agencies are only available for tours during business hours, others can be toured after hours.

### **Transportation:**

It's best if you can arrange group transportation for your team. That way everyone will arrive on time and no one will get lost.

### **Group Size:**

The optimum size of your group to hear and fit into an agency setting is 12-15 people. If you have more people that want to visit agencies, let's arrange for several smaller groups to tour.

### **Tour Request:**

Please make your request at least one week in advance. Call your Loaned Executive at 741-6000 with the following information:

- Date of tour
- Organization name
- Group size
- Contact name and phone
- Start and finish time
- Agency preferred (select three)

United Way will notify you of the details of your visits as soon as possible.