

**Gateway Combined Federal Campaign 2016 -- Keyworker's 100% Ask Tool**

**Keyworker:** \_\_\_\_\_

**Agency Name:** \_\_\_\_\_

**Account #:** \_\_\_\_\_

We recommend that each Keyworker use this form to list all of their co-workers that they are assigned to reach with the CFC. Then date when each step (column) is done, and make notes as desired. This form is available at [www.GatewayCFC.org](http://www.GatewayCFC.org) in "Tools & Resources." Thank you!

	First Name	Last Name	Met with this individual and invited them to participate in the campaign. Provided Pledge Form. Delivered a Catalog of Caring or informed them of location of a shared copy in workplace.	This individual is a teleworker. E-mailed them about the campaign.	Donor reported that they used an online donation tool that doesn't require paperwork.	Picked up completed paper pledge form or individual chose not to participate.
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