



United Way
British Columbia

Working with communities in BC's
Interior, Lower Mainland, Central
& Northern Vancouver Island

What is a pitstop?

Pitstops are coffee break style events for faculty and staff at UBC Okanagan that help to build community and raise money and awareness for United Way British Columbia.

Who are pitstops for?

Pitstops are for **all** faculty and staff. Be sure to bring your colleagues with you and check it out!

When can I organize a pitstop for my team?

Pitstops can be organized throughout the year. Although the United Way campaign runs from October through December, pitstops can be booked anytime throughout the academic year.

Where to promote your pitstop

- MS Teams channel (administrators)
- Send calendar invites to key attendees
- Send calendar invites to your offices
- Shared events calendar (to eliminate conflicts)
- Social media channels
- Exchange newsletter

Where not to promote your pitstop

- Global or Admin News emails
- Mass email



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How to Host a Pitstop

Three weeks before your event

1. Select your preferred date and time and book your space.

- Before choosing a date, make sure you look at the [Events page](#) to ensure there are no other events conflicting with your time and date chosen. Please ensure that key people are available to attend, such as executive and deans (as appropriate), and further staff are available to support with your pitstop.
- Pitstops are often morning coffee breaks, for example 10-11 am, but can be held anytime and any day of the week (Monday - Friday) at the hosting units' discretion
- Email your selected date and time to unitedway.ok@ubc.ca add your Pitstop to the master pitstop calendar
- Book your space via outlook room calendar booking or [Central Booking](#) as soon as you choose a date as [room bookings are limited](#)

2. Organize catering

It can be arranged through UBC Scholars or any caterer of your choice. To submit a request with UBC Scholars catering fill out [this form](#). You can also pick up items from the grocery store to cater for your event if you wish.

- Ensure you provide some gluten free and vegan items
- Label food for those with allergies
- Plan for approximately 60 people
- Coffee, tea and water are all standard beverages, but you can serve things like juice or soda if you wish as well

3. Determine your budget

Host departments are welcome to have a theme, prizes, or activities. Departments that need some financial assistance can apply for Funding through the [United Way Champions Fund](#).

- Catering (see above)
- Prizes
- Themes
- Giveaways

4. Determine whether your pitstop has the potential to interfere with teaching and research by reviewing the checklist [here](#).

- If your event **does not** require approval: Complete the [Safe Event Application template](#) (First page only) and submit it as an attachment to ready.ok@ubc.ca.
- If your event **does** require approval: Complete both pages of the [Safe Event Application template](#) and submit it to ready.ok@ubc.ca with any additional documentation (i.e. site map)



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Two weeks before your event

5. Submit a [Facilities work request](#) if table setup is required
6. Submit an [IT request](#) if you would like to have PowerPoint presentations, microphones, or any other technology requirements
7. **Promote your pitstop**

You can promote your event on several communication channels:

- [Events.ok.ubc.ca](https://events.ok.ubc.ca): Learn how to submit an event [here](#)
- [UBC Exchange newsletter](#): Learn about newsletter submission guidelines and how to submit to the UBC Exchange newsletter [here](#)
- Calendar invitations
- MS Teams channel (administrators)
- Shared events calendar (to eliminate conflicts)

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- Global or Admin News emails
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Day of event

8. **Collect donations for [UBC Okanagan's United Way campaign](#).**
 - \$2 recommended donation. Email unitedway.ok@ubc.ca to request a donation box and United Way campaign information to display
 - Email unitedway.ok@ubc.ca or drop off your box of donations at ADM 102 at the end of your event.