



Checklist for launching Honeybux!

Welcome to the hive! Below is a checklist to ensure a smooth launch of Honeybux with your employees. If you have any questions, please contact us at info@honeybux.org

- Download employer toolkit – each piece is important so save the entire file!
- Create business profile by visiting <https://dev.honeybux.org/hb/> (step-by-step instructions are in the toolkit)
- Send all staff email announcing Honeybux participation. Below is an email template for you to use. Feel free to edit this as you see fit. We did make sure to hit on some of the frequently asked questions so that your team is fully aware of the new platform you are using. We would also suggest attaching the Employee Flyer to this email so they have another reference.
- Post the Once Pager on an internal announcement board or put in each employee's mailbox.

Email Template:

Hello Team!

We are excited to announce that we are joining a hive of socially conscious employers by using Honeybux for team rewards and thank yous!

You might be asking yourself, what is Honeybux? Honeybux is an e-gift card platform that allows you to give back to charity.

How does it work? You will receive an email when your gift has arrived. There will be two amounts of money for you to spend. The first will be for you to give to a charity of your choice and the second will be for you to purchase a gift card of your choice from a gift card mall of over 400 national brands.

This is a win because *your* gift amount doesn't change. You will still be receiving your full gift. What's different is that you *also* get to spend some *extra* company money at a charity of your choice. We say thank you, a local charity gets a gift, you get a gift, it's a win, win, win!

So, keep an eye out for your Honeybux email! Don't ignore or delete Honeybux emails because you will be leaving money on the table.

If you want to learn more about Honeybux, you can visit them at www.honeybux.org.

Please let me know if you have any questions.

Thank you,