

# CAMPAIGN LEADERS RESOURCES

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**United Way of the Flint Hills**

# UNITED in PURPOSE

Dear Friends,

In the heart of the breathtaking Flint Hills lies a profound truth that resonates deeply with me, and it ignites an unwavering passion within my soul. A truth that beckons us to unite, to be bound together in purpose, and to create a thriving haven for all. This truth is a beacon of hope that reaffirms our shared responsibility to ensure that each and every one of us can access the support we need.

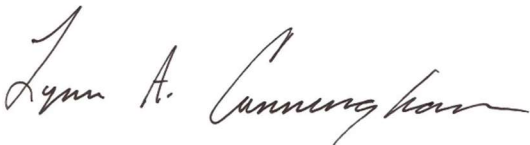
Many of us, at some point in our lives, has found ourselves in need, seeking guidance, and assistance from United Way and its Community Partners. In my personal voyage, I have felt the embrace of these crucial services in moments of grief. When my twin sister passed away unexpectedly, it was through these partners' support that I found strength to carry on. And when fate brought two young girls, who had lost everything, into my life, it was with the aid of these very services that we were able to embark on a journey of love and family, as I welcomed them into my home with open but unprepared arms.

Being "United in Purpose" does not end with receiving—it extends to giving back and witnessing the profound impact it has on the lives of others. I witnessed the transformation of a struggling single father, as he found new hope through the generosity of our community. With the support of a United Way Partner he was able to secure a suitable home for his children, moving them from his car to an apartment. It was a pivotal moment that allowed him to embark on a new job, a step towards a brighter future, as he continued to provide for and shelter his family.

Life is unpredictable, and we are bound to face unexpected challenges and hurdles. Yet, the strength of our community lies in the love and generosity we show when it matters most. Let us cherish the moments of abundance and share wholeheartedly when we can, so that we may always have the resources to care for and uplift our community for generations to come.

Join me in being United in Purpose, and give to the United Way at [uwfh.org/donate](https://uwfh.org/donate).

Sincerely,



Lynn Cunningham  
2023 Campaign Chair

# CAMPAIGN BEST PRACTICES

- 1 Time is right. Choose a campaign timeline that best fits your organization's activity level and that allows your fellow employees and leadership to be most engaged.
- 2 Get high-level buy-in. Leadership donors can drive a campaign's success by creating momentum. When the CEO and senior management are the first to give, others will follow their example. Suggest that a special leadership giving chairperson be assigned to target those able to give at a higher level.
- 3 Advocate for corporate match. Connect corporate giving to employee giving by creating a corporate challenge match for employee donations.
- 4 Be visible. Get on the agenda for scheduled organization-wide events, department meetings, or other company gatherings. Plan these presentations in advance of the full campaign. Be prepared.
- 5 Run short campaigns. When the workplace campaign is run in 1-2 weeks it shows employees an urgency to give.
- 6 Kick off strong and creative incentives. A launch event sets the tone for the campaign. This is a great time to announce incentives, contests, and drawings.
- 7 Make it personal. A personalized ask is best, particularly from a friend or colleague. Use personal connections and knowledge in emails and in all campaign communications.
- 8 Promote. Publicize. Plan. Raise awareness of United Way's work. Send email updates. Be a presence on your company's intranet. Form a committee. You can count on United Way for support and advice on your publicity and marketing effort.
- 9 Thank and celebrate. Acknowledge those who help. Involve and recruit others who share your commitment. Thank them again and again. These actions are a big part of making your current campaign a success – and setting the stage for next year.
- 10 LIVE UNITED! Opportunities to LIVE UNITED don't end when your campaign does. Let your colleagues know about ongoing, year-round opportunities to volunteer in the community and advocate for issues through the United Way.
- 11 Organizations have different cultures, numbers of employees, locations, and other details that affect the length and focus of their United Way campaign. Assess what will work best for your workplace, and begin planning based on those parameters. Don't forget to include time for advocacy and volunteer activities; both are an important part of your campaign.  
  
Ideally, campaigns lasting two weeks have a good balance of impact and length. One exciting kick-off rally and/or 3-4 smaller rallies should provide your co-workers with the key information they need to make a donation decision within the campaign timeframe. Shorter campaigns of a few days to one week can work when you are organized and have a track record of campaign success. These organizations likely have a highly engaged CEO and a strong connection to the community. You may hold one all-encompassing rally or 1-2 smaller rallies. Larger organizations that need more time to engage a larger workforce can expect to hold between 15-20 rallies (or more for the largest corporations) and/or 2-3 special events. Spreading the fun over two weeks (or slightly longer) often works best in your organizational culture.

## EMPLOYEE CAMPAIGN FAQ



## WHAT DOES UNITED WAY DO?

1



Education

2



Health

3

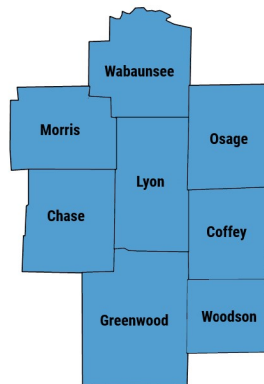


Economic  
Mobility

### OUR COMMUNITY

United Way of the Flint Hills serves the residents of

- Chase County
- Coffey County
- Greenwood County
- Lyon County
- Morris County
- Osage County
- Wabaunsee zip codes: 66423, 66431, 66507
- Woodson County



### HOW ARE THE FUNDS ALLOCATED?

Non-profit organizations must submit a detailed application for funding each year, and the application is reviewed by a group of community volunteers. The volunteers hear from each of the organizations in order to get additional information about the organization and their need. There is no guarantee of funding and each new organization is scrutinized just as closely in year ten as it was in year one. If you are interested in serving on the committee that reviews the applications, please email Mickey Edwards at [mickey@uwfh.org](mailto:mickey@uwfh.org).

**Dolly Parton's Imagination Library** sends an age-appropriate book a month to kids under 5 at no cost to the family. Having a library of books to call their own helps to instill a love of reading and prepares children for kindergarten.

Kids Enrolled	1,602
Graduated	3,307
Total Books Mailed	169,301

**2-1-1** is a service provided by the United Ways of Kansas that puts people in touch with much needed services and volunteer opportunities in their local communities. In 2022, **798 residents** in our community called 2-1-1 to receive help. Text your zip code to 898211 to get help.

**SingleCare** is a prescription drug discount card that can be used by anyone in the community for prescription medicine. There are no usage, age or income limits. SingleCare can be used with or without prescription insurance. In 2022, **357 residents** of our community saved over **\$56,000** on their prescriptions with SingleCare. To learn more and download your card, go to [www.singlecare.com](http://www.singlecare.com)

### HOW IS MY DONATION USED? WHAT PERCENT OF MY DONATION GOES TO THE PROGRAM?

100% of your donations to United Way of the Flint Hills goes directly to support local programs in the Flint Hills community. If you direct your gift to a United Way Community Partner agency, 100% of your donation is directed to that organization. Donations not directed to a partner agency are used wherever they are most needed in the community to support education, social and emotional health, and economic mobility through United Way programs and partner agencies. See list of United Way partner agencies on the next page.

### HOW MUCH MONEY IS DISTRIBUTED BY THE UNITED WAY OF THE FLINT HILLS?

This year, we have distributed nearly \$330,000 to organizations in the counties we serve, including our Community Partners and other nonprofits awarded Emerging Needs grants that address the education, health, and economic mobility of our community.

## CHASE COUNTY

Cerebral Palsy Research Foundation ♦ Corner House ♦ Cradle to Career Literacy Center ♦ Dolly Parton's Imagination Library ♦ Emporia Child Care ♦ Girl Scouts of Kansas Heartland ♦ Housing and Credit Counseling ♦ Kansas Children's Service League ♦ Kansas Legal Services ♦ LEAP! ♦ SOS Inc.

## COFFEY COUNTY

Cerebral Palsy Research Foundation ♦ Corner House ♦ Cradle to Career Literacy Center ♦ ECKAA ♦ Emporia Child Care ♦ Girl Scouts of Kansas Heartland ♦ Jayhawk Area Boy Scouts ♦ Kansas Children's Service League ♦ Kansas Legal Services ♦ LEAP! ♦ Sacred Heart Child Care Center ♦ SOS Inc.

## GREENWOOD COUNTY

Cerebral Palsy Research Foundation ♦ Corner House ♦ Cradle to Career Literacy Center ♦ Emporia Child Care ♦ Girl Scouts of Kansas Heartland ♦ Housing and Credit Counseling ♦ Jayhawk Area Boy Scouts ♦ Kansas Children's Service League ♦ Kansas Legal Services ♦ LEAP!

## LYON COUNTY

Camp Alexander ♦ Cerebral Palsy Research Foundation ♦ Communities in Schools ♦ Corner House ♦ Cradle to Career ♦ CrossWinds Counseling and Wellness ♦ Dolly Parton's Imagination Library ♦ Emporia Child Care ♦ Food for Students ♦ Girl Scouts of the Kansas Heartland ♦ Housing and Credit Counseling ♦ Jayhawk Area Boy Scouts ♦ Kansas Children's Service League ♦ Kansas League Service ♦ LEAP! ♦ Sacred Heart Child Care ♦ SOS Inc. ♦ The Salvation Army

## MORRIS COUNTY

Cerebral Palsy Research Foundation ♦ Corner House ♦ Cradle to Career Literacy Center ♦ Dolly Parton's Imagination Library ♦ ECKAAA ♦ Emporia Child Care ♦ Girl Scouts of Kansas Heartland ♦ Housing and Credit Counseling ♦ Help House of Osage County ♦ Jayhawk Area Boy Scouts ♦ Kansas Children's Service League ♦ Kansas Legal Services ♦ LEAP! ♦ SOS Inc.

## OSAGE COUNTY

Cerebral Palsy Research Foundation ♦ Cradle to Career Literacy Center ♦ Corner House ♦ CrossWinds Counseling and Wellness ♦ Dolly Parton's Imagination Library ♦ East Central Kansas Area Agency on Aging ♦ Girl Scouts of the Kansas Heartland ♦ Help House of Osage County ♦ Housing and Credit Counseling ♦ Jayhawk Area Boy Scouts ♦ LEAP! ♦ SOS Inc.

## WABAUNSEE COUNTY

Building Blocks Child Care ♦ Cerebral Palsy Research Foundation ♦ Corner House ♦ Dolly Parton's Imagination Library ♦ Emporia Child Care ♦ Girl Scouts of Kansas Heartland ♦ Housing and Credit Counseling ♦ Jayhawk Area Boy Scouts ♦ LEAP!

## WOODSON COUNTY

Cerebral Palsy Research Foundation ♦ Corner House ♦ Dolly Parton's Imagination Library ♦ Emporia Child Care ♦ Girl Scouts of Kansas Heartland ♦ Housing and Credit Counseling ♦ LEAP!

# HOW TO RUN A UNITED WAY CAMPAIGN



## TIMELINE

Thank you for your willingness to manage your workplace United Way campaign and take on this big responsibility for our community! We hope this timeline will provide you with some guidance to execute a successful campaign. Please feel free to adjust this timeline for your campaign and use it to help you stay organized and on track for success. Our biggest tip for success: let your employees learn more about United Way before they are asked to give. Don't let the kickoff meeting be the first time they hear about United Way this year!

### 4 WEEKS before Campaign Kickoff

- Meet with United Way to review last year's campaign
- Go to [unitedwayoftheflinthills.org/campaigntoolkit](https://unitedwayoftheflinthills.org/campaigntoolkit) for resources and ideas
- Meet with your CEO or senior management to confirm their support
- Recruit and train your campaign team

**Our suggestion? Run your campaign for a maximum of two to three weeks. If you create a sense of urgency and set a deadline, your colleagues might be more responsive to returning the form in a timely manner!**

### 3 WEEKS Before

- Meet with your team
- Review campaign material provided by United Way of the Flint Hills
- Develop a campaign theme and special events
- Plan your timeline, strategies and goals
- Review and familiarize your team with campaign resources
- Contact United Way at 620.342.7564 to arrange for speakers

### 1 to 2 WEEKS Before

- Promote your campaign kickoff and special events with posters and advance emails
- Contact United Way to borrow a display board to be placed in your break room
- Send communications from CEO endorsing and announcing the campaign – videos are always good!
- Prepare materials
- Plan kickoff event

## KICKOFF and CAMPAIGN

- Launch campaign and distribute materials
- Make sure every employee has the opportunity to give
- Acknowledge management support
- Build excitement by sharing progress
- Send follow-up emails to build awareness
- Have fun!

## AFTER Your Campaign

- Wrap up campaign, collect all pledge forms
- Calculate results and submit final reports to United Way
- Announce results
- Thank all employees with a celebration event, email or letter
- Thank your campaign team and leadership givers
- Conduct a campaign debrief with your team and gather notes for next year



# CAMPAIGN IDEAS

Themes help create excitement and energy for the campaign and are used to drive results. Finding a good way to connect campaign fun with the United Way mission ensures a well-rounded campaign. Examples include:

## SPECIAL EVENTS

Special events can be used to raise awareness of the campaign and are held as kick-off or wrap-up events. Since these funds come to United Way anonymously, we cannot recognize individuals or provide tax receipts for special event dollars. Consider holding one or more of the following:

- Dress down days – “sell” dress down day coupons for a certain dollar amount
- Bake sales/basket sales/craft sales
- Breakfast or lunch potluck- each person brings a dish and then pays to eat
- Chili cook-off – each person buys a ticket allowing them one vote
- Ice cream socials
- Team/department challenges
- Pie in the Face CEO or senior leadership
- Golf tournaments
- Raffles or silent auction for donated items – use email to raffle or auction off items

## INCENTIVES

Many organizations provide incentives tied to their campaign goals. A large budget is not necessary for incentives. There are many free incentives you can offer to employees for participating in the campaign. Items can also be donated and used in silent auctions or raffles.

- Gift Cards – retail, gas, oil change, etc.
- Personal day off
- Sleep-in pass
- Long lunch pass
- Early-out pass
- Jeans/casual day passes
- Tickets to a sporting event
- Company gear or logo items
- Free lunch passes

## ONLINE ACTIVITIES

Here is a list of creative and dynamic fundraising ideas for your organization's United Way campaign! What better way to start your campaign, engage your employees, and build support for the United Way of the Flint Hills (and in turn, area organizations) than to use fun activities for your kickoff! Thank you for your support.

- Zoom Costume or Room/Office Decorating Contest
- Trivia or Riddles Via Email (Bonus for United Way-Themed Trivia!)
- Kahoot - Interactive learning, presentations, training, company culture and events ([kahoot.com/business](https://kahoot.com/business)).
- Step Competition
- Virtual “Chopped” Challenge - People pay to participate, film themselves receiving their set of ingredients and their process using the specified ingredients to make a finished dish.
- Virtual Game Night (<https://www.countryliving.com/entertaining/a31995635/virtual-game-night-ideas/>)
- Virtual Workout Class
- Crafternoon - Lead an afternoon crafting class. Materials can be digital or they can be delivered to employees in a contactless manner.

# HOW TO RUN AN ONLINE CAMPAIGN



- 1 Hold the Campaign Kick-off virtually by setting up an employee video call. Invite all employees to join online. Be sure to invite your CEO or senior leadership to share why they give.
- 2 Invite a United Way Representative to speak about how donations help the community during your kick-off call or other team meetings.
- 3 If applicable, ask United Way to set up an online giving website to collect donations in place of pledge forms and cash donations.
- 4 After the kick-off, send an email to employees with directions on how to donate, a message from a senior leader asking employees to donate, and information about United Way.
- 5 Provide employees with additional information about United Way through printed materials or other employee communication methods (intranet, screensavers, message boards, etc.)
- 6 Share United Way videos through email communications throughout the campaign from our YouTube page:  
[www.youtube.com/@unitedwayoftheflinthills](https://www.youtube.com/@unitedwayoftheflinthills)

## WHY RUN AN ONLINE CAMPAIGN

Having a virtual giving platform is an easy tool for employers looking to add giving options to their United Way giving campaign. Donors fill out their pledge on the on-line portal on the United Way of the Flint Hills website. All the online donations can be compiled into a spreadsheet for your HR department.

### Online campaign benefits:

- Are an added option to allow your employees to easily donate in the manner in which they are most comfortable giving,
- Limit contact between individuals,
- A single location for all materials,
- Save your team both time and money.

To set up an online campaign for your company or learn more, please contact Hannah Crowl at [hannah@uwfh.org](mailto:hannah@uwfh.org) or 620.342.7564.



# EVERGREEN DONOR PROGRAM

Your support for United Way of the Flint Hills funds education, social and emotional health, and economic mobility services for children, families, and individuals in our local community. Below is more information about implementing an Evergreen giving campaign to help our community today and into the future.

## WHO ARE EVERGREEN DONORS?

Evergreen Donors are payroll deduction givers who have chosen to continue their current payroll deduction into future campaigns. Being an Evergreen Donor allows your employees the freedom from filling out future pledge forms, while also maintaining the option to change their giving level at any time.

## WHAT ARE THE BENEFITS OF EVERGREEN GIVING?

Evergreen Donors make payroll processing at the beginning of a campaign easy, with time saved not having to update payroll deductions each campaign. Your employees can continue to support United Way and our community into the future with no need for future pledge forms. It is easy for your donors, as their pledge will continue automatically and they will not need to take any further action unless they choose to opt out or change their gift amount. Fix it and forget it!

## WHAT WILL I NEED TO DO TO IMPLEMENT AN EVERGREEN GIVING CAMPAIGN?

To set up a successful Evergreen giving campaign:

1. Confirm an Evergreen giving policy can be implemented at your workplace.
2. Obtain copies from United Way of the Flint Hills of workplace pledge forms with the Evergreen Donor option.
3. Encourage employees to opt in to becoming Evergreen Donors.
4. Collect pledge forms, noting which employees wish to be Evergreen Donors.
5. At the beginning of each new campaign year, receive a list of Evergreen Donors from United Way of the Flint Hills. If necessary, inform your company payroll contact of the Evergreen Donors and donation amounts, as no future pledge forms will be needed during the employees' time with the company.

United Way has a sample email you can send to employees:

*Dear [Donor],*

*There is a new, easy way to give to the United Way of the Flint Hills this year. Becoming an Evergreen Donor means that you do not have to fill out future pledge forms, but you can still make a difference and help improve the education, health, and economic mobility of your community.*

*For the first time, this year you have the opportunity to continue your prior payroll deductions into the future. You can fix it and forget it! To do so, simply choose the box on the pledge form indicating you wish to be an Evergreen Donor. If you gave through payroll deduction last year, simply sign the form and you are done. If you did not give through payroll deduction last year, or you wish to change the amount you give through payroll deduction, simply indicate on the form how much you wish to give, and then sign the form. You will not need to fill out a pledge form in the future. Should you wish to change your giving at any time in the future, simply alert the HR department with the details of the change.*

*As always, if you would like to direct your gift to a United Way of the Flint Hills Community Partner, please indicate which Community Partner on your pledge form. To see a list of United Way partner programs to donate to visit [unitedwayoftheflinthills.org/partners](http://unitedwayoftheflinthills.org/partners).*

*New and continuing donations for this year will start being deducted from your paycheck starting [date].*

*We would like to invite you to consider increasing your payroll deduction to support other families and individuals in our community who may be struggling during this time. Thank you for joining with other [Company] employees to give back to our community!*

*Sincerely,*

*[Campaign Leader/Payroll Manager]*

# NEW HIRES PROGRAM

Your support for United Way of the Flint Hills funds education, health, and economic mobility in our local community.

## WHAT IS THE NEW HIRES PROGRAM?

One way to increase employee engagement at your company and support our community is by starting a New Hires Program to encourage recently hired employees to sign up for payroll deduction donation to United Way. A New Hires Program is a great addition to your annual campaign and can be especially helpful for companies who hire employees throughout the year.

## HOW DO I IMPLEMENT A NEW HIRES PROGRAM?

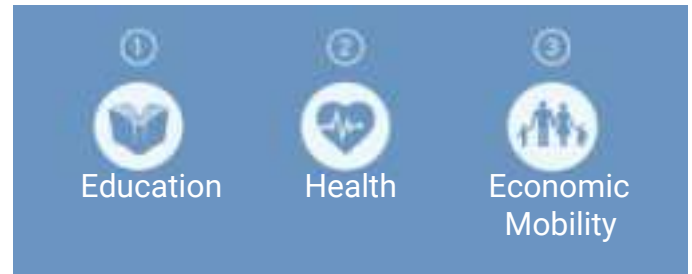
To set up a successful New Hires Program as part of your campaign:

1. Confirm with your company's HR payroll that new employees can sign up for payroll deduction donations and when those new donations will start being deducted.
2. Determine the best way to capture employee pledges. Ask United Way for paper pledge forms or an online pledge site that can be open all year.
3. In your new employee welcome packet or emails include information about United Way such as
  - a. Directions on how to sign up for payroll deduction or make a one-time donation. Include a link to allow employees to sign up easily or include a paper pledge form.
  - b. United Way campaign flyers and materials (can be requested from United Way)
  - c. A letter from the CEO inviting employees to give and sharing that your company supports community giving
4. During an employee orientation show United Way videos or allow the campaign leader or other company leadership to speak about how your company supports the community. Be sure to point out materials in the packet and explain how employees can sign up to give.
5. Create a timeline to follow up with employees after orientation to remind them to sign up by a certain time.
6. Provide both your HR/payroll team and United Way with the pledge forms new employees filled out. If you asked United Way to run your online pledging system, discuss with United Way staff the timeline to review these pledges and send to your company payroll.
7. Thank your employees for participating.

## WHAT INFORMATION SHOULD I SHARE WITH NEW EMPLOYEES?

### What does United Way do?

United Way of the Flint Hills supports the Flint Hills community in three areas:



### How are your donations used?

100% of your donations to United Way of the Flint Hills goes directly to support local programs. If you direct your gift to a United Way Community Partner, 100% of your donation is directed to that organization. Donations not directed to a Community Partner are used wherever they are most needed in the community to support education, social and emotional health, and economic mobility through United Way programs and partner agencies.

### Share a Video

Visit the United Way of the Flint Hills YouTube channel to share a variety of videos about how United Way and employee donations make a difference.

Go to <https://www.youtube.com/@unitedwayoftheflinthills>

### Welcome Letter

This is a customizable letter that can come from the CEO of your company or the CEO of United Way of the Flint Hills. Both are included in this packet.

## NEW HIRE PROGRAM WITH UNITED WAY



United Way has a sample email you can use to welcome new employees:

(DATE)

Dear (PERSONALIZE),

*Congratulations on your new job! You are joining a company committed to the well-being of our shared community. We are proud to be a strong partner with United Way. Together, we are mobilizing your colleagues' caring power to change lives throughout the Flint Hills Community.*

*You can be a part of the meaningful and lasting change (COMPANY NAME) is striving for in our community through partnership with United Way. No matter the size, your donation will change lives. With just a few dollars per paycheck you can help improve the education, health, and economic mobility of your neighbors.*

*For example, your donations can provide the following:*

- *\$5/paycheck\*: help improve kindergarten readiness and promote literacy for 5 preschool children by providing them with a curated library of up to 60 books they can call their own*

- *\$12/paycheck\*: weekend nutrition bags for 26 students experiencing food instability*  
*\*26 pay periods per year*

*At United Way, we are careful stewards of your generosity. With our transparent process, your investment goes toward proven programs that tackle the Flint Hills' toughest challenges. We work with our business, nonprofit and government partners to create community initiatives focused on Education, Health, and Economic Mobility. Companies like (COMPANY NAME) are a vital part of this process, bringing a valued perspective to the table.*

*Welcome to (COMPANY NAME)! You are a member of an organization that is part of the positive change in our community. Join us as we work together toward a Flint Hills' community where everyone can succeed in school, work and life.*

*Sincerely,*

*President & CEO*

# Retiree Giving

Another way to increase your company's impact is to send a letter to those who have retired from your company. Below is a sample letter you can send to former employees.

Dear Friends,

In the heart of the breathtaking Flint Hills lies a profound truth that resonates deeply with me, and it ignites an unwavering passion within my soul. A truth that beckons us to unite, to be bound together in purpose, and to create a thriving haven for all. This truth is a beacon of hope that reaffirms our shared responsibility to ensure that each and every one of us can access the support we need.



Many of us, at some point in our lives, has found ourselves in need, seeking guidance, and assistance from United Way and its Community Partners. In my personal voyage, I have felt the embrace of these crucial services in moments of grief. When my twin sister passed away unexpectedly, it was through these partners' support that I found strength to carry on. And when fate brought two young girls, who had lost everything, into my life, it was with the aid of these very services that we were able to embark on a journey of love and family, as I welcomed them into my home with open but unprepared arms.

Being "United in Purpose" does not end with receiving—it extends to giving back and witnessing the profound impact it has on the lives of others. I witnessed the transformation of a struggling single father, as he found new hope through the generosity of our community. With the support of a United Way Partner he was able to secure a suitable home for his children, moving them from his car to an apartment. It was a pivotal moment that allowed him to embark on a new job, a step towards a brighter future, as he continued to provide for and shelter his family.

Please consider joining the campaign! Together and United, we can have a successful campaign!

As a recent retiree of (XX Company), I invite you to continue your support of the United Way. Retirees across the community are continuing to give to the United Way because they see the difference we are making. I hope you will join them in supporting this year's campaign.

Sincerely,

  
Lynn Cunningham  
2023 Campaign Chair

**THANK YOU** for helping people build better lives.

☼ A CHECK is enclosed for \$ \_\_\_\_\_ payable to the United Way.

☼ CREDIT CARD: I pledge \$ \_\_\_\_\_  
please go to [www.uwfh.org/donate](http://www.uwfh.org/donate) to make your contribution by credit card.



[www.uwfh.org/donate](http://www.uwfh.org/donate)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Former Employer: \_\_\_\_\_

# FINALIZING YOUR CAMPAIGN

Thank you for running a United Way campaign! Your work is almost done, and here's what you need to know to complete your campaign packet.

1. Collect all pledge forms regardless of the type of pledge/gift a person made, i.e. payroll deduction, cash/check, or credit card.
2. Review pledge forms for errors. All forms should be signed by the donor. If an amount per pay period multiplied by the number of pay periods doesn't add up, please check with the employee before you submit their pledge form. If an employee has indicated that they'd like to donate one hour's pay or 1% of their salary to the United Way, please make sure that amount is written on the form.
3. Should you need copies for your records, take copies of pledge forms. Or, request that United Way provide you with a spreadsheet of pledge details or copies of forms.
4. Once the pledge forms are finalized, please place them in the envelope. *Important Note: Regardless of the gift or pledge method chosen by a donor, pledge forms contain donor information needed by United Way, such as donor designations.*

## Don't forget to...

- Complete all information requested on the Campaign Summary Report (attached to front of return envelope.)
- Enclose one copy of each pledge form for United Way.
- Retain one copy of each pledge form for payroll deductions and forward them to your company payroll department for processing. If you'd rather, request that United Way provide you with a spreadsheet of pledge details or copies of forms.
- Enclose all check/cash contributions.
- Enclose signed Corporate Pledge Form, if applicable.
- Seal in Envelope with attached sticker.

**Please note:** If your company uses its own pledge forms or online pledging, please enclose a list of designations which includes the donor name, amount of the designation and to which agency the gift is designated.

When the packet is ready for pick up, please call Hannah 620.342.7564 to arrange pick up. We would like to complete the **United Way Campaign by November 17.**

## Thank you for your support!