

UNITED WAY WORKPLACE CAMPAIGN ENVELOPE

TIPS FOR COLLECTING PLEDGE FORMS AND DONATIONS

- Be sure to complete the left-hand side of the envelope with the name of the Employee Coordinator, Email, & Phone Number. That way, if we have any questions, we have all the contact information!
- Identify the name of the Company and/or Department that the envelope represents.
- Include the current number of employees so that we can determine the participation percentage.
- Specify the type of donation and number of donors: cash, checks, credit cards, direct bills, payroll deductions, corporate gifts, or special events.
- Attach cash or check donation to a physical pledge form so that we can confirm the type of gift and amount. This will also help track your company's participation percentage.
- Be sure to make a copy of all paper pledge forms and submit to your HR contact for payroll deduction.

DON'T FORGET!

- We have an online pledge form as a giving option. Great for remote employees!
- Visit www.unitedwayofyc.org/pledge/ to fill out an electronic form. Individuals will receive an email confirmation of the pledge for their records.

PLEASE REMEMBER

United Way and donors appreciate the timely submission of gifts that include checks and/or cash. If the campaign is not complete, we ask that you turn in what has been donated every two weeks so that we can deposit the donors' checks or cash. We can provide additional report envelopes as needed.