

# United Way of Central Missouri

## *Orange Campaign Report Envelope Instructions*

Important Campaign Materials every Employee Campaign Coordinator will need to close out their campaign:

- Orange Campaign Report Envelope
- Completed Corporate Pledge Card
- Completed Pledge Cards from Each Donating Employee
- Employee Contribution Summary Sheet
  - An electronic copy can be found on our website under the Campaign Materials <https://www.unitedwaycemo.org/sites/unitedwaycemo/files/2022%20Employee%20Contribution%20Form.xlsx>
  - Once you have all the pledge cards you can log each pledge and how it will be paid on the Employee Contribution Summary Sheet
  - Once completed save a copy for yourself, print a copy to put in the Orange Campaign Report Envelope and email an electronic copy to [info@unitedwaycemo.org](mailto:info@unitedwaycemo.org)

To complete the Orange Campaign Report Envelope:

- Complete Section 1 in its entirety
  - List at least one of the employee campaign coordinators with their name, telephone number and email.
  - List the name and phone number for your business payroll contact if different from the employee campaign coordinator.
  - Write in the number of full time employees and part-time employees. We need this for our reporting as well as determining those businesses that have 100% giving.
  - If you have payroll deductions please check the appropriate box for how often payroll deductions will be paid to the United Way of Central Missouri. For example, will the United Way of Central Missouri receive a check or ACH weekly, monthly, twice a month, quarterly or semi-annually?
  - Write in the date Orange Campaign Report Envelopes must be returned to the United Way of Central Missouri. We will provide you with a deadline but would like the information earlier if your campaign is completed prior to the date provided.
- Complete Section 2 in its entirety
  - Section A - Corporate Contribution
    - Write in the total amount the business is pledging in the total pledged box
    - If you are enclosing a check, write that amount in the amount enclosed.
    - If it's a partial payment or no payment, write in the balance due
    - Enclose the completed Corporate Pledge Card in the orange Campaign Report Envelope
- Complete Section B – If you had a Special Event(s)
  - This section is only for the proceeds of special events, such as a jeans day, BBQ's or other fund raisers/special events your business hosted.
  - Do not include these amounts in the employee contribution section C and do not include the employee contributions in the Special Events section.
  - Include the total amount raised in the total pledged box.
  - Write in the amount collected in the amount enclosed box.
  - If you have not collected the total pledged then write in the balance due in that box.
  - Enclose the cash and checks listed in the Special Events Amount Enclosed box in the Orange Campaign Report Envelope.



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- Complete Section C - This is where you will break out all of the information listed on the pledge cards and if you completed the Employee Contribution Summary Sheet, it will be very simple to complete this section. For each type of donation/contribution, we must have the total number of donors, the total pledged, the amount enclosed, and the balance due for each type of employee contribution.
  - For cash and checks, the total pledged and amount enclosed should be equal. There should be no balance due. If you have not collected a payment from someone, his or her pledge would be listed as a direct bill.
  - If you have employees who want their pledge to be paid via a bank draft this is the section these totals would go into. Make sure the bank draft information is complete on the Employee Pledge Card. We need their
    - Bank Name
    - Routing Number
    - Account Number
    - Type of Account it is
    - The amount to withdraw each month
    - When they want the withdrawal to start and stop. Make sure this matches the total annual gift listed.
    - If someone wants to start this withdrawal in August then we would need the packet by the end of July so make sure their start date makes sense to when the United Way of Central Missouri will receive the Orange Campaign Report Envelope.
  - Direct Bill
    - If you have employees who want the United Way of Central Missouri to direct bill them, please make sure we have complete address information on their Employee Pledge Card to be able to mail the invoice to them.
  - Payroll Deduction
    - If you have employees doing payroll deduction make sure their Employee Pledge Card reflects the correct number of pay periods your business has and/or that the total annual gift equals the pay periods multiplied by the amount per pay period.
    - Make sure you are keeping a copy of the Employee Pledge Card for Payroll so they will know how to deduct from employee pay and they will want the signature as proof that it is okay to deduct.

After all of this is completed total the Employee Contribution Section C and then total the Grand Total Section D. The amount enclosed in Section D must equal what is enclosed the Orange Campaign Report Envelope. This is a control for United Way of Central Missouri and if something is not accurate, we will be contacting the Employee Campaign Coordinator to determine where the discrepancy is.

Enclose your Corporate Pledge Card, the Employee Pledge Cards, a hard copy of the Employee Contribution Sheet in the Orange Campaign Report Envelope and drop the complete packet of information off to the United Way of Central Missouri at 205 Alameda Drive or call the office at 573-636-4100 to arrange for a staff member to pick it up prior to the Campaign Report Envelope Deadline.

