



IDAHO STATE EMPLOYEES'  
CHARITABLE GIVING CAMPAIGN

**CAMPAIGN FINAL REPORT INSTRUCTIONS**

**Pledge Forms**

As the Agency Campaign Coordinator, you will collect the pledge forms from your employees throughout the campaign. **In addition, you will receive a report via email of those giving online (via E-Way).** You will collect paper pledge forms and track online giving. Please work with your agency payroll staff to ensure payroll deductions pledges through the pledge form and/or E-Way are entered into the Idaho Paperless Online Personnel/Payroll System (IPOPS).

**\*\*NOTE\*\* Payroll staff keep a copy of the pledge form or E-Way final report for records.**

**Completing the Final Report**

As the Agency Campaign Coordinator, you will assemble a copy of all pledge forms, the final E-Way pledge report, and all fundraising dollars. Tally the final results and complete the [Campaign Final Report](#) (dated November 1, 2016 or later) which is found on the 'coordinators' tab of the [www.unitedwecare.idaho.gov](http://www.unitedwecare.idaho.gov) website. Put all documents together in one large envelope and mail or deliver the envelope to your local United Way Office no later than **November 15, 2016**.

Go to <http://unitedwecare.idaho.gov/docs/UnitedWaysInIdaho.pdf> to see the list of Regional Programs for addresses of statewide local United Way Offices.

**Note:** If you have received pledges for more than one Region, please complete a separate Campaign Final Report for each Region. The Regions are listed at the top of the pledge form (e.g., Moscow #561, Lewiston, #560...)

There are **five areas** on the final report where you may report employee contributions:

**1. Cash/Check/Credit or Debit Card**

Note the totals on the report form. Place the checks and cash in the large envelope, along with the pledge forms.

**2. Bill Direct**

Note the totals on the report form. Place the pledge forms in the large envelope.

**3. Payroll Deductions (paper and online pledges)**

Agency payroll departments must enter all payroll deduction actions in IPOPS with an effective date of **December 18, 2016**. Note the totals on the report form, include paper on online giving. Place the pledge forms in the large envelope. **Remember to forward these copies to your payroll department for input into IPOPS.**

**4. Fundraiser/Special Events**

Note the totals on the report form. Monies raised from group activities should be totaled separately from individual employee pledges. Note which charity(s) you would like this money to be donated to.