

State Employees' Charitable Giving Campaign --- Roles & Responsibilities

Roles: **Charitable Giver (state employee)** **Agency Campaign Coordinator** **Payroll** **Leadership Team**

Charitable Giver – Use the “donate” tab on the unitedwecare.idaho.gov website. The three ways to donate through our campaign:

1. E-Way

Accessed through unitedwecare.idaho.gov website, E-Way is an easy, fast, and secure online electronic giving platform. Donate through E-Way:

- Via credit/debit card (one-time or re-occurring monthly charge); or
- Via payroll deduction (biweekly or monthly). Your payroll deduction selection is sent through to your payroll and entered for you.

2. Pledge Form (hard-copy)

Accessed through the unitedwecare.idaho.gov website - allows a one-time donation or payroll deduction. Complete and give to agency coordinator.

3. Fundraiser

Have some fun and help a great cause! The fundraising/agency coordinator will collect donations and send to your local United Way office.

Agency Campaign Coordinator - Use the “coordinator” tab on the unitedwecare.idaho.gov website to find helpful resources and links. On behalf of your agency, administer pledges or donations as follows:

Via E-Way

You will receive a weekly Excel report via email. If a payroll deduction is chosen by a charitable giver, you communicate the name/amount/frequency to your payroll person. No action is needed for one time credit/debit donations.

Via Pledge Form

Assemble all completed pledge forms and donations via check. If a payroll deduction is chosen, make a copy and give to your payroll person.

Final Report Form

Assemble pledge forms, fundraising dollars, and checks, then fill out the final report form and send to your local United Way Office.

Silver and Gold Star Contributors

If a charitable giver donates 1/2% (silver) or 1% (gold) of their salary to the campaign, send their first and last name to your Leadership Team member (special recognition will be sent to these contributors).

Payroll - Look for an email from SCO with information on the effective date/deduction codes and then enter payroll deductions for the next calendar year.

Leadership Team – Identify and assist agency coordinators. Work with the United Way to help coordinators secure resources. Assist the Campaign Chair with event planning and recognition programs. Update campaign materials on website.

www.unitedwecare.idaho.gov

