



UNITED WAY



IDAHO STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN

CAMPAIGN FINAL REPORT

INSTRUCTIONS Pledge Forms

As the Agency Campaign Coordinator, you will collect paper pledge forms from your employees throughout the campaign. In addition, you will receive a report via email for those giving online. You will need to track paper pledge forms and online giving. Please work with your agency payroll staff to ensure payroll deductions pledges through pledge forms and online giving are entered into Luma.

****NOTE- Payroll staff keep a copy of the pledge form or online giving final report for records.**

Completing the Final Report

As the Agency Campaign Coordinator, you will assemble a copy of all paper pledge forms, the final online pledge report, and all fundraising dollars. Tally the final results and complete the Campaign Final Report document which is found on the 'coordinators' tab of the 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 18.**

Go to <http://unitedwecare.idaho.gov/docs/UnitedWaysInIdaho.pdf> to find a list of Regional Programs and 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 **four 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 Luma with an effective date of **December 8.** Note the totals on the report form, include paper and online giving. Place the pledge forms in the large envelope. **Remember to forward these copies to your payroll department for input into Luma.**

4. Fundraiser/Special Events

Note the totals on the report form. Monies raised from group activities should be totaled separately from individual employee pledges.