

# IDAHO STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN

**You Make a Difference!**



## 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.** 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 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 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, 2023 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 17, 2023.**

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 **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 11, 2023.** 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 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.