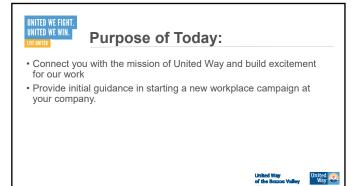
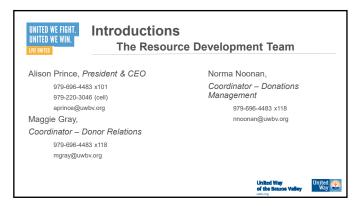


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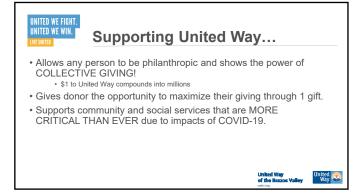


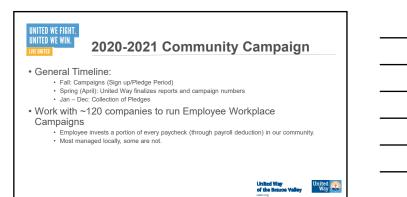


UNITED WE FIGHT. United we win.

United Way of the Brazos Valley fights for the health, education, and financial stability of every person in the Brazos Valley.

United Way of the Brazos Valley	United Way	۲
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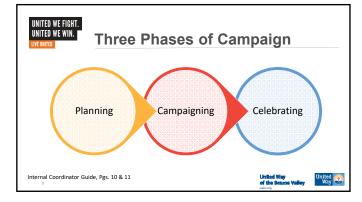


Workplace Campaigns

- 2-3 week period
 - Kick-off Effort: event, email, video
 - Campaign Rallies with employees to share United Way message and allow employees opportunity to complete Pledge Forms
 - Fundraiser Activities: recommended after Pledge Forms are completed









UNITED WE FIGHT. UNITED WE WIN. Ive United

Getting a New Campaign Started

- 1. Confirm Leadership/Corporate Support
- 2. Set-up details with HR/Payroll Department
- 3. Identify Internal Coordinator/Committee (July 28 @ 10am)
- 4. Plan the activities (July 30 @ 10:30)
- 5. Report the Results to United Way







Checklist for HR/Payroll

□ Prepared for Payroll Deductions in payroll system □Paper Pledge Forms □Digital Pledge Forms □Use/Develop own Pledge Forms

UNITED WE FIGHT. United we win.

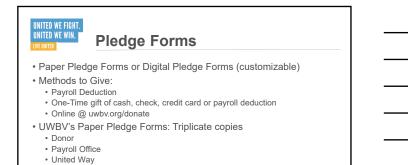
□Confirm dates Payroll Deductions will begin/end (Recommend 1/1/2021) □Confirm payment to UWBV method – monthly or quarterly

□Mailed directly from your site, or another location/United Way

□Does UWBV need to provide invoice/documentation to issue payment? □Received a copy of all payroll deduction pledge forms at the end of pledge period

> United Way of the Brazos Valley

United Way of the Brazos Valley Way



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UNITED WE FIGHT. United we win.

Report the Results to UWBV

- Complete Pledge Report Envelope (Paper, PDF or Digital) HR/Payroll or Internal Coordinator
- Enclose all Pledge Forms, Cash, Checks, documentation
- Submit to United Way:
 - Call for Pick-Up Drop by United Way office
 - Mail (not recommended if enclosing cash or credit card information)



	npany	No. of Emp	ployees		United 🔊
Billi	ng Address				Way (
City		ST Z	ip		way S.
Tele	phone Number				United Way
Nan	ne of Preparer of Report				of the Brazos Valley
	ail				1716 Briarcrest Dr., Suite 155 Bryan, TX 77802
					979-696-4483
	report is: ⊠ Partial (addi uctions: Please complete Giving Option		,	the info	www.uwbv.org rmation enclosed in this envelop Instructions
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- Audit all totals to confirm amounts.
- Communicate to name on envelope any inaccurate information.
- Enter pledge information into donation system.
 Process credit card payments, black out numbers once processed
 Deposit cash, checks
 Issue receipts via email/letter
- · Efficient communication to United Way is critical in providing a strong donor experience

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Charitable Contribution Documentation

- Payroll Deductions:
 - Donor retains copy of pledge form and W-2 to document charitable gift for IRS.
 - UWBV does not provide receipts for total payroll deduction received.
- · Cash:
 - Email/Paper Receipt provided when Pledge Form is provided with gift.
- Checks:
 - Email/Paper Receipt provided (use Pledge Form documentation or check information)

United Way of the Brazos Valley



- Payments to United Way
- Paid Monthly or Quarterly based on previous period's payroll deductions
- Do not need to provide individual's documentation of deductions
- Please document a payment number system on check:
 Example: Employee Deduction Payment 1/12 or 1/4
 - + Example: Corporate Match 1/1 or Corporate Match $^{1\!/}_{4}$
- EFT possible, but please send form of contribution documentation

of the Brazos Valley



· Unique events organized for your company



Campaign Toolkit Campaign ToolkitInterval Links to training materials Internal Coordinator Guidebook Digital Workplace Campaign Guide Promotional posters and sample email communications Links to videos for running campaign rallies Helpful planning tips on various aspects of campaign









Next Steps

- Contact Maggie to schedule a planning session for your campaign mgray@uwbv.org
 We will review the planning process and help you in your efforts
- Build your team and engage your Leadership



