

# LIVE UNITED



**Monadnock United Way**

## **EMPLOYEE CAMPAIGN CHAIR STEPS TO REPORT CAMPAIGN RESULTS**

Campaign volunteers from MUW and within organizations are responsible for handling thousands of dollars in pledge forms, checks and cash every year. It's an important responsibility and one that requires everyone to follow specific steps to ensure that every single donation is collected and accounted for properly.

These steps help to protect you as you prepare and hand-off the donations to Monadnock United Way.

1. Collect & sort ALL Pledge forms by categories of Paid in Full Pledges, Pledges with Billing/Payroll Deduction, Corporate Pledge, and Special Events Fundraising.
2. Tabulate each group of pledge cards, complete the white "Corporate and Employee Report Envelope" with each group's total and enclose adding machine tape.
3. Make a photocopy of all payroll deduction pledge forms give to your payroll department. Send the originals to MUW.
4. Place the pledge forms, personal checks, and cash donations into the Report Envelope.
5. Verify that the "Paid In Full Pledges" line equals total dollars enclosed.
6. Any Special Event fundraising (bake sales, raffles, etc.) should be totaled, noted on the envelope and enclosed.
7. Enclose your signed blue corporate pledge card.
8. Complete all data on the report envelope and seal it.
9. Please contact your Loaned Employee (LE) to let them know your campaign envelope is ready to be picked up. If you are not using an LE, contact Kate Cote at MUW ([kate@muw.org](mailto:kate@muw.org) or 352-4209 ext. 28).

10. Sign and date the sealed envelope. Have the LE/MUW staff to do the same.
11. Photocopy the signed envelope for your records and keep a copy.
12. Loaned Employees and MUW staff will only accept envelopes that are filled out completely and sealed. If you need more time to complete your envelope, please let your LE know and schedule a new pick up time.  
Thank you!

***Monadnock United Way (located at 23 Center Street) is open Monday through Friday between 8:30 AM - 4:30 PM. Please do not hesitate to call MUW at 352-4209 with questions.***