

# Company Campaign Information

Thank you for being a volunteer! We want your job to be as easy as possible. If you have any questions or need assistance, contact the United Way volunteer listed on the front of your campaign envelope. If that person isn't available, contact the United Way office by phone at 225-0212 or by e-mail at [jennifer@wnesd.org](mailto:jennifer@wnesd.org).

Please find more information about United Way of Northeastern South Dakota on our website at [www.wnesd.org](http://www.wnesd.org). We also have a Facebook page that we will be keeping up to date during the campaign.

- ◆ Included in this packet is the Firm Fact sheet, Campaign Summary Report, Campaign Awards Information, Fun Company Campaign Ideas, Pledge Cards (Employee & Corporate), and a United Way Campaign Brochure. Items not included, but available to you are: campaign DVD, campaign brochures, goal thermometers, posters, stickers, balloons, fishing game, & bowling dice game. Our agency partner representatives are also available to come and speak at your company campaign kick-off.
- ◆ CAMPAIGN SUMMARY REPORT must be completed and submitted with your envelope. If you have your own summary sheet, which includes the same information, it may be submitted instead. We have the report in excel and word formats that can be e-mailed to you, just e-mail [jennifer@wnesd.org](mailto:jennifer@wnesd.org).
- ◆ The pledge cards have three parts. The **white** copy is to be kept for your personnel files, as it is your authorization to make a payroll deduction if the employee chooses to pledge this way. The **yellow** copy of every card must be returned in the campaign packet with the campaign summary report. The **pink** copy is for the employee to keep. Included on the pledge card is Direct Deposit Collection option.
- ◆ We do not send out IRS receipts for payroll deduction or pledges. We only send out an IRS receipt for cash gifts of \$250 or more at the time the gift is received. Please note that the employee will need their pay stub and they will need a copy of their pledge (**pink copy**) for tax purposes.
- ◆ Checks should be made out to the United Way of Northeastern South Dakota. Attach cash and check donations to the corresponding pledge card with paper clips for easier reconciliation (no staples please).
- ◆ Make any necessary corrections on the Campaign Envelope regarding your business information.
- ◆ Totals from the Campaign Summary Report should be posted on the front of the campaign envelope. Also include the total number of your employees, this information helps us determine campaign awards. Please see the Campaign Awards sheet included in this packet.

Contact the United Way campaign volunteer listed on the front of your envelope when your campaign has been completed. If they are not available, contact United Way by phone at 225-0212, by e-mail at [jennifer@wnesd.org](mailto:jennifer@wnesd.org), or drop it by the office at 12 - 4th Avenue South East.

Thank you so much for your help in the United Way campaign. Your time and effort is greatly appreciated by our office, our 19 partner agencies, and the people we serve.