

# Employee Campaign Coordinator Checklist - 2017

- ✓ Make sure all pledge sheets are signed.
- ✓ Give the top (white) copy of each pledge sheet to your payroll department, the middle (yellow) copy to United Way of Ellis County, and the bottom (pink) copy to the donor.
- ✓ Make sure a “total gift” amount is listed on each pledge sheet.
- ✓ If possible, attach a spreadsheet of givers and payment method.
- ✓ Please don’t staple cash or checks to pledge sheets.
- ✓ If you held a special event that raised cash, please either give us a check for the full amount or convert any coins to currency. It’s awkward for us to work with coins.
- ✓ For Heritage Society givers (\$500 or more), please make sure they indicated how they would like to be recognized in the right hand space provided on the pledge sheet.
- ✓ For designation requests, please make sure they are requests we can honor – one of our 13 partner agencies.
- ✓ Please completely fill out the internal campaign sheet.

## Contacting United Way

Please feel free to contact us at anytime with questions, comments, or concerns.

United Way of Ellis County  
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Hays, KS 67601

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