

# United Way Campaign 2017

## United Way Campaign Coordinator Summary Sheet

Campus/Department: \_\_\_\_\_

Coordinator Name(s): \_\_\_\_\_

*Please complete and return this worksheet with the pledge envelopes containing your site's United Way donations to the Communications Department at 2700 W. 15<sup>th</sup> Street.*

### INSTRUCTIONS

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- **No cash donations** accepted by the United Way, due to security reasons
- **All pledge forms must be completed in blue or black ink. NO PENCIL**
- Separate checks, credit cards (include online donations with credit cards) and payroll deductions forms into the envelopes provided
- Helpful Hint: on the coordinators' website at [www.pisd.edu/unitedway](http://www.pisd.edu/unitedway) is an Excel worksheet to help you tabulate your campus donations

### CHECKS (please do not staple checks to forms):

1. Count the number of check contributions, enter the number in the column below labeled "Number of Contributions"
2. Tabulate the total dollar amount of check contributions and enter below in column labeled "Amount of Contributions"

### PAYROLL DEDUCTION:

1. ALPHABETIZE the payroll deduction pledge sheets
2. **Employee ID number and signature in blue or black ink must be on all payroll deduction pledge sheets** – employee numbers can be found in TEAMS
3. Count the number of payroll deduction pledge sheets and enter below
4. Tabulate the total dollar amount of payroll deduction contributions and enter below

### CREDIT CARD AND ONLINE CONTRIBUTIONS:

1. Count the number of credit card and/ online contributions and enter below
2. Online contributions should be added to your credit card contributions - a hardcopy of receipt / documentation of the online contribution is preferred
3. Tabulate the total dollar amount of credit card and online contributions and enter below

### **Tabulate column totals and enter below.**

### **Principal or department head signature is required.**

### **Hand deliver donations to Communications at the Administration Center by September 27:**

1. Place donations in the labeled envelopes provided and attach this completed form.
2. Hand deliver to Communications. DO NOT use interschool mail (to keep donations secure).

Types of Contributions	Number of Contributions	Amount of Contributions
Check		\$
Credit Card		\$
Payroll Deduction		\$
<b>TOTAL</b>		\$

\_\_\_\_\_  
Signature of Campus / Department UW Coordinator

\_\_\_\_\_  
Signature of Principal or Department Head

*Plano ISD does not directly or indirectly require or coerce employees to: 1) make or not make a contribution to a charitable organization or in response to a fund-raiser; or 2) attend or not attend a meeting called for the purpose of soliciting charitable contributions.*