

WORKPLACE CAMPAIGN COORDINATOR INSTRUCTIONS

Cash, Check and Form Submission

Please use the provided envelopes to submit all cash, checks and pledge forms to United Way staff.

ALL envelopes must be sealed and signed over the seal by a company representative before being picked up by United Way staff.

Special Events

Gold 6x9 Envelopes

All money collected for special events (bake sales, jeans coupons, chili cook offs, silent auctions, etc.) must be submitted in one or more "special event revenue" envelopes. These envelopes should ONLY be used for special events. Please complete the front of envelope before submitting to United Way staff.

It is the coordinator's choice whether or not to count the cash / checks before submitting your envelope to your United Way staff representative.

- If you choose to count the cash / checks, write total amount included on front of envelope
- If you do not wish to count the cash / checks, mark the "I did not count the enclosed" checkbox on front of envelope
- **Seal and sign over seal before submission to United Way.**

Employee Gifts / Pledge Forms

White 9x12 Envelopes

Please make copies of employee's pledge forms for your company's payroll needs. All employee gifts, including all pledge forms, cash and checks, should be submitted in one or more "Employee Gifts" envelopes. Please do not write on the front of the envelope, but complete the information on the back before submitting to United Way staff.

It is the coordinator's choice whether or not to count the cash/checks attached to employee direct gifts before submitting your envelope to your United Way staff representative.

- If you choose to count the cash / checks, write total amount included on neon label
- If you do not wish to count the cash / checks, mark the "I did not count the enclosed" checkbox on the back of the envelope
- **Seal and sign over seal before submission to United Way.**

Please remember - your United Way staff representative CANNOT pick up any cash, checks or pledge forms from you unless it is in a sealed and signed envelope.

United, We Strengthen our Community.

United Way
of Larimer County

