

# EMPLOYER CAMPAIGN INSTRUCTIONS & CONTRIBUTION FORM



**UNITED WAY**  
Grant County

If you are choosing to run a workplace campaign this year, thank you! Giving your employees the opportunity to give back to their community is a great way to build team morale and foster a culture of compassion and social responsibility. We want to make this a successful, positive experience for you and your team. If at any point you have any questions or need to chat, contact us at **765-662-9811** or **info@uwgrant.com**.

## INSTRUCTIONS

**STEP 1:** If running a workplace campaign, decide if you want to use paper forms or digital forms for your team. If wanting to use traditional paper forms, use the ones included (If you need more, please contact us, or download them from **uwgrant.com/toolkit**).

If wanting to use a digital (online) pledge form for your team, simply contact us and we will provide that for you.

**STEP 2:** After your team has made pledges or contributions, collect the pledge forms (if distributed) and complete the information on this form.

It is up to your payroll office/administrator to deduct contributions from participating employee's payroll and submit your contribution payment to United Way of Grant County.

**STEP 3:** Share the information about the campaign with your team and distribute pledge forms. We would love the opportunity to meet your team and share in person the impact of United Way in Grant County! Simply contact us if you'd like to schedule a presentation. There is also a campaign presentation video on **uwgrant.com/toolkit** that you can share with your team.

**STEP 4:** Once you have collected pledge forms and documented the information internally, return this form and all completed pledge forms to us. We are happy to pick it up from you if you let us know it's ready, or you can deliver it to our office.

## INSTRUCTIONS

Return completed form and pledge cards to **United Way Grant County, 215 S Adams St. Marion, IN 46952**. If you have any questions or concerns, don't hesitate to contact us at **765-662-9811** or **info@uwgrant.com**.

## ORGANIZATION/COMPANY INFORMATION

Company name \_\_\_\_\_

Primary contact \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Address \_\_\_\_\_  
\_\_\_\_\_

Total number of employees \_\_\_\_\_

## EMPLOYEE PLEDGES

**PAYROLL DEDUCTION** # of employees contributing \_\_\_\_\_

$$\begin{array}{ccc} \$ \boxed{\phantom{000}} & - & \$ \boxed{\phantom{000}} = \$ \boxed{\phantom{000}} \\ \text{total amount pledged} & & \text{amount enclosed} \quad \text{amount still due} \end{array}$$

# of pay periods annually \_\_\_\_\_

**CASH OR CHECKS** # of employees contributing \_\_\_\_\_

$$\begin{array}{ccc} \$ \boxed{\phantom{000}} & - & \$ \boxed{\phantom{000}} = \$ \boxed{\phantom{000}} \\ \text{total amount pledged} & & \text{amount enclosed} \quad \text{amount still due} \end{array}$$

## CORPORATE CONTRIBUTION

**COMPANY GIFT OR MATCH**

$$\begin{array}{ccc} \$ \boxed{\phantom{000}} & - & \$ \boxed{\phantom{000}} = \$ \boxed{\phantom{000}} \\ \text{total amount pledged} & & \text{amount enclosed} \quad \text{amount still due} \end{array}$$