OREGON EMPLOYEES CHARITABLE FUND DRIVE

CHANGE FOR GOOD

Processing Instructions for Site Coordinators

If you are processing gifts from multiple offices (physical locations), please put each office in its own envelope.

Cash Management:

If there is cash as a part of your event, for audit purposes, please make sure there are two people present when counting the money. Please convert event cash to money order or cashier's check before sending. If you receive cash from an individual designated for a specific charity, please seal it in a small envelope and attach it to their pledge form.

Paper Pledge Form:

1. Check each paper pledge form for completeness — make sure each has been signed.
2. Sort all pledge forms into three groups:
   a) cash contributions, b) check contributions, and c) payroll contribution pledges.
3. Add up the total amount by type of gift. Fill in all columns. Enter the number of pledge forms enclosed.
4. Do not send copies of the pledge form to payroll.

Events:

1. Enclose a Special Events Form for each event and indicate where gifts are to be directed: General gifts (5000) or the code number for the specific charities.
2. If sending multiple events in one envelope, use a separate line for each event and total the cash and checks for each event separately.
3. Indicate the number of people participating in the event — this can be an estimate.

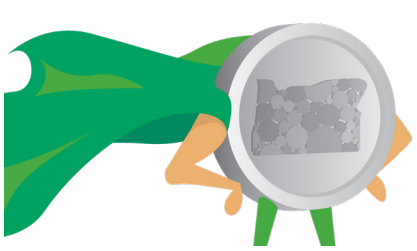
Online Pledges (Check Gifts Only):

As a Coordinator, you should be able to see what online check gifts have not been collected for your area. Please contact those employees to collect their checks. Ask them to print out a copy of their pledge form to give you with the check. Should you have any questions, please call the CMO Team at (503) 363-1651.

Add up the total check gift amount. Fill in all columns. Enter the number of pledge forms enclosed. Make one copy of the front of the envelope to keep for your records. Enclose pledge forms and checks. **Seal the report envelope flap.**

Send your completed envelope to the Campaign Management Organization. Please don't mail cash — if possible, convert cash to a money order or cashier's check before mailing.

CAMPAIGN MANAGEMENT ORGANIZATION
Charitable Fund Drive
c/o United Way of the Mid-Willamette Valley
455 Bliler Ave NE, Salem, OR 97301



Auditing: The CMO will audit the contents of report envelopes.

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2022 CAMPAIGN ENVELOPE

- Please print clearly and complete all applicable boxes below.
- Read instructions on the back of this envelope before starting.
- This form should summarize the contents of this envelope only.
- Include only one office location per envelope.
- Please seal this envelope before sending to the Campaign Management Organization.

Your Name		Phone	
Site Name (only one per envelope)			
Address		City	Zip
Department			
Site or Agency Coordinator Name		Phone	
Date	Total $ in This Envelope	Total # of Pledge Forms in This Envelope	

	Checks	Cash	Payroll Contribution	Total $
Paper Pledges	$	$	$	$
	# of Forms	# of Forms	# of Forms	Total # of Pledge Forms

	Checks
Online Check Pledges	$
	# of Checks

	Checks	Cash	# of People Who Gave	Total $
Event #1	$	$	#	$
Event #2	$	$	#	$
Event #3	$	$	#	$
				Total Event $

- Please enclose pledge forms, in addition to all checks.
- Mail this envelope to the CAMPAIGN MANAGEMENT ORGANIZATION (address on back).