

# MANUAL OF PROCEDURE

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**PROCEDURE NUMBER:** 2052

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**PROCEDURE TITLE:** United Way

**STATUTORY REFERENCE:** FLORIDA STATUTE 1001.64

**BASED ON POLICY:** I-70 Communications with the Public

**EFFECTIVE DATE:** September 15, 1969

**LAST REVISION DATE:** April 19, 2005

**LAST REVIEW DATE:** April 19, 2005


## **I. PURPOSE**

To provide employees an opportunity to voluntarily participate in the College's annual United Way Campaign.

## **II. PROCEDURE**

- A. The College's United Way Campaign Manager, who is appointed by the College President, is responsible for the college-wide coordination of this campaign. Each campus and district division appoints a Lead Ambassador who is responsible for coordinating the campaign within their unit.
- B. Lead Ambassadors and other designated employees attend various United Way sponsored campaign activities throughout their service.
- C. Detailed printed material, individual pledge cards and publicity folders are provided to each employee. Arrangements are made for groups to become familiar with the United Way using films, speakers, site visits etc.
- D. Participating employees may contribute by check, cash, credit card, or through payroll deduction.
- E. Lead Ambassadors are responsible for (1) completing campaign contribution reports; (2) depositing cash with the designated Bursar's Office; and (3) forwarding checks, credit card vouchers and payroll deduction forms to the College United Way Campaign Manager.

- F. The Division of Business Affairs is responsible for providing accounting support for the collection, record-keeping and disbursement of campaign fund.

	
4/19/05	
<b>PRESIDENT</b>	<b>DATE</b>