

# 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:** March 9, 2010

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## **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. Campaign materials are provided to each employee in a variety of methods—on-line, via phone, or printed. 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, 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, and payroll deduction forms to the Controller's Office and/or 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 funds.

	3/09/10
<b>PRESIDENT</b>	<b>DATE</b>