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.