

# MANUAL OF PROCEDURE

---

**PROCEDURE NUMBER:** 2052

**PAGE** 1 of 2

**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; August 6, 2024


**LAST REVIEW DATE:** March 9, 2010; November 1, 2023; August 6, 2024

## **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 credit card, 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 to the Controller's Office during the campaign.
- F. The Division of Business Affairs is responsible for providing accounting support for the collection, record-keeping and disbursement of campaign funds.

	
08/06/2024	
<b>PRESIDENT</b>	<b>DATE</b>