

Fundraising Report Instructions



You can find the electronic Fundraising Report here: www.tauw.org/report

If your organization is only reporting payroll pledges and no cash or checks, follow these instructions:

1. On Fundraising report, add all employee/retiree deductions and complete line 1. "Payroll Deductions" with "# of Donors" and column E "Pledges." Complete column "D+E TOTAL." Fill in "# of pay periods" and "Payroll deductions begin (mm/yy): __/__."
2. Complete line "II. TOTAL" for all columns.
3. Send the PAYROLL COPY of pledge cards listed on line 1 to your payroll office.
4. Send copy of fundraising report AND either pledge cards or donor spreadsheet to: campaignreport@tauw.org. If you are unable to include pledge cards for PAYROLL deductions or send a spreadsheet by email, please send the Donor Information Spreadsheet located at <https://www.tauw.org/workplace-campaigns/giving-hq/> to datamanager@tauw.org.

If your organization has payroll pledges, checks and/or cash, follow these instructions:

1. On Fundraising Report, add all employee/retiree deductions (multiple and single payroll, and other gifts to be paid by deduction) and complete line 1. "Payroll Deductions" with "# of Donors" and column "E Pledges." Column "D+E TOTAL" should fill in automatically. Fill in "# of pay periods" and "Payroll deductions begin (mm/yy): __/__."
2. Place the TAUW COPY of all completed pledge cards listed on line 1 in Gray Envelope "Payroll Deduction Pledge Cards."
3. Send the PAYROLL COPY of pledge cards listed on line 1 to your payroll office.
4. On Fundraising Report, if applicable, add unpaid gifts (pledges for donors who want to be billed) and fill in line 2. "Employee Gifts-To Be Billed" with "# of Donors" and column "E Pledges." Column "D+E TOTAL" should compute automatically.
5. If applicable, place all employee to be billed pledge cards in Yellow Envelope "Other Pledge Cards."
6. On Fundraising Report, add all employee paid gifts and fill in line 3. "Employee Gifts-Money Enclosed" with "# of Donors", column "A Currency" with gifts paid by paper bills, column "B Coin" paid by coin and column "C Checks" paid by check. Verify that column "D=A+B+C Total Money Enclosed" and column "D+E TOTAL" computed correctly.

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7. If a donor paid a pledge with cash, please put pledge card in Yellow Envelope marked "Other Pledge Cards" and put cash in Bag marked "BAG A – CURRENCY ONLY."

If a donor paid a pledge with a check, place check **AND** pledge card together in Orange Envelope marked "Pledge Card with Check Payment." **Please make sure all checks are payable to Tulsa Area United Way (TAUW).**

8. On Fundraising Report, add all Special Event donations and fill in line 4. "Special Events" with Column "A Currency" with special event money paid by paper bills, column "B Coin" paid by coin and column "C Checks" paid by check. Verify that column "D=A+B+C Total Money Enclosed" and column "D+E TOTAL" computed correctly.
9. - Place Special Event Cash in Bag marked "BAG A – CURRENCY ONLY"
- Place Special Event Coins in Bag marked "BAG B – COIN ONLY"
- Place Special Event Checks in Green Envelope "Special Event Checks Only" **Please make sure all checks are payable to Tulsa Area United Way (TAUW).**
10. On Fundraising Report, complete line "5. Corporate Gift" in Column "C Checks" and Column "D=A+B+C Total Money Enclosed" if enclosing check. If you would like to be billed for your Corporate Gift, complete Column "E Pledges." Verify that column "D+E TOTAL" computed correctly. Fill in "Corporate gift payments begin (mm/yy): __/__."
11. If paying Corporate pledge by check, place check AND pledge card in Orange envelope marked "Pledge Card with Check Payment."

If you wish to be billed for your corporate pledge, put corporate pledge card in Yellow envelope marked "Other Pledge Cards."

12. Verify that line "II. TOTAL" for all columns computed correctly.

For all gifts submitted elsewhere, such as online, please complete Section III. If this does not apply, skip to #16

13. Complete line 1. "Employee Gifts – To Be Paid by Credit Card" with "# of Donors," Column "E Pledges," and "TOTAL" column for any employees who pledged directly online at www.tauw.org using a credit card.
14. Complete line "2. Employee Gifts – To Be Paid by Auto Debit" with "# of Donors," Column "E Pledges," and "TOTAL" column for any employees who pledged directly online at www.tauw.org using auto debit.
15. Verify that "III. TOTAL" for all columns computed correctly.

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16. Verify that "IV. Grand Total" ("II. Total" + "III. Total") for all columns computed correctly.
17. Send a copy of your fundraising report to campaignreport@tauw.org.
18. **Place copy of fundraising report and all envelopes and bank bags in large white envelope.**

If you have CASH or COIN, please make sure to put a total on the outside of each bank bag of the amount of cash or coin in each bag.

-Also-

Please do not put anything other than CASH in the Currency Only bank bag and please do not put anything other than COIN in the Coin Only bank bag.

Options for turning in Fundraising Report

1. If NO CASH BUT CHECKS, mail enclosed return envelope to:
Tulsa Area United Way
Dept. 1189
Tulsa, OK 74182
2. If you either HAVE CASH or wish to drop off your envelope with materials, you can drop off at this location:
Bank of Oklahoma
6242 E. 41st St.
Tulsa, OK 74135

Steps for Dropping off Campaign Packet: Drop Off Hours are 8:00 a.m. - 3:30 p.m.

- 1) Enter property from 41st St in between Buffalo Wild Wings and the Maverick Convenience Store.
Pull up in front of the building, park your vehicle and go inside the main entrance doors under the portico.
- 2) Check in with Security and tell them you are here to drop off items for the Remittance Services Team.
Security will call Remittance Services Team and their team will come to the lobby and retrieve the items you are dropping off and have you sign their log. **DO NOT LEAVE ITEMS WITH SECURITY. Wait for Remittance Team to come and assist you!**

If you would like to schedule a pick-up of your fundraising report and materials instead, please call 918-583-7171 or email rdadminasst@tauw.org.