



STATE EMPLOYEES' CHARITABLE GIVING CAMPAIGN CAMPAIGN FINAL REPORT INSTRUCTIONS

Decide with your payroll staff who is responsible to create and submit the Campaign Final Report.

Pledge Forms

As the campaign coordinator, you will collect the pledge forms from your employees throughout the campaign. Work with your agency payroll staff to determine when and how they would like to receive completed, signed pledge forms so they can enter them into Idaho Paperless Online Personnel/Payroll System (IPOPS).

Completing the Final Report

After the pledges have been entered into IPOPS by payroll, gather all the Pledge Forms and put them together in one large envelope. Complete the Campaign Final Report and place that in the envelope with the Pledge Forms. Mail or deliver the envelope to your local United Way Office. Go to <http://www.unitedwecare.idaho.gov> and click on the Contribute tab to see the list of Regional Programs for addresses of statewide local United Way Offices.

Note: If you have received pledges for more than one Region, please complete a separate Campaign Final Report for each Region. The Regions are listed at the top of the pledge form (e.g., Moscow #561, Lewiston, #560...)

There are **four areas** on the final report where you may report employee contributions:

1. **Cash/Check**
Note the totals on the report form. Place the checks and cash in the large envelope, along with the pledge forms.
2. **Bill Direct**
Note the totals on the report form. Place the pledge forms in the large envelope.
3. **Payroll Deductions**
Note the totals on the report form. Place the pledge forms in the large envelope. **Remember to forward these copies to your payroll department for input into IPOPS.**
4. **Fundraiser/Special Events**
Note the totals on the report form. Monies raised from group activities should be totaled separately from individual employee pledges. Note which charity(s) you would like this money to be donated to.

NOTE Agency coordinators and payroll staff need keep a copy for a copy for their own records.**