



THE IMPORTANCE OF COMPLETING THE UNITED WAY CAMPAIGN REPORT & PLEDGE CARDS

1. Please fill out this envelope completely. It is important for audit purposes and for the efficiency of the campaign. Upon completion of the campaign, enclose copies of all completed pledge forms and all gifts of cash and checks.
2. Every summer, Sedalia-Pettis County United Way undergoes an annual audit by an independent firm to ensure the community that there is no fraud taking place within the workings of the organization. The audit always includes a review of the workplace campaigns, matching pledge forms and cash receivables with bank statements and entries in United Way's campaign software.
3. Please have TWO people at your workplace count all cash and pledges and sign off on the Reporting Envelope.
4. Doing so increases our accountability. It protects YOU and United Way from potential fraud.
5. There is a tear-off for both the employer and employee to keep for their files.
6. Ideally, you should wait until the end of your campaign and fundraisers to turn in your envelope.
7. Return Reporting Envelope and any unused campaign materials to the United Way office or call us for pickup. Thank you so much for helping to coordinate this project. Know that your efforts are going a long way toward improving lives right here in Pettis County!
8. Have fun with your Workplace Campaign. Please call the United Way office and we can provide assistance 660-826-2980!

Remember: *it only takes a small contribution from many people to reach our goal*, NO CONTRIBUTION IS TOO SMALL. Let us know if you need anything: 660 826-2980 or staci.harrison@spcuw.org. Also, we would be delighted to come speak about United Way programs and how you and your peers make a difference with your contributions at any time. If I can attend a staff or faculty meeting and share information there, I would love to do so.

Thanks again for your time and effort. United, we stand. United, we make a difference. Please call with any questions 660-826-2980.



**Embrace Community
As Family**
Sedalia - Pettis County