hope starts here

in you.
in your neighborhood.
in our community.
You are incredibly important. Why? Number one because you are you. Number two because you have volunteered to serve as your company’s United Way Campaign Coordinator. That makes you incredibly important to the more than 110,000 individuals served by Lubbock Area United Way and our Community Partners every year.

Maybe this is your first year to serve in this role. Maybe you’ve been involved for years. Whatever your experience level, our goal and the goal of this guide is to fully equip you to run a great campaign and impact not only your colleagues but thousands of lives across the South Plains. But should you ever have any questions, do not hesitate to reach out to us. We’re here to help.

Thank you for being an incredibly important person and for helping make this year’s Annual Campaign a success!
We are often asked to volunteer or to donate to a cause that is bigger than us as individuals – to give to “the greater good”. While I do appreciate that sentiment, in my years volunteering with Lubbock Area United Way and working closely with the organization to address community needs, I have realized that the United Way's Annual Campaign is not “bigger” than me as an individual. It is me. It’s you. It’s all of us helping all of us. While the Annual Campaign is an amazingly large endeavor, every donor is needed and noticed.

Serving on the board of directors and in other roles, I have the good fortune to see the impact of each dollar in our community and how far our Community Partners can stretch those dollars. It’s something I wish every volunteer and donor had the privilege to see. I have come to understand the false stigma that our community needs are concentrated in only certain parts of the South Plains or certain demographics of people. Part of my job as this year’s Campaign Chair is to help show that United Way is you (every single one of you) and to convey the importance of every single dollar. To show you how your contribution, regardless of the amount, matters tremendously and how far it goes to help you and your neighbors directly. Us (you and me), helping us.

As 2020 came in, I knew I wanted to figure out ways to show this to whomever I spoke with. Little did we know that a global pandemic would provide a means for us to see this play out in real-time. While COVID-19 provides many obstacles and heartaches, I’ve seen a silver lining, watching in amazement as our community stands strong and continues to seek those in need. To see our community rally to be one of the first to offer a response fund to directly help those affected was inspiring. To know that we are part of a community that takes care of each other makes me excited to see how I know we will respond and give to the Annual Campaign this year.

The mission is not done. We are still Giving • People • Hope every single day, and we will continue to do so until every person on the South Plains can fully access all they need to live, to work, and to raise their families. We will do so because it’s not bigger than me or you. It is me, it is you, and that’s where hope starts. Hope starts here – in you, in your neighborhood, in our community.

Thank you for being involved with United Way. Thank you for being United Way. Together, let’s do something amazing.
YOUR ROLE

Campaign Coordinators engage coworkers in building a stronger community by planning, organizing, and coordinating a successful United Way Campaign. Essentially, you are our advocate for your company, helping your colleagues understand the value of United Way across the South Plains.

You are a lifeline between your company and the thousands of individuals and families benefitting from United Way supported programs.

COORDINATOR ROLE

• Attend the United Way Campaign Coordinator Training
• Work closely with your company’s leadership
• Work closely with your Loaned Executive or United Way Staff Partner
• Develop an effective campaign plan
• Recruit a team of coworkers to assist you (if needed)
• Hold campaign kickoff and recognition events
• Promote the campaign throughout your company
• Encourage leadership giving in your campaign
• Make your campaign fun
• Thank your donors and volunteers

COORDINATOR BENEFITS

• Developing career-building skills
• Networking opportunities
• Being a leader in your company
• Expert knowledge of the value of giving to United Way
• Helping many of your neighbors

WHAT IS A LOANED EXECUTIVE?

Loaned Executives are area professionals “loaned” by local businesses to help United Way with the Annual Campaign. They are here to assist you with developing your strategy, materials, meetings and other activities, organizing speakers and tours, and any additional support you need.

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IMPORTANT DATES

CAMPAIGN COORDINATOR TRAINING
TBA

CAMPAIGN KICKOFF LUNCHEON*
Thursday, August 27, 11:30 AM – 1:00 PM
Lubbock Memorial Civic Center

MID-CAMPAIGN REPORT LUNCHEON
Thursday, October 21, 11:30 AM – 1:00 PM
Lubbock Memorial Civic Center

VICTORY REPORT LUNCHEON
Tuesday, December 1, 11:30 AM – 1:00 PM
Lubbock Memorial Civic Center

We are closely monitoring the local, state, and CDC guidelines related to COVID-19. Please watch for communication closer to each event.

Reservations are required for all events. Please email events@unitedway-lubbock.org or call (806) 747-2711.

*There is a cost to attend this luncheon.
ABOUT UNITED WAY

Alongside you, Lubbock Area United Way works to address the root causes of poverty in our community and to create lasting, positive change. Key to our work are programs funded through our Community Partners which contribute to our mission of Giving • People • Hope.

OUR PRIMARY GOALS

• To ensure all children are school-ready by kindergarten and are grade-level readers by 3rd grade.
• To eliminate child abuse and sex trafficking in our communities.
• To provide access to all persons in need of mental health services.

OUR COMMUNITY PARTNERS

American Red Cross serving the Texas South Plains
Big Brothers Big Sisters of Lubbock
Boy Scouts of America, South Plains Council
Boys & Girls Clubs of Lubbock
CASA of the South Plains
Catholic Charities, Diocese of Lubbock
Children's Advocacy Center of The South Plains
Communities in Schools on the South Plains
Early Learning Centers of Lubbock
Family Counseling Services
Girl Scouts of Texas Oklahoma Plains

Goodwill Industries of Northwest Texas
Guadalupe-Parkway Neighborhood Centers
Legal Aid Society of Lubbock
Literacy Lubbock
Lubbock Children's Health Clinic
The Parenting Cottage
The Salvation Army
Upbring
Voice of Hope
Volunteer Center of Lubbock
Women's Protective Services of Lubbock
YWCA of Lubbock

COMMUNITY COLLABORATIONS

United Way participates in and supports a number of community-wide efforts such as the South Plains Coalition for Child Abuse Prevention, the South Plains Homeless Consortium, the Emergency Food and Shelter Program, and 2-1-1 Texas. To find out about all of United Way’s community collaborations, visit liveunitedlubbock.org/collaborations.
LIVES IMPACTED
In 2019, United Way funded programs that impacted 110,801 lives across the South Plains Region. This includes individuals who received services from multiple Community Partners. Children, parents, and individuals are better equipped to live to their fullest potential because of the remarkable support of United Way donors and volunteers. Because of you.

LUBBOCK COUNTY
Lubbock Area United Way Community Partners serve a 15-county area. Within Lubbock County, services are not just concentrated in one section of the city. Below is a map showing how many people in each zip code were impacted by United Way services in 2019.
## PLAN YOUR CAMPAIGN

<table>
<thead>
<tr>
<th>TASK</th>
<th>TARGET DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attend United Way Coordinator Training.</td>
<td></td>
</tr>
<tr>
<td>Review the previous campaign’s performance, determine opportunities and challenges.</td>
<td></td>
</tr>
<tr>
<td>Meet with your CEO, determine your participation and monetary goals, incentives for giving, and get his/her personal endorsement.</td>
<td></td>
</tr>
<tr>
<td>Recruit a Co-Coordinator or Planning Committee (if necessary).</td>
<td></td>
</tr>
<tr>
<td>Meet with your Loaned Executive to discuss campaign strategies, themes, and develop a calendar of events.</td>
<td></td>
</tr>
<tr>
<td>Request materials and speakers through your Loaned Executive.</td>
<td></td>
</tr>
<tr>
<td>Send a “Campaign Kickoff” invitation from your CEO endorsing and announcing the upcoming campaign.</td>
<td></td>
</tr>
<tr>
<td>Promote your campaign and distribute your calendar of events.</td>
<td></td>
</tr>
<tr>
<td>Consider incorporating a volunteer opportunity into your campaign.</td>
<td></td>
</tr>
<tr>
<td>Visit our website any time for campaign materials and ideas.</td>
<td></td>
</tr>
</tbody>
</table>

## HOLD YOUR CAMPAIGN

<table>
<thead>
<tr>
<th>TASK</th>
<th>TARGET DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Hold kickoff event (in-person, virtual, or hybrid) with Loaned Executive and Speaker.</td>
<td></td>
</tr>
<tr>
<td>Acknowledge your Loyal Contributors (10+ year donors).</td>
<td></td>
</tr>
<tr>
<td>Hold a Leadership Giving, Retiree, and/or Loyal Contributor event.</td>
<td></td>
</tr>
<tr>
<td>Conduct special events, volunteer project, and other activities.</td>
<td></td>
</tr>
<tr>
<td>Make sure every employee receives a pledge form and has the opportunity to give.</td>
<td></td>
</tr>
<tr>
<td>Share Campaign Email Series, publicize community facts, and interim campaign results.</td>
<td></td>
</tr>
</tbody>
</table>

## FINALIZE YOUR CAMPAIGN

<table>
<thead>
<tr>
<th>TASK</th>
<th>TARGET DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Collect pledge forms, calculate results, and submit Campaign Report Form and copies of pledge forms to your Loaned Executive.</td>
<td></td>
</tr>
<tr>
<td>If your company requires, make copies for payroll deduction records.</td>
<td></td>
</tr>
<tr>
<td>Remind donors to keep a copy for their records.</td>
<td></td>
</tr>
<tr>
<td>Review campaign results with your CEO, committee members, and Loaned Executive.</td>
<td></td>
</tr>
<tr>
<td>Announce results to all employees.</td>
<td></td>
</tr>
<tr>
<td>Thank all donors with a celebration event, letter, or email from your CEO or a visit from a United Way representative.</td>
<td></td>
</tr>
</tbody>
</table>
UNITED WAY’S COMMUNITY FUND

Giving to United Way’s Community Fund is the most efficient and powerful way for you to invest in our community.

• Community needs are assessed and the most critical issues are identified.
• Funding stays local and is based on performance and overall impact on our community.
• Rigorous program oversight is provided by trained United Way volunteers.
• Agencies are visited by trained United Way volunteers to ensure program compliance and progress.
• Yearly reviews of agencies’ financials are conducted.
• Donate conveniently through workplace campaign and payroll deduction.
• Donation is distributed directly to nonprofits.

THE BEST WAY TO GIVE

A gift to United Way’s Community Fund allows you to help more people than a gift to a single nonprofit can.

United Way volunteers from various sectors in the community look for gaps and duplications so Community Fund dollars go to the needs everyone is aware of and to those needs less obvious but no less important.

Your gift to United Way’s Community Fund ensures that your donation is invested where the need is greatest. Donations are monitored to ensure the programs are effective, meet current community needs, and are financially stable and sustainable.

ACCOUNTABILITY

• At United Way, we invest in programs that produce results at agencies that manage their money wisely.
• We are recognized nationally and locally for our high rate of efficiency, earning a 4-Star rating with Charity Navigator and GuideStar Platinum.
• 98 cents of every dollar raised is invested back into the Lubbock area.
• Our most recent 5-year average for fundraising and administration expenses is 14.5%, far below the 35% recommended by the Better Business Bureau’s Standards of Charity Accountability.
TIPS FOR A SUCCESSFUL CAMPAIGN

GET PEOPLE INTERESTED
People are much more likely to give a financial donation if they first have a positive engagement experience.

- **Share the story**: Educate employees by inviting a United Way speaker to share a story about the positive impact that donor dollars have on our community.
- **Volunteer**: Strengthen your team and community by participating in a volunteer project.

Schedule speakers and volunteer projects by contacting your Loaned Executive or United Way staff or visit our website to schedule. liveunitedlubbock.org/request-speaker

MAKE THE ASK
The #1 reason people don't give to United Way is that they were never asked.

- **Ask for the pledge**: With new donors, ask for a first-time gift. For annual donors, thank them for their past support and encourage an increase.
- **Answer questions and handle concerns**: Answer questions honestly and if you don't know the answer ask your United Way representative. Frequently Asked Questions (p. 12)
- **Leverage incentives**: Employee prizes and incentives are a way to thank employees for participating. No prize is too small. Vacation days, VIP parking, and gift cards are great incentives.
- **Say thank you**: Regardless of what the donor decides, thank them for their time.

LIVE UNITED All Year Long
Businesses indicate that partnering with reputable nonprofit organizations enhances their brand. We provide you with all the tools you need to show donors how United Way is using their gift throughout the year.

- **Share facts and updates**: Send fun facts and stories via emails, newsletters, the intranet, or a bulletin board. Sample Communications Sign-up for United Way’s monthly newsletter
- **Connect on social media**: Advocate for United Way by posting photos of your special event and connect with United Way for year-round updates.
- **Create an annual engagement calendar**: Include Lunch & Learn sessions, holding a supply drive, agency tours and more. Contact United Way staff for more information.

The sample agendas below are adaptable for in-person, virtual, and hybrid (both in-person and virtual) campaign meetings.

### SAMPLE CAMPAIGN MEETING AGENDAS

#### 10 MINUTE MEETING AGENDA

I. Welcome (1 min) – CEO or Campaign Coordinator
   - Brief introduction of why the meeting was called
   - Distribute pledge forms with employee names.

II. About United Way (2 min) – Campaign Coordinator
   - Focus on Education, Child Abuse and Sex Trafficking, and Mental Health
   - 23 Community Partners
   - Your company’s past participation and goal

III. Show United Way Campaign Video (3 min) – Campaign Coordinator

IV. Wrap-up (4 min) – Campaign Coordinator
   - Thank everyone for attending.
   - Ask coworkers to consider giving a donation.
   - Allow time for completion of pledge forms.
   - Collect pledge forms and answer questions. (If collecting forms at a later date, be sure to announce the due date.)

#### 20 MINUTE MEETING AGENDA

I. Welcome (2 min) – CEO or Campaign Coordinator
   - Brief Introduction of why the meeting was called
   - Distribute pledge forms with employee names.

II. About United Way (5 min) – Campaign Coordinator
   - Focus on Education, Child Abuse and Sex Trafficking, and Mental Health
   - 23 Community Partners
   - Your company’s past participation and goal

III. Show United Way Campaign Video (3 min) – Campaign Coordinator

IV. Speaker (6 min) – Speakers’ Bureau Volunteer

V. Wrap-up (4 min) – Campaign Coordinator
   - Thank everyone for attending.
   - Ask coworkers to consider giving a donation.
   - Allow time for completion of pledge forms.
   - Collect pledge forms and answer questions. (If collecting forms at a later date, be sure to announce the due date.)
TAKE YOUR CAMPAIGN VIRTUAL

We recognize that many workplace campaigns will need to look different this year. To help you effectively share United Way and the impact our Community Partners make in the South Plains, we have compiled several virtual tools for you to use. You can use all of the following options or choose what will work best for your company.

ONLINE GIVING OPTIONS

Pledge Form
Send your employees a link to a secure online pledge form on our website, personalized to your company. The online pledge form allows your employees to give through one of the following options:

1. Payroll Deduction
2. Credit/Debit Card
3. Bank Draft

Employees wanting to give through a method outside of the option you select may still do so. For example, if your company chooses a payroll deduction option for the form, and an employee would like to give by credit card, they can visit our main online giving page on our website. Instructions for how to give by other means will be included on your online pledge form.

Pledge forms can also be set up to allow employees outside of Lubbock to give directly to the United Way in their area.

Fillable PDF
We also have a fillable version of the paper pledge form that can be emailed to your employees. We recommend that you use encryption software when employees send a completed form back to you. Completed forms can also be emailed to United Way staff with encryption services.

UNITED WAY SPEAKERS’ BUREAU
We have worked with our Speakers’ Bureau volunteers to share their personal stories of involvement with United Way and our Community Partners in a variety of formats, including via webcam. See page 10 for more information about Speakers’ Bureau and how speakers can add to your workplace campaign.

EMAIL SERIES
We have created a two week email series (10 business days) that can be sent to company employees. These daily emails will include the 2020 Campaign Video, impact stories, statistics, information on our COVID-19 response, videos, and other interactive elements.

Emails may be customized with your company logo and messaging specific to your organization.

VIRTUAL AGENCY TOURS
In lieu of in-person agency tours, this year we worked with our Community Partners to film short, virtual agency tours. These videos are designed to give you and your employees an up-close look at the impact our Community Partners make daily across the South Plains. Virtual Tours can be found on our YouTube page at youtube.com/lubbockunitedway

ADDITIONAL ONLINE RESOURCES
Along side the above resources, we have several online resources to help you run a successful campaign. These tools can be found at liveunitedlubbock.org/resources
CONTINUOUS GIVING FOR GREATER SUSTAINABILITY

Prior to the pandemic, our community faced many challenges with 45% of Lubbock County living below or just above the poverty line in the ALICE threshold (Asset-Limited, Income-Constrained, Employed). The crisis has pushed even more families and individuals into instability.

Support for United Way and our Community Partners has never been more critical. When a donor pledges to give at the same level as they did the previous year, we refer to this as "continuous giving". Continuous giving creates greater sustainability for United Way and our Community Partners. It allows us to keep our ongoing commitment to local needs prior to COVID-19 and to meet the new needs created by the pandemic. We encourage those who are able to continue giving at the same level and, if possible, to consider giving a few dollars more each paycheck.

WHAT YOUR DOLLARS CAN DO

Your gift, no matter what size, makes a difference. Plus, the dollars you give to United Way’s Community Fund stay right here in the Lubbock area. For as little as $2.50 a week, you can provide urgent and life-changing resources that impact people throughout the 15 counties served by United Way and our Community Partners.

<table>
<thead>
<tr>
<th>$2.50 per week</th>
<th>$5 per week</th>
<th>$15 per week</th>
<th>$25 per week</th>
</tr>
</thead>
<tbody>
<tr>
<td>could provide 3 weeks of quality, affordable childcare for one child.</td>
<td>could provide 3 well-check visits for low-income children.</td>
<td>could provide support services for 14 victims of sexual assault or sex trafficking.</td>
<td>could provide 6 months of mental health services for someone in need.</td>
</tr>
</tbody>
</table>

Children are born learning. Quality early childhood education prepares a child for school and a lifetime of learning.

Well-check visits help prevent illness, assess risk for future medical problems, and keep children healthy and in school.

Hope and healing is possible for victims through support services like accompaniment, advocacy, and counseling.

Mental health matters at every stage of life and in every relationship. Access to mental health services helps keep us and our relationships healthy.

LEADERSHIP GIVING

Leadership Givers are individuals and couples giving $1,000 a year or more. They serve as a collective voice of community members fighting for the health, education, and financial stability of every person across the South Plains. The Leadership Giving Circle plays a significant role in the success of the Annual Campaign, Lubbock Area United Way, and our community. Many of these givers also volunteer through the campaign, our Community Impact Division, committees, or our Board of Directors.

It’s easy to encourage donors to add their name to this collective voice:

- **All it takes is $20 a week to become a Leadership Giver.** That gift could provide 24 weeks of quality, affordable day care for 1 child. Or it could provide support services for 21 victims of sexual assault or sex trafficking.
- **Visit with your CEO about the importance of Leadership Givers.** Consider holding a special meeting just for Leadership Givers as a way to say “thank you”. Many CEOs who support United Way are Leadership Givers.
- **Encourage givers to include their spouse/partner’s name and employer on the pledge form.** If a couple’s combined giving totals $1,000 or more, they will be recognized as Leadership Givers.
UNITED WAY SPEAKERS’ BUREAU

Personal stories of United Way’s impact in our community bring to life the importance of giving to your coworkers. Our trained volunteer speakers include Community Partner staff, community volunteers, and individuals served by United Way funded programs. Their 5 to 7 minute presentations make a genuine difference as part of your Workplace Campaign meeting. Having a speaker at your meeting, whether in person or virtually, is one of the very best ways to reach the hearts and minds of your coworkers.

This year, we have worked with our speakers to prepare them to speak in a broad number of circumstances, including at in-person meetings, virtual meetings, and hybrid meetings that have both an in-person and virtual element.

United Way Speakers are available to speak to any size group at any time of day on any day of the week.

3 EASY WAYS TO SCHEDULE:
• Ask your Loaned Executive to book a speaker.
• Contact the United Way office at (806) 747-2711.
• Fill out the Speaker Request Form at liveunitedlubbock.org/speakerrequests

Workplace Campaigns that used a speaker averaged a 5% increase over 2018 giving.

“We have always used a speaker at our UW Campaign meeting. It helps our employees truly understand what UW is able to accomplish with our pledges, especially when the speaker has been a recipient of the services provided by UW. This year’s speaker was INCREDIBLE! Several employees told us this was the best campaign ever!”

“Our speaker had such a heartfelt and personal story. It was truly amazing and such a great testament of the funds allocated by United Way.”
FREQUENTLY ASKED QUESTIONS

Where does my contribution go?
All funds in the Campaign go into the Community Fund unless a donor designates a specific agency or other United Way. On an annual basis, United Way Volunteers evaluate overall community needs and United Way funded programs. Money is then allocated based on these evaluations and the recommendations of the volunteer committees. The Community Fund is the best way to help the most people and meet the greatest needs in our community.

Who decides how my gift is spent?
In the spring, trained volunteers evaluate community needs and the services provided by United Way Community Partners. This review assures that all gifts are used in a manner that best meets the needs of our community. These volunteers make funding recommendations to the United Way Board of Directors for final approval. To find out more or to find out how you can volunteer, visit our website.

What about the pressure to give?
Lubbock Area United Way has specific policies against pressuring anyone to give. The decision to give is a personal one and up to each individual. No one should be pressured or coerced into giving. Read Lubbock Area United Way’s full Voluntary Giving Policy and Donor Bill of Rights at liveunitedlubbock.org/resources

How much of my donation stays in Lubbock?
The money raised in Lubbock stays in the area. Our organization sends approximately 2% of the total amount raised to United Way Worldwide and United Ways of Texas as our membership fee. This fee provides us with national and state fundraising opportunities, marketing, and staff training support.

How much of my contribution goes to help people?
Lubbock Area United Way’s most recent 5-year average for fundraising and administration expenses is 14.5%. This percentage is far below the 35% recommended by the Better Business Bureau’s Standards of Charity Accountability. Outside of these expenses, every dollar given goes toward helping people in the Lubbock area.

Are gifts to Lubbock Area United Way tax deductible?
Yes, gifts to Lubbock Area United Way are tax deductible. Donors should consult their tax professional.

Can I give my gift to a specific agency?
Yes, the designated contribution section at the bottom of the pledge form allows donors to pick a specific agency to receive their gift. The donor may pick a maximum of two Lubbock Area United Way Community Partners (listed on the back of the pledge form) or another United Way. Donors may give to both the United Way Community Fund and to a specific agency or other United Way. There is a minimum of $50 for each selection.

Does Lubbock Area United Way fund abortions?
No organization funded by Lubbock Area United Way is involved in providing abortion services.

As a Campaign Coordinator, what if I get a question that I don’t know how to answer?
Don’t be afraid to say you don’t know. Get the person’s name and phone number and contact the United Way office. A United Way volunteer or staff member will follow up with the person. United Way’s website also offers extensive information. liveunitedlubbock.org
HOW TO COMPLETE FORMS

Complete the pledge form in 3 easy steps:

1. Fill in contact information at the top.
2. Choose how you want to give.
3. Sign your name.

Make two copies for:
1. Your Payroll Department (If the donor gives via Payroll Deduction)
2. The Donor

The designated contribution section allows donors to select a specific Community Partner to receive their gift. Donors may pick a maximum of two Lubbock Area United Way Community Partners (listed on the back of the form) or another United Way. For instance, a donor who lives in another community but works in Lubbock may wish to donate to that United Way. There is a minimum of $50 for each selection. Undesignated gifts are automatically allocated to the Community Fund.
# CAMPAIGN REPORT FORM

**Company/Organization Name**

**Address**

**City/State/Zip Code**

---

**FOR OFFICE USE ONLY:**

**Batch No.**

---

**Lubbock Area United Way**

1655 Main Street, Suite 101

Lubbock, TX 79401

tel 806.747.2711 / fax 806.742.2756

liveunitedlubbock.org

---

**THANK YOU!**

---

**Company Coordinator**

**Date**

**United Way Volunteer**

**Date**

**Received By**

**Date**

---

## Summary Report

**This report is:** (please choose one)

- [ ] Partial
- [ ] Final

**PLEASE INCLUDE ONLY ATTACHED PLEDGES AND PAYMENTS**

Retain company and donor copy of pledge forms. Enclose United Way white copy.

---

**SECTION 1**

<table>
<thead>
<tr>
<th>No. of Givers</th>
<th>Payroll Deduction</th>
<th>One-Time Gift: Cash/Check</th>
<th>Direct Bill</th>
<th>Bank Draft</th>
<th>Other: Credit/Debit or Stock/Securities</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
<td>$</td>
</tr>
</tbody>
</table>

**Pledge amount from pledge forms**

---

**SECTION 2 (COMPLETE ONLY IF APPLICABLE)**

<table>
<thead>
<tr>
<th>Special Event Fundraiser</th>
</tr>
</thead>
<tbody>
<tr>
<td>Cash/Checks Enclosed from Event</td>
</tr>
</tbody>
</table>

*Type of fundraiser (i.e., raffle tickets, bake sale, etc.)*

**Special Event Coordinator**

---

**SPECIAL INSTRUCTIONS (IF APPLICABLE)**

---

**SIGNATURES**

**Company Coordinator**

**Date**

**United Way Volunteer**

**Date**

**Received By**

**Date**

---

**THANK YOU!**

---

Please return to: Lubbock Area United Way • 1655 Main Street, Suite 101 • Lubbock, TX 79401

---

**To Complete the Report Form:**

- Record all donations and provide totals.
- Remember to include the contact person at your organization that handles payroll deduction pledges.
- Checks should be made payable to Lubbock Area United Way.
- Submit your form along with copies of the pledge forms to your Loaned Executive or drop off at the Lubbock Area United Way office.

---

**Where does each copy go?**

- Green: United Way
- Yellow: Your Payroll Dept
- Pink: Yours to keep
Lubbock Area United Way
1655 Main Street, Suite 101 • Lubbock, TX 79401 • 806.747.2711 • info@liveunitedlubbock.org
LIVEUNITEDLUBBOCK.ORG

hope starts here
in you.
in your neighborhood.
in our community.