

Campaign Coordinator Reference Guide 2017-2018



Mahalo for volunteering to be the company coordinator for Maui United Way's 2017-2018 LIVE UNITED Campaign. We hope that you will find this experience very rewarding.

Maui United Way's mission is to empower our community through caring partnerships that enrich people's lives. We strive to improve our community by motivating people to help others, increase resources to meet vital health and human service needs, and inspire change within the areas of Education, Income and Health. **How can you help?**

Company Campaigns are the backbone to our fundraising activities. Employees contribute more than 58% of our total campaign fund. While working closely with your MUW Representative, we ask that you promote the campaign throughout your company, distribute campaign materials, motivate your fellow employees to directly contribute to their community, and in the end submit a final report with the original pledge forms and contributions to your campaign representative.

With your assistance we can create opportunities for a better tomorrow.

ONLINE GIVING IS NOW AVAILABLE FOR STATE OF HAWAII EMPLOYEES!

We are happy to provide you with an easier and more eco-friendly way to donate via Andar ePledge – a safe, secure, and easy fundraising tool. Please forward the information below to staff in your department. Here are the directions for making your 2017-2018 ePledge:

- 1) Log onto: <https://auw.unitedwayepledge.org/epledge/crm/Start.jsp?accountNumber=2304624>
DOE site: <https://auw.unitedwayepledge.org/epledge/crm/Start.jsp?accountNumber=2304665>
- 2) Find your department/complex, and click on its link in order to register.
- 3) For DOE: Once you select your complex, choose the institution with which you are associated.
- 4) You will be asked to enter your work e-mail address and a Verification code. After this is completed, click "Create Account".
- 5) You will be redirected to check your email in order to confirm your identity by clicking on a link provided in your work email inbox.
- 6) Click the first link, "If this is you, and you have just registered online, please confirm your identity by clicking [here](#)."
- 7) Once this is completed, it will take you to the Welcome Page. Choose the "Pledge" option under the Main Menu. Choose from one of the following payment options and click "Next":
 - Credit card – Processed through secured site (CyberSource) - address and phone number required
 - Payroll – Last 4 digits of SSN is required by DAGs
 - Bill Me - \$25 minimum, billing preference, address and phone number required
 - Sorry, I do not wish to give this year.

You can also make your donation through Cash, Check, or an Automatic Transfer, but you'll have to use the traditional paper pledge form and turn it in to your Campaign Coordinator.
- 8) Once you have selected your donation method, the system will walk you through the needed steps to complete your donation.
- 9) If you pledge \$25 or more, you have the option to designate your gift to a specific MUW charity or cause. Use the search function at the bottom of the pledge page or look in the "Report To Donors" brochure to find a specific charity.
- 10) Make sure your contact information is correct and review your donation before you hit the Confirm button.

If you have questions or concerns during the donation process, please contact your School/Department Campaign Coordinator or Angela Stewart, MUW Campaign & Projects Coordinator at (808)244-8787 or email angela@mauiunitedway.org.

Frequently Asked Questions

What does Maui United Way do?

Maui United Way brings people together from all over the community—government, business, faith based groups, other non-profits and citizens—to identify and tackle our most vital needs. We make sure the programs we fund are getting the results our community needs. Through a system that measures and reviews program outcomes, MUW can benchmark progress and ensure our donors that their money is used effectively and efficiently.

What is the difference between Aloha United Way and Maui United Way?

Aloha United Way funds agencies on Oahu. Maui United Way funds agencies here on Maui. We are governed by a local board of directors, comprised of business and civic leaders who are dedicated to inspire hope and create lasting change in our community.

Is my Maui United Way contribution tax deductible?

YES! Your contributions are 100% tax deductible.

When does my payroll deduction begin?

Payroll deduction for the 2017-2018 Campaign will begin January 1, 2018. Please see your Human Resources Department for details.

Who decides how my donation is distributed?

A group of trained volunteers come together to assess the needs of the community in each specified need area. They review grant requests from our various partner agencies, conduct site visits, and decide as a committee how funding in their need area should be allocated.

How can I become a MUW volunteer or committee member?

That's easy! Contact your MUW representative and let them know that you are interested in giving your time, or visit our website at www.mauiunitedway.org and sign up to become a volunteer.

Can I give to a specific non-profit agency?

Donor Choice enables you to have the option of designating your contribution to any non-profit agency. Unlike our Partner Agencies, to donate to a non-partner through MUW, you must have a Federal ID number of the non-profit of your choice. However, we do encourage our donors to give to the Community Fund. This option offers the most effective way to reach all 33 of our partner agency programs and make a significant impact on our entire community.

WE WANT TO HELP—PLEASE CONTACT US FOR A PRESENTATION AT YOUR WORKPLACE!

Mahalo for your commitment of time and energy to our 2017-2018 LIVE UNITED Company Campaign. Don't forget to contact your Maui United Way Representative for any additional campaign materials, ideas for fundraising, or to provide a presentation for your employees. We are here to help you in every way we can.



Angela Stewart
Campaign & Projects Coordinator
(808) 244-8787
angela@mauiunitedway.org

Please visit www.mauiunitedway.org for more Campaign Coordinator Resources to help your campaign.

*****All Campaign Envelopes are due by OCTOBER 31st, 2017*****

Please let us know if you need an extension, and we will be happy to work with you.

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