

Penn State-United Way Team Leader Instructions

Pre-Addressed Pledge Cards will be distributed the last week of October.

- Sort pledge cards by building, and deliver personally to each employee.
- All pledge cards should be returned to Payroll within one week, either by the individuals completing the cards, or collected and returned by the team leader.
- Use the first week of November to deliver cards to people who were out of the office the previous week.
- Return cards in batches to Payroll as received, rather than collecting them until all are returned.
- Return cards to individuals no longer in your area or cards delivered to the wrong address to University Relations, 205 Old Main, along with the updated accurate number of employees now in your work area.

“Blue Form” Pledge Cards (for new employees) will also be distributed the last week of October, using the blank blue forms provided, and return Payroll envelopes.

- Be sure new givers PRINT their name, campus address and social security number on their form, or it cannot be processed.
- If you run out of Blue Forms, print extra copies.
- Employees wishing to make a one-time gift via check should send it directly to Payroll, including their name, address, and administrative code and social security number. Checks should be made out to Centre County United Way.
- Employees wishing to make a donation to a United Way in Pennsylvania other than Centre County should enter the proper United Way code from the United Way Code List.

Need Assistance? Please contact:
Barb Meeker (863-1030, bxm7@psu.edu)

THANK YOU FOR YOUR SUPPORT!