



**United Way of
Payne County**

FOR RESOURCES, SCAN
THIS QR CODE TO VISIT THE
OSU CAMPAIGN TOOLKIT



YOU HAVE YOUR PACKET, NOW WHAT?

Please give everyone in your department an opportunity to donate by distributing the pledge cards and brochures provided in this packet. The best way to have a successful campaign is to encourage your coworkers to donate and to incorporate fun fundraising activities into your campaign. Plan to have all of your campaign activities completed by **November 30, 2024**.

WE DIDN'T RECEIVE ENOUGH MATERIALS.

If you need more pledge cards or brochures, call **405-377-2161** or email info@unitedwaypaynecounty.org and we will bring more to your office.

HOW CAN WE COLLECT DONATIONS ONLINE?

FOR PAYROLL PLEDGES AND EMPLOYEE GIFTS

Employees can enter payroll deductions on Banner self-service at my.okstate.edu. Amounts are deducted from the first paycheck of the month for bi-weekly employees, and on the month-end payroll for monthly employees. Employees do not need to turn in pledge cards for payroll deductions, and no deposit procedures or reporting are necessary.

ACCEPTING CREDIT CARD DONATIONS FOR EVENTS/FUNDRAISERS

The United Way can create online webpages to accept credit cards for your events or fundraisers and provide you link and a QR code for customers to scan and pay. See the reverse side of this sheet for more information.

I'M NOT GOOD AT PLANNING EVENTS, WHAT SHOULD I DO?

Examples of events are available on the **OSU Campaign Toolkit** at www.unitedwaypaynecounty.org/osu.

If you need help planning an activity, call the United Way office at **405-377-2161** or email info@unitedwaypaynecounty.org. Please see the **Event Planning Checklist** on the reverse side of this sheet for more information.

I HAVE CASH, CHECKS AND PLEDGE CARDS, WHAT DO I DO WITH THEM?

Please see **Deposit Procedures** at www.unitedwaypaynecounty.org/osu for full instructions.

Please deliver your deposit weekly to 207 Whitehurst and place it in the box labeled "United Way" at the front desk. All cash, checks and pledge cards should be stored in a locked, safe place until you bring it to Whitehurst. For more information, please contact **Lynette Marvin** at lynette.marvin@okstate.edu or call **405-744-4188**.

Donations collected through Banner self-service or credit card donations from events/fundraisers do NOT need to be reported.

HOW WILL I RECEIVE UPDATES?

You will receive weekly progress reports from **Lynette Marvin** at lynette.marvin@okstate.edu.

HELPFUL INFO FOR YOUR OSU CAMPAIGN

ACCEPTING CREDIT CARD DONATIONS FOR YOUR FUNDRAISER

FOR ONE-TIME SALES – USE OSU PAY UNITED WAY PAGE

To collect credit card donations for an event like a raffle, bake sale, Taco Tuesday or if you are selling items in-person, please sign up for the **OSU Pay United Way** page at: www.unitedwaypaynecounty.org/sign-up-osu-pay-united-way or scan the QR code on this page. United Way will need 2 to 3 business days to add your fundraiser to a dropdown menu on the OSU Pay United Way page to attribute credit card donations to your event.

Once you complete the form and your fundraiser is added to the OSU Pay United Way page, you will be emailed a PDF flyer with a QR code that donors can scan to enter their credit card payment and attribute it to your event.



OSU Pay United Way
Sign Up

FOR SPECIAL FUNDRAISERS – REQUEST A CUSTOM DONATION FORM

To collect credit card donations for fundraisers like voting contents, auctions, etc., please request a **custom donation form** from United Way. To request a form, please contact the United Way at 405-377-2161 or info@unitedwaypaynecounty.org. Please include all pertinent details for your event. For custom credit card donation forms, United Way will need 7-10 business days to process your request.

EVENT PLANNING CHECKLIST

- CHECK AHEAD:** Before you set a date, time and location, check the OSU United Way calendar at go.okstate.edu/campaigns/united-way for conflicts.
- RESERVE SPACE/VENUE**
- SHARE THE WORD:** Complete this webform for your event to be added to the OSU Events Calendar, linked on United Way of Payne County social media and appear in OSU Headlines.
- SET UP PAYMENT:** If you need a credit card donation page for your event, please see the instructions above.
- TELL PEOPLE:** Email employees in your area, post fliers (requires approval from Campus Life), chalk (requires approval from Campus Life), invite friends on Facebook (United Way of Payne County can create a Facebook event if you like), post to unit/department/college website.
- HOST THE EVENT:** Take pictures, share them on social media and tag United Way of Payne County on Facebook, Instagram and Twitter.
- MAKE YOUR DEPOSIT** promptly after the event. Fundraisers should be listed on the deposit form. See the Deposit Procedures at www.unitedwaypaynecounty.org/osu.



United Way
of Payne County

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