



## Hawai'i Island United Way, Inc.

# Campaign Guide 2008 – 2009

*Tips for running a successful Campaign*



*Nurturing Children & Youth*



*Strengthening Families*



*Fostering Independence*



*Responding to Basic Needs*



East Hawaii • 142 Kinoole St., Suite A • Hilo, HI 96720-2038 • (808) 935-6393  
West Hawaii • P.O. Box 3318 • Kailua-Kona, HI 96745 • (808) 326-7400



## Results Matter

Hawaii Island United Way (HIUW) makes a real difference in our community. Contributions are working year-round building a brighter future for our keike, enriching the lives of our kapuna, giving hope to those who are hurting, strengthening families and so much more. By contributing to HIUW you are making a commitment to care about what matters: the lives of your family, friends and neighbors.

HIUW works because it's:

### **LOYAL**

Your donation stays here on the Big Island, supporting local programs, making HIUW the best way to help the most people.

### **EFFECTIVE**

HIUW is the most efficient and effective way to help the most people because HIUW focuses on results. Local volunteers, educated on the issues, diligently make decisions to fund programs based on need, resources, and accountability. Through the extensive use of community volunteers, a small staff, and a commitment to this community, HIUW is able to maintain a low overhead.

### **ACCOUNTABLE**

Governed by local volunteers devoted to our community, the HIUW Board of Directors is legally and morally responsible for all the activities of the organization. The Board upholds the highest level of integrity and community leadership.

Additionally, trained volunteers review agency programs to assure the donor's gift impacts the community where needed most. HIUW makes sure your gift supports programs that have proven they are making a difference in our community, making HIUW the smartest way to help the most people.

### **PROVEN**

HIUW is a proven, organized system that continuously evaluates our community's diverse needs and directs funds to those areas that will have the most positive impact on people's lives.

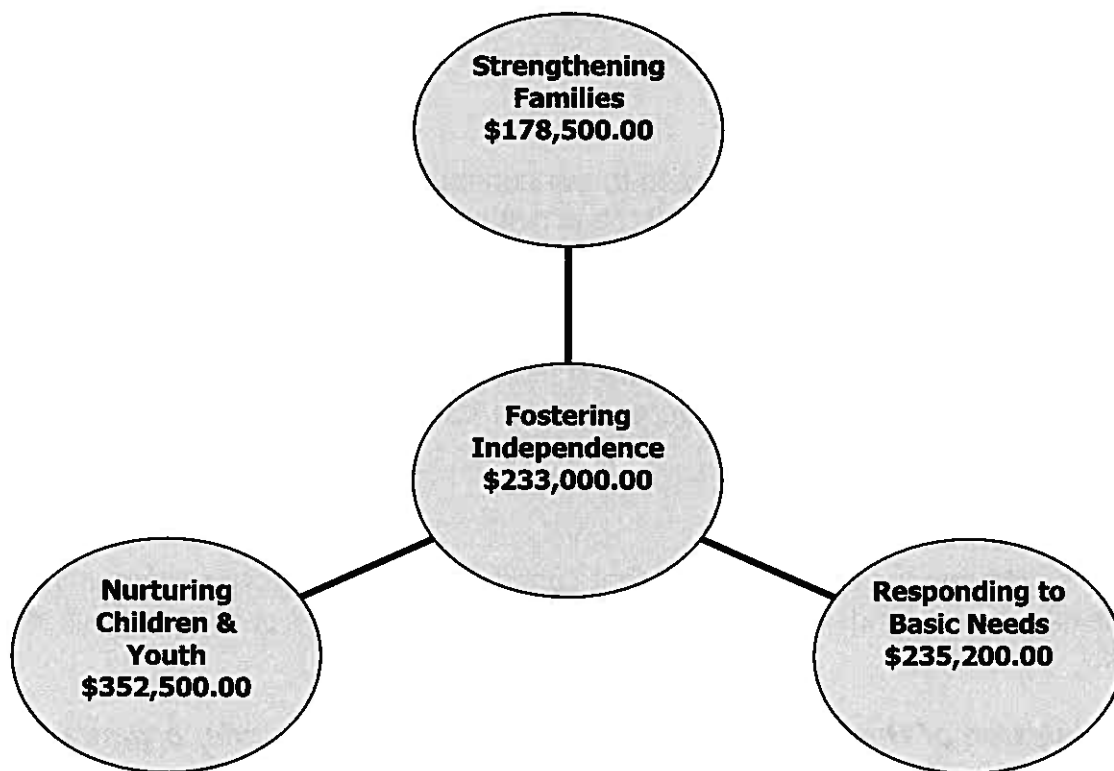
***The mission of Hawaii Island United Way is to unite people, organizations and resources to build a healthier community.***

## How Does It Work?

1. You contribute to HIUW's Community Care Fund.
2. Trained HIUW volunteers study local programs to determine where the money is needed and can do the most good.
3. HIUW combines your gift with the gifts of your friends and colleagues to support needed programs.
4. HIUW – funded programs provide assistance wrapping services around individuals and families.
5. Positive changes begin to occur in people's lives and our community becomes stronger and healthier.

You don't have to decide between helping children, seniors or individuals needing a warm meal and a place to stay. Your gift helps meet all these needs. HIUW's Community Care Fund wraps services around families and individuals by funding programs addressing all these issues.

### Your 2008-2009 Investment in the Big Island Community Through Hawaii Island United Way



## Investments by Community Impact Program Area

### **Strengthening Families**

Aloha Council Boy Scouts of America	\$40,000
Big Island Mediation	\$18,000
Child & Family Service	\$38,000
Family Support Services of West Hawaii	\$ 5,500
Hawaii Island Adult Care	\$33,000
Hawaii Island HIV/AIDS Foundation	\$20,000
Hospice of Hilo	\$16,000
Hospice of Kona	\$16,000
Kapi'olani Child Protection Center – West Hawaii	\$10,000
Kona Adult Day Center	\$15,000
North Hawaii Hospice	\$16,000

### **Fostering Independence**

Arc of Hilo	\$30,000
Arc of Kona	\$40,000
Brantley Center	\$30,000
Bridge House, Inc.	\$30,000
Habitat for Humanity – Kona	\$20,000
Hawaii Centers for Independent Living	\$20,000
Hawaii Island Adult Care	\$33,000
Mental Health Kokua	\$30,000

### **Nurturing Children & Youth**

Big Island Substance Abuse Council	\$40,000
Boys and Girls Club of the Big Island	\$45,000
Friends of the Children's Justice Center of East Hawaii	\$15,000
Girl Scout Council of Hawaii	\$30,000
Hale Kipa	\$10,000
Island Of Hawaii YMCA	\$60,000
Neighborhood Place of Puna	\$20,000
Turning Point for Families – Child & Family Service	\$37,500
YWCA of Hawaii Island	\$95,000

### **Responding to Basic Needs**

American Heart Association	\$20,000
American Red Cross	\$45,000
Ke` Anuenue Area Health Education Center	\$ 4,700
Legal Aid Society of Hawaii, Hawaii Island	\$18,000
Office for Social Ministry	\$83,000
Salvation Army, Hilo/Kona Corps	\$64,500

## Steps to Success

### Get Started

- Learn the importance of HIUW
- Review the HIUW materials
- Meet with HIUW representatives

### Enlist Some Help

- Ask your CEO to appoint next year's Employee Campaign Coordinator (ECC) to work with you.
- Recruit a committee representing all the departments in your organization.
- Your CEO's enthusiasm can be contagious. Ask him or her to write a personal letter of support to the employees (see example).

### Analyze Campaign and Set Goals

Setting a realistic campaign goal can motivate and encourage participation. Talk with last year's Employee Campaign Coordinator (ECC). Find out what worked and didn't work during last year's campaign. HIUW is a good resource during campaign analysis and goal setting.

### Decide on Solicitation Style

Decide on the best method of approaching fellow employees – group, individual or both.

- *Group Solicitation:* Employees are brought together to hear the HIUW message and asked to fill out their pledge forms at the end of the presentation.
- *Individual Solicitation:* This is a one-on-one ask to an employee for a gift.
- *Both:* Hold one group meeting or a series of group meetings and use the one-on-one solicitation as a follow-up with those who couldn't attend the group session.

### Promote Your Campaign

- Use employee newsletters, e-mail and other in-house communication tools.
- Use HIUW posters and brochures to build awareness of the upcoming campaign.
- Increase employee awareness by creating competition between departments. Prizes and incentives can also create interest.

### Educate

- Use campaign video, speakers and agency speakers.
- Visit [www.HawaiiUnitedWay.org](http://www.HawaiiUnitedWay.org) and download information to share with fellow employees.
- Schedule your campaign and book your speakers early!

## Conduct the Campaign

Schedule a short intensive campaign. Short campaigns keep the momentum and enthusiasm high. A two week campaign has proven to be the most effective.

- Make a gift yourself. It is easier to ask others to give when you are giving.
- Use personalized pledge forms, when possible; to make sure everyone has the opportunity to give.
- Get help from payroll, data processing and department heads.
- Conduct an employee kickoff celebration.
- Make sure every employee is asked to give.

## Report Results

It is very important to get report results to HIUW as soon as possible.

- Make sure all pledge forms are returned and accounted for.
- Forward copies of all payroll deduction forms to your company's payroll department.
- Please provide a summary of your campaign on the HIUW report envelope and return to HIUW.

## Goal Setting

### Compute Your Giving Potential

$$\frac{\text{Current Average Gift}}{\text{(Last year's total amount divided by the number of donors last year)}} \times \frac{\text{Number of Employees}}{\text{Number of Employees}} = \frac{\text{Total Potential}}{\text{Total Potential}}$$

OR

$$\frac{\text{Average Annual Wage}}{\text{Average Annual Wage}} \times \frac{\text{Number of Employees}}{\text{Number of Employees}} \times \frac{.006 \text{ (1hour pay per month)}}{.006 \text{ (1hour pay per month)}} = \frac{\text{Total Potential}}{\text{Total Potential}}$$

### Set Your Goal

- 1) Last year's employee amount raised: \$ \_\_\_\_\_
- 2) Percent of Total Potential achieved: \_\_\_\_\_ %
- 3) Determine the amount of additional potential you want to achieve this year: \$ \_\_\_\_\_
- 4) This year's goal (#1 plus #3) \$ \_\_\_\_\_

## Sample Meeting Agenda

- CEO welcomes employees and endorses campaign. Labor **minutes** 2  
Representative endorses campaign (if appropriate).
  - United Way speaker makes presentation and shows DVD. **minutes** 11
  - Employee who has benefited from HIUW agency speaks. **minutes** 2
  - Employee Campaign Coordinator distributes pledge forms, answers any questions and "asks" for the pledge. **minutes** 3
  - Employee Campaign Coordinator collects pledge form and **thanks employees.** 2  
**minutes**
- 
- 20**
- minutes**

## One-On-One Solicitations

1. Make your introduction and opening comments
  - ✓ Explain how HIUW works
  - ✓ HIUW helps support 50 programs of 34 partner agencies on the Big Island
  - ✓ 98% of each dollar raised stays here on the Big Island
  - ✓ HIUW ensures that funded programs report measurable results
2. Give examples of how your gift will help, try to personalize stories and examples to people you know have been helped. You may also use the campaign DVD.
3. Explain the pledge form.
4. Answer questions. If you have a question you cannot answer call HIUW at 935-6393 or 326-7400.
5. Ask for the gift. Encourage each person to give a payroll gift and to give as generously as possible.
6. Say **Thank you!**

## **Tips for Solicitations**

- ❖ Meet with HIUW staff to review details. Be sure to include your CEO or other organizational executive.
- ❖ Choose an appropriate meeting time. Publicize group meetings well in advance, and send reminders to employees. Remember to use established communication channels.
- ❖ Involve organized labor if appropriate. Labor is a significant force in community service, and their history with HIUW is impressive.
- ❖ Use HIUW talking points to help with basic information.
- ❖ Use incentives to encourage employees to get involved. Food or door prizes are great for getting people to come to meetings and time off is a great incentive for gift giving.

## **Fun Campaign Ideas**

Activities, when accompanied by education and the ask; make the campaign a fun event – something to look forward to. They make a great addition to, but do not replace, employee meetings and the ask. Utilize these activities to raise awareness and morale:

### **Themes**

HIUW's campaign theme is "Results Matter" and the campaign materials reflect this message. You may change this theme and create your own. Weave your theme into campaign events and materials using the HIUW logo.

Examples:

- Football
- Halloween
- Circus
- Sports
- Oktoberfest
- Olympics
- Have a contest to select a theme

### **Promoting your Campaign**

Promote your campaign as a short, fun event that happens once a year. Inform employees of campaign dates and provide them with plenty of information using the following resources:

- Group presentations
- Letter from CEO
- Posters
- Flyers
- E-mail and/or voice mail
- Speakers
- Employee testimonials
- Campaign DVD
- Food/clothing drive for HIUW agency
- Company Newsletters

## **Fun Campaign Ideas (cont.)**

### **Incentives**

Utilize incentives to get pledge cards in early or to encourage participation, increased giving or department competitions. Remember, people give when they are educated about the needs and the impact of their gift, but incentives are a fun addition to the campaign.

Some suggestions are:

- Angel Day (day off with pay)
- Reserved parking
- Tickets to sporting events
- Movie/theater passes
- Company T-shirt
- Dinners for two
- Hotel stay giveaways
- Gift Certificates
- Company merchandise
- Casual dress days

### **Campaign Activities**

Campaign activities give something to look forward to. Utilize these activities to raise awareness and morale:

- Employee rallies
- Company campaign logo or poster design contest
- Baby picture guessing game
- Employee picnic
- Halloween costume party or pumpkin carving contest
- Bingo
- Car Wash
- Garage sale
- Golf tournament
- Silent/live auctions
- Ice cream social

## Special Event Ideas

*"Join me in helping change our community. Give generously to Hawaii Island United Way. Thank you!"*

### A Shot at the Big Wigs

**"Buy a Big Shot" Auction** Employees bid to have an executive team member do their job for a morning/afternoon, mow their grass, rake the yard, clean their windows, etc.

**In Bad Taste Executive** team members wear their ugliest ties, jewelry, shoes or hats. Employees vote on the ugliest item, paying \$1 per vote. The executive with the most votes at the end of the day is declared the winner and may be awarded a prize.

**Look-a-Like Contest** Employees are encouraged to dress up like famous personalities. Co-workers then pay to vote on the best costume with the contestant receiving the most votes winning a prize.

**Pie in the Face** Employees vote on members of the executive team they would like to see participating in this event. Prepare whipped cream pies. Employees then pay to throw or rub a pie in the winning executive team member's faces.

### Battle of Departments

**Tug-of-War** Have an interdepartmental competition. Each team pays a fee for entry with the winning team winning a prize.

**Jail and Bail** All supervisory staff members are put in "jail". In order to be released, all employees must turn in their pledge cards.

**Random Pledge Card Prizes** Offer wacky prizes for the fourteenth pledge card turned in, the neatest handwriting on a pledge card, the first pledge card turned in, etc.

**Kiss the Pig** Employees vote through contributions to executive labeled piggy banks for the boss who must kiss the pig.

### Multiple Shift Ideas

Something for Everyone, Make it personal to everyone. – If your company has multiple shifts, have them challenge one another in a competition. Coordinate a kick-off event with speakers at every shift, so no one feels left out.

## Sample Letters

### CEO Letter

Dear Fellow Employees:

"Results Matter." In the weeks ahead, you will be hearing this phrase throughout the community – as people join together to help others through United Way.

Health and human care services supported through Hawaii Island United Way (HIUW) help not only the sick, disadvantaged, or people with disabilities, but also families who face unexpected challenges or require professional help to meet basic human needs. Anyone who has visited one of our HIUW agencies can see first-hand and be reassured that his or her pledge is working to provide essential health and human services.

Giving to HIUW is a symbol of your concern for your own needs and those of your friends, neighbors, and fellow employees. By joining so many deserving agencies into one fund raising effort, each contributor is assured that he or she is doing the most good for the greatest number of people.

What really sets HIUW apart, however, is that local volunteers not only raise the money, but through the process, also determine how contributions will be used to the community's best advantage. It is an open, fair, and equitable system, and we can be proud of it! I hope you will take this opportunity to make your pledge. Your gift will make a difference.

Sincerely,

### Incentive Request Letter

Dear (Community Relations Manager/Business Manager):

Helping the community takes teamwork. That's why (your company name) is asking for your help. We are currently planning our annual Hawaii Island United Way (HIUW) fundraising campaign. As we do each year, we ask for the help of the socially-responsible businesses, such as yours, to assist in providing fun and exciting incentives to aid the effort. We are requesting a donation of (goods, services), which will be given to special contributors during the campaign.

Your consideration in this important community endeavor is greatly appreciated. Thanks for being a part of what matters.

Sincerely,  
(Your Name)

## **Explanation of Pledge Form, Report Envelope & Sheet**

### **Pledge Form**

#### **Contact Information**

- Please print the information and make sure they have completed the contact information including name, mailing address and phone number.

**Gift** – Payroll deduction is the easiest and most convenient way to give.

- Explain the importance of giving and reference the fair share giving guide (one hour's pay per month).
- Other ways to make a gift:
  - Electronic Funds Transfer – attach a voided check & indicate monthly or quarterly withdrawals.
  - Bill to home address – indicate monthly, quarterly, or give specific dates.
  - Cash or Check – payable to Hawaii Island United Way.
  - Credit Card – provide card #, expiration date.
  - Authorized Signature – Your signature completes your pledge, give authorization for the payroll deduction and/or the credit card transaction.

#### **Form Distribution**

White/Original Copy

- For payroll deductions – goes to company payroll department by December 31, 2008.
- For cash, check, billing, credit card, EFT – goes to HIUW for processing

Yellow Copy goes to HIUW.

Pink Copy stays with the donor.

\*see copy of **Pledge Form**

### **Donor Choice Form**

- Complete this form only if you wish to be more specific in how your gift is used.
- Please submit with pledge form to the HIUW. Make sure donor has completed and signed.
- Please make sure mailing information is complete.

\*see copy of **Donor Choice Form**

### **Report Envelope**

#### **Company Information**

- Along with the firm name, address and phone number, please include total number of people employed at your company and the total number of pay periods.

\*see copy of **Report Envelope**

### **Report Sheet**

- List donor's alphabetically
- Check Donor Designation box if donor choice form is completed.

\* see copy of **Report Sheet**

## Questions and Answers

### **What is United Way?**

HIUW is a volunteer organization working to fund programs that provide health and human services to our Big Island community. It is an organization unique in its volunteer review of program services, in which local volunteers make two-year funding recommendations. Each United Way is local and independent, choosing its criteria and priorities to fit the local community. Local United Ways come together through their affiliation with the national trade organization, United Way of America, and the Hawaii Statewide association.

### **How much of my contribution goes directly to funding services?**

98% of every dollar raised stays on the Big Island. 1% goes to United Way of America, and 1% goes to the Hawaii Statewide Association. Your money goes far – but not far away.

### **Why is my gift important?**

People from all sectors of our community benefit from the services provided by HIUW's partner agencies. Your donation will help more than one person, one charity, or one issue, by magnifying your investment with many others and creating measurable, positive change for our community.

### **Why does HIUW have paid staff?**

No organization as big as this United Way, in terms of the money for which it is responsible and the number of volunteers involved can operate efficiently without the qualified staff support. HIUW's staff members manage the day-to-day operations and provide support to hundreds of volunteers and 34 partner agencies who provide 50 programs to Big Island residents.

### **Can I direct my gift to a specific agency?**

Yes. While HIUW's primary focus is the Community Fund, donors may direct a portion or all of their contribution to any 501 (c) 3 health and human services organization, (minimum gift of \$24.00). Through the donor choice option, you may select which HIUW partner agency you would like to have your gift go to.

### **A special note to the Campaign Coordinator**

You may, on occasion, encounter people who object to contributing to HIUW. Keep in mind that objections are a natural part of the campaign and offer you an opportunity to present more information. Objections are not personal, and they are not directed towards you, and are often based on incorrect information. ***If you encounter a question that you don't know how to answer – that's okay! Direct the person to HIUW 935-6393 or 326-7400.***



Hawaii Island



# Just A Reminder...

*Please help us update our records ...*

Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: HI Zip: \_\_\_\_\_

Phone: (808) \_\_\_\_\_

Fax: (808) \_\_\_\_\_

E-mail : \_\_\_\_\_

Total Employee Count: \_\_\_\_\_

Please fax, e-mail or submit with your report envelope to:

**Hawaii Island United Way, Inc.**

Fax: (808) 935-2553

E-mail: [hiuwayrine@hawaiiantel.net](mailto:hiuwayrine@hawaiiantel.net)  
[hiuwcindy@hawaiiantel.net](mailto:hiuwcindy@hawaiiantel.net)

Phone: (808) 935-6393 ext. 221 (Ayrine)  
ext. 225 (Cindy)



## 2008-2009 Campaign Checklist

Report Sheet...List all donors and pledge amounts.

Cash Pledges... Verify cash and check totals with report sheet for accuracy.

Billing Pledges...Return original signed pledge forms to Hawaii Island United Way.  
(Billing Pledges include Electronic Funds Transfer, Credit Card Pledges, and Direct Billings.)

Donor Designation Forms ...Submit donor forms along with report envelope.

Payroll Pledge Forms ...Verify all payroll forms are signed.  
For County and State, return original payroll pledge forms to Hawaii Island United Way.  
*State: Payroll Pledge Forms due: October 1, 2008.*  
For all others, submit original payroll forms to your payroll department.

Employee Counts ...Record employee counts on report sheet and report envelope.

Address Changes ...Fill out "Just A Reminder" form.

Company Coordinator...Provide the name of the primary coordinator for your company.

Note: If you have any questions, please call Hawaii Island United Way, Inc.  
(808) 935-6393, ext. 221 (Ayrine) or ext. 225 (Cindy).  
E-mail: [hiuwayrine@hawaiiantel.net](mailto:hiuwayrine@hawaiiantel.net) or [hiuwcindy@hawaiiantel.net](mailto:hiuwcindy@hawaiiantel.net)





# *Hawai'i Island United Way, Inc.*



*The mission of the Hawai'i Island United Way is to unite people, organizations and resources to build a healthier community.*

## *We unite...*

*People* with the simple principle that united we can accomplish more than we can ever do alone. Whether you are giving or receiving, United Way is the only non-profit organization that considers the needs of the entire community, rather than a single cause or agency...

*Organizations* that supply a network of services with programs that directly impact the daily lives of Hawai'i Island residents. Your donation will ensure that a broad network of health and human service programs remain intact...

*Resources* that are identified and shared so that real social change happens and lives are improved...

*To build a healthier community.* United, with support from dedicated volunteers, partner agencies, businesses, community organizations and individuals like yourself, we will build a positive, healthy environment in which we all can live, work, play and raise our families.

## *What we do...*

The Hawaii Island United Way serves and supports the extended 'Ohana of people who live on this beautiful island we all call home. We are a collaborative networking agency, driven by community volunteers. **98% of all dollars raised on our island, stays on our island!** Your tax deductible donations are invested in specific programs, offered by local organizations with excellent track records of service. These vital programs and services touch the lives of nearly everyone on our island, from our keiki to our Kupuna.

*Mahalo for you time and attention.*

# *Programs delivered by Hawai'i Island United Way Partner Agencies*

## *Nurturing Children & Youth*

Programs designed to ensure healthy development, positive values and skills for children and youth.

<b>Big Island Substance Abuse Council</b> Island-wide Adolescent Outpatient Treatment	969.9994
<b>Boy Scouts of America, Aloha Council</b> Strong Families	959.0079
<b>Boys &amp; Girls Club of the Big Island</b> SMART Moves: SMART Leader	961.5536
<b>Friends of the Children's Justice Center of East Hawaii</b> Special Needs and Enhancement Prevention / Education Program	935.8755
<b>Girl Scout Council of Hawai'i</b> Comprehensive Youth – Hawai'i Island	966.9376
<b>Island of Hawai'i YMCA</b> "Y" Leader Club / "Y" Family Time	935.3721
<b>YWCA of Hawai'i Island</b> Health Promotion Services / Developmental Preschool Hamakua Youth Center	935.7141



eliminating racism  
empowering women  
ywca



## *Fostering Independence*

Programs designed to help people increase self-sufficiency and maintain their independence.

**The Arc of Hilo**

New and Essential Service – Adult Day Health

935.8534

**The Arc of Kona**

Adult Day Health

323.2626

**Brantley Center**

Employment Rehabilitation Program

775.7245

**Bridge House**

Vocational Skills Building Program

322.3305

**Center for Independent Living – Hawaii**

Independent Living Program

935.3777

**Hawai'i Island Adult Care, Inc.**

Hilo Adult Day Center / Senior Helpers

961.3747

**Kona Adult Day Center**

Adult Day Care

322.7977

**Mental Health Kokua**

Residential Rehabilitation Services

935.7167 / 331.1468



KONA ADULT DAY CENTER



MENTAL  
HEALTH  
KOKUA

## *Strengthening Families*

Programs that offer social, emotional and economic support and stability for families.

### **Big Island Mediation, Inc.**

Working it Out! / Mediation / Training

885.5525

### **Child & Family Service**

Sexual Abuse Treatment Services (SATS)

935.2188

### **Family Support Services of West Hawaii**

"Kako'o Na Makua" All Parents Stand Together

326.7778

### **Hale Kipa**

Hawai'i Advocate Program

969.1935

### **Hawaii Island HIV / AIDS Foundation**

Case Management & Prevention Services

982.8800 / 331.8177



**Child & Family**  
SERVICE



# Strengthening Families

(Continued)

Programs that offer social, emotional and economic support and stability for families.

## Hospice of Hilo

Bereavement Support Services

939.1733

## Hospice of Kona

Community Bereavement Program

334.0334

## Kapi'olani Child Protection Center

Title IVB WH Counseling & Supportive Living Project

329.4020

## Legal Aid Society of Hawai'i

Domestic Violence Program

961.2851

## Neighborhood Place of Puna

Home Visiting

965.5550

## North Hawaii Hospice

Community Awareness Program

885.7547

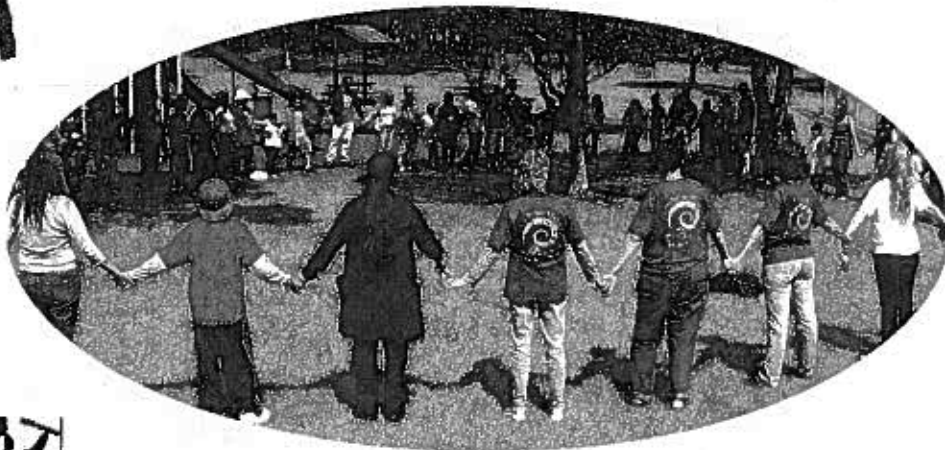
## Turning Point for Families

West Hawaii Domestic Abuse Shelter / Youth Services Program

Violence Intervention Outreach Program

969.7798 / 326.1607 /  
322.7233

100 YEARS  
OF CARING FOR  
CHILDREN




HOSPICE of KONA

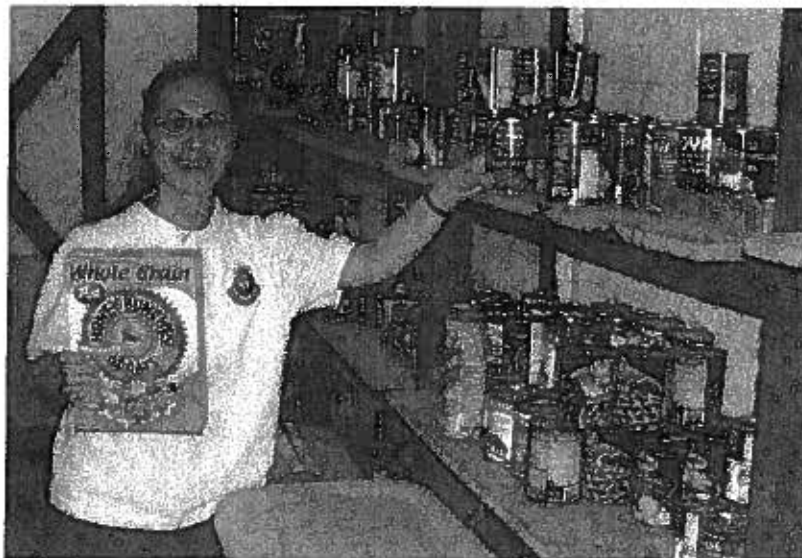


## *Responding to Basic Needs*

Programs that provide a safety net for individuals and families.

<b>American Heart Association</b> Integrated Heart and Stroke Initiatives	961.2825
<b>American Red Cross, Hawai'i State Chapter</b> Community Education / Disaster Response	935.8305
<b>Habitat for Humanity Kona</b> Volunteer Coordination	331.8010
<b>Ke 'Anuenue Area Health Education Center</b> Diabetes Education and Counseling Program	935.8658
<b>Office of Social Ministry</b> Care-A-Van Outreach Program / Mobile Care Health Project Hawaii Island Food Bank	935.3050
<b>Salvation Army, Hilo Temple Corps.</b> Feeding Program / Food Pantry	935.1277
<b>Salvation Army, Kona Corps.</b> Emergency Services / Shelter Services	326.2330 / 329.7800

**American Heart Association.**   
*Learn and Live..*



# *Emergency Food & Shelter Program*

Over the past several years, the Hawaii Island United Way, Inc. has volunteered to Chair the Emergency Food & Shelter Program.

The County of Hawaii was granted \$55,113 from the National Emergency Food & Shelter Board in 2008.



## Local Recipient Organizations

- Assembly of God, Kurtistown
- Glad Tidings
- Hilo United Methodist Church
- Living Waters Assembly of God
- Office of Social Ministry
- Paradise Park Church of Nazarene
- Salvation Army Hilo Temple Corps.
- Salvation Army Kona Corps.
- Salvation Army North Hawaii



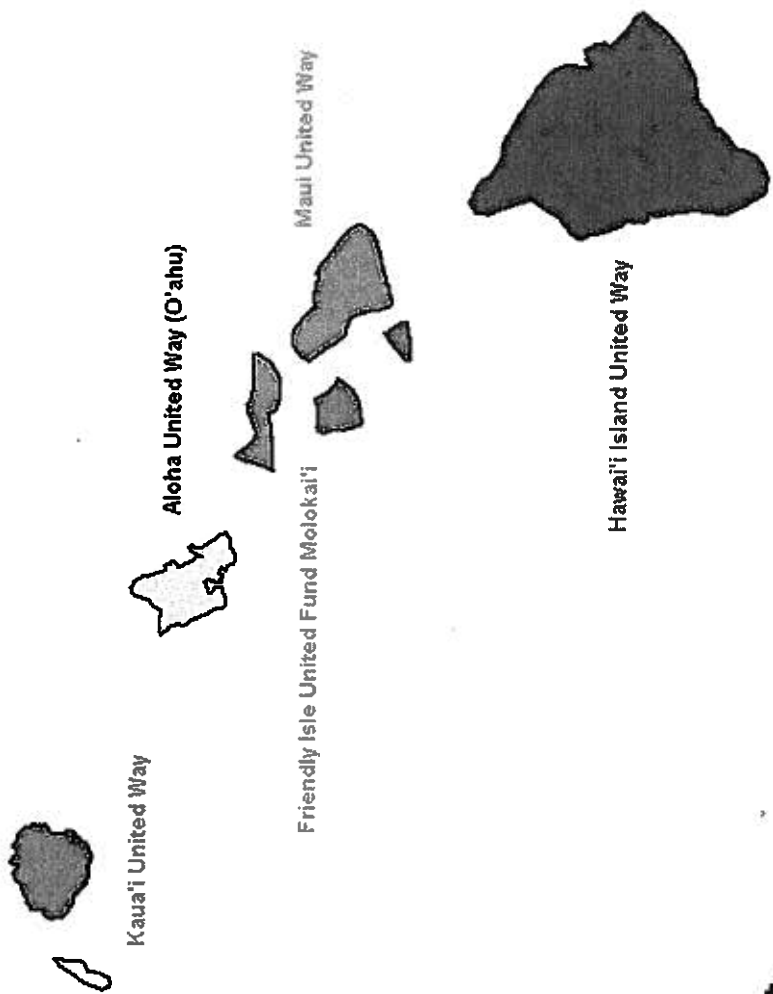
National Council of The Churches of Christ



American Red Cross



FEMA



**Nurturing Children & Youth**

- Fostering Independence
- Strengthening Families
- Responding to Basic Needs



# Sample Reminder Form



## Just A Reminder...

Please help us update our records ...

Company Name: Hawai'i Island United Way, Inc.  
Contact Name: Kini Wahine  
Address: 142 Kinoole Street, Suite A  
City: Hilo State: HI Zip: 96720-2038  
Phone: (808) 935-6393  
Fax: (808) 935-2553  
e-mail: hiuwkini@hawaiiintel.net  
Total Employee Count: 6

Please fax, e-mail or submit with your report envelope to:

Hawaii Island United Way, Inc.  
Fax: (808) 935-2553  
E-mail: [hiuwayrinc@hawaiiintel.net](mailto:hiuwayrinc@hawaiiintel.net)  
Phone: (808) 935-6393 ext. 221 (Ayrine)



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Thank you!

# Sample Report Sheet



# REPORT SHEET



**Hawaii Island United Way, Inc.**  
 142 Kinoole Street, Suite A ~ Hilo, HI  
 Phone: (808) 935-6393

[www.HawaiiUnitedWay.org](http://www.HawaiiUnitedWay.org)

**INSTRUCTIONS:** Please complete to ensure accurate record keeping.

**REPORT SHEET:** Please fill out as completely as possible. Any questions call the United Way office.

**DONOR DESIGNATION FORMS:** Please submit with Hawaii Island United Way copy of pledge form.

**PAYROLL FORMS: ORIGINALS...** Please submit to your payroll department by December 31.

**ORIGINALS** other than payroll, please submit to the United Way.

*Call the Hawaii Island United Way at (808) 935-6393 if you have questions. Thank You!*

<b>* For Office Use Only</b>	
G/L DATE	
CAMPAIGN YEAR	
DIVISION	
BATCH #	

<b>COMPANY, ORGANIZATION, OR FIRM</b>	BUSINESS PHONE	EMPLOYEE COUNT
Hawai'i Island United Way, Inc.	(808) 935-6393	6
<b>BUSINESS ADDRESS</b>	CITY	STATE
142 Kinoole Street, Suite A	Hilo	HI
		ZIP CODE
		96720-2038

**PREPARED BY:** Wahine, Kini

NAME OF CONTRIBUTOR LAST NAME, FIRST	CASH	CHECK	ANNUAL PAYROLL DEDUCTION	UNITED WAY BILLING	CREDIT CARD PLEDGE	ELECTRONIC TRANSFER (EFT)	TOTAL PLEDGE	
								EMPLOYEE COUNTS
1 Ali'i, Kiwi	68.00						68.00	
2 Hau'oil, Ailina		601.00					601.00	
3 Koi, Pakakala					250.00		250.00	
4 Kuini, Kala				1108.00			1108.00	
5 Opi'o, Kana		304.00					304.00	
6 Wahine, Kini			360.00				360.00	
7								
8								
9								
10								
11								
12								
13								
14								
15								
16								
17								
18								
19								
20								
<b>TOTAL</b>	68.00	905.00	360.00	1108.00	250.00		2691.00	
Page <b>1</b> of <b>1</b>	<b>EMPLOYEE COUNTS</b>							6

# Sample Pledge Form

HAWAII ISLAND UNITED WAY, INC.  
P. O. BOX 745 HILO, HI 96721-0745  
(808) 935-6393 (HILO) (808) 326-7400 (KONA)  
www.HIUW.org



I, Kini Wahine PLEDGE  
Donor Name (Please Print Legibly)

\$ 360.00  
Total Pledge Amount

### DONOR INFORMATION

(Required for any pledge acknowledgments)

Mailing Address: 142 Kinoolo Street  
Required for IRS Acknowledgment  
City, State, Zip Code: Hilo, HI 96720  
Daytime Phone: (808) 935-6393 Cell: \_\_\_\_\_  
e-mail address: hiuwkini@hawaiiantel.net

### I WANT TO SUPPORT MY COMMUNITY IN THE FOLLOWING WAY:

- CHECK CHECK DATE  CHECK #   
 CASH  
 BILLING  ONE-TIME  QUARTERLY  
 CREDIT CARD  VISA  MC  AMEX  DISCOVER

ACCOUNT # \_\_\_\_\_  
EXPIRATION DATE:

### PAYROLL DEDUCTION

EMPLOYER: Hawai'i Island United Way, Inc.  
 EVERY PAY PERIOD  MONTHLY AMOUNT PER PAY PERIOD \$ 15.00  
 QUARTERLY  ONE-TIME PAYMENT TOTAL \$ 360.00

I authorize my company to deduct from my payroll check the total pledge amount outlined above. I understand payroll deductions will begin in January.

SIGN HERE Kini Wahine DATE 08/08/08  
Signature Required for Billing, Credit Card Charge Pledges, and Payroll Deductions

If you would like your name with-held from publication, please check this box.

### MAHALO FOR YOUR SUPPORT!

NO GOODS OR SERVICES OF MORE THAN NOMINAL VALUE HAVE BEEN GIVEN IN RETURN FOR THIS CONTRIBUTION

### How your Gift Makes a Difference

<b>\$15.00 PER MONTH</b> helps an elderly person receive day care services.	<b>\$10.00 PER WEEK</b> provides activities and educational counseling for at-risk youth.	<b>\$30.00 PER DAY</b> provides room and board in a residential program for those in recovery
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### RESULTS YOU CAN SEE!

WHITE COPY - Payroll Dept. or Hawaii Island United Way for Billing / Credit Card Charge  
YELLOW COPY - Hawaii Island United Way, Inc.  
PINK COPY - DONOR COPY - PLEASE KEEP FOR YOUR TAX RECORDS!

# Sample Envelope



142 Kinoole Street, Suite A Hilo, HI 96720  
 P. O. 745 Hilo, HI 96721-0745  
 Phone: (808) 935-6393

HAWAII ISLAND UNITED WAY, INC.

P. O. Box 3318  
 Kailua-Kona, HI 96745-3318  
 Phone: (808) 326-7400

ENV#



[www.HawaiiUnitedWay.org](http://www.HawaiiUnitedWay.org)

**Instructions:**

**Cash & Check Pledges**  
 Original form - Attach with donation  
 Yellow Copy - Donor's Receipt

**Charge, Billing, Electronic Funds Transfer (EFT) Pledges**  
 Original - Submit with envelope  
 Yellow Copy - Donor's Receipt  
 Be sure all original pledges form are signed  
 Be sure charge pledge includes a payment date  
 For EFT processing, please attach voided check  
 with original pledge form.

**Payroll Deduction Forms**

**County (City/State)**  
 Submit with this envelope for HHIW processing  
 Be sure all payroll forms are signed  
 Return all original payroll forms by October 31

**State Payroll Originals**  
 Submit with this envelope for payroll processing  
 Be sure  
 Be sure all payroll forms are signed  
 Return all Original Payroll forms by October 31

**All Other Payroll Deduction Originals**  
 Submit to your Human Resources or payroll  
 department - not payroll processing before  
 December 31  
 Get all payroll deduction information on request  
 and submit a post sheet with envelope.

**Forward Slips**  
 If it doesn't apply, detach.  
 List charity name and C. for 250  
 Provide mailing address for donors paying \$250  
 or more to each charge pledge. EFT transfer in  
 payroll deductions by IRS Acknowledgement

**Donor Designations**  
 Please fill out back and front of the donor  
 card for proper processing. Minimum donor  
 designation \$25.00

- STEP #1 TEAM CAPTAIN
- STEP #2 TEAM CAPTAIN
- STEP #3 TEAM CAPTAIN
- STEP #4 TEAM CAPTAIN
- STEP #5 TEAM CAPTAIN

Team Captain take charge!

Keoni Doe PHONE (808) 555-5555

Team Captain deliver to:

Hawai'i Island United Way, Inc.  
 142 Kinoole St., Suite A  
 Hilo, HI 96720-2038

"Thank You" for your support!

Kini Wahine (808) 935-6393  
 Company Coordinator Phone

Call for Pickup! Be aware of due dates.

Team Captain OR United Way at (808) 935-6393 (Hilo) (808) 326-7400 (Kona)

\$ 68.00

Any Cash? Please verify before sealing envelope!

Return to the United Way by October 31



I want to be a CORPORATE leader only, please do not send envelope!

**FOR OFFICE USE ONLY**

- Interested in the following?
- Community Banking
  - Corporate Matching
  - Endowment Fund
  - Faculty/Staff Giving
  - Planned Giving
  - Special Events
  - Volunteer Opportunities

Audited By: \_\_\_\_\_

Audit Date: \_\_\_\_\_

CHECKLIST	# OF RECEIPTS	PROCESSED
Mailing Letters		
IRS Acknowledgements		
Leadership Gifts		
Payroll Deductions		
Awards		

FUNDRAISERS	
CASH	\$
CHECKS	\$
<b>TOTAL</b>	<b>\$</b>

DONOR DESIGNATIONS		# EMP
CASH/CHECKS	\$	
BILLINGS	\$	
PAYROLL	\$	
<b>TOTAL</b>	<b>\$</b>	

EMPLOYER PLEDGES		# EMP
CASH	\$	
CHECKS	\$	
CHARGE	\$	
BILLING	\$	
EFT	\$	
PAYROLL	\$	
<b>TOTAL</b>	<b>\$</b>	

**TOTAL PLEDGES VERIFIED \$**

For auditing purposes, please return this original envelope, not a copy!