

GENERAL DEPOSIT SHEET INSTRUCTIONS



An Aloha United Way Deposit Sheet must be used to record all pledges you collect. Deposit Sheets may be downloaded from the Aloha United Way website at: www.auw.org/get-involved/campaign-resources

1. Use the Pledge Form Checklist when collecting Pledge Forms.
2. Download General Deposit Sheet and save to your Desktop.
3. Complete Company information.
4. Separate donations into 5 groups.

<u>GROUP 1</u> CASH	<u>GROUP 2</u> CHECKS	<u>GROUP 3</u> CREDIT CARDS	<u>GROUP 4</u> AUTOMATIC TRANSFERS	<u>GROUP 5</u> PAYROLL DEDUCTIONS & BILL ME
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5. List all Cash pledges (Group 1) on one Deposit Sheet.
6. List all Check pledges (Group 2) on a separate Deposit Sheet.
7. List all Credit Card pledges (Group 3) on a separate Deposit Sheet.
8. List all Automatic Transfer pledges (Group 4) on a separate Deposit Sheet.
9. List Payroll Deduction & Bill Me pledges (Group 5) on a separate Deposit Sheet.
10. List a maximum of 25 donors (name and the amount pledged) on each sheet.
 - o **Highlight any gift over \$10,000 and list 1st on the deposit sheet.**
11. List Corporate Gift, Corporate Match and Special Event amounts in the appropriate column.
12. The excel spreadsheet will automatically calculate all totals in the “protected” yellow areas.
13. Print, sign and date each deposit sheet. Make a copy for your records. Your Aloha United Way representative will collect the signed Deposit Sheets at the time of pick-up.

For more information, contact Aloha United Way at (808) 543-2243.

ALOHA UNITED WAY DEPOSIT SHEET

File # 2023 - _____
 Account # _____

Company: _____
 Phone: _____



Aloha United Way
 200 N. Vineyard Blvd., Suite 700, Honolulu, HI 96817
 Phone: 536-1951 Fax: 543-2244

NAME OF EMPLOYEE		Total Amount Contributed	Payroll Deduction	Bill Me	Check	AUW USE
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						
15						
16						
17						
18						
19						
20						
21						
22						
23						
24						
25						
Total Number of Employees						
Total Employee Pledges						
Total Special Event						
Total Corporate Donation						
Total Corporate Match						
GRAND TOTAL						

Please see back for instructions
 SAMPLE

Instructions

Check one Method of Payment below:

Cash
 Check
 Credit Card
 Automatic Transfer
 Payroll Deduction & Bill Me

1) Check Pledge Forms for:

- Signature
- For Credit Card: Number, Expiration, Billing Address, Phone
- For Automatic Transfer: Voided Check Attached

2) Enter Pledges: Enter name of employee and their annual pledge amount under the Method of Payment they chose. If employee has multiple methods of payment, list employee on the Pledge Form Sheet.
Note: The yellow cells are protected and will not allow you to edit them. They will automatically calculate.

3) Make the Deposit: Enclose with this sheet: Pledge Form and if applicable, Voided Check. Schedule an appointment with an Aloha United Way representative to deposit materials together.

Campaign Coordinator's Name: _____
 Signature: _____

Aloha United Way Representative: _____
 Signature: _____ Date: _____