



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/campaign.

1. Use the Donor Checklist when collecting Pledge Forms.
2. Select a Deposit Sheet: City & County; DOE; State of Hawaii; University of Hawaii; all others use Aloha United Way Deposit Sheet. Save it to your Desktop.
3. Complete *Organization/Company, Department/Branch, or School* and *Telephone* sections. On the State Deposit Sheet, ✓ applicable box DOE; State of Hawaii; University of Hawaii
4. Separate donations into 3 groups.

GROUP #1
PAYROLL DEDUCTION, CREDIT CARDS,
AUTOMATIC TRANSFER, BILL ME

GROUP #2
CREDIT CARD

GROUP #3
CASH, CHECK

5. List all Cash & Check contributions on one Deposit Sheet.
6. List Payroll Deduction, Credit Cards, Automatic Transfer, Bill Me on a separate Deposit Sheet.
7. List a maximum of 25 donors (name and the amount pledged) in the appropriate columns.
 - o City & County Deposit Sheet: Please fill in donor's 10 digit City ID for Payroll Deduction
 - o DOE, State of Hawaii, University of Hawaii: Please fill in donor's last four digits of social security number for payroll deduction.
 - o Highlight any gift over \$10,000 and list 1st on the deposit sheet.
8. List Corporate Gift and Special Event amounts in the appropriate column.
9. The excel spreadsheet will automatically calculate all totals. (Do not input data in the yellow areas.)
10. Print, sign and date each deposit sheet. Make a copy for your records. The original Deposit Sheet must be placed in the Report Envelope at the time of pick-up. One Deposit Sheet per Report Envelope. The Deposit Sheet(s) will be signed by the Aloha United Way Representative at the time of pick-up.

ePledge Only: Do not use a Deposit Sheet. Print your Cash Report and collect all Cash and Check donations. During pick-up, the Cash Report and Cash and Check donations will be placed in a Report Envelope. (Print your Transaction Report on a weekly basis to track your Workplace Campaign.)

*Reminder for DOE, State of Hawaii and UH Coordinators:

If a pick-up occurs AFTER September 30th, please provide an additional copy of ALL PAYROLL DEDUCTION pledge forms for your Aloha United Way Representative.

For more information, contact Aloha United Way at (808) 536-1951.