



## DEPOSIT SHEET INSTRUCTIONS – GENERAL

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](http://www.auw.org/campaign).

1. Use the Pledge Form Checklist when collecting Pledge Forms.
2. Download General Deposit Sheet from [auw.org/campaign](http://auw.org/campaign). Save it to your Desktop.
3. Complete *Company* information.
4. Separate donations into 4 groups:

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

**ePledge Only:** Do not use a Deposit Sheet for ePledge. Print your Cash Report and collect all Cash and Check donations. During pick-up, your AUW representative will collect the Cash Report and any Cash and Check donations.

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