

## Oregon Employees Charitable Fund Drive 2008

Please print clearly and complete all necessary boxes below.

Employee Name	State Agency	Employee ID # <small>(if payroll contribution)</small>
City of Workplace	County of Workplace	Work Phone

Please provide the following information so that we can acknowledge your gift for tax purposes:

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Email Address \_\_\_\_\_

Please do not pass my information along to my chosen charities — I'd like to remain anonymous.

### CHOOSE YOUR NONPROFIT ORGANIZATIONS

To designate one or more agencies or federated groups that appear in the brochure, fill in the agency or federation number(s) and the annual dollar amounts.

Agency Code	Annual Amount	Agency Code	Annual Amount

### CHOOSE PAYMENT METHOD

Payroll Contribution: \_\_\_\_\_ x \_\_\_\_\_ = \$ \_\_\_\_\_  
[amount per paycheck]                      [# of paychecks]

Cash (please attach): \$ \_\_\_\_\_

Check (make payable to Charitable Fund Drive): \$ \_\_\_\_\_

Credit Card (fill out information below): \$ \_\_\_\_\_

[Credit card contributions are processed by Children's Trust Fund of Oregon]

- VISA  
 Mastercard

Card Number: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

Signature: \_\_\_\_\_

### MAKE IT OFFICIAL

I authorize the State of Oregon, as my employer, to withhold from my salary the amount as indicated to the left beginning on January 1, 2009 paid directly to the funds and/or federations I have indicated.

\_\_\_\_\_  
 Signature (needed for payroll contribution)

\_\_\_\_\_  
 Today's date

My gift of \$500 or more qualifies me to receive a Governor's Cup .

Please do not send me a Governor's Cup.

**Thank you for investing in what you care about!**

Find organization code numbers and more at [www.oregoninvolved.org/cfd](http://www.oregoninvolved.org/cfd)

Black United Fund of Oregon • Children's Trust Fund of Oregon • Community Health Charities of Oregon • Earth Share of Oregon • Equity Foundation  
 Habitat for Humanity of Oregon • Local Independent Charities • McKenzie River Gathering Foundation • United Ways • United Funds • Work for Art

White—Payroll • Yellow—Envelope • Pink—Donor

# OREGON EMPLOYEES CHARITABLE FUND DRIVE 2008

## PROCESSING INSTRUCTIONS FOR SITE COORDINATORS

1. If you are processing gifts from work sites in multiple counties, please put each work site in its own envelope.
2. Check each pledge form using the criteria listed on the instruction sheet provided on page 15 of the 2008 Manual.
3. Remove the top white (payroll) copy of each pledge card and set aside.
4. Sort all pledge cards into four groups: a) credit card contributions, b) cash contributions, c) check contributions, and d) payroll contribution pledges.
5. Add up the number of gifts and total amounts for each organization. Fill in all columns down and across.  
If any employees do not specify which organizations should receive their donation, enter these gifts on the line for General Gifts (code 5000).
5. Fill out the remaining portion of the report envelope.
7. Make one copy of the front of the envelope to keep for your records.
8. Enclose pledge forms (minus the top payroll copy you have set aside), cash and checks. Seal the report envelope flap.
9. Forward white payroll copies of any pledge forms with payroll contributions to your payroll office.
10. Request that your envelope be picked up (if there is someone in your area). Otherwise send or deliver your envelope to the Campaign Management Organization (address below) or your local United Way (contact information is online: [www.oregoninvolved.org/cfd](http://www.oregoninvolved.org/cfd)).
11. If nobody in your office donates, please fill in agency information and mail empty envelope to the CMO.

### CAMPAIGN MANAGEMENT ORGANIZATION

c/o Children's Trust Fund of Oregon  
1410 SW Morrison Street, Suite 501  
Portland, OR 97205-1968

503.528.2783 or 503.222.7102

IF THERE IS CASH IN THE ENVELOPE AND YOU ARE SHIPPING IT, PLEASE CONTACT US  
ABOUT SHIPPING THROUGH UPS

Auditing: The CMO will audit the contents of report envelopes

## State of Oregon Employees 2008 Charitable Fund Drive REPORT FORM

- Please print clearly and complete all necessary boxes below.
- Read instructions on the back of this envelope before starting.
- For payroll contributions, be sure the employee has signed the pledge form, then send WHITE COPIES to your payroll department.
- This form should summarize the contents of this envelope only.
- Include only one county per envelope.

Your Name	Phone	
Site Name		
Address	City	Zip
Department	County (only one per envelope)	
Site or Agency Coordinator Name	Phone	
Date	Total No. of Pledge Forms for This Envelope	

	Credit Card	Cash	Checks	Payroll Contribution	Total	# of Gifts
Black United Fund of Oregon (100s)						
Children's Trust Fund of Oregon (300s)						
Community Health Charities of Oregon (400s)						
Earth Share of Oregon (200s)						
Equity Foundation (500s)						
General Gifts (5000)						
Habitat for Humanity (3800s)						
Local Independent Charities (3700s)						
McKenzie River Gathering Found. (4100s)						
United Way/United Fund (600s-2800s)						
Work for Art (3900s)						
<b>Total Amount Pledged</b>						

### FINAL PROOF

**Quantity:** \_\_\_\_\_

**Paper Stock:** Client to Specify

**Inks:** Pantone 1605

**Check Closely:** Spelling of names, phone numbers, e-mail addresses, dates & times.

OK as is: I've checked all details above

OK with changes marked clearly on the proof

2412c (c) \_\_\_\_\_

Job # \_\_\_\_\_

Signature \_\_\_\_\_

Date \_\_\_\_\_

***Your signature releases Kinesis from any errors discovered upon project completion. Fax completed forms to: 866.773.1269***

- Please enclose YELLOW COPIES of all pledge forms (payroll deduction, cash, checks, credit cards), in addition to all cash and checks.
- Send or deliver this envelope to the CAMPAIGN MANAGEMENT ORGANIZATION (address on back) or your local United Way office.

Thank You!