



United Way  
of Payne County

FOR RESOURCES, SCAN  
THIS QR CODE TO VISIT THE  
**OSU CAMPAIGN TOOLKIT**



## YOU HAVE YOUR PACKET, NOW WHAT?

Please give everyone in your department an opportunity to donate by distributing the pledge cards and brochures provided in this packet. The best way to have a successful campaign is to encourage your coworkers to donate and to incorporate fun fundraising activities into your campaign. Plan to have all of your campaign activities completed by **November 30, 2022**.

## WE DIDN'T RECEIVE ENOUGH MATERIALS.

If you need more pledge cards or brochures, call **405-377-2161** or email [info@unitedwaypaynecounty.org](mailto:info@unitedwaypaynecounty.org) and we will bring more to your office.

## HOW CAN WE COLLECT DONATIONS ONLINE?

### FOR PAYROLL PLEDGES AND EMPLOYEE GIFTS

Employees can enter payroll deductions on Banner self-service at [my.okstate.edu](https://my.okstate.edu). Amounts are deducted from the first paycheck of the month for bi-weekly employees, and on the month-end payroll for monthly employees. Employees do not need to turn in pledge cards for payroll deductions, and no deposit procedures or reporting are necessary.

### ACCEPTING CREDIT CARD DONATIONS FOR EVENTS/FUNDRAISERS

The United Way can create online webpages to accept credit cards for your events or fundraisers and provide you link and a QR code for customers to scan and pay. See the reverse side of this sheet for more information.

## I'M NOT GOOD AT PLANNING EVENTS, WHAT SHOULD I DO?

Examples of events are available on the **OSU Campaign Toolkit** at [www.unitedwaypaynecounty.org/osu](https://www.unitedwaypaynecounty.org/osu).

If you need help planning an activity, call the United Way office at **405-377-2161** or email [info@unitedwaypaynecounty.org](mailto:info@unitedwaypaynecounty.org). Please see the **Event Planning Checklist** on the reverse side of this sheet for more information.

## I HAVE CASH, CHECKS AND PLEDGE CARDS, WHAT DO I DO WITH THEM?

Please see **Deposit Procedures** at [www.unitedwaypaynecounty.org/osu](https://www.unitedwaypaynecounty.org/osu) for full instructions.

Please deliver your deposit weekly to 207 Whitehurst and place it in the box labeled "United Way" at the front desk. All cash, checks and pledge cards should be stored in a locked, safe place until you bring it to Whitehurst. For more information, please contact **Lynette Rhea** at [lynette.rhea@okstate.edu](mailto:lynette.rhea@okstate.edu) or call **405-744-4188**.

Donations collected through Banner self-service or credit card donations from events/fundraisers do NOT need to be reported.

## HOW WILL I RECEIVE UPDATES?

You will receive weekly progress reports for your department from **Lynette Rhea** at [lynette.rhea@okstate.edu](mailto:lynette.rhea@okstate.edu).

# HELPFUL INFO FOR YOUR OSU CAMPAIGN

## ACCEPTING CREDIT CARD DONATIONS FOR YOUR FUNDRAISER

### FOR ONE-TIME SALES – USE OSU PAY UNITED WAY PAGE

To collect credit card donations for an event like a raffle, bake sale, Taco Tuesday or if you are selling items in-person, please sign up for the **OSU Pay United Way** page at: [www.unitedwaypaynecounty.org/sign-up-osu-pay-united-way](http://www.unitedwaypaynecounty.org/sign-up-osu-pay-united-way) or scan the QR code on this page. United Way will need 2 to 3 business days to add your fundraiser to a dropdown menu on the OSU Pay United Way page to attribute credit card donations to your event.



OSU Pay United Way  
Sign Up

Once you complete the form and your fundraiser is added to the OSU Pay United Way page, you will be emailed a PDF flyer with a QR code that donors can scan to enter their credit card payment and attribute it to your event.

### FOR SPECIAL FUNDRAISERS – REQUEST A CUSTOM DONATION FORM

To collect credit card donations for fundraisers like voting contents, auctions, etc., please request a **custom donation form** from United Way. To request a form, please contact the United Way at 405-377-2161 or [info@unitedwaypaynecounty.org](mailto:info@unitedwaypaynecounty.org). Please include all pertinent details for your event. For custom credit card donation forms, United Way will need 7-10 business days to process your request.

## EVENT PLANNING CHECKLIST

- ☐ **CHECK AHEAD:** Before you set a date, time and location, check the OSU United Way calendar at [www.unitedwaypaynecounty.org/osu-campaign-events](http://www.unitedwaypaynecounty.org/osu-campaign-events) and the OSU calendar for conflicts.
- ☐ **RESERVE SPACE/VENUE**
- ☐ **SHARE THE WORD:** Email your event name, date, time, location, flier and a short description to [info@unitedwaypaynecounty.org](mailto:info@unitedwaypaynecounty.org) AND [gina.peek@okstate.edu](mailto:gina.peek@okstate.edu). This will ensure your event is added to the OSU United Way calendar, OSU calendar of events, linked on United Way of Payne County social media as well as OSU Headlines.
- ☐ **SET UP PAYMENT:** If you need a credit card donation page for your event, please see the instructions above.
- ☐ **TELL PEOPLE:** Email employees in your area, post fliers (requires approval from Campus Life), chalk (requires approval from Campus Life), invite friends on Facebook (United Way of Payne County can create a Facebook event if you like), post to unit/departments/college website.
- ☐ **HOST THE EVENT:** Take pictures, share them on social media and tag **United Way of Payne County** on Facebook, Instagram and Twitter.
- ☐ **MAKE YOUR DEPOSIT** promptly after the event. Fundraisers should be listed on the deposit form. See the **Deposit Procedures** at [www.unitedwaypaynecounty.org/osu](http://www.unitedwaypaynecounty.org/osu).



**United Way  
of Payne County**

109 East Ninth Avenue • Post Office Box 308 • Stillwater, OK 74076  
(P) 405-377-2161 • (F) 405-372-6122  
(E) [info@unitedwaypaynecounty.org](mailto:info@unitedwaypaynecounty.org) • (W) [unitedwaypaynecounty.org](http://unitedwaypaynecounty.org)