

TASC

POLICY AND PROCEDURE MEMORANDUM

Title:	United Way Campaign
Purpose:	How to manage annual United Way TASC donation and employee pledges

Details:

Goal Setting with the United Way

United Way schedules an annual meeting with TASC personnel prior to the start of the United Way campaign season, generally in May/June of the campaign year. The purpose of this meeting is to discuss the upcoming campaign, the TASC corporate pledge, discuss campaign support offered by United Way, Loaned Executive support from TASC, review of historical giving by TASC as provided by the United Way, etc. This meeting is facilitated by the TASC Cares Program Administrator and should include the following personnel when possible:

- President or delegate
- TASC Cares Strategic Philanthropic Advisor
- Executive Office Philanthropy Liaison
- TASC's current and former United Way Campaign Manager and Co-Manager
- United Way representatives

Employee Donations

Pledges made by TASC employees will be run through payroll deduction on a one time or twenty-six (26) pay-period basis. A credit card option is also available through the TASC Cares Giving Site.

Pledge deductions will begin on the first payroll in January (following the annual campaign) and ending the last payroll in December of the next year (i.e., campaign August 2019, payroll deduction January 2020 – December 2020).

Matching Funds

TASC provides a corporate match for first- or second-time donors to the United Way.

- 100% match for a first-time pledge, up to \$375.
- 50% match for a second-time pledge, up to \$187.50.