



February 8, 2018

UPAF/Visions Campaign

**Coordinator/Solicitor
Instructions and Guidelines**

SIGNIFICANT POINTS TO REMEMBER

Campaign Begins.....Thursday, February 8, 2018

Campaign Ends.....Friday, March 9, 2018

Original White Pledge Forms DueTuesday, March 13, 2018

(To Sharon Kraft, Comptroller’s Office – City Hall, Room 404)

Copies of Yellow Pledge Forms DueTuesday, March 13, 2018

(To Sharon Kraft, Comptroller’s Office – City Hall, Room 404)

Turn-Around Spreadsheet DueTuesday, March 13, 2018

(Via email to Sharon Kraft, skraft@milwaukee.gov)

First Deduction Appearing on Payroll Check.....Thursday, May 3, 2018

Campaign Goal..... \$276,000.00

Minimum Donation..... \$1.00 per Pay Period

All donations must be payroll deductions or personal checks.

NO CASH DONATIONS ACCEPTED.

COORDINATOR

- A. Distribute Pledge Forms, Report Forms, brochures and other Campaign materials to Solicitors.

- B. When completed Pledge Forms are returned to you, please verify the following information:
 1. Section #1 and #2 are fully completed.

 2. Personal checks are made out to each individual agency.

 3. Checks should be attached to the original (white) Pledge Form.

 4. Original (white) Pledge Forms:
 - a. Forward to staff entering information on Turn-Around Spreadsheet.

 - b. After original completed Turn-Around Spreadsheet is returned to you, verify information and email to Sharon Kraft in Comptroller's Office, skraft@milwaukee.gov.

 - c. Forward original (white) Pledge Forms (sorted by location number and alphabetized) with Report Forms to Sharon Kraft, Comptroller's Office, City Hall - Room 404.

 5. Yellow copies of Pledge Forms that include a payroll deduction:
 - a. Forward to Comptroller's Payroll Department, City Hall - Room 404.

Any questions, contact Sharon Kraft in Comptroller's Office at 286-3321.

SOLICITOR

- A. Distribute Pledge Forms, brochures and other Campaign materials to staff.

- B. When completed Pledge Forms are returned to you, please verify the following information:
 - 1. Section #1 – Must be checked to receive benefits from agencies
 - 2. Section #2 – Must be signed if requesting a payroll deduction or benefits
 - 3. Section #3 – Personal check donations
 - 4. Section #4 – Payroll deduction donations

- C. Types of Donations:
 - 1. Personal check
 - 2. Bi-Weekly payroll deduction
(Minimum of \$1.00 per pay period per organization)

- D. Personal checks must be payable to individual agency. Attach check(s) to Pledge Form.

- E. Collect all Pledge Forms and make two copies of each –
 - 1. One White copy to Employee
 - 2. One Yellow copy to Coordinator

- F. Original Pledge Forms:
 - 1. Sort by location number
 - 2. Alphabetize
 - 3. Forward original Pledge Forms with checks to your Coordinator.

- G. Yellow copies that include a Payroll Deduction:
 - 1. Sort by location number, alphabetize and forward to your Coordinator.

Any questions, contact Sharon Kraft in Comptroller's Office at 286-3321.

2018 UPAF/Visions Campaign Pledge Form

Name

Department

Employee ID No.

1 To receive gifts and benefits - **box must be checked** authorizing release of your name and address to the organizations you have designated below. In order to receive a specific benefit, you must designate the corresponding dollar amount directly to UPAF and/or the Visions group whose benefits you would like to receive.

2 X _____
 Contributor's signature - must be signed to authorize deductions Date Primary Phone Number

Home Address

City

State

Zip

3 **Check Donations***

*Please write a separate check for each group; cash donations are **NOT** accepted.*


 UNITED PERFORMING ARTS FUND
 301 W. Wisconsin Ave. • Suite 600
 Milwaukee, WI 53203
 www.upaf.org


**Milwaukee's Cultural and
 Environmental Campaign**
 200 E. Wells Street
 Milwaukee, WI 53202

UPAF	\$ _____
88Nine Radio Milwaukee	\$ _____
Discovery World	\$ _____
Milwaukee Art Museum	\$ _____
Milwaukee Arts Board	\$ _____
Milwaukee Housing Trust Fund	\$ _____
Milwaukee Public Library Foundation	\$ _____
Milwaukee Public Museum	\$ _____
Milwaukee Public Schools Foundation	\$ _____
MKE Parks (formerly Milwaukee Recreation Fund)	\$ _____
Milwaukee Urban Forestry Fund	\$ _____
Wisconsin Conservatory of Music	\$ _____
Total	\$ _____

4 **Payroll Deduction Per Pay Period (\$1.00 minimum/per pay period)**

UPAF	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
88Nine Radio Milwaukee	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Discovery World	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Milwaukee Art Museum	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Milwaukee Arts Board	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Milwaukee Housing Trust Fund	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Milwaukee Public Library Foundation	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Milwaukee Public Museum	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Milwaukee Public Schools Foundation	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
MKE Parks (formerly Milwaukee Recreation Fund)	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Milwaukee Urban Forestry Fund	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Wisconsin Conservatory of Music	\$ _____	\$10	\$5	\$3	Annual (pledge x 26)	\$ _____
Total						\$ _____

Please see other side to confirm benefit levels.

*If writing a check, write a separate check for each agency selected, payable to the group chosen. Funds will be distributed as specified. Contributions are tax-deductible to the full extent of the law.

Return completed pledge form to Solicitor. Thank you!

2018 UPAF/Visions Campaign - Report Form

Coordinator: _____ **Date:** _____

Department: _____ **Phone:** _____

	Number of Pledges	Total Amount Pledged	Amount Enclosed	Balance (Payroll Deduction)
UPAF	_____	_____	_____	_____
Milw. Public Library Found.	_____	_____	_____	_____
Milwaukee Public Museum	_____	_____	_____	_____
Milw. Urban Forestry Fund	_____	_____	_____	_____
Milwaukee. Art Museum	_____	_____	_____	_____
MKE Parks	_____	_____	_____	_____
Milwaukee Arts Board	_____	_____	_____	_____
WI Conservatory of Music	_____	_____	_____	_____
Discovery World	_____	_____	_____	_____
MPS Foundation, Inc.	_____	_____	_____	_____
Milw. Housing Trust Fund	_____	_____	_____	_____
88Nine Radio Milwaukee	_____	_____	_____	_____
Totals:	=====	=====	=====	=====

Instructions:

1. Be sure to attach check donations to Pledge Forms.
2. Total amount of pledges should be balanced. Amount enclosed plus balance due equals amount pledged.
3. Checks should be made payable to each individual organization as instructed on the Pledge Form.
4. Department Coordinators should forward Report Form, Pledge Forms, checks and any attachments to:
Sharon Kraft, Comptroller's Office, City Hall - Room 404, by March 13th.

TURN-AROUND SPREADSHEET

The Turn-Around Spreadsheet and Report Form will be e-mailed to the designated person on **Monday, February 19th**. If you do not receive it, please call Sharon Kraft in the Comptroller's office at 286-3321.

Spreadsheet:

- Department Location, Employee Name and Employee ID# are pre-printed on document.
- Fourth Column: Refers to item #1 on the pledge form – to receive gifts and benefits. Type “Y” for Yes or “N” for No. Send name & address to agency.
- Fifth Column: Contribution Type - Enter “C” for check contribution or “B” for bi-weekly deduction. NOTE: Enter bi-weekly amount only.
- Enter all contributions in the appropriate columns.
- **New employees** should be added to the listing in their assigned location with all necessary information provided.
- Forward the **original**, completed Turn-Around Spreadsheet and white pledge forms to your Department Coordinator. After documents have been reviewed by the Coordinator, please forward to Sharon Kraft in the Comptroller's office via e-mail at skraft@milwaukee.gov.
- Any and all corrections will be made at the Comptroller's Office.

Any questions, contact Sharon Kraft in Comptroller's Office at 286-3321.



REMINDER...

If an employee qualifies for benefits
as described on the back
of the pledge form,
the employee MUST
check box number 1
AND
sign box number 2
on the form
to authorize release of
his/her name & address
to member groups