



UNITED WAY OF LARAMIE COUNTY DESIGNATION POLICY

Individual donor designations will be honored to the donor's choice to the greatest extent possible. Please consider at least \$300.00 (\$25.00 per month) due to added administrative requirement of designations. The Community Investment Teams have the authority to redirect gifts that do not meet the criteria toward other needs in Laramie County.

United Way Program Partner Designation

For a complete list of United Way of Laramie County Program partners, please click on the appropriate link.

Program/Agency: _____	Amount: \$ _____
Program/Agency: _____	Amount: \$ _____
Program/Agency: _____	Amount: \$ _____

Or...Other Designation

1. Eligibility: Organizations must be recognized as tax exempt agencies as defined under section 501 (c) (3) of the Internal Revenue Service Code in order to be eligible to receive designated contributions. If a local agency is an affiliate of a larger organization and shares the same 501 (c) (3) designation, the local agency must prove that it is a separately governed organization that may receive direct contributions.
2. Confirming eligibility: 501 (c) (3) status must be verified through Guidestar.org, United Way Online, or with a copy of the designated agency's IRS determination letter.
3. Agencies benefiting from designations agree to provide donors with acknowledgment, if requested at the time the pledge is made. Donors requesting acknowledgment authorize United Way of Laramie County (UWLC) to release contact information along with the request for acknowledgment to the recipient agency.
4. In order to equitably recoup campaign and administrative costs, Agency Designations will be assessed a fee of 15% of funds collected, up to a maximum of \$100.00 from any one individual contributor for all their designations.
5. UWLC will pay designations in a timely manner. Payments are based on actual cash received, reduced by the campaign and administrative costs fee. UWLC does not apply a general uncollectable rate (shrinkage) to designation payments, except in instances where participating company's payroll departments are unable to provide individual payment data.
6. The donor must provide the information below, or the designation will be applied to the closest focused care area (Promoting Financial Stability and Independence; Helping Children & Youth Achieve Their Potential; Improving Community Health).

Organization: _____	Organization _____
Tax Exempt I.D. #: _____	Tax Exempt I.D. #: _____
Address or Website: _____	Address or Website: _____
_____	_____
_____	_____
Local or 800 #: _____	Local or 800 #: _____
Amount: \$ _____	Amount: \$ _____

If you would like United Way of Laramie County to inform the agency or agencies of the specific designation(s) of your gift, and to release your information please sign here.

Signature: _____ Date: _____