



Capital Area United Way

CALCULATING YOUR COMPANY ACHIEVEMENT AWARD

Please return to Capital Area United Way in your completed campaign envelope. Keep a copy for your records.

Organization Name: _____

Use this sheet to calculate your company's award for the United Way campaign. Follow the step by step instructions below and remember to make a copy for your records before returning it with you campaign envelope. If you have any questions, please call the United Way office at 203-5000.

First, fill out the following information:

Step 1

- 1. Total number of employees in your organization _____ [A]
- 2. Number of employees making a United Way pledge _____ [B]
- 3. Total dollars pledged by employees \$ _____
- 4. Total Special Event dollars \$ _____
- 5. Total dollars raised (3 + 4) \$ _____ [E]

Next, determine your per capita gift:

Step 2

Per Capita Gift Formula

Total dollars raised by employees (E) **E** _____ / **A** _____ = _____
 divided by
 Total number of employees in your organization (A) **per capita gift**

Step 3

Finally, find where your per capita gift fits into the award grid. This will be your organization's campaign achievement award.

Award Level	Per Capita Gift
GOLD	\$100 or more
SILVER	\$70 or more
BRONZE	\$40 or more

Step 4

Rising Star Awards

The Rising Star Awards spotlight your efforts in getting co-workers involved in the United Way campaign. Beginning at 30% companies receive awards equal to the level of their employee participation. For example, if your company motivates 70% of its employees to give a gift, then your company receives a 70% Rising Star Award.

Number of employees who made a pledge (B) **B** _____ / **A** _____ = _____
 divided by
 Number of employees in your organization (A) **Participation %**

Our organization's achievement award will be _____

Platinum Awards honor an organization's employees for achieving the Gold Award level for five consecutive years. **Diamond Awards** are the highest achievable awards. They are given after an organization's employees have reached the Gold Award for ten consecutive years.