

Committee: Finance
Date Adopted: March 13, 1980
Last Reviewed: March 18, 2014

**CAPITAL AREA UNITED WAY, INC.
DESIGNATION POLICY**

POLICY: The Capital Area United Way will attempt to honor designations to any/all organizations classified by the Internal Revenue Service as 501(c)(3) organizations or other qualified public agencies, provided no activity is undertaken by, or on behalf of, any organization or group of organizations to promote designations through the annual campaign conducted by the Capital Area United Way.

The Cost Recovery fee and actual pledge losses experienced will be deducted from designated amounts prior to full payment.

Names and addresses of persons designating specific organizations will be shared with designated organizations providing:

- the information is available;
- the donor does not indicate a preference to the contrary; and
- the information will be used only by the designated organization, and protected from any subsequent distribution or sale

In acknowledgments to donors, the designated organization will indicate the gift(s) were received through the community campaign conducted by Capital Area United Way.

PAYOUT SCHEDULE: Payments of designated gifts will be made on a scheduled basis when the amount collected on outstanding pledges exceeds \$100. Full paid gifts are paid on the same scheduled basis but not subject to the minimum amount collected. The scheduled payments will begin in February of the year following the campaign year and then paid in the months of May, August, November and then February of the 2nd year following the campaign year. All payments of designated gifts will be made no later than June 30th of the 2nd year following the campaign year. Please refer to the table below:

Example for 2013 Campaign Year

Scheduled Payments for Designations	Scheduled Payout Month
Payout #1 with all processed Full Paid gifts	February 2014
Payout #2 with remaining Full Paid gifts	May 2014
Payout #3	August 2014
Payout #4	November 2014
Payout #5	February 2015
Final Payout of all remaining gifts	June 2015