



THE 2021 GLOUCESTER COUNTY PUBLIC SCHOOLS UNITED WAY and EDUCATIONAL FOUNDATION, INC. CAMPAIGNS—NOTES and FAQs

Dear Friend of the United Way and GCPS Educational Foundation, Inc:

Thank you for giving and/or serving in this year's annual United Way and GCPS Educational Foundation, Inc. Campaigns—I appreciate it very much!

Dates of the Campaigns: 11/1/2021 - 12/17/21

Campaign Reporting Sites (12): ABG, ACH, BET, BOT, PET, PEA, PAG, GHS, TCWEC includes Central Food Services), TECH, FAC, and TRANS.

The packets should arrive at your site on or before **Monday, November 1, 2021.**

Our goal this year is to raise **\$10,000** (or more) for the charitable organizations in **Gloucester, Mathews,** and **Middlesex** counties.

❖❖❖ THREE (3) PAYROLL FORM CHOICES ❖❖❖ THIS YEAR, THERE WILL BE THREE (3) PAYROLL DEDUCTION FORMS THAT EMPLOYEES CAN CHOOSE TO USE ... ONE FOR THE UNITED WAY ... ONE FOR THE GCPS ED. FOUNDATION ... ONE ONLINE FORM FOR THE UNITED WAY. Each employee will be getting (a) a letter from Dr. Clemons, (b) a United Way Pledge/Payroll Deduction Form (paper/PDF), (c) a GCPS Ed. Foundation Payroll Deduction Form (paper/PDF), and/or (d) a link to an online United Way or GCPS Ed. Foundation Payroll Deduction Form via an email from me. Some paper copies will be available upon request.

FREQUENTLY ASKED QUESTIONS (FAQs)

Q: Is there a "minimum" contribution level?

A. **No.** The United Way form says the minimum donation is \$50.00—**please ignore—as each and every gift is appreciated.** This is our campaign and we're trying to raise as much money as possible for the charitable causes in Gloucester and Mathews counties.

Q: What are the different ways I can contribute?

A. By (a) check, (b) credit card, (c) direct billing, or (d) payroll deduction. **Please do not submit cash contributions—please convert cash contributions to either one school site/department check or money order.**

Q: If I want to make a contribution to the GCPS Ed. Foundation, how do I do that?

A. If you want to give via (a) check or money order or (b) payroll deduction, please use EITHER form (**see box above**). If you want to give via (c) credit card or (d) direct billing, you must fill out the United Way form because we don't have a mechanism to do that internally within our organization.



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Q: If I wish to utilize more than one option, do I need to fill out a different form for each option?

A. No. You may use one form to record all of your information.

Q: If I select the payroll deduction option, do I have to sign the pledge form?

A. Yes. This authorizes the payroll to initialize the payroll deductions which don't begin until the first pay period in **January 2022**.

Q: What part of the pledge form do I keep (as the employee) and what part do I return to my departmental/school site rep?

A. Craig Smith in Employee Services will make a copy for you.

Q: Who collects the United Way pledge forms?

A: The site coordinator ... or ... the forms can be sent directly to Craig Smith.

Q: Who sees this information?

A: The pledge forms are treated as confidential personnel documents; only those individuals, who need to see the documentation, will.

Q: Do I have to put my social security or employee number on the pledge form?

A: No.

Q: I want to select the payroll deduction option; when does this deduction occur?

A. Not until **January 2022.**

Q: Do I have to spread my payroll deductions out over 12 months?

A. No. You may select a number between "1" and "12" on the line that reads "Number of pay periods per year."

Q: Is there a limit to how many agencies I can select on this form?

A. No. Just indicate all of the agencies you wish to contribute to (along with the amount for each agency) anywhere on the form or as an attachment; we will populate the information on our spreadsheet for the United Way. **The bottom line is, EVERY DONATION WILL BE ACCEPTED and EVERY DONATION WILL BE APPRECIATED!**

Q: I heard that the United Way no longer has any administrative overhead – Is that true? It used to be 21%!

A. Yes! We are so excited about this! Beginning in 2018, 100% of your gift and/or pledge goes directly to your charitable cause(s).



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Q: I want additional information; whom do I contact?

A. The departmental/school site rep or **Craig Smith** in the Operations Division (**693-6438** / cwsmith@gc.k12.va.us).

Q: I have another family member and/or friend who wants to contribute to our Gloucester County Public Schools' 2021 United Way Campaign; can they?

A. Yes. Contributions may be made payable to the United Way in care of Gloucester County Public Schools / Attn: Craig W. Smith / Operations Division / The Thomas Calhoun Education Center / 6099 T.C. Walker Road , Gloucester, VA 23061.

Q: Where can I get help completing either or both forms?

A. Please see your Site Representative or Craig Smith in the Operations Dept. **Thank you for your support of our 2021 GCPS United Way and Educational Foundation, Inc. Campaigns! Together, we can make a world of difference for Gloucester and Mathews counties!**



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