

UNITED WAY OF CHAMPAIGN COUNTY POLICIES & PROCEDURES

Policy Name:	Donor Designation Policy
Policy Description:	United Way's mission is centered around mobilizing resources. One such resource are donor contributions to other agencies and/or programs.
Approved by Committee:	Finance Committee, June 2022
Approved by Board:	August 2022

True to our mission of mobilizing resources to meet human care needs, United Way of Champaign County permits donors the option of designating all or portion thereof of their contributions to specific agencies and/or programs of agencies, including non-partner as well as partner agencies.

The following clarifications and guidelines apply to donor designations.

All gifts designated to partner and non-partner agencies will be subject to the following requirements. Any designation that does not meet all the requirements will be considered undesignated funds.

- A minimum amount of \$100.00 is required for each separate agency and/or program designated unless company policy differs.
- The designated agency must be a non-profit tax-exempt charitable organization as defined under section 501(c)(3) of the Internal Revenue Service Code or a governmental unit. Designations will not be sent to an agency and/or program that cannot document their status.
- Designated gifts will be forwarded to an agency and/or program based on compliance with the USA Patriot Act.

Donor Detail will be distributed to agencies and Other United Ways through our on-line partner portal. Information is available to agencies as pledges are received and recorded. All agencies are provided an agency specific user ID and password.

Gifts designated to partner and non-partner agencies will be passed directly to the agencies, less an 6% administration fee up to a maximum fee of \$60 per designation, and will be paid separately from other forms of United Way of Champaign County funding. The designation payments will be based on actual amounts received and will be distributed as follows:

- Fully paid gifts of \$2,500 or more to any specific agency will be paid out within 10 working day of receipt.
- UWCC partner agencies receive designation payments monthly on the last business day of the month for all amounts received by the end of the prior month.
- Non UWCC partner agencies and other national Federations receive designations payments quarterly beginning in February and ending by June of the following year.



United Way
of Champaign County

- Other United Way Gifts that fall under out of area campaigns managed by United Way of Champaign County will be paid quarterly following United Way Worldwide Standard M Guidelines.

United Way of Champaign County allows their donors to exclude any partner agency and/or program from receiving a portion of the donor's contribution. Notification of these exclusions are confirmed with the donor and the funds will be distributed to initiatives deemed appropriate to fulfill the donor's intent.