



ONLINE GIVING THROUGH UACCESS

- UA Cares online giving is available through UAccess – <http://uaccess.arizona.edu>
- The pathway is: **UAccess Employee** –> **Self Service** –> **Payroll & Compensation** –> **UA Cares**
- UAccess is for payroll deduction gifts only.
- Payroll deduction pledges can be submitted for ANY NUMBER of consecutive pay periods.
- UAccess is set up with a printable confirmation page.
- Please encourage online pledging! It cuts down on data entry and increases campaign efficiency.

PAPER PLEDGE FORMS

- Coordinators will receive an electronic “fillable PDF” pledge form to distribute by email, which can be filled out by computer or by hand. Please check for legibility. **It is essential that the employee provides his or her Employee ID number!**
- **PERSONALIZED PLEDGE FORMS:** Community Relations will be mailing personalized pledge forms mid campaign to every employee. This will serve as a reminder and another opportunity for staff to participate in the campaign.
- United Way: Employees may submit hard copy pledge forms for payroll deduction, cash, check or credit card gifts.
- UA Foundation: Employees may submit hard copy pledge forms for payroll deduction, cash or checks. (To give to UA Foundation by credit card go to www.uafoundation.org/give/uacares.)
- Employees should make a copy of completed forms for their tax records (as noted on the form).
- When employees submit pledge forms to you, please cut them in half and turn in the United Way pledges in the United Way envelope and the University pledges in the UA Foundation envelope.
- Please do **not** send your pledge forms to **payroll**.
- All completed pledge forms **must** be signed.

OTHER

- Payroll deductions begin on the first pay period in January of 2017.
- For gifts to UA Foundation funds, the account name and designation ID are required to ensure proper gift designation. To find the designation ID, visit www.uafoundation.org and click on Find a Gift Opportunity – Giving Search. Or click [here](#).
- Undesignated gifts to UA Foundation go to Arizona Assurance Endowment. Undesignated gifts to the United Way go to the Community Impact Fund.
- **Campaign events:** The UA Cares office sends request letters to over 250 local vendors for door prizes for the kick off and culmination events. If you plan to approach vendors for your campaign event, please do so under the name of your office, so vendors don't think we are asking twice for the same program!
- For other campaign materials, visit www.uacares.arizona.edu .

FINISHING YOUR CAMPAIGN

- Please return your packets to one of the drop off locations. UA Cares staff will be available to answer any questions and will help you with any difficulties filling out the envelopes. **(See below for drop off dates and times.)**
- If your pledge forms and checks are ready prior to Nov. 18, 2016 call 626-4671 to arrange for drop-off.
- Please don't include any online totals on your envelopes.

CONTACT INFORMATION

Office of Community Relations

Sheila McGinnis, Director of Outreach & Community Partnerships
uacares@email.arizona.edu
Phone 626-4671

The University of Arizona Foundation

Krista Voth, Director, Office of Annual Giving
krista.voth@uafoundation.org
Phone 520-621-6585

United Way of Tucson and Southern Arizona

Katherine Byrd, Development Officer
kbyrd@unitedwaytucson.org
Phone 520-903-9000

UAccess Help: 24/7 Support Center
626-TECH (8324)

IMPORTANT CAMPAIGN DATES

KICK OFF EVENT AND AGENCY FAIR

Tuesday, October 11, 2016. – Student Union South Ballroom

Stop by to learn more about how you can support local non-profit agencies and UA programs and services.

A continental breakfast will be served.

ENVELOPE DROP-OFF POINTS

Main Campus

- Friday, Nov. 18, 2016 – 8:30am to 10:00am – Admin Building Lobby
- Monday, Nov. 21, 2016 – 11:30am to 12:30pm – Admin Building Lobby

AHSC

- Tuesday, Nov. 22, 2016 – 8:30am to 9:30am – AHSC

**You may also arrange a drop off by calling the UA Cares office at:
626-4671**

CULMINATION CELEBRATION

Tuesday, February 7, 2017, 3:15 pm – 4:30 pm, Vine Avenue Annex

Come celebrate the results of your hard work and enjoy food and fun.

The information above is intended to highlight the important information for the 2015 UA Cares campaign. If you have any questions during the campaign, please email uacares@email.arizona.edu or contact the UA Cares office at 626-4671. We're here to help you!

Give • Volunteer • Be Counted