COMPARING CONTRIBUTIONS PLEDGED TO MONIES RECEIVED

- On the Monday following the close of the campaign, department coordinators need to check the "Incomplete" list and resolve any issues
- Department coordinators should also print the "Complete" list of donations to use as a comparison when receiving funds and completing the Campaign Summary Form
- As you enter the collections on the Pledge Summary Form, mark off the employees who made donations on the website
- If, by the deadline, you have not received a check from employees who pledged online, you must contact them to verify if they would like to donate
  - If they have changed their mind, delete the pledge from the website (by manually resetting and adjusting their record)
- If you receive pledge forms and money for employees not on the list, you will need to enter their information into the website manually so the website list matches the Pledge Summary Form and money you submit