

Designation Forms

Filling out the Designation Form

On the following page is a sample United Way of Greater Battle Creek designation form. Though United Way researches the needs in the community and local volunteers decide where the dollars for the Community Solutions Fund will be distributed, there will be some requests by employees for a designation form. This must accompany their pledge form and the gift should be \$50 or more. An employee can designate their contribution to the Community Solutions Fund, Priority Areas, to any 501 (c) (3) non-profit organization or agency or may divide their gift between the options.

Emphasize the following:

1. Full name, address, and phone number
2. Employer
3. Designation Total
4. Choose method of distribution (can be divided among several options).
 - Community Solutions Fund (Option 1)
 - Priority Areas (Option 2)
 - Individual Agency or other United Way (Option 3)