

Policy & Practices

United Way of Calgary and Area's standard fee for processing donor choice is a \$16.00 flat fee charged per designation, with the exception of United Way focus areas and other United Way offices. Donor Choice is an added service that United Way of Calgary and Area offers to our donors. United Way's core business is about making a measurable difference by focusing on our community priorities. The \$16.00 processing fee partially offsets the cost of administering your donor choice designation and ensures that we can continue to meet the needs in our community.

Designation Type	Fees
United Way Focus Areas: > Poverty > Kids > Communities	No fees
United Way Area Community Partnerships > Chestermere > Cochrane > High River > Okotoks > Strathmore	No fees
Other United Way Office	No fees
Canadian Registered Charities	Standard fee
Major Donors	Standard fee
Central Processing Campaigns	Standard fee or as per agreements
All other designations	Standard fee

If a company's corporate match follows its employees' designation, the company will only be charged the standard fee once for United Way to process the match to the same charity, even if more than one employee designated to that charity. For example, if 5 employees in Company X designated to XYZ agency, we will only charge the fee for processing Company X's corporate match to XYZ agency once.

There is no minimum designation amount for individual designations, but amounts of less than the \$16 fee charged will be assigned to United Way's Community Care Fund.

Vague or incomplete designations must be resolved by January 31 of the following year. Following three unsuccessful attempts to contact the donor for further direction or information, unresolved designations will be directed to United Way's Community Care Fund.

Change starts here.



United Way
Calgary and Area

Donor Choice Policies & Practices

Pay-Out for All Donors

- > Payouts will be made monthly (month-end) based on cash payments received on or before the 15th day of the month
- > Donations with a pending decision to a designated charitable organization must be finalized by the year-end following the date when the donation was made. If unresolved by the following year-end, the gift will be designated to United Way's Community Care Fund.
- > Donor's name and address will be disclosed to the donor designated charities unless the donor specifically requests that the information remains anonymous

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 calgaryunitedway.org

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