



United Way  
of Greater High Point

# 2024 Employee Campaign Award Worksheet

To qualify for an employee award, complete this worksheet and return it with your Campaign Award Nomination Form.

## STEP #1: CALCULATE YOUR CAMPAIGN CAPACITY

Employee campaign awards are given to recognize all companies that achieve certain levels of giving. When you have finished your campaign, complete the formula below to determine which category your company has achieved.

### A) Determine Your Local Payroll Calculation

An estimated average hourly salary for your organization of \$\_\_\_\_\_, multiplied by \_\_\_\_\_ estimated number of employees\*, multiplied by 2,080 (40 hours/week x 52 weeks) produces an estimated annual payroll of \$\_\_\_\_\_.

*\*Please help United Way identify the appropriate award by providing an accurate employee count.*

### B) Determine Your Campaign Capacity

Find out how much your employees could contribute to the community through United Way by multiplying your company's total annual payroll by .006.

\$ \_\_\_\_\_ X .006 = \$ \_\_\_\_\_  
Total Annual Payroll Total Employee Capacity

### C) Determine % of Capacity (How well did your company do?)

Find out if your employees met their full giving potential by dividing total employee contributions by the total campaign capacity (from step B).

\$ \_\_\_\_\_ / \$ \_\_\_\_\_ = \_\_\_\_\_ x100 = \_\_\_\_\_ %  
2024 Employee contributions Total Employee Capacity (from Step B) Percent of Capacity  
= \_\_\_\_\_ x100 = \_\_\_\_\_

### D) Which Award Did Your Company Win?

(Please check the box for the appropriate award)

- Gold:** Total pledge from your employees equals or exceeds 100% Campaign Capacity
- Silver:** Total pledge from your employees equals or exceeds 80% Campaign Capacity
- Bronze:** Total pledge from your employees equals or exceeds 65% Campaign Capacity

## STEP #2: PROVIDE COMPANY INFORMATION

Company name (as it should appear on award) \_\_\_\_\_

Chief Executive Officer: \_\_\_\_\_

Employee Coordinator: \_\_\_\_\_ Phone: \_\_\_\_\_

Employee Coordinator Email address: \_\_\_\_\_

Mailing Address/Zip Code: \_\_\_\_\_

# THANK YOU!