

## Guidelines

- 1. Enter your name, HR-assigned personnel identification number, work location mail code and work phone number in the spaces provided. Your personnel identification number can be found under your name on your pay check stub or in SAP where your time is reported.
- 2. Select the payment method that you prefer. The 2006 campaign will accommodate payroll deductions and checks:

**Payroll Deductions** - Choices include renewing your existing pledge amount, entering a fixed amount or percentage, pledging fairshare or making a leadership circle commitment. All deductions are withheld from 24 pay periods per year (26 for Seabrook employees). If you choose leadership circle, please indicate funding level.

**Check Payments** - All checks must be made out to the FPL Group United Way Campaign. The minimum amount for check payments is \$24.00 (equivalent of \$1.00 per pay period). Complete the pledge form as instructed and attach your check before mailing it to the address provided at the bottom of the form. Check payments received during the campaign will be forwarded in December after the campaign has ended.

3. You have the choice to give to the United Way that serves your home zip code area, another United Way, a designated agency or a giving area.

**Default United Way** - Check this option if you want to have your contribution go to the United Way that serves the zip code area where you live. You also have the option to write in the name of specific member agencies or indicate giving areas\* associated with this United Way. Be sure to indicate the percentage of your contribution that should go to each option.

Another or Additional United Way – Check this option if you want to give to a United Way other than the one supporting your home zip code area. This option can also be used to contribute to an additional United Way. You must enter the name and address of the United Way if you select this choice. You also have the option to write in the name of specific member agencies or indicate giving areas\* associated with this United Way. Be sure to indicate the percentage of your contribution that should go to each option.

\* **Giving areas** (areas of impact) have been identified by the United Way as an option for you to choose from. To designate to a Giving Area, check the block next to the priority giving area you choose.

**Important** – If no United Way is indicated, funds will be directed to the United Way serving your home zip code area. Also, spaces have been provided for you to enter the percentage of your total contribution that should be allocated to each option that you choose. The sum of these allocations should total 100%. If no allocation is indicated, your contribution will be divided equally if more than one option has been selected.

- 4. Use this space if you support United Way but choose not to support one or more of their member agencies. The United Way will be directed to exclude your contribution from going to the agencies that you list here.
- 5. The United Way and many of its member agencies would like the opportunity to thank you for your support. Choose the type of acknowledgement that you would like to receive. You may choose to remain anonymous, have only your name released or opt to have an acknowledgement sent to your work address. A space has been provided if you wish to include your spouse's name in donor recognition (as examples, Mr. and Mrs. John Doe, or, John and Jane Doe).
- Payroll deduction amounts will be deducted from 24 of 26 pay periods during the year (26 for Seabrook employees). These deductions will begin in the first pay period of 2007 and will remain in place until changed or cancelled by you.