



Depositing cash, check, and coin proceeds from Partners in Giving Special Events

Follow the steps below to ensure the funds are properly deposited and tracked

Step 1: Deposit the funds at a Summit Credit Union Location

- Take the collected funds (cash, checks, coins) to the credit union during regular business hours in branch, drive up or video teller machines
 - <https://www.summitcreditunion.com/locations/>
- Inform the bank teller that you are making a deposit for the **Partners in Giving Campaign**. United Way of Dane County is the fiscal agent for the campaign. You do not need the account number.
- The teller will process the deposit and provide a deposit slip.

For questions or assistance at the bank, contact:

Chris Smith
Assistant Vice President of Retail Branches, Summit Credit Union
608-347-8361 (Call or Text)

Step 2: Complete the Donation Tracking Form

- After depositing the funds, complete the Donation Tracking form
 - <https://igfn.us/form/pRnRbw>
- Provide the necessary information about the event and specify the Department/Unit the special events should be credited.
- Complete the form within 2 days of the deposit

If you have any questions about the process, please contact partnersingiving@uwdc.org

Thank you for managing special events to support the Partners in Giving Campaign.