



## Casual-For-A-Cause Days

Staff working in Racine County buildings may dress casually every Friday if they make a required one-time donation based on what quarter of the year it is. The calendar rotation begins April 1<sup>st</sup> and ends March 31<sup>st</sup> of the following year. All staff who make the casual day donation will receive a “Dress Casual” sticker which must be attached to name badges. Stickers will be distributed to staff after receipt of this form.

For Racine County employees only, this donation can be deducted via payroll on the last paycheck in April. For contracted staff, this donation must be made as a one-time cash or check payment. After the last payroll period in April has passed, both Racine County and contract employees must make donations as a one-time cash or check payment to Racine County, care of the HR department. Required donation amounts are determined by the following donation schedule:

### Donation Amounts by Quarter

- April 1 – June 30: \$40
- July 1 – Sept. 30: \$30
- Oct. 1 – Dec. 31: \$20
- Jan. 1 – March 31: \$10

**NOTE: United Way casual days will be handled separately as part of the County’s annual campaign.**

---

### RACINE COUNTY EMPLOYEES AND CONTRACTED STAFF COMPLETE THIS SECTION:

Name: \_\_\_\_\_

Employee Number (Racine County Employees only): \_\_\_\_\_

Department: \_\_\_\_\_

Contract Agency (Contracted Staff only): \_\_\_\_\_

Enclosed is **\$40/ \$30/ \$20/ \$10** (circle one) for the privilege to dress casual at work every Friday. I agree to follow the Racine County Human Resources dress and demeanor policy.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please submit completed form to Human Resources.**