

CAMPAIGN REPORT ENVELOPE

Company Name: _____

Account #: _____

DO NOT INCLUDE PREVIOUSLY REPORTED AMOUNTS

	Instructions	Number of Givers	Number of Pledge Cards Enclosed	Total Gift	Cash and Checks Enclosed
Payroll Deduction	Enclose copies of BOTH sides of each pledge card. Pledge cards MUST be signed by employees.				
Continuous Payroll Deductions	Enclose a list with the name and gift amount of employees who will be continuing their current payroll deduction and will not be completing a new pledge card.				
Credit Card, Auto Debit, Stocks and Bill Direct	Enclose copies of BOTH sides of pledge cards or auto debit authorization forms.				
Cash or Checks Only <i>(Record special event money separately below)</i>	Enclose cash or checks with copies of BOTH sides of corresponding pledge cards.				
Special Events	Enclose money from special events at your company.				
Corporate Gift	Enclose signed corporate pledge card.				
TOTAL					

Number of Employees: Full Time _____ + Part Time _____ = Total _____

Send statements for payroll deduction to:

Attn: _____

Address: _____

Frequency of billing: ____ Monthly ____ Quarterly

Month to receive first statement: _____

Report completed by: _____

Title: _____

Signature: _____

Date: _____

For United Way Accounting Use

Face Sheet Input _____ Date ____/____/____ Envelope # _____

Cashier _____ Date ____/____/____

QUESTIONS? CONTACT UNITED WAY AT (316) 267-1321.



United Way of the Plains

BEFORE RETURNING THIS ENVELOPE, CHECK THE FOLLOWING:

- Did you include copies of BOTH sides of every pledge card?
- Did you provide current employee numbers?
- Have you enclosed your corporate gift or your signed corporate pledge card?

Call (316) 267-1321 to schedule the pick up of this report envelope.