


Sample Campaign Report Envelope

Below is a sample copy of the campaign report envelope that you will be asked to complete at the end of the campaign. This Report Envelope needs to be completed and returned to United Way of Washington County. If you have any questions about these forms, please contact United Way at 262-338-3821.

United Way of Washington County
 120 N. Main Street, Suite 340, P.O. Box 210,
 West Bend, WI 53095 262-338-3821



EMPLOYEE GIVING
REPORT ENVELOPE

Please complete this entire envelope, and include the ORIGINAL PLEDGE CARD —
 OR— make a photocopy of each card for each gift or pledge.
 (Please photocopy both sides of the card if the employee signed up to be a volunteer.)

Date: _____

Business Name _____

Address _____ City & ZIP _____

Internal Contact _____ Phone _____

Payroll Deductions will START on (month/year): _____ **and END on (month/year):** _____

TOTAL NUMBER OF EMPLOYEES AS OF TODAY: _____
 (This is important to us when we calculate the Campaign Awards)

Does your business include Retirees as part of your Employee Campaign? Yes ___ No ___

INSIDE THIS ENVELOPE:

<i>Number of Donors:</i>	<i>Total Dollars:</i>
_____ Total Payroll Deduction Pledges	\$ _____
_____ Total Direct Billings Pledges	\$ _____
_____ Total Credit Card Pledges	\$ _____
_____ Total Cash and Checks Enclosed	\$ _____
_____ TOTAL PLEDGES & GIFTS ENCLOSED	\$ _____

All information provided on this Envelope should be supported by documentation inside.

IS THIS YOUR FINAL ENVELOPE FOR THE CAMPAIGN? Yes ___ No ___

Questions? Call United Way at 262-338-3821 Thank you for your support!!

It is very important that your company report envelope(s) be returned to United Way as soon as possible but no later than December 12th.

- Work with the payroll department to calculate the payroll deduction, cash and direct bill amounts, as well as the total campaign results.
- If your company has pledged a corporate donation, please ensure that the corporate pledge form has been forwarded to United Way with a signature or that the actual pledge has been made.
- Enter the information requested on the report envelope. (see sample)
- Deliver your completed final report to United Way of Washington County or call 262-338-3821 for pick-up.