

FOR UNITED WAY INTERNAL USE

Picked Up By: _____ Date: _____

Envelope Created By: _____ Date: _____

Cash Reconciliation: _____ Date: _____


United Way
 of Greater Stark County

CAMPAIGN REPORT ENVELOPE

| | |
|--|---|
| Organization Name | |
| Is this your FINAL campaign report? <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Total # of employees in your organization _____ <input type="checkbox"/> Number of pay periods <input type="checkbox"/> 12 <input type="checkbox"/> 24 <input type="checkbox"/> 26 <input type="checkbox"/> Other _____ <input type="checkbox"/> Please keep cash & checks attached to the corresponding pledge form <input type="checkbox"/> Did you check pledge cards for complete information? <input type="checkbox"/> Are all pledge cards signed? <input type="checkbox"/> Verify that checks are made out to United Way AND signed <input type="checkbox"/> Check that credit card pledges include card information <input type="checkbox"/> PHOTOCOPY payroll deduction pledge cards for your payroll department |

Please do not include amounts reported on previous envelopes

| Employee Contributions | # of Donors | Total Pledges | Actual Payments Enclosed <small>(cash/check/credit card only)</small> | Comments |
|--|-------------|---------------|--|---|
| a. Cash (enclose cash) <i>Please keep attached to pledge cards</i> | | | | Make sure to include SIGNED copies of all pledge cards for all cash/check/credit card donations. Check that all checks have been signed. Please ensure that cash/checks are attached to the corresponding pledge form. These are individual donations ONLY. Special event dollars are tallied below. |
| b. Check (enclose checks) <i>Please keep attached to pledge cards</i> | | | | |
| c. Credit Card | | | | |
| d. Direct Bill | | | | |
| e. Securities | | | | |
| f. Employee Gifts Subtotal (add a + b + c + d + e) | | | | Add rows a + b + c + d + e |
| g. Payroll Deduction | | | | Photocopy employee pledge cards for your payroll department. Provide original, signed pledge card in envelope for United Way. |
| TOTAL EMPLOYEE GIFTS (add f + g) | | | | Add rows f + g |
| Corporate Gift | | | | Please enclose signed, corporate pledge card. |
| Special Events | | | | Enclose all money raised from special events. |
| TOTAL ALL GIFTS | | | | Tally the total from Total Employee Gifts + Corporate + Special Events |

AUTHORIZATION: The information on the face of this envelope is accurate to the best of my knowledge. I have verified the payroll gifts; therefore, United Way is authorized to issue statements in these amounts.

Signature _____ Title _____

Phone _____ E-Mail _____ Date _____

Please complete your workplace campaign by December 1, 2017.

 Contact your account rep or Jodi Barnard to schedule a pick-up. Phone (330) 491-9986 jodi.barnard@uwstark.org