

FOR UNITED WAY INTERNAL USE

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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 <small>(add a + b + c + d + e)</small>		\$	\$	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 <small>(add f + g)</small>		\$	\$	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 3, 2018.

 Contact your account rep or Carrie Clemens to schedule a pick-up. Phone (330) 491-9974 carrie.clemens@uwstark.org