Callaway County United Way Campaign Report Envelope

United Way of Callaway County

Company Information: (please print)

Date_____ *Total Number* of Company Employees _____

Organization Name _____

Envelope Completed By _____

Company Campaign Run By _____

Email _____ Phone _____

Payroll Deduction or HR Contact _____

Email _____ Phone _____

Packet Checklist:

___ Did you complete the company information section above?

___ Did you check all pledge cards for complete information including total annual pledges?

___ Did you confirm that each designated gift is $25.00 or more?

___ Did you complete the corporate pledge information?

___ Did you complete the total number of donors and dollars for each category? (total donations section)

___ Did you include all dollars from special event fundraisers?

___ Did you verify that all checks are made out to the Callaway County United Way?

___ Did you make copies of all pledge cards for the United Way records? (both sides)

Please enclose copies. Original cards should be kept with your payroll department.

For United Way Use ONLY:

Date Received _____ Total Cash/Checks_____

Date Posted _____ Total Pledges _____

Date Checks Deposited _____ Total Credit Card Pmts._____

Total of all Campaign Donations_____

Total Designations _____

Corporate Gift Information:

Corporate Pledge $_____ □ Payment Enclosed

To be billed: □ Monthly □ Semi-annually □ Other _____

□ Payment by Company Credit Card

Credit Card # _____ Exp. Date _____

Total Employee Donations:

	# of donors	Total dollars
Payroll Deduction Pledges	_____	$_____
Cash/Check Gifts (Pd in full)	_____	$_____
Direct Bill (Min. $25)	_____	$ _____
Credit Card Payments	_____	$ _____
Special Events Dollars		$_____
Employee Totals	_____	**$**_____

Corporate and Employee Total _____ **$**_____

Gift Designations: ($25 or more)

Agency Name	Total Designated
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____
_____	$_____