

# Campaign Report Envelope

Thank You!

Company Name: \_\_\_\_\_

Company Coordinator: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Total # of Employees at your company: \_\_\_\_\_ Date Submitted \_\_\_\_\_

Verification of Campaign Envelope: *To be completed by Company Coordinator*

	# of Givers	Amount Pledged	Amount Enclosed	UW Office ONLY Processed
Corporate Gift	#	\$	\$	
Employee Gifts	#	\$	\$	
Special Event	#	\$	\$	
<b>Totals</b>	#	\$	\$	

**THIS REPORT IS:** \_\_\_\_\_ Initial Report      \_\_\_\_\_ Additional Report      \_\_\_\_\_ Final Report

**Reminders:**

- ✓ Complete front of this envelope in full
- ✓ Check that all money is enclosed and balances
- ✓ Include raffle tickets
- ✓ Enclose the yellow copy of each pledge card
  - White copy is for your payroll
  - Pink copy is for the donor

**Notes:**

**For United Way office only:**

Campaign Year \_\_\_\_\_

Envelope # \_\_\_\_\_

Processed/Date \_\_\_\_\_

Entered/Date \_\_\_\_\_

Date Submitted  
\_\_\_\_\_

Accepted by  
\_\_\_\_\_

