

# 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
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 \_\_\_\_\_

Entered \_\_\_\_\_

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

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

