



CAMPAIGN REPORT FORM

ORGANIZATION	
Total number of employees in your organization	
Total number of full time equivalents	

FOR UNITED WAY USE ONLY

ENVELOPE # _____
DATE _____
AUDITOR _____

INSTRUCTIONS:

- Report only the cash and pledges included in this envelope.
- Retain **original** payroll deduction pledge forms. They are your authorization to deduct.
- Include copies of all pledge forms.
- Be sure to sign the Campaign Report Form.
- Please do not write in the shaded areas.
- **Staple this form to the outside of the envelope, keeping a copy for your records.**

CONTRIBUTIONS	NUMBER OF CONTRIBUTORS	AMOUNT CONTRIBUTED	AMOUNT PAID (cash and checks only)
CASH GIFTS: Enclose signed pledge forms, cash and checks (payable to United Way of Washtenaw County).			
DIRECT BILL PLEDGES (Discover, VISA, MasterCard, Stock, ACH Withdrawals and Bill Me): Enclose signed pledge forms.			
SUB-TOTAL (Cash & Direct Bill gifts)			

CORPORATE GIFT: Enclose check, signed corporate pledge card or signed memo referencing the corporate gift.			
PAYROLL DEDUCTION PLEDGES: Enclose signed payroll summary card and a copy of all pledge forms (retain original pledge forms for your files).			
SPECIAL EVENT GIVING (Bake Sales, Car Washes, etc): Cash/checks (payable to United Way of Washtenaw County) must be enclosed.			
GRAND TOTAL (Employee & Corporate gifts)			

Name of person completing envelope _____ Phone _____

Signature _____ Date _____