# 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 |
|---|---|
| _____ | $_____ |
| _____ | $_____ |
| _____ | $_____ |
| _____ | $_____ |
| _____ | $_____ |
| _____ | $_____ |