

For United Way Use

Envelope # _____
 Pay. Batch # _____
 Date _____
 Verified By _____

**Campaign Report Envelope- Thank you for your Investment!****Please complete items 1-9**

| | |
|--|---|
| 1. Company Name & Address (Please make corrections on label) | 2. Company Campaign Coordinator Contact Name _____ Email Address _____ Phone # _____ Fax # _____ |
| 3. Is this your FINAL campaign Report? Yes _____ or No _____ | 4. Payroll Deduction begins: |
| 5. Total number of Employees: | 6. Number of pay periods: |

7. Report Prepared by: Name: _____ Phone: _____ Date: _____

| 8. Contributions Enclosed | | Do Not include previously reported pledges | | |
|--|------------------|--|------------------|---|
| Type of Contribution | Number of donors | Total Amount Pledged | Payment Enclosed | For United Way Use |
| A. Payroll Deduction (enclose white copy of pledge card if using United Way pledge card) | | | | # Leader \$ _____ # Design \$ _____ # \$250+ \$ _____ |
| B. Cash & Checks (enclose white copy of pledge card if using United Way pledge card) | | | | # Leader \$ _____ # Design \$ _____ # \$250+ \$ _____ |
| C. Direct Billing (enclose white copy of pledge card if using United Way pledge card) | | | | # Leader \$ _____ # Design \$ _____ # \$250+ \$ _____ |
| D. Donating Employee Totals (add lines A thru C) | | | | |
| E. Corporate Contributions (enclose corporate contribution form) | | | | |
| F. Special Events | | | | |
| G. Grand Total (add lines D thru F) | | | | |

Before submitting this envelope, please:

- ☐ Verify that all checks are made out to United Way of Wapello County.
- ☐ Check all pledge forms for complete donor information, including total annual pledge and number of pay periods.
- ☐ Complete the total number of donors and dollars for each category.
- ☐ Make a photocopy of this report for your records and place all completed pledge forms, cash, special event envelope, and checks into envelope and seal.

Submit completed Company Campaign Report to United Way of Wapello County by one of the following methods:

Mail: PO Box 1778 • Ottumwa, IA 52501

Deliver: 224 E. Second Street, Suite 1 • Ottumwa, IA 52501

Request a United Way staff member to pick up: 641-682-1264 or uwwc@wapellocouw.org

Thank you!

Thank you for coordinating your company campaign for United Way.
Please complete and return your company campaign report envelope by Friday,
November 30, 2012.

Six Steps to a Successful United Way Campaign

1

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2

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