

CAMPAIGN REPORT ENVELOPE



United Way
of Greenville County

Section 1 – Company Information <hr/> Company Name <hr/> Address <hr/> City, State, Zip <hr/> Name of Chief Executive Officer	Section 2 – Count Summary <div style="background-color: #e0e0e0; padding: 5px; margin-bottom: 10px;"> 1. Number of Employees working in Greenville County _____ </div> 2. Number of \$250+ contributors _____
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Section 3 – Summary of Gifts/Pledges	# Donors	Total \$ Gift or Pledge	Total \$ Cash/Checks Enclosed
A. Employee:			
1. Fully Paid Gifts (Cash & Checks)–Enclose Signed Pledge Cards			
2. Direct Bill Pledges (Includes Stock, Bill Me, and Credit Card Pledges) Enclose Signed Pledge Cards			
3. Payroll Deduction Pledges (This information MUST be provided by company.)			N/A
4. Special Event/Fundraiser Dollars	N/A		
5. Employee Totals			
B. Corporate Gift:	N/A		
C. Grand Total:			

DON'T FORGET!

Create an excel spreadsheet of all donor pledges and details & send to accounting@unitedwaygc.org

Attach any cash or checks to respective pledge cards and include in envelope

Make copies of pledge cards for your payroll records & include originals in envelope

Section 4 – Payroll Payment Information
 1. Date you will begin withholdings for the above Payroll Deduction Pledges _____

Month
Year

 2. Payroll deduction withholdings will be paid to United Way: Monthly Quarterly
 3. Billing/Payroll Dept. Contact: Name _____ Phone _____
 4. Billing Address (if different from above) _____

Section 5 – Authorization

Please print name of person preparing report
Signature
Phone

THANK YOU!

FOR UNITED WAY USE ONLY
 Account Number _____

Received	
Initials	Date
Audited	
Initials	Date

United Way of Greenville County
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