COMPLETING EMPLOYEE CAMPAIGN REPORT ENVELOPES

Section 1
This should have a pre-printed label from United Way of Greenville County. If it does not, please complete the company name and address of your location.

Section 2
1. This should be the total number of employees that work in your Greenville County location.
2. The number of donors included in this envelope that qualify as a Community Builder ($250 or more).

Section 3 (Employee)
1. Fully Paid Gifts:
   a. # Donors – Provide number of donors (one pledge card per donor) whose cash or checks are enclosed.
   b. Total $ Gift or Pledge and Total Cash/Checks Enclosed – Should be same number in this section, which is the total amount of cash/checks enclosed.
2. Direct Bill Pledges:
   a. # Donors – Provide number of donors (one pledge card per donor) who requested to be billed directly or indicated they wish to pay by stock or credit card.
   b. Total $ Gift or Pledge – Total amount they pledged to give. **Must provide actual amount of pledge, not %.
   c. Total Cash/Checks Enclosed – Complete only if partial payment of pledge is being paid by cash or check.
3. Payroll Deduction Pledges:
   **Original payroll deduction cards should be sent to your company payroll department. United Way would like a copy or an Excel list with donor names, pledge amounts and e-mail addresses.
   a. #Donors – Provide number of donors who requested to pay via payroll deduction.
   b. Total $ Gift or Pledge – Total amount they pledged to give. **Must provide actual amount of pledge, not %.
   c. Total Cash/Checks Enclosed – There should be no cash/checks included for PRD pledges.
4. Special Event Dollars (collected through special events, such as a bake sale):
   a. # Donors – Leave blank. There are no donors for a special event.
   b. Total $ Gift or Pledge and Total Cash/Checks Enclosed – Should be the same number in this section, which is the total amount of cash/checks enclosed.
5. Employee Totals:
   a. # Donors – Total number of donors of all types.
   b. Total $ Gift or Pledge – Total dollars pledged/gift of all types.
   c. Total Cash/Checks Enclosed – Total of all cash/checks enclosed.

Section 4
This section should be completed to ensure United Way of Greenville County will have the proper billing contact information for your payroll department. Note: some companies prefer their payroll be billed to a different location. Please provide name, signature and contact phone number for the person completing this form in case of any questions.

Section 5
Please sign envelope to confirm who entered the totals.

DON’T FORGET!
- Create an Excel spreadsheet of all donor pledges and details then send the spreadsheet to accounting@unitedwaygc.org.
- Attach any cash or checks to the respective pledge cards and include in envelope.
- Make copies of pledge cards for your payroll records.