

CAMPAIGN PLEDGE REPORT ENVELOPE

Company Name: _____

THIS SECTION IS REQUIRED IN ORDER TO PROCESS YOUR WORKPLACE CAMPAIGN PLEDGE

Total Number of Donors: _____	Total Pledge: \$ _____	Total Payment in Envelope: \$ _____
Total # of Full- & Part-Time Employees in Organization: (including those that did not give) _____		
Report completed by: _____ Title: _____		
Phone: _____ Email: _____		
> Signature: _____ Date: _____		

PLEASE FILL OUT THE WORKSHEET BELOW TO DETERMINE YOUR TOTALS

	Instructions	Number of Donors	Total Pledge	Total in Envelope
Corporate Gift	Enclose signed corporate pledge card.		\$	\$
Non-Payroll Employee Contributions: Cash/Check, Credit Card Contributions	Enclose cash, checks, and credit card information with corresponding pledge cards.		\$	\$
Payroll Deductions	For acknowledgement purposes, please include Employee Copy of pledge cards or email Excel file with complete list of employee names, addresses, and gift amounts to campaign@unitedwayrrv.org. Forward Employer copies to HR/Payroll.		\$	
Special Events: Casual Days, Bake Sale, Auctions, etc.	Please combine all cash gifts into a single check.		\$	\$
	GRAND TOTAL		\$	\$

Envelope #

THANK YOU FOR YOUR CONTRIBUTIONS!

Questions? Call (815) 968-5400
or email campaign@unitedwayrrv.org

PLEASE COMPLETE CHECKLIST ON BACK OF ENVELOPE BEFORE SEALING

United
Way
Rock River Valley



CAMPAIGN ENVELOPE CHECKLIST

- Have you completed the entire front report on this envelope?
- Have you enclosed a signed copy of each pledge card or an Excel spreadsheet of all contributions that include donor name, address, email, and gift amount?
This is necessary for acknowledgement and tax receipt purposes. United Way will not rent, trade, or sell personal information, and it will not share it without donor or stakeholder consent.
- Have you provided a copy of payroll deduction pledge forms to your payroll department?
- Does all the information on the front report match with the enclosed pledge cards?
- Have you kept a copy of this envelope for your records?
- Have you enclosed all Checks/Credit Card?
- Have you sealed the envelope?
- Have you contacted United Way of Rock River Valley to arrange for envelope pickup?

FOR UWRRV USE ONLY

Face Entered	Batch Input	Batch Breakdown	Closed
Initials:	Initials:	Initials:	Initials:
Date:	Date:	Date:	Date:

