

Batch # \_\_\_\_\_ (for UW use only)  
 Company \_\_\_\_\_  
 Address \_\_\_\_\_  
 City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_



Call for pick-up: 615-893-7303.

Employee Campaign Manager Information:

Name \_\_\_\_\_ Title \_\_\_\_\_ Phone \_\_\_\_\_

## Campaign Report Form

- Directions:**
1. Complete Steps 1 – 8.
  2. Record total number of employees in organization.
  3. Complete payroll information including the contact person's phone number.
  4. Sign – The report form *must* be signed by the Employee Campaign Manager.
  5. Call United Way at 615-893-7303 for envelope pick-up.

	# of people giving	total gift amount
<b>1. Pledges for Payroll Deduction</b> White copy of pledge form goes to YOUR payroll department, enclose yellow copy in this envelope for United Way, and give pink copy to donor.		
<b>2. Gifts of Cash</b> Please attach gifts of cash to yellow copy of pledge form.		
<b>3. Gifts of Checks</b> Please attach checks to yellow copy of pledge form.		
<b>4. Gifts of Credit/Debit Card</b> Please make sure that donor has signed pledge card to authorize payment.		
<b>5. TOTAL EMPLOYEE GIFTS</b> Total employee pledges and gifts. This amount should NOT include other gifts such as corporate or special events.		
<b>6. Corporate Gift</b> Please enclose pledged amount and outline payment schedule.		
<b>7. Special Events</b> Please separate special events funds from all other pledge forms and contributions.		
<b>8. TOTAL PLEDGES AND FUNDS</b> Total employee and company pledges, gifts, and special events funds contained in this envelope.		

<b>Total Number of Employees in Organization:</b>	
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Address for payroll department (if different from above):  
 \_\_\_\_\_  
 \_\_\_\_\_

Payroll Contact Person: \_\_\_\_\_

Payroll Deductions will be remitted:  
 Monthly                       Quarterly

Payroll Deductions will begin \_\_\_\_\_ (date)

Signature of ECM: \_\_\_\_\_

Picked-up by: \_\_\_\_\_

Date of pick-up: \_\_\_\_\_

*Thank You!*