

CAMPAIGN PLEDGE REPORT ENVELOPE



**United Way
of Marathon County**

Organization Name: _____

Organization Address: _____

Number of Employees: _____

Payroll Contact: _____

Company Campaign Manager: _____

Pledge Report Check List

- Return ALL original pledge forms to United Way. Make copies of pledge forms for your payroll department.
- Enter the contribution totals below.
- Convert all coins before sending this envelope.
- Sign and date the bottom of this pledge report envelope.
- Make a copy of this report envelope for your records.
- If you keep a spreadsheet of your donors, email to uway@unitedwaymc.org.
- Do not mail this envelope. Deliver to the United Way office OR call 715-848-2927 to arrange for pick up.**

You may submit more than one report. Check the Partial box if additional reports will be submitted or Final if this is complete. This Report is: <input type="radio"/> Final <input type="radio"/> Partial		# OF EMPLOYEE PLEDGES	TOTAL \$ PLEDGES	PAYMENTS ENCLOSED	
				Cash	Check
1	Corporate Gift - <u>enclose corporate pledge card</u>				
2	Employee Giving Summary				
	Payroll Pledges				
	Bill Me Pledges (Bill Me / ACH / Credit Card)				
	Fully Paid Pledges & Payments				
3	Special Events (Non Raffle)				
4	Raffles (50/50, Basket Raffles, ext.)				
Total					
			Total Cash & Check		

Pledge Report Completed by: _____ (Name)

Email: _____ Phone #: _____

Signature

Date