

CAMPAIGN PLEDGE REPORT ENVELOPE



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 to match forms in envelope. Please do NOT include any amounts submitted through epledge.
- ☐ 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: ☐ Final ☐ Partial		# OF 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

Office Use Only
Envelope Number: _____