

# REPORT ENVELOPE



**UNITED WAY**  
Greater Chippewa Valley

#GiveWhereYouLive

In order to determine this year's company campaign awards, please fill out the entire envelope and enclose the paper pledge forms, corporate pledge card, special events envelope(s) and/or cash or checks collected. If you have any questions about completing the envelope, please call us at 715-834-5043 for assistance.

## THIS ENVELOPE MUST BE SEALED WHEN DELIVERED

COMPANY NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

COMPANY NAME \_\_\_\_\_

LOCAL CEO / KEY DECISION MAKER \_\_\_\_\_

EMPLOYEE CAMPAIGN COORDINATOR (ECC) \_\_\_\_\_

### ACCOUNTING / PAYROLL CONTACT INFORMATION

NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

TOTAL # OF EMPLOYEES \_\_\_\_\_ TOTAL # FULL TIME EQUIVALENTS \_\_\_\_\_

Please complete to ensure we have properly accounted for your company and employee contributions. Please list the number of donors, money pledged, money paid as shown separated by category. For example, if on paper pledge forms you received 10 direct donations of cash/check of \$10.00 each you would list: 10 Donors, \$100.00 pledged, \$100.00 paid (if all cash/checks are in the envelope). If on paper pledge forms 10 employees checked A or B (Payroll Deductions) and they listed \$10.00 each, you would list: 10 donors, \$100.00 pledged, \$0 paid.

		# OF DONORS	\$ PLEDGED	\$ PAID
PAPER PLEDGE FORMS	PAPER PLEDGE FORMS			N / A
	DIRECT GIFTS - EMPLOYEE CASH / CHECK			
ELECTRONIC PLEDGES	DIRECT GIFTS - CREDIT CARD			N / A
	CASH / CHECK ONLY IF INCLUDED IN THIS ENVELOPE	N / A	N / A	
ORGANIZATION GIFTS	SPECIAL EVENTS FILL OUT AN ENVELOPE FOR EACH SPECIAL EVENT	N / A		
	CORPORATE GIFT FILL OUT SEPARATE PLEDGE FORM	N / A		
TOTALS				

IS THIS REPORT FINAL? ☐ YES ☐ NO ENVELOPE CHECKED & COMPLETED BY \_\_\_\_\_

OFFICE USE ONLY - ENVELOPE # \_\_\_\_\_ DATE RECEIVED \_\_\_\_\_