

2011 Campaign Report Envelope

(Please print)



United Way
of Racine County

1 COMPANY INFORMATION

Company Name _____ Employee Campaign Coordinator Name _____

Payroll Contact Name (if different from ECC) _____ ECC Phone _____

Payroll Statement Address (if different from company address) _____ Total Full Time Employees _____ Total Part Time Employees _____

City _____ State _____ Zip _____

Final Campaign Report: Yes No

Payroll deductions will be paid as follows:
 Monthly Bi-Monthly Quarterly Semi-annually Please do not send a statement

2 CONTRIBUTION INFORMATION

Type of Contribution		Number of Donors	Total Amount Pledged (please do not include previously reported pledges)	Payment Enclosed
A. Corporate Contribution				
Employee Contributions	i. Cash and Checks			
	ii. Credit Cards			
	iii. Deferred Payments (Securities and Direct Billing)			
	iv. Payroll Deductions			
B. Employee Total				
C. Special Events				
D. Grand Total (Add lines A, B and C)				

DO NOT write in shaded areas.

3 SIGNATURES

ECC or Company Representative: _____ Date: _____

United Way Representative: _____ Date: _____

For pick up, call your LE or United Way at 262-898-2240.

For UWRC use only
ACCT#:



2011 Campaign Report Envelope Instructions

1. Complete **Section 1** with information about your company.
2. Complete **Section 2** (Contribution Information).
 - A. Enter corporate contribution and any payments enclosed.
 - B. Enter employee contributions by separating pledges into donation options (i-iv) and add up the number of donors, amounts pledged and any payments enclosed.
 - C. Enter special events total raised and payments enclosed.
 - D. Total sections A-B-C.
3. Enclose the white copy of each individual pledge form in the envelope. The employer should retain yellow copies, and the donor should retain the pink copy. Attach Donor Designation Forms to pledge forms, where applicable.
4. Complete **Section 3** by signing and dating the envelope. If you choose, make a copy of the front of the envelope for your records.
5. Call your Loaned Employee or United Way staff to schedule pickup of your envelope. Make sure the envelope is sealed when it is picked up.

If you have any questions regarding the Campaign Report Envelope or need more materials, please call United Way at 262-898-2242.

United Way of Racine County

2000 Domanik Drive

Racine, WI 53404

Ph: 262-898-2240

Fx: 262-898-2241

unitedway@unitedwayracine.org

www.unitedwayracine.org