



CAMPAIGN REPORT ENVELOPE

200 Main Street • Bristol, CT 06010 • (860) 582-9559

www.uwestcentralct.org



West Central Connecticut

ACCOUNT # _____ PHONE # _____

COMPANY NAME _____

ADDRESS _____

CHIEF EXECUTIVE _____

STEP 10

Pledges & Payments Summary	Number of Pledge Cards	\$ Amount of Pledges	\$ Amount Paid Now
CORPORATE GIFT Enter amount of corporate gift. Please enclose signed pledge card.			
1. FULLY PAID CASH & CHECKS Enter totals for all employees who contributed by cash or check.			
2. CREDIT CARD Enter totals for all employees who contributed through credit card option.			
3. PAYROLL DEDUCTION Enter total for all employees who contributed through payroll deduction.			
4. DIRECT BILLS Enter totals for all employees who chose to be billed directly by United Way.			
EMPLOYEE TOTALS Total all employee contributions			

10 STEPS FOR COMPLETING THE CAMPAIGN REPORT ENVELOPE:

STEP 1 CAMPAIGN MANAGER _____ PHONE # _____
PERSON PREPARING THIS REPORT _____

STEP 2 Obtain CEO'S signature on Corporate Pledge Form and enclose.

STEP 3 Collect all Employee Pledge Forms.

STEP 4 List names and pledges for all donors who pledged at leadership level (\$1,000 or more) on a separate sheet. Enclose the list.

STEP 5 Review all donor choice information for completeness and accuracy.

STEP 6 Separate Employee Pledge Forms into the following stacks:
Cash or Check:

- a. United Way Copy (white) - With cash or check attached. Enclose in this envelope.
- b. Company Copy (yellow) - Keep or discard.
- c. Employee Copy (pink)

Payroll Deduction:

- a. United Way Copy (white) - Enclose in this envelope.
- b. Company Copy (yellow) - Forward to your payroll office.
- c. Employee Copy (pink)

Direct Bill:

- a. United Way Copy (white) - Enclose in this envelope.
- b. Company Copy (yellow) - Keep or discard.
- c. Employee Copy (pink)

STEP 7 Enter the address United Way should use to bill your company for payroll deductions or check here: -
 same as above address

Attention: _____ Phone: _____

Send bills: Quarterly Other _____ Do not send bills

STEP 8 This report is: For Employees partial final For Corporate partial final

STEP 9 Full Time Employee Total = _____

HOW TO GET INVOLVED WITH UNITED WAY THROUGHOUT THE YEAR:

- Post UW stories and a "thank you" letter in company newsletters and on your website
- Identify employees (21 to 35 year-olds) that would benefit from our Young Professionals group
- Gather a team of employees to help complete a project on Day of Caring at a local non-profit
- Participate in our Adopt-A-Child Back to School Program by donating a backpack, school supplies and a first day of school outfit for a local child
- Gather food and gifts for our Joy of Sharing Holiday Programs at Thanksgiving & Christmas
- Forward UW Action Alerts & Community Investment Reports to your employees
- Tell your employees at 2-1-1, the toll-free number to call 24 hours a day, 365 days a year to locate hundreds of services available in our community