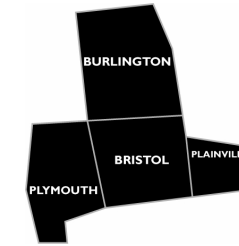




West Central Connecticut

CAMPAIGN REPORT ENVELOPE

200 Main Street ■ Bristol, CT 06010 ■ 860-582-9559



ACCOUNT # _____ **PHONE #** _____

COMPANY NAME _____

ADDRESS _____

CHIEF EXECUTIVE _____

TEN STEPS FOR COMPLETING THE CAMPAIGN REPORT ENVELOPE

STEP 1 Campaign Coordinator _____ Phone _____

Person preparing this report _____ Phone _____

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:
1. Cash
 - 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)
 2. Payroll Deduction
 - a. United Way Copy (white) - Enclose in this envelope.
 - b. Company Copy (yellow) - Forward to your payroll office.
 - c. Employee Copy (pink)
 3. 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 _____

STEP 10

PLEDGES & PAYMENTS SUMMARY	Numbers 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 totals for all employees who contributed through payroll deduction.			
4. DIRECT BILLS Enter totals for all employees who choose to be billed directly by United Way.			
EMPLOYEE TOTALS Total all employee contributions (1+2+3+4).			

PLEASE CHECK THE CAMPAIGN PROGRAMS USED AT YOUR WORKPLACE: (Check all that apply.)

- | | |
|---|--|
| <input type="checkbox"/> Corporate Gift | <input type="checkbox"/> New Hire Solicitation |
| <input type="checkbox"/> CEO Endorsement | <input type="checkbox"/> Day of Caring Participation |
| <input type="checkbox"/> Leadership Giving Campaign | <input type="checkbox"/> Adopt-A-Child Participation |
| <input type="checkbox"/> Campaign Coordinator Training | <input type="checkbox"/> Personalized Pledge Cards |
| <input type="checkbox"/> Employee Meeting for UW Campaign | <input type="checkbox"/> Special Events _____ |

Don't forget to tell your employees about ...

Volunteer Solutions
Search our website for volunteer opportunities in your community!
www.uwestcentralct.org

Dial 2-1-1 Infoline
For Community Services
Help Starts Here.