

# 2016/17 Campaign Report

Please attach this form to the **outside** of the Campaign Report Envelope

**GIVE.  
ADVOCATE.  
VOLUNTEER.  
LIVE UNITED**



**Company Name:** \_\_\_\_\_

**DEPARTMENT:** \_\_\_\_\_

**Campaign Coordinator:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Telephone:** \_\_\_\_\_

## Campaign Results:

Number of pay periods in your year:  12  24  26  52

Date payroll deductions begin: \_\_\_\_\_

Total Number of Employees: \_\_\_\_\_ Total Number of Donors: \_\_\_\_\_

Total Number of Leadership Givers: \_\_\_\_\_

Employees:	# of Donors	Amount Enclosed	Total Contributions				
Fully Paid Gifts (Cash & Checks Enclosed)..... <small>(Please do not include special event money in this total)</small>	<input type="text"/>	<table border="1"><tr><td>\$ <input type="text"/></td><td>\$ <input type="text"/></td></tr><tr><td><i>Cash</i></td><td><i>Checks</i></td></tr></table>	\$ <input type="text"/>	\$ <input type="text"/>	<i>Cash</i>	<i>Checks</i>	\$ <input type="text"/>
\$ <input type="text"/>	\$ <input type="text"/>						
<i>Cash</i>	<i>Checks</i>						
Other Pledges..... <small>(Please enclose <b>signed</b> pledge cards for pledges other than payroll deduction, i.e., securities/stock, automatic account deduction)</small>	<input type="text"/>		\$ <input type="text"/>				
Payroll Deduction (Annualized)..... <small>(Please place one copy of pledge form in the envelope and retain a copy for your payroll department).</small>	<input type="text"/>		\$ <input type="text"/>				
Corporate Gift:.....		\$ <input type="text"/>	\$ <input type="text"/>				
Special Events (Fund Raisers):..... <small>(Payment must be enclosed to be included in this report)</small>		\$ <input type="text"/>	\$ <input type="text"/>				
<b>Total</b> .....	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>				

## Payroll Information:

**Payroll Contact:** \_\_\_\_\_ **Payroll phone #** \_\_\_\_\_

**Payroll/Accounting Email:** \_\_\_\_\_

## How to Report Your Results:

- Separate pledge Forms: Payroll Deduction Pledge Forms, Fully Paid Pledges (i.e., 1 time cash or check), and Other Unpaid Pledge Forms.
- Put monies for Special Events in a separate marked envelope.
- Seal the envelope and staple this form to the front of the envelope.
- Complete this Campaign Report (make sure to annualize the Payroll Deductions). Also, be sure to **sign** the report and keep a copy of the report for your records.
- Deliver to UWCGA or call 265-1850 to arrange pick-up.

### Company Signature Required

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone #: \_\_\_\_\_

E-mail: \_\_\_\_\_

**Thank You!**

**REACH OUT A HAND TO ONE AND INFLUENCE THE CONDITION OF ALL**