

Campaign Report Envelope

This Report Is: PARTIAL

A partial report means your campaign is still in progress.
Please report only amounts contained in this envelope.
A checklist is provided on the back for your assistance.

This Report Is: FINAL

A final report means your campaign is complete.
Please report only amounts contained in this envelope.
A checklist is provided on the back for your assistance.

Contact Information (please print clearly)

Organization Name _____

Address _____

City _____ State _____ Zip _____

Envelope Prepared by _____

E-mail Address _____

Preparer's phone number (_____) _____ Date _____



United Way
of Blount County

Thank you for investing in
our community through
United Way.

For more information on
how we are working together
to improve lives, please visit
www.LiveUnitedBlount.org

Please call your Loaned Executive or United Way at (865) 982-2251 when you complete this envelope.

1. COMPANY INFO Total # employed locally by your company _____ Total # Leadership Givers _____

	<u>Total Gift/Pledge \$</u>	<u>Payment Enclosed \$</u>
2. CORPORATE GIVING	\$ _____	\$ _____

3. EMPLOYEE GIVING	<u>How many givers?</u>	<u>Total Gift/Pledge \$</u>	<u>Payment Enclosed \$</u>
		<small>(include all pledges & all payments)</small>	<small>(include payments only)</small>
a. Cash	# _____	\$ _____	\$ _____
b. Checks	# _____	\$ _____	\$ _____
c. Credit Cards	# _____	\$ _____	\$ <input type="text"/>
d. Direct Bills	# _____	\$ _____	\$ <input type="text"/>
e. Payroll Deductions	# _____	\$ _____	\$ <input type="text"/>

4. TOTAL EMPLOYEE GIVING # _____ \$ _____ \$ _____
(add a + b + c + d + e for each column)

5. SPECIAL EVENTS \$ _____ \$ _____

6. Grand TOTALS \$ _____ \$ _____
(add 2 + 4 + 5 for each column)

For United Way Use Only



United Way
of Blount County

THANK YOU!

For United Way Use Only

Campaign Code _____
Corp FRID# _____
Received by _____
Date received _____
Audited by _____
Batch # _____
Deposit ID: _____
Date Processed _____
Processed by _____

CAMPAIGN ENVELOPE CHECKLIST

- Did you fill out the entire envelope?
- Did you enclose a signed copy of each pledge card?
- Did you enclose designation forms with appropriate pledge cards?
- Did you send a copy of payroll deduction pledge forms to your payroll department?
- Does all information on this report balance with enclosed pledge cards?
- Did you report special event income on appropriate line?
- Did you keep a copy of this envelope for your records?

Thank You!

If you have any questions, call (865) 982-2251