REPORT YOUR RESULTS

Tell us how you did.

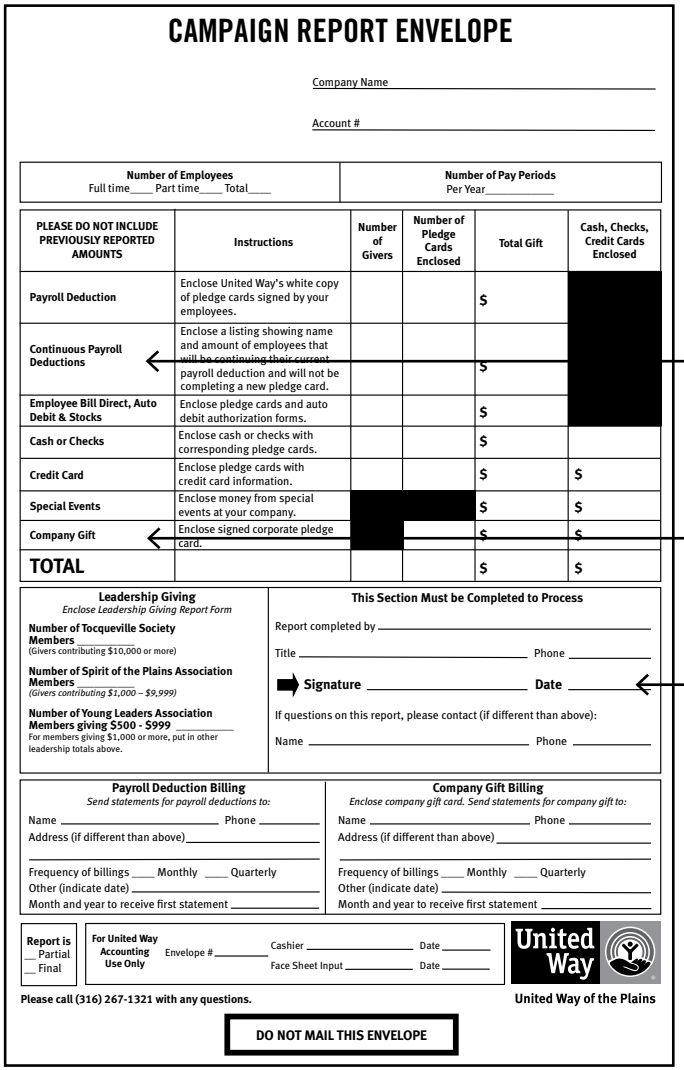
Complete your report envelope

Due date: Oct. 26

You may submit more than one campaign report envelope to United Way. After submitting the first report envelope that includes initial leadership results, turn in a second envelope including the corporate gift and the majority of employee pledges, and a third envelope that includes money from a special event and pledges turned in after the second report was submitted. Only include the pledges that are in that envelope, not a cumulative total, when submitting multiple report envelopes.

Report envelope checklist

- **Obtain report envelopes from your United Way representative** or download the report envelope form here.
- **Enclose copies of all pledge cards** in the report envelope.
- **Remember** to give the yellow copy of the pledge cards to your payroll department.
- **Contact your United Way representative** to pick up the report by Oct. 26. Please do not mail. Your representative can also help you complete the report.



CAMPAIGN REPORT ENVELOPE

Company Name _____

Account # _____

Number of Employees Full time____ Part time____ Total____	Number of Pay Periods Per Year_____

PLEASE DO NOT INCLUDE PREVIOUSLY REPORTED AMOUNTS	Instructions	Number of Givers	Number of Pledge Cards Enclosed	Total Gift	Cash, Checks, Credit Cards Enclosed
Payroll Deduction	Enclose United Way's white copy of pledge cards signed by your employees.			$	
Continuous Payroll Deductions	Enclose a listing showing name and amount of employees that will be continuing their current payroll deduction and will not be completing a new pledge card.			$	
Employee Bill Direct, Auto Debit & Stocks	Enclose pledge cards and auto debit authorization forms.			$	
Cash or Checks	Enclose cash or checks with corresponding pledge cards.			$	
Credit Card	Enclose pledge cards with credit card information.			$	$
Special Events	Enclose money from special events at your company.			$	$
Company Gift	Enclose signed corporate pledge card.			$	$
TOTAL				$	$

Leadership Giving
Enclose Leadership Giving Report Form

Number of Tocqueville Society Members _____
(Givers contributing $10,000 or more)

Number of Spirit of the Plains Association Members _____
(Givers contributing $1,000 – $9,999)

Number of Young Leaders Association Members giving $500 - $999 _____
For members giving $1,000 or more, put in other leadership totals above.

This Section Must be Completed to Process

Report completed by _____

Title _____ Phone _____

Signature _____ **Date** _____

If questions on this report, please contact (if different than above):

Name _____ Phone _____

Payroll Deduction Billing
Send statements for payroll deductions to:

Name _____ Phone _____
Address (if different than above) _____

Frequency of billings ____ Monthly ____ Quarterly
Other (indicate date) _____
Month and year to receive first statement _____

Company Gift Billing
Enclose company gift card. Send statements for company gift to:

Name _____ Phone _____
Address (if different than above) _____

Frequency of billings ____ Monthly ____ Quarterly
Other (indicate date) _____
Month and year to receive first statement _____

Report is
__ Partial
__ Final

For United Way Accounting Use Only Envelope # _____ Cashier _____ Date _____
Face Sheet Input _____ Date _____

United Way

Please call (316) 267-1321 with any questions.

United Way of the Plains

DO NOT MAIL THIS ENVELOPE

Don't forget to include roll-over pledges.

Must have signed company gift card.

Remember to complete this section.