



# CAMPAIGN REPORT ENVELOPE

200 East Franklin Blvd., Gastonia, NC 28052 704-864-4554

[www.unitedwaygaston.org](http://www.unitedwaygaston.org)

Account # \_\_\_\_\_

Year \_\_\_\_\_

County \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ EMAIL \_\_\_\_\_

\_\_\_\_\_ OFFICER \_\_\_\_\_

## COMPLETING THE CAMPAIGN REPORT ENVELOPE:

CAMPAIGN COORDINATOR \_\_\_\_\_ PHONE # \_\_\_\_\_

PREPARING THIS REPORT \_\_\_\_\_

Signature on Corporate Pledge Form and enclose.

See Pledge Forms.

Pledges for all donors who pledged at leadership level (\$500 or more) on leadership

pledge forms.

Information for completeness and accuracy.

Place Pledge Forms into the following stacks:

United Way Copy (white) - With cash or check attached. Enclose in this envelope.

Company Copy (yellow) - Keep or discard.

Employee Copy (pink)

United Way Copy (white) - Enclose in this envelope.

Company Copy (yellow) - Forward to your payroll office.

Employee Copy (pink)

United Way Copy (white) - Enclose in this envelope.

Company Copy (yellow) - Keep or discard.

Employee Copy (pink)

Employees: \_\_\_\_\_

As United Way should use to bill your company for payroll deductions or check here:

At above address

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

Email: \_\_\_\_\_

Payroll withholding for the Payroll Deduction Pledges Above: Month: \_\_\_\_\_ Year: \_\_\_\_\_

Payments will be paid to United Way: Monthly \_\_\_\_\_ Quarterly \_\_\_\_\_

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

## HOW TO GET INVOLVED WITH UNITED WAY THROUGHOUT THE YEAR

- Post UW stories and a "thank you" letter in company newsletters and websites
- Gather a team of employees to help volunteer
- Tell your employees about 2-1-1, the toll-free number to call 24 hours a day, 7 days a year to locate hundreds of services available in our community
- Send UWGC your campaign updates, photos, stories, etc.

