

LIVE UNITED



United Way of Central Illinois

HOW TO FILL OUT A CAMPAIGN REPORT ENVELOPE

Please use pen to fill out pledge form. Please write clearly.

TOP SECTION

- Fill in company name and address.
- Fill in the contact name and phone number of the person United Way will call if they have a question about the envelope.
- Provide the name of the person submitting the envelope.
- Fill in the date the envelope was submitted.
- Where it requests "Report Number," please indicate whether this specific envelope is "1 of 1," "1 of 2," etc.
- When there is more than one envelope, please indicate that this is a partial report.
- When there is only one envelope, please indicate that it is a full report.
- Fill in the number of employees at your workplace *at the time of the campaign*.
- Mark 24 or 26 pay periods per year.

BOTTOM SECTION

- If there is more than one envelope, *each one should detail only the information that is contained within.*
- Fill in the # of givers for each type of gift (payroll, cash/check, credit/debit, direct bill).
- Fill in the Total Dollar mount for each type of gift (payroll, cash/check, credit/debit, direct bill, Special Events, Corporate Gift).
- For the Corporate Gift (if applicable), please indicate whether your company should be billed one time, quarterly or semi-annually.
- Fill in the total dollars for this report.
- Fill in the total dollars for all reports to date.

GENERAL

- With the exception of events, every gift needs a pledge form.
- All special event money should be submitted to United Way in a report envelope.
- The yellow copy of pledge forms should be submitted in a report envelope.
- Only the campaign's company staff and United Way Loaned Executives may transport campaign envelopes.