

FOR UNITED WAY OF CENTRAL VIRGINIA USE ONLY

Date Received _____

Audited by _____ (Initials)

Envelope # _____

Envelope created by _____ (Initials)

Account # _____

Date Processed _____

Processed by _____ (Initials)

Campaign Envelope

Campaign Year _____

1 COMPANY INFORMATION please print clearly

Company Name _____

Company Address _____

Envelope Completed By _____ Date _____

Daytime Phone _____ Fax _____ Email Address _____

2 OTHER INFORMATION please print clearly

Is this your FINAL campaign report Yes No

Total Number of Employees _____

Payroll deductions are withheld on calendar year Yes No

Or, withheld from _____ (month) to _____ (month)

3 IMPORTANT REMINDERS

- Return the ORIGINAL copy of each pledge form in this envelope.
- Keep one copy for your payroll office.
- Give one copy to the donor.
- Please convert all cash in excess of \$100 to one company check before returning.
- Refer to the back of the envelope for detailed guide.

4 PLEDGE INFORMATION please print clearly

METHOD OF PAYMENT	NUMBER OF PLEDGES	AMOUNT OF PLEDGES	FOR UWCV USE ONLY
Payroll Deduction	#	\$	
Cash (Enclose One Company Check)	#	\$	
Checks	#	\$	
Credit Cards	#	\$	
Total Employee Gifts	#	\$	
Special Fundraisers		\$	
Corporate Matching/Gifts		\$	
GRAND TOTAL		\$	

FOR PICKUP, CONTACT US:
434-846-8467

1010 Miller Park Square
Lynchburg VA, 24501
www.unitedwaycv.org

United Way
of Central Virginia



Detailed Guide to Completing the Campaign Envelope

1. Collect all pledge forms and make sure they have been signed by the donor. Make two copies; give each donor a copy and also give a copy to your payroll department.
2. All CASH in excess of \$100 should be deposited in your organization's account. Convert the total amount given to one company check made payable to: **United Way of Central Virginia**.
3. The original of each pledge form should be included in the campaign envelope.
4. Sort pledge forms into three groups: Payroll Deduction, Checks, and Credit Cards.
5. Total all the checks and clip calculator tape to checks. Add all pledges paid by check and clip calculator tape to pledges. If tapes do not agree, add again until no discrepancies.
6. Complete all information in Section 1 and Section 2.
7. Complete Section 4, Pledge Information. First, enter Total Number of Pledges paid through payroll deduction, then the total amount of money represented by those pledges. Repeat for Cash, Checks, and Credit Cards.
8. In the box marked Total Employee Gifts, first total the Number of Pledges column and enter that number, then total the Amount of Pledges column and enter that amount.
9. In the Special Fundraisers box, enter the amount of money raised through any special fundraising activities at your organization (e.g. bake sales, carnivals, etc).
10. In the Corporate Matching/Gifts box, enter any corporate match amounts or other corporate gifts.
11. In the GRAND TOTAL, enter the total amount of money represented by all pledges, special fundraisers, and corporate matching/gifts.
12. Place ORIGINAL pledge forms in the report envelope. Place the company check you have for cash pledges and any other checks you received into the envelope. Seal the envelope and either call United Way of Central Virginia for pick up, or deliver to 1010 Miller Park Square, Lynchburg.

THANK YOU!