

SAMPLE

CAMPAIGN REPORT ENVELOPE

Year _____

COMPANY/AGENCY NAME XYZ COMPANY Number of Employees 60

CEO NAME John Doe TITLE Manager

ADDRESS 1234 Main Street

CITY Waldorf STATE MD ZIP 20601 COMPANY PHONE (301)XXX-XXXX

CAMPAIGN LEADER Your Name LEADER'S PHONE (301) XXX-XXXX

PLEDGE INFORMATION

Column #	1	2	3	4	Line #
		Pledge Amount	Cash-Check enclosed	Balance	
CORPORATE GIFT		\$2,924.00	\$1,000.00	\$1,924.00	1
EMPLOYEES	# of givers	Pledge Amount	Enclosed	Balance	
Cash	15	\$ 375.00	\$375.00	\$ 0.00	2
Payroll Deduction/Charges	37	\$1,924.00	\$ 0.00	\$1,924.00	3
TOTAL	52	\$2,299.00	\$375.00	\$1,924.00	4 (total lines 2 & 3)
ENVELOPE TOTALS	52	\$5,223.00	\$1,375.00	\$3,848.00	5 (total lines 1 & 4)

Checks should be made payable to United Way of Charles County

Line by Line Instructions

Fill out the top portion with your company's name and other information.

Line 1 is for your company's corporate gift, if any. Put the total amount in column 2, the amount of the gift being enclosed now in column 3, and the balance in column 4. In the example, this company gave \$1,000 now and promised to match their employees' payroll deductions dollar for dollar at some future date.

Line 2 is for employee one-time cash gifts. This includes cash, personal checks, and money orders. In column 1, put the number of employees giving cash gifts. In column 2, put the total of all cash gifts. Column 3 should be the same amount as column 2, since all cash should be enclosed now. Column 4 should have a zero balance.

Line 3 is for payroll deduction gifts and charge gifts. In column 1, put the number of employees giving through payroll deduction or charge pledges. In column 2, put the total annualized amount of payroll deductions (total each giver's amount for the whole year). Column 3 should be zero, since no payroll deduction gifts or charged gifts are enclosed now. Column 4 should be the same figure as column 2.

Line 4 should be a total of lines 2 and 3 across.

Line 5 should be a total of lines 1 and 4 across.

You're almost done! Now, put the white copies of all the pledge forms (or copies of your company's customized pledge forms), along with all checks, cash and money orders (unless you are required to send monies to a higher division within your company for processing), into the pledge envelope.

Need more help? [E-mail us!](#)