2019-20 CAMPAIGN SUMMARY

United Way of Mesa County

Company

Address

Campaign Coordinator Email

I verify that the amounts reported here are correct.

Authorized Signature

Print Name

Phone

STEP 1

Submit only the white (top) copy of pledge form to United Way. (Yellow = company; Pink = donor)

Verify that each pledge form is completely filled out.

Sort employee pledge forms into categories by type of payment (payroll deduction, check, credit card, etc.).

Start with one category. **Run a calculator tape** of amount pledged on each form. Band the forms together and **attach calculator tape**. Count the pledge forms in that bundle and write the number on the tape.

Enter number of donors and amount pledged for that type of payment in the corresponding boxes in the Employee Giving table at right.

Please include **perpetual givers** from previous year (provided on UW spread-sheet) in totals for Number of Donors and Amount Pledged.

Continue same process with each category.

In table at right, enter total # employees in organization, total # of donors, and total amount of employee giving.

1. Employee Giving

Type of Payment	Number of Donors	Amount Pledged
Payroll Deduction		$
Check		$
Cash		$
Credit Card		$
Bank Account Debit		$
Total # employees in organization: _____	Total # donors _____	Total employee giving $ _____

STEP 2

Verify that the Corporate pledge form is completely filled out. Enter amount of pledge in the box at right. Check small box if payment is enclosed, and attach that check to the Corporate pledge form.

2. Corporate Giving

Check here if corporate payment is enclosed. ☐	$

STEP 3

Run a tape of the cash and checks collected from all special events. Bind the cash and checks with the tape and label it 'Special Events.' Enter total amount in the box at right.

3. Special Events Proceeds

	$

STEP 4

Enter Grand Total of Employee, Corporate and Special Events at right. Place **white copies** of pledge forms, plus all checks and cash, in this Summary Envelope. Verify that the checks and cash enclosed equal the amount reported on the envelope. **Sign verification** (at top right) and deliver the completed Campaign Summary envelope to United Way or call 243-5364 for pick-up.

4. Grand Total

	$

— For United Way Use —

ACTION	Verified	Designations	CC	Deposit	ACH	DB Entry	Acknowledg-ments	TY Packet Sent
DATE		# $						
INITIALS								