



Report Envelope for Campaign Year _____

Batch # _____

Envelope # _____

Company Name _____ Parent _____

Individual Name _____

Please make checks payable to United Way of Benton & Lincoln Counties

INSTRUCTIONS

Complete Company information

- Record amount/type of corporate gift(s); sub-total
- Record employee pledges; sub-total (*include # of donors*)
Enclose copies of reports or forms with details of donor information.
- Total corporate gift and employee pledges

Seal the envelope; for security, and to protect donor confidentiality, we request 2 company representatives sign across the seal, verifying amount enclosed

Upon completion, return packet to United Way office

Company Contact / Date _____

Phone Number _____

UW Volunteer / Date _____

FOR OFFICE USE ONLY

Date _____

Special Event \$ _____

Data Entry _____ Date _____

NOTES

FEES \$ _____

1. Corporate

| | Total Pledge | Amount Enclosed | Amount Due |
|-----------------------|--------------|-----------------|------------|
| Check | | | |
| Payroll Match | | | |
| | | | |
| Sub-Total Corp | | | |

2. Employee (Individual)

| | # Donors | Total Pledge | Amount Enclosed | Amount Due |
|--------------------------|----------|--------------|-----------------|------------|
| Cash/Check | | | | \$00.00 |
| Payroll / EFT | | | | |
| | | | | |
| Credit Card | | | | |
| Sub-Total Emp/Ind | | | | |

3. Totals

| | # Donors | Total Pledge | Amount Enclosed | Amount Due |
|--------------------|----------|--------------|-----------------|------------|
| Corporate Gift | | | | |
| Emp/Ind Pledge | | | | |
| Grand Total | | | | |