

Report Envelope

SAMPLE

COMPANY/ORGANIZATION: **Entire company name and division if applicable**

ADDRESS: **123 S. West St., Springfield MO 65877**

SIGNATURE _____

Please sign here

Authorized Company Representative

TOTAL # OF EMPLOYEES (this is used to calculate participation rate): _____

Full-Time Equivalent Employees



United Way fights for the Health, Education & Financial Stability of every person in every community we serve.

United Way of the Ozarks

1. Fill out the entire envelope – use the front of this envelope to be sure everything is included.
2. Return pledge form as follows: White (original) – United Way • Yellow (copy) – company
3. Enclose cash, checks and white copy of the pledge forms. Please total cash and checks.
- New!** 4. If including rollover, please include spreadsheet of employees and annual pledge amounts.
5. Please **do not** include *employee donations* in corporate donation box.
- New!** 6. Please **do not** include *online gifts*. They will be automatically added to your campaign. (online giving report available upon request)
- New!** 7. Please include corporate information update (form inside).
8. Return the signed Report Envelope to your United Way representative or call for pick up.



Please clip all CASH or CHECK donations to completed pledge forms

CORPORATE DONATION ONLY	Total Amount Pledged	Amount Paid	Balance To Be Paid
	\$50,000.00	ZERO	\$50,000.00



Your Acct Mgr will count / verify all monies & info with you & sign the envelope

EMPLOYEE DONATIONS	Number of Donors	Total Donation	Amount Paid	Balance To Be Paid
Campaign Cash & Checks	27	\$ 475.00	\$ 475.00	XXXXX
Payroll Deduction Pledges	8,056	\$ 54,000.00	\$ N/A	\$54,000.00
Rollover Pledges New!	44	\$ 950.00	\$ N/A	\$950.00
Direct Billing Pledges	319	\$ 16,942.00	\$ N/A	\$16,942.00
Special Event Cash & Checks	XXXXX	\$ 5,034.00	\$ 5,034.00	XXXXX
Total Employee Donations	8,446	\$ 77,401.00	\$ 5,509.00	\$71,892.00

Send statements: monthly ___ quarterly ___ semi-annually ___ annually ___ do not send statements

FOR UNITED WAY USE ONLY	GRAND TOTAL	CASHIER'S RECAP TOTALS
ENVELOPE NO. _____	CASHIER'S INITIALS _____	Total Pledged \$ _____ Amount Paid \$ _____ Unpaid Balance \$ _____
BATCH NO. _____	DATE REC'D _____	
	CASH _____	
	CHECKS _____	

THANK YOU!

UNITED WAY OF THE OZARKS

320 N. Jefferson • Springfield, MO 65806-1109 • (417) 863-7700 • Fax: (417) 863-9102 • www.uwozarks.org



Please note our website address is now .ORG!