

Completing Your United Way of Kenosha County Campaign Report Envelope

Use a pen to fill out the campaign report envelope. Please make sure to write clearly.

Section 1: If a corporate pledge is included, please fill out this section

- Enter 1 for the # of givers, the total amount pledged, and the amount enclosed in the envelope.
- If the pledge will be paid in payments:
 - Complete the remaining balance box.
 - Select an option when the remaining payment will be sent to United Way
 - Enter an address where we can mail a payment reminder if it is different from the main company address.

Section 2: Please fully complete the **Employee Pledges** section including # of givers, total dollar amount of givers per line item, total payment enclosed per line item, and any balance remaining from the pledges given for payroll deductions and direct bills.

- Make sure to complete the last line item: Total Employee Pledges
- If there are payroll deductions, please select an option when the remaining payments will be sent to United Way.

Section 3: If your company held any special events to fundraise for United Way, include that payment information in this section.

Section 4: Envelope total: Add up sections 1-3 and enter the total amount of pledges, payments enclosed, and any balances remaining.

Section 5: It is very important to enter the total number of employees working at your company.
This information assists us with campaign penetration numbers and campaign goal tracking.

Section 6: Please print legibly the Employee Campaign Ambassador name and contact information.
This provides the United Way staff information on who to contact should there be any questions.

Section 7: If someone other than the Employee Campaign Ambassador completed the envelope information, include their information in this section.

BACK OF ENVELOPE

The person who completes the front of the campaign envelope should sign and date the back of the envelope in front of a United Way staff member. The United Way staff member should also sign after verifying information listed on the front is correct.

The envelope should be sealed only when both signatures are done.