

Campaign Report



(United Way Use Only)

Please attach this form to the **outside** of the Campaign Report Envelope

Envelope #: _____

Organization:

Date: _____

Address:

Auditor's Initials: _____

Executive:

Phone #:

Account #

Payroll Information:

Payroll Contact: _____ Payroll phone # _____

Payroll billing address: (if different from mailing address): _____

Number of pay periods in your year: 12 24 26 52 Date that payroll deductions begin: _____

Campaign Results: (This report should **only** include those contributions not on your previous reports)

Is this your final campaign report? Yes No Report # _____

Employees:

	# of Donors	Amount Enclosed	Total Contributions
Fully Paid Gifts (Cash & Checks Enclosed) <small>(Please do not include special event money in this total)</small>	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>
Other Pledges <small>(Please enclose signed pledge cards for pledges other than payroll deduction, i.e., securities/stock, automatic account deduction)</small>	<input type="text"/>		\$ <input type="text"/>
Payroll Deduction (Annualized) <small>(Please retain pledge cards for your payroll department)</small>	<input type="text"/>		\$ <input type="text"/>
Corporate Gift: <small>(Quarterly billing reminders will be sent unless you specify otherwise on your corporate pledge card)</small>		\$ <input type="text"/>	\$ <input type="text"/>
Special Events: <small>(Payment must be enclosed to be included in this report)</small>		\$ <input type="text"/>	\$ <input type="text"/>
Total	<input type="text"/>	\$ <input type="text"/>	\$ <input type="text"/>

Leadership Giving:

Number of Key Club givers: _____ Number of Alexis de Tocqueville members: _____

(Please turn in Key Club Membership Form with Campaign Report)

Techniques Used in This Campaign:

- | | |
|--|--|
| <input type="checkbox"/> Name a coordinator | <input type="checkbox"/> Hold informational meetings |
| <input type="checkbox"/> Recruit a campaign team | <input type="checkbox"/> Show the United Way video |
| <input type="checkbox"/> Set meaningful goals | <input type="checkbox"/> Distribute United Way brochures |
| <input type="checkbox"/> Hold briefing for management | <input type="checkbox"/> Distribute personalized pledge cards |
| <input type="checkbox"/> Participate in Day of Caring | <input type="checkbox"/> Offer incentives for participation |
| <input type="checkbox"/> Conduct a United Way agency tour | <input type="checkbox"/> Creatively thank employees for giving |
| <input type="checkbox"/> Conduct internal campaign kickoff | <input type="checkbox"/> Host a Key Club "thank you" event |

Company Signature Required

Signature: _____

Title: _____

Print Name: _____

Phone #: _____ Date: _____

E-mail: _____

Thank You!