


PLEDGE ENVELOPE INSTRUCTIONS



CAMPAIGN REPORT ENVELOPE
 701 Steuben Street Sioux City, IA 51101
 Phone: 712-255-3551 Fax: 712-255-3028

INSTRUCTIONS

- Complete Entire Envelope
- Attach Cash/Check to Pledge Forms
- Enclose ALL Pledge Forms
- **MAKE A COPY OF PLEDGE FORMS FOR YOUR PAYROLL RECORDS**
- Call 712-255-3551 To Have United Way Pick Up Your Envelope

THANK YOU

Company _____

Company: _____ # of Employees _____ Org. # _____

Preparer's Name: _____

Phone: _____ Email: _____

Payroll Contact Name: _____

Phone: _____ Email: _____

Donation Type	# of Donors	Total
Employee Donations		
(A) Cash or Check		
(B) Payroll Deduction		
(C) Direct Bill		
(D) Credit Card		
1. Total Employee Donations (A+B+C+D)		
2. Special Event Donations		
3. Corporate Donation <small>(Corporate Pledge Confirmation or Payment Enclosed)</small>		
TOTAL OF ALL DONATIONS (1+2+3)		

GIVING CARDS

#Needed _____

#Distributed _____

Giving Cards are for individuals that donate \$100+ annually.

FOR OFFICE USE ONLY
 ANDAR Env. # _____ Date: _____
 Designations: # of Donors _____ Total \$ _____
 Leaders: # of Donors _____ Total \$ _____

1 Contact information is essential for United Way in case there are any questions. **# of employees** is the only way we have of updating that information on a company each year.

2 Completely filling in ALL the donation information sections serves as a cross check and balance for the company's total giving.

3 Fill in the number of Giving Cards needed and UW will deliver them. If you have giving cards fill in the number distributed.

4 When your envelope is complete either deliver to UW or contact UW to pick it up.