


PLEDGE ENVELOPE INSTRUCTIONS

Please make sure the Pledge Envelope is COMPLETELY filled out and the necessary pledge forms/checks/cash/etc. are enclosed.

Don't forget to hand out **GIVING CARDS** for anyone donating **\$100+**.



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

2 Completely filling in the 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 United Way or contact us to