

EMPLOYEE CAMPAIGN ENVELOPE



LIVE UNITED

Include only those employee and corporate contributions that have not previously been submitted Partial Report Final Report

1. Company/Organization Name

Address _____ Employee Campaign Manager: _____
 _____ Email: _____
 _____ Phone: _____
 Envelope Preparer's Name: _____ (if other than ECM) United Way Representative Picking Up Envelope:
 Preparer's Phone Number: _____ Name: _____ Date: _____
 Preparer's Signature: _____

Number of Community Investment Forms enclosed: _____ Number of pay periods in one year: _____
 Number of Employees at time of Campaign: _____

2. Corporate Giving and Employee Pledge Summary

Do you match employee contributions? Yes No Match Formula: Dollar for Dollar
 Corporate Match enclosed Yes No Other: _____
 Corporate Gift (not matching funds) enclosed Yes No
 How will your company remit corporate gift/match? _____
 How will your company remit payroll deductions? _____

Type of Contribution			Number of Investors	Total Investment	Initial Finance Audit UW Use Only	Final Finance Audit UW Use Only
Employee Payroll Deductions			# Investors	\$ Total Pledges		
Employee Contributions						
Cash	# Investors	\$ Total Cash				
Check	# Investors	\$ Total Checks				
Credit Card	# Investors	\$ Total CC				
Employee Contribution			# Investors	\$ Total		
Cash + Check + CC = Total Investment						
Corporate Gift (not matching funds)			n/a	\$ Total		
Corporate Matching Funds			n/a	\$ Total		
Special Events						
Cash	n/a	\$ Total Cash				
Check	# Checks	\$ Total Checks				
Credit Card	# Transactions	\$ Total CC				
Special Events			n/a	\$ Total		
Cash + Check + CC = Total Investment						

3. Envelope Total Amount

Emp. Payroll Deductions + Emp. Contributions + Corp. Gift + Corp. Matching Funds + Special Events = Envelope Total Amount	# Investors	\$ Total		
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Initial Finance Audit UW Use Only
<input type="checkbox"/> OOA Processed by
<input type="checkbox"/> OOA/Passthru form enclosed

Initial Finance Audit	Final Finance Audit
Calculated and agreed	Calculated and agreed
Date:	Date:
UW Staff:	UW Staff:

Account #

FOR UW
USE ONLY

Campaign Year: _____

ENV # _____

ADJ # _____

MATCH # _____