

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 Cash + Check + CC = Total Investment	# Investors	\$ Total		
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 Cash + Check + CC = Total Investment	n/a	\$ Total		

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
 OOA Processed by _____
 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 # _____