

COMPANY INFORMATION

Company Name: _____

Company Account #: _____

Address: _____

Phone: _____

CEO: _____

CAMPAIGN INFORMATION

Employee Campaign Coordinator: _____

Phone: _____

Email: _____

Payroll Contact: _____

Phone: _____

Email: _____

Number of payroll periods per year: _____

Total number of company employees: _____

HOW TO WRAP-UP YOUR CAMPAIGN

- Work with CEO to secure corporate gift. Include **signed** Corporate pledge form in envelope
- Verify employee pledge forms are filled out correctly, **signed**, and payroll periods are accurate
- Verify checks are written to United Way of Cass-Clay
- Photocopy employee pledge forms and provide to your payroll department
- Place paper pledge forms in envelope sorted by pledge type (cash, checks, payroll, no gift)
- Place special event dollars in the smaller envelope (if applicable)
- Enter total dollars by gift type on the table below (**DO NOT** include online gifts in the table)
- Seal envelope and drop off at the United Way office located at 4351 23rd Ave S, Fargo, ND 58104 within 2 weeks of your campaign ending. Call United Way if you need us to pick up your packet, 701-237-5050

WHAT'S INSIDE THIS PACKET

Do not include online gifts below. Online gifts will be added to your campaign totals by United Way.

	Total Pledge Enclosed	Total Payments Enclosed	Amount Due	Credit Card
Corporate Gift	\$	\$	\$	\$
Employee Cash	\$	\$		
Employee Check	\$	\$		
Paper Pledge Payroll Deductions	\$	\$		
Special Events	\$	\$		
Total	\$	\$	\$	\$

UNITED WAY USE ONLY	Packet Received	Prepared
	By: _____	By: _____
	Date: _____	Date: _____
	Envelope Number	Processed
	By: _____	
	Date: _____	
Deposit Date	Audit	
Cash: _____	By: _____	
Checks: _____	Date: _____	

