

This report is Partial Final Additional pledges

**United Way of Montgomery,
Radford & Floyd**



PO Box 6202 Christiansburg VA 24068-6202
(540) 381-2066 FAX (540) 381-2067
Email: info@unitedwayNRV.org
Web: www.unitedwayNRV.org

Campaign Summary Report

COMPANY _____ PHONE _____

ADDRESS _____

(Billing address for payroll deductions if different from general address.)

Payroll Deduction Begins (Month/Year) _____ # of Pay Periods _____

Current # of FULL-TIME employees _____ Current # of PART-TIME employees _____

This # will be used to calculate the % of employees participating

REQUIRED: Return with Pledge Forms

Employee Campaign Pledges & Payments	Number (#) of Donors	Amount
Payroll Deduction		
Cash		
Check		
Credit Card		
Special Event	NA	
Total		

Please ask your CEO/manager for a corporate gift.
Submit the pledge on a corporate pledge form, and submit with this report if possible.

Corporate Gift

- YES**, corporate pledge of \$_____.
- Please bill us
 - Quarterly Semi-Annually One Time on _____
- Our corporate gift is being sent separately.
- No, there is no corporate gift.

Person Preparing this Report: _____

(Please Print)

Phone #/Ext.: *(If different from above)* _____

Email: _____

Total Number (#) of Volunteers: _____

Total Number (#) of Volunteer Hours: _____

of Leadership Givers with this report: _____ (\$500+ total)

UWMRF OFFICE USE ONLY

Number (#) of Donors	Amount
NA	

Total Paid: _____

Total Due: _____

Audited by: _____ Date: _____

System Entry by: _____ Date: _____

Notes:

3 Easy Steps

1) Collect all pledge forms.

Collect pledge forms regardless of the type of pledge/gift a person made, i.e. payroll deduction, cash/check, or credit card.

2) Review pledge forms for obvious errors.

All forms should be signed by the donor. If an amount per pay period multiplied by the number of pay periods doesn't add up, please check with the employee before you submit their pledge form.

3) HR/Payroll needs one copy of payroll deduction pledge forms. United Way needs a copy of ALL pledge forms (payroll, cash, check, credit card or special event).

Regardless of the gift or pledge method chosen by the donor, pledge forms contain donor information needed by United Way such as donor designations, Loyal Contributor and Leadership giving information, and requests for more informa-

Did You Remember To...

- Complete all information requested on the Report Summary.
- Complete ALL information to qualify for a company award.
- Enclose one copy of each pledge form, especially if a gift is designated.*
- Retain one copy of each pledge form for payroll deductions and forward them to your company Payroll Deptment for processing.
- Enclose all check/cash contributions.
- Enclose signed Corporate Pledge Form, if applicable.

**NOTE: If your company uses its own pledge forms or online pledging, please enclose a list of designations which includes the donor name, amount of the designation and to which agency the gift is designated.*

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