

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

DATE \_\_\_\_\_

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 INFORMATION

Campaign Pledges & Payments	Number (#) of Donors	Amount
<b>Payroll Deduction</b>		
<b>Cash</b>		
<b>Check</b>		
<b>Credit Card</b>		
<b>Special Event</b>	<b>NA</b>	
<b>Corporate Gift</b>	<b>NA</b>	
<b>Total</b>		

### Corporate Gift Options

- 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: \_\_\_\_\_

Date: \_\_\_\_\_ Phone #/Ext.: \_\_\_\_\_

Email: \_\_\_\_\_

# of Leadership Givers with this report (\$500+): \_\_\_\_\_

## UWMRF OFFICE USE ONLY

Number (#) of Donors	Amount
<b>NA</b>	
<b>NA</b>	

Total Paid: \_\_\_\_\_

Total Due: \_\_\_\_\_

Audited by: \_\_\_\_\_

Date: \_\_\_\_\_

System Entry by: \_\_\_\_\_

Date: \_\_\_\_\_

# of Leadership Givers (\$500+) \_\_\_\_\_

# of Loyal Contributors \_\_\_\_\_

# 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 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) Both United Way and your company's Human Resources/Payroll department will need one copy of each pledge form.

In order to ensure each donor's gift is handled properly, please make one copy of each pledge form. The original pledge form should be given to your HR/Payroll department and the copy should be given to United Way. Regardless of the gift or pledge method chosen by a donor, pledge forms contain donor information needed by United Way such as donor designations.

## Did You Remember To...

- Complete all information requested on the Campaign Summary Report.
- Enclose one copy of each pledge form for United Way.
- Retain one copy of each pledge form for payroll deductions and forward them to your company Payroll Department for processing.
- Enclose all check/cash contributions.
- Enclose signed Corporate Pledge Form, if applicable.

*\*\*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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