

This report is: Partial Final Additional pledges

United Way
of the New River Valley



PO Box 6202 Christiansburg VA 24068-6202
(540) 381-2066 FAX (540) 381-2067
Email: gifts@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 # FT employees: _____ Current # PTEmployees: _____ FTE: _____

These #s will be used to calculate the % of employees participating (for annual awards)

REQUIRED INFORMATION

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

Corporate Gift Information

- 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+): _____

UWNRV OFFICE USE ONLY

Number (#) of Donors	Amount
NA	
NA	

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.
- Complete information on FT, PT, and FTE staffing for our records (Thank you!)
- 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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