

Campaign Envelope: Turn-In Ready Checklist!



- I have completely filled out my campaign envelope, I realize that all this information is very important.** Including: Company name, address, phone, finality of report, # of employees in your organization, # of employees giving, # of pay periods, information concerning contents of the envelope, total amount donated, ECC name, ECC signature, ECC title, ECC phone number, date of envelope receipt, ECC email address.

I have given copies of each payroll deduction form to the appropriate office/person:

- White Copy: Company Payroll Office**
- Yellow Copy: United Way Office**
- Pink Copy: Individual Donor**

I have included the following necessary contents in my company's campaign envelope:

- Cash-** employee donations, corporate donations & special events.
- Checks-** employee donations, corporate donations & special events.
- Payroll Deduction Forms: Yellow Copy Only**