

Company Name _____

Address _____



United Way
of Paducah-McCracken County

Campaign Report Envelope

FINAL CAMPAIGN ENVELOPES ARE DUE BY NOVEMBER 2ND.

PLEASE COMPLETE ITEMS 1 THROUGH 5.

1

Is this your FINAL campaign report?
 Yes No

IF YES

COMPLETE

- Total # of employees in your organization _____ Number of employees giving _____
- Number of pay periods 12 24 26 Other / mixed _____
- Are all **non-payroll** deduction pledge cards enclosed? Yes No
(Forward white copies of payroll deduction forms to your payroll department.)
- Are checks and cash enclosed? Yes No

Please do not include amounts reported on previous envelopes.

2

Type of Contribution	Number of Donors	Amount Raised	Verified By United Way	Cash Enclosed (Please Initial)	Comments
a. Cash (enclose cash)		\$			• Cash and check pledge cards should be included in the envelope (available online if needed).
b. Checks (enclose checks)		\$			

3

c. Online Giving (enclose copy of receipt)		\$			• Fill out and enclose the yellow copy of the payroll deduction pledge form.
d. Payroll Deduction (enclose yellow copy of form)		\$			

TOTAL (cash, checks, online and payroll deductions)		\$		\$
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4

COMPANY MATCHING GIFTS		\$		• Questions? Please check with company management.
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CORPORATE GIFT		\$		• Please enclose corporate pledge card (available online if needed).
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DONATIONS NOT LISTED ABOVE		\$	Name of Event:	
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TOTAL ALL GIFTS		\$		\$
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5

AUTHORIZATION: The information on the face of this envelope is accurate to the best of my knowledge. I have verified the payroll gifts, therefore, United Way is authorized to issue statements in these amounts.

ECC _____

Signature _____ Title _____

Phone No. _____ Date _____

Email _____

United Way of Paducah-McCracken County

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www.unitedwaypaducah.org