

## STEP 1

## CONTACT INFORMATION

BUSINESS NAME

ADDRESS

CITY

STATE

ZIP CODE

CONTACT NAME

PHONE NUMBER ☐ Cell ☐ Work

EMAIL ADDRESS ☐ Personal ☐ Work

SIGNATURE

DATE

## STEP 2

## WORKPLACE CAMPAIGN TOTALS

	NUMBER OF GIFTS	TOTAL PLEDGE AMOUNT	PAYMENT ENCLOSED	AMOUNT DUE
PAYROLL DEDUCTIONS				
CASH				
CHECKS				
CREDIT CARDS				
CORPORATE GIFT				
OTHER				
GRAND TOTALS				



PLEASE ALSO COMPLETE THE BACKSIDE OF THIS FORM



## STEP 3

## COMPLETING YOUR UNITED WAY CAMPAIGN

Number of Pay Periods: \_\_\_\_\_

*If there are multiple pay periods, please list the number of pay periods individually on the spreadsheet. This helps us to verify their total donation through payroll.*

Date Payroll Deductions Begin: \_\_\_\_\_

Date First Check will be Sent: \_\_\_\_\_

### INCLUDE WITH PACKET WHEN RETURNED TO UNITED WAY:

- ☐ Copy of your pledge spreadsheet. The pledge spreadsheet should include employee name, gift amount, and any gift designations.
- ☐ Copies of all pledge forms or email copies of the pledge forms to [give@uwofsc.org](mailto:give@uwofsc.org).
- ☐ All cash and check donations.

### PLEASE PROVIDE ANY ADDITIONAL NOTES OR UPDATES BELOW.

THANK YOU FOR BEING A CHANGE-MAKER IN OUR COMMUNITY!

### FOR UNITED WAY OFFICE USE ONLY

UWSC Contact\_\_\_\_\_ Date Received\_\_\_\_\_

☐ Andar

Campaign Dates\_\_\_\_\_ No. of Employees\_\_\_\_\_

☐ Acknowledgement/Date\_\_\_\_\_

Additional Campaign Packets? Yes or No

Other Notes