

INSTRUCTIONS FOR COMPLETING EMPLOYEE CAMPAIGN REPORT ENVELOPES

Section I – This should have a pre-printed label from United Way of Greenville County. If it does not, please complete the company name and address of your location.

Section II –

1. This should be the total number of employees that work in your Greenville County location.
2. The number of donors included in this envelope that qualify as Fair Share contributors.
3. The number of donors included in this envelope that qualify as Palmetto Society Members.
 - *Check to indicate Palmetto Society Report Form enclosed
 - *Check to indicate Palmetto Society Pledge Cards enclosed
4. Number of donors included in this envelope who have designated their donation.
5. Total amount designated by donors in #4 (above).

Section III –

Partial Report – Check this box if this envelope is *not* the complete and final envelope your company will turn in during this campaign year.

Final Report – Check this box if this envelope *is* the complete and/or final envelope your company will turn in.

Section IV – Please check the box to indicate you e-mailed the list of donors eligible for United Way Thank you coupon card.

Section V – Please check box to indicate if you already turned in your Corporate Gift amount **OR**

Please check box to indicate signed Pledge Card and/or check enclosed. (must complete Section VI-B) **OR**

Please sign to indicate amount in Section VI-B is the company's corporate gift.

Section VI –

A. Employee

1. Fully Paid Gifts –

- *# Donors* - Provide # of donors (1 pledge card per donor) whose cash or checks are enclosed.
- *Total \$ Gift or Pledge and Total Cash/Checks Enclosed* - should be same number in this section, which is the total amount of cash/checks enclosed in envelope.

2. Direct Bill Pledges –

- *# Donors* - Provide # of donors (1 pledge card per donor) who requested to be billed directly or indicated they wish to pay by stock or credit card.)
- *Total \$ Gift or Pledge* - Total amount they pledged to give. ****Must provide actual amount of pledge, not %**.**
- *Total Cash/Checks Enclosed* - Complete only if partial payment of pledge is being paid by cash or check.

3. Payroll Deduction Pledges (PRD) –

***Payroll deduction cards should be sent directly to your company payroll department, not United Way**

- *# Donors* - Provide # of donors who requested to pay via payroll deduction.
- *Total \$ Gift or Pledge* - Total amount they pledged to give. ****Must provide actual amount of pledge, not %**.**
- *Total Cash/Checks Enclosed* - There should be no cash/checks included for PRD pledges.

4. Special Event Dollars (Special Events are cash/checks collected for special events, such as a bake sale)

- *# Donors* - Leave Blank. There are no donors for a special event.
- *Total \$ Gift or Pledge and Total Cash/Checks Enclosed* - should be same number in this section, which is the total amount of cash/checks enclosed in envelope.

5. Employee Totals

- *# Donors* – Total number of donors of all types
- *Total \$ Gift or Pledge* – Total \$ pledged/gift of all types
- *Total Cash/Checks Enclosed* – Should be total of all cash/checks enclosed in this envelope.

B. Corporate Gift – Only fill out this section if a Signed Pledge Card or Check is enclosed or section V is signed.

C. Envelope Grand Total

Section VII –

This section should be completed to ensure United Way of Greenville County will have the proper billing contact information for your payroll department. Note – Some companies prefer their payroll be billed to a different location. Please provide name, signature and contact phone number for the person completing this form in case of any questions.

Section VIII – Please sign envelope to confirm who entered the totals.