

GREENVILLE COUNTY SCHOOLS:
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 for your school.
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 to another non profit.
5. Total amount designated by donors in #4 (above).

Section III –

Final Report – Check this box, even if there may be more money coming later. We can add later anything additional that your school may turn in.

Section IV – Please check the box to indicate that you e-mailed to UW the list of donors eligible to Thank You Card Coupon.

Section V – SKIP—there are no corporate gifts.

Section VI -

- A. 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.
- B. 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 just %.** **UW can get that information from GCS Payroll office if necessary.**
 - *Total Cash/Checks Enclosed* - Complete only if partial payment of pledge is being paid by cash or check.
- C. Payroll Deduction Pledges (PRD) –
Payroll deduction cards should be sent directly to United Way. We will take them to the District Office in one batch and make sure that we have them from all schools.
 - *# 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 just %.** **UW can get that information from GCS Payroll office if necessary.**
 - *(If you have a Fair Share giver (1% of salary), ask the donor to put the amount on the pledge card and seal it in an envelope. Or, we can call the District Office for the amount.)*
 - *Total Cash/Checks Enclosed* - There should be no cash/checks included for PRD pledges.
- D. 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.
- E. 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.

Section VII –

This is the GCS Payroll Dept and we have that number. Do not need to complete.

Section VIII –

Please provide the name, signature and contact phone number for the person completing this form in case of any questions.