

Donor Choice designation forms/designation information

company payroll

Pledge cards of all donors once they have been entered into

Cash & checks with signed pledge cards attached

Palmetto Society (PS) Report Forms & PS Pledge Cards  
 Coupon Report List emailed to United Way  
 Corporate Gift Pledge Card

**HAVE YOU ENCLOSED:**

For United Way Use

**CAMPAIGN REPORT  
ENVELOPE**



United Way of Greenville County  
 105 Edinburgh Court  
 Greenville, SC 29607  
 864.467.3333  
 www.unitedwaygc.org

<p><b>Section I—Company Information</b></p> <p>Company Name _____</p> <p>Address _____</p> <p>City, State, Zip _____</p> <p>Name of Chief Executive Officer _____</p>	<p>For United Way Use</p> <p>Account Number/E _____</p> <p>Account Number Sublocation _____</p> <p>Structure Number _____</p>
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**Section II COUNT SUMMARY**

1. Number of Employees working in Greenville County \_\_\_\_\_

2. Number of Community Builder contributors (\$250 - \$999) \_\_\_\_\_

3. Number of Palmetto Society Members (\$1,000 or more) \_\_\_\_\_

Palmetto Society Report Form Enclosed

Palmetto Society Pledge Cards Enclosed

4. Number of Donor Choice Designation Forms Enclosed \_\_\_\_\_

5. Amount Designated \$ \_\_\_\_\_

(Total Amount from Donor Choice Designation Forms)

**Section III—Report Status**

Please report only amounts contained in this envelope.

Partial Report  Final Report

**Section IV THANK YOU COUPON CARD**  
(all \$250+ givers)

List emailed to [thankyou@unitedwaygc.org](mailto:thankyou@unitedwaygc.org)

**Section V CORPORATE GIFT**

Already turned in to United Way

Signed pledge card and/or check enclosed - (Complete line B in Section VI below)

Consider amount listed on line B in Section VI below as Corporate Pledge (confirming signature required)

\_\_\_\_\_

Confirming Signature

**Section VI SUMMARY OF GIFTS/PLEDGES**

A. EMPLOYEE:	# Donors	Total \$ Gift or Pledge	Total \$ Cash/Checks Enclosed
1. Fully Paid Gifts (Cash & Checks)—Enclose Signed Pledge Cards			
2. Direct Bill Pledges (Includes Stock, Bill Me, and Credit Card Pledges) Enclose Signed Pledge Cards			
3. Payroll Deduction Pledges <i>(This information MUST be provided by company.)</i>			N/A
4. Special Event/Fundraiser Dollars	N/A		
5. Employee Totals			
<b>B. CORPORATE:</b> Enclose Signed Pledge Card or sign above in Section V	N/A		
<b>C. GRAND TOTAL:</b>			

**Section VII PAYROLL PAYMENT INFORMATION**

1. Date you will begin withholdings for the above Payroll Deduction Pledges \_\_\_\_\_ Month \_\_\_\_\_ Year \_\_\_\_\_

2. Payroll deduction withholdings will be paid to United Way.  Monthly  Quarterly

3. Billing/Payroll Dept. Contact: Name \_\_\_\_\_ Phone \_\_\_\_\_

4. Billing Address (if different from above) \_\_\_\_\_

**Section VIII PLEDGE CARD SUBMISSION**

All pledge cards or copies (after submitted to company payroll) returned to United Way in enclosed envelope.  Yes  No

**Section IX AUTHORIZATION**

\_\_\_\_\_  
 Please print name of person preparing report. Signature Phone Date

**Section X EMPLOYEE CAMPAIGN AWARDS**

**AWARD CRITERIA:**

- 10% increase in employee giving
- \$100 or more employee per capita
- One or more Palmetto Society members (\$1,000+)
- 50% or more employee participation
- One of the top 25 largest employee campaigns
- 50% or more of donors give at a Community Builder level or above (\$250 and up).

**Chairman's Award:** Meet any four of the award criteria

**Campaign Award of Excellence:** Meet any two of the award criteria

Received	<b>FOR UNITED WAY USE ONLY</b>	Audited
Initials      Date		Initials      Date

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