

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>Section I—Company Information</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

- Number of Employees working in Greenville County _____
- Number of Community Builder contributors (\$250 - \$999) _____
- Number of Palmetto Society Members (\$1,000 or more) _____
 - Palmetto Society Report Form Enclosed
 - Palmetto Society Pledge Cards Enclosed
- Number of Donor Choice Designation Forms Enclosed _____
- 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

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. CORPORATE: Enclose Signed Pledge Card or sign above in Section V	N/A		
C. GRAND TOTAL:			

Section VII PAYROLL PAYMENT INFORMATION

- Date you will begin withholdings for the above Payroll Deduction Pledges _____
Month Year
- Payroll deduction withholdings will be paid to United Way. Monthly Quarterly
- Billing/Payroll Dept. Contact: Name _____ Phone _____
- 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	FOR UNITED WAY USE ONLY	Audited
<small>Initials Date</small>		<small>Initials Date</small>

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