

INSTRUCTIONS FOR COMPLETING EMPLOYEE CAMPAIGN REPORT ENVELOPES



United Way
of Greenville County

Section 1

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 2

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 a Community Builder (\$250 or more).

Section 3

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) –

***Original payroll deduction cards should be sent directly to your company payroll department. United Way would like a copy or an Excel list with Donor Names, Pledge Amounts and e-mail addresses.**

- *# 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 Amount

C. Envelope Grand Total

Section 4

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 5

Please sign envelope to confirm who entered the totals.

DON'T FORGET!

- Create an excel spreadsheet of all donor pledges and details then send the excel spreadsheet with all donor details to accounting@unitedwaygc.org.
- Attach any cash or checks to the respective pledge cards and include in envelope.
- Make copies of pledge cards for your payroll records.
- Include the Palmetto Society (PS) report form for all PS pledge cards.
- Send \$250+ contributor names to thankyou@unitedwaygc.org.