

# 2019-20 Campaign Envelope

Thank You

Company Name: \_\_\_\_\_

Phone: \_\_\_\_\_



Total number of employees: \_\_\_\_\_

Deductions will begin on: \_\_\_\_\_

Pay periods are:

- 52 (weekly)
- 26 (bi-weekly)
- 24 (semi-monthly)



Envelope _____ of _____	# of givers	A: Total of all gifts	B: Total paid now	C: Balance due
Corporate Pledge				
Payroll Deductions				
Cash/Check Contributions				
Bill Directs				
Sustainable Donor				
<b>Totals</b>				
<small>Column A - Column B = Column C</small>				

**Before you seal this envelope, have you...**

- \_\_\_ Checked each pledge card for accuracy and completeness?
- \_\_\_ Enclosed cash/check and pledge card for each paid pledge?
- \_\_\_ Enclosed a yellow copy of each pledge card?
- \_\_\_ Retained white copies of all payroll deduction cards to be forwarded to your payroll office?
- \_\_\_ Completed the information on the front of this envelope so that all columns are reconciled?



**United Way of Douglas & Pope Counties**

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UW Office Only

Date \_\_\_\_\_

Initials \_\_\_\_\_

DT \_\_\_\_\_

QB \_\_\_\_\_

**Campaign Coordinator's Volunteer Time** \_\_\_\_\_