

# Campaign Report Envelope



Tygart Valley  
**UNITED WAY**

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

Employee Coordinator \_\_\_\_\_

TOTAL EMPLOYEES

	# of Givers	Total Amount
<b>PLEDGED</b>	Payroll Deductions	
	To Be Billed	
	Credit Cards	
	<b>Subtotal Pledged Gifts</b>	
<b>ENCLOSED</b>	Cash	
	Check	
	Fundraisers (Raffles, jeans day, bake sales, contests, etc.)	
	<b>Subtotal of Enclosed Gifts</b>	
<b>Report Grand Totals</b>		<b>C</b>

**A + B = C**

\_\_\_\_\_  
SIGNATURE (Employee Coordinator or person preparing report)

\_\_\_\_\_  
DATE

UNITED WAY OFFICE USE

Received Date \_\_\_\_\_

Audit Date \_\_\_\_\_

Staff Initials \_\_\_\_\_