

Report Envelope



P.O. Box 1593, Green Bay, WI 54305-1593 (920) 432-3393 www.browncountyunitedway.org

FILL OUT COMPLETELY - Please Print

Name of Organization:	
Street Address / P.O. Box:	
City, State, Zip Code:	
Billing Address (If Different):	
Company Coordinator Name:	
Phone:	Email:

Preparer's Name: _____ Preparer's Signature: _____ Date: _____

Total # of Employees:	<input type="checkbox"/> PARTIAL REPORT <input type="checkbox"/> FINAL REPORT
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Totals below should agree with envelope contents. (Do not include previously reported data)

EMPLOYEE GIVING	# OF DONORS	TOTAL CONTRIBUTION	CASH/CHECK IN ENVELOPE	BCUW ONLY
Employee Payroll Deductions				
Cash / Checks (Paid in Full Contributions)				
Credit Card Contributions				
All other Employee Giving (Stocks, Employee to be Billed)				
Special Events / Fund Raising (Bake Sale, Etc.)				
Total Employee Giving				
CORPORATE GIFT (Enclose signed Community Commitment Card)				
ENVELOPE TOTAL	Total # Donors	Total Contribution	Total Cash/Checks	

FOR UNITED WAY USE ONLY:

Envelope #	Deposit Date	Rcv'd Date & Initials	Audited: Content by & Date
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THANK YOU!!

From the many people who benefit from your generosity!

PLEASE REMEMBER:

Totals on this Campaign Report Envelope should ONLY reflect payments and pledges in THIS envelope.

DO NOT REPORT ANY PAYMENTS OR PLEDGES PREVIOUSLY SUBMITTED.

- Enclose all cash and checks.
- Return ALL TOP COPIES of pledge forms to United Way.
- Return ALL MIDDLE COPIES of pledge forms to United Way from donors giving by cash, check, bank funds transfer, credit card or wishing to be billed. Employer should retain middle copies for gifts made through payroll deduction only.
- All donors should retain the last copy.
- For all corporate contributions, enclose signed corporate pledge card.
- Sign and date the report envelope.
- Include your telephone number.
- Include the correct mailing address.

If you have any questions regarding the Campaign Report Envelope, please call United Way at (920) 432-3393 and ask for assistance.

THANK YOU!



Brown County United Way

staff@browncountyunitedway.org

www.browncountyunitedway.org