



UNITED WAY OF WHITESIDE COUNTY
 PO Box 806 | Sterling, IL 61081
 815.625.7973 | uwwhiteside.org

CAMPAIGN ENVELOPE

Please use this envelope for only ONE business or organization. Don't forget to include cash, checks, a copy of each employee's pledge card, and the corporate pledge.

Company/Organization	Date Envelope Returned
Address, City, State, Zip	Phone
Contact Person	Number of Employees
Is this the final report for this business, organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Corporate Gift Last Year _____

Corporate Goal This Year _____

Employee Gift Last Year _____

Employee Goal This Year _____

	Number of Donors	Total Pledged	Amount Enclosed	Balance
Corporate Pledge		\$	\$	\$
Payroll Deduction Pledges		\$		\$
Cash Donations		\$	\$	
Check Donations		\$	\$	
Credit Card Donations		\$	\$	
Bill Me Pledges		\$		\$
Special Events		\$	\$	\$
TOTALS		\$	\$	\$

Did you remember to...

- Verify that the cash and checks in this envelope match the total?
- Make sure pledge cards are signed by individual donors and included in this envelope?
- Distribute white copies to the payroll department, yellow copies to United Way and pink copies the donor.
- Put special event donations in the envelope?
- Deliver finished envelope to United Way, or make arrangements for United Way to pick up the envelope.