

# IMPORTANT

## INSTRUCTIONS FOR COMPLETING REPORT ENVELOPE

- Collect all pledge cards from the donors. IT IS IMPORTANT THAT YOU check to make sure the pledge card states the **TOTAL GIFT AMOUNT**. Make sure the donor's name/address and designation information is **legible** and that the pledge card is **signed**.
  - If a donor gave a check or cash, please have them fill out a pledge card and attach the cash/check to that card.

- Turn **yellow** copies of pledge cards into your **payroll office**.
- Pink** copy is the **donors receipt**.
- White** copies of the pledge cards go to the **United Way Office** inside the campaign reporting envelope.

- Sort all **white** pledge cards that selected "EASY PAYROLL DEDUCTION" (as pictured right) together. Total up all payroll deduction pledge cards and insert total on the "Payroll Deduction" line of the report envelope (pictured below) with the total number of givers.

**PLEASE SELECT PAYROLL DEDUCTION OR A DIRECT GIFT.**

**EASY PAYROLL DEDUCTION**

My total annual gift

\$ \_\_\_\_\_

A. I want to contribute the following amount each pay period:

\$50    \$25    \$10    \$5

Other \$ \_\_\_\_\_

B. My pay periods are

Weekly (52 pays)    Bi-Weekly (26 pays)

Semi Monthly (24 pays)    Monthly (12 pays)

Number of Givers	Method of Contributions	Pledge Amount	Amount Paid	Balance Remaining
	Corporate Gift			
	a. Cash			
	b. Check			
	c. Credit Card		<b>ONLINE ONLY</b>	<small>DONORS GO TO WEBSITE AT UNITEDWAYNSV.ORG</small>
	d. Direct Bill			
	Subtotal(a+b+c+d)			
	Payroll Deduction			

**DIRECT GIFT**

\$ \_\_\_\_\_

Direct gift to be paid by:

Cash

Personal check (enclosed, payable to United Way NSV)

Direct Bill Please bill me  Once  Quarterly

Credit Card (Give online at UnitedWayNSV.org/give)

- Sort all **white** pledge cards that selected "DIRECT GIFT" (as pictured above) into the following groups:
  - Cash
  - Check
  - Credit Card
  - Direct Bill

Total up each group separately and add each total to the corresponding line on the report envelope (as pictured right) with the total number of givers in each group. If practical, paper clip cash or checks to the corresponding pledge card. **(No Staples)**

Number of Givers	Method of Contributions	Pledge Amount	Amount Paid	Balance Remaining
	Corporate Gift			
	a. Cash			
	b. Check			
	c. Credit Card		<b>ONLINE ONLY</b>	<small>DONORS GO TO WEBSITE AT UNITEDWAYNSV.ORG</small>
	d. Direct Bill			
	Subtotal(a+b+c+d)			

- Include any corporate gifts on the "Corporate Gift" line of the report envelope.
- Total any funds raised through company-wide fundraisers or special events and insert total on the "Special Events" line of the report envelope.

**Instructions continue on back -> -> ->**

9. Total all groups and insert total on the “Grand Total” line of the report envelope (as pictured right).

10. Place all **white** copies of pledge cards and any other documentation in the report envelope. Please keep the pledge cards bundled by group.

11. If you are unable to return the **white** copy of the pledge cards, **IT IS ESSENTIAL** that you provide the United Way with a list of the payroll deduction contributors, amounts contributed, and any designations to specific organizations.

(An excel spreadsheet template is available at <http://www.unitedwaynsv.org/campaign-tools> for your use.)  
**If pledge cards are not included, please have a local officer sign off on the bottom of the report envelope.**

Number of Givers	Method of Contributions	Pledge Amount	Amount Paid	Balance Remaining
	Corporate Gift			
	a. Cash			
	b. Check			
	c. Credit Card		ONLINE ONLY	DONORS GO TO WEBSITE AT UNITEDWAYNSV.ORG
	d. Direct Bill			
	Subtotal(a+b+c+d)			
	Payroll Deduction			
	Special Events			
	<b>Grand Total</b>			

12. Please fill in all blanks on the report envelope that apply to your organization. **It is important to report the number of pay periods.**

13. Once the envelope is completed, **please sign and include your email address and phone number** so the United Way office can contact you if they have questions.

14. Enclose all materials and **seal envelope**.

15. Call your Account Executive or the United Way Office to arrange pick-up or you may return the envelope to the United Way Office located at 329 N. Cameron St., Suite 201, Winchester 22601.

**Please contact the United Way Office at (540) 536-1610 or e-mail [jallen@unitedwaynsv.org](mailto:jallen@unitedwaynsv.org) if you have questions. THANK YOU!**