



# United Way of the Brown County Area Campaign Report Envelope

108 N. Minnesota Street | P.O. Box 476 | New Ulm, MN 56073  
507-354-6512 | [www.uwbrowncounty.org](http://www.uwbrowncounty.org)

United Way  
of the Brown County Area

Firm Name \_\_\_\_\_ Date \_\_\_\_\_

Employee Campaign Coordinator (ECC) \_\_\_\_\_

Address \_\_\_\_\_ ECC Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

## Directions:

- Complete all information requested on the report envelope
- Check all pledge cards for complete information, including the employee's home address for all donations of \$100 or more (so they can be thanked personally by United Way of the Brown County Area)
- Return completed envelope to the United Way office or call to have your packet picked up.
- Please include the following:
  - ✓ Copy of each pledge card
  - ✓ All cash & checks paid at campaign

**REQUIRED**

Total Number of Donors \_\_\_\_\_

Total Number of Employees \_\_\_\_\_

- **Please be sure** this report reflects only Pledge Authorizations and Payments **enclosed** in this envelope.
- Complete summary of this report on Lines 1 through 6.

| Line No. |   | Number of Gifts | Total Amount Given |
|----------|---|-----------------|--------------------|
| 1        | <b>Payroll Deductions</b><br>(Enclose employee listing sheet. Individual payroll cards must be retained by the payroll department.) |                 |                    |
| 2        | <b>Direct Billing</b><br>(Enclose individual cards and listing sheet. Signatures and addresses are required.)                       |                 |                    |
| 3        | <b>Fully Paid Gifts</b><br>(Enclose cash, checks, all cards, and listing sheet. Signatures are required.)                           |                 |                    |
| 4        | <b>Total Employee Gifts</b><br>(Sum of Lines 1, 2, & 3)   |                 |                    |
| 5        | <b>Corporate Gift and/or Business 365</b><br>(Attach Completed Business 365 form.)  |                 |                    |
| 6        | <b>Grand Total All Gifts</b><br>(Sum of Lines 4 & 5)  |                 |                    |

