



United Way
of the Brown County Area

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

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	Payroll Deductions (Enclose employee listing sheet. Individual payroll cards must be retained by the payroll department.)		
2	Direct Billing (Enclose individual cards and listing sheet. Signatures and addresses are required.)		
3	Fully Paid Gifts (Enclose cash, checks, all cards, and listing sheet. Signatures are required.)		
4	Total Employee Gifts (Sum of Lines 1, 2, & 3)		
5	Corporate Gift and/or Business 365 (Attach Completed Business 365 form.)		
6	Grand Total All Gifts (Sum of Lines 4 & 5)		

