



# 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.unitedwaybrowncountyarea.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 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 of call to have your packet picked up.
- Please include the following:
  - ✓ White copy **only** of each pledge card
  - ✓ All cash & checks paid at campaign

<b>REQUIRED</b>	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> (Enclose employee listing sheet. Individual payroll cards must be retained by the payroll department.)		
2	<b>Direct Billing</b> (Enclose individual cards and listing sheet. Signatures and addresses are required.)		
3	<b>Fully Paid Gifts</b> (Enclose cash, checks, all cards, and listing sheet. Signatures are required.)		
4	<b>Total Employee Gifts</b> (Sum of Lines 1, 2, & 3)		
5	<b>Corporate Gift</b> (Enclose card. Signature required.)		
6	<b>Grand Total All Gifts</b> (Sum of Lines 4 & 5)		