

1800 Main Street
 Columbia, SC 29201
 803-733-5400



2006-2007 Employee Campaign Summary Report

Include only those employee and corporate contributions that have not previously been submitted.

Billing Address if different from printed information.

Payment Contact Name _____

Phone Number _____

Total # of Company Employees _____ Partial Final

This section to be completed by Company Representative

Corporate Giving Information

Corporate Gift \$ _____ (card and check enclosed)
 Corporate Pledge \$ _____ (card enclosed)
 This is an NCL Account _____
 Bill: (please check billing cycle)—Choose one option

Monthly	_____ Jan– Dec	Semi Annually	_____ Jan/Jul
			_____ Feb/Aug
			_____ Mar/Sep
Quarterly	_____ Jan-Apr-Jul-Oct		_____ Apr/Oct
	_____ Feb-May-Aug-Nov		_____ May/Nov
	_____ Mar-Jun-Sep-Dec		_____ Jun/Dec
Annually	_____ (Specify Month) _____		

United Way of the Midlands
OFFICIAL USE ONLY
 DO NOT WRITE IN THIS SECTION

Env # _____
 DES # _____
 Deposit # _____

Accounting Department Audit

Type of Pledge	\$\$\$
Cash	_____
Checks	_____
Special Events	_____
Sub-Total	_____
Payroll Deduction	_____
Credit Card	_____
Bill	_____
Other	_____
Total	_____
Notes:	_____

Employee Payroll Payment

Bill: (please check billing cycle)—Choose one option

Monthly	_____ Jan– Dec	Semi Annually	_____ Jan/Jul
			_____ Feb/Aug
			_____ Mar/Sep
Quarterly	_____ Jan-Apr-Jul-Oct		_____ Apr/Oct
	_____ Feb-May-Aug-Nov		_____ May/Nov
	_____ Mar-Jun-Sep-Dec		_____ Jun/Dec

Employee Pledge Summary

(See pledge descriptions on reverse side of envelope before completing this section.)

Type of Pledge	# of Donors	\$\$\$
Cash	_____	_____
Check	_____	_____
Payroll Deduction	_____	_____
Credit Card	_____	_____
Special Events	_____	_____
Bill	_____	_____
Other	_____	_____
Total Pledges/Amount	_____	_____
# of Society Givers in this envelope	_____	

 Company Representative Signature Date

 Telephone

 United Way Representative Signature Date

what matters.®

Please Complete Front of Envelope In Its Entirety

Pledge Descriptions:

Cash or Check: Contributions which are one-time, paid-in-full donations. The number of Contribution Forms and cash or checks enclosed in the envelope must equal the information given on the front of the envelope.

Payroll Deduction: Contributions which will be deducted from an employee's payroll check. This may be either one-time or per-pay-period contributions. The annualized total of the contribution should be written in the appropriate place on the Contribution Form, including contributions which are a percentage of an employee's pay. It is the company representative's responsibility to ensure that copies of all employee payroll deduction contributions are given to the corporation's payroll department.

Credit Cards: A contributor may opt to have United Way bill a credit card for the amount of their donation. United Way accepts Visa, MasterCard, and American Express only. The Contribution Form should include the contributor's complete credit card number, including expiration date and credit card billing address. A daytime phone number should also be included should a need to contact the contributor arise.

Special Events: Your company may have raised contributions through special fundraising activities. Please deposit any cash raised through these events and write a company check to United Way of the Midlands. If a company check is not an option please secure the money in a separate envelope marked Special Event Funds and place in this envelope.

Direct Bill: Please paperclip all forms together that are marked direct bill and place in the envelope.

Contribution Forms must be signed.