



**United Way Tar River Region**  
 2501 SUNSET AVE.  
 ROCKY MOUNT, NC 27804-2534  
 (252) 937-2213 PHONE  
 (252) 937-6702 FAX  
 www.unitedwaytrr.org

# CAMPAIGN REPORT ENVELOPE

Full Organization Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

City/State/Zip: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Number of Employees: \_\_\_\_\_

## CHECKLIST

NOTE: THE INFORMATION ON THE FRONT SIDE OF THIS ENVELOPE SHOULD ONLY REFLECT PLEDGE INFORMATION INSIDE THIS ENVELOPE. PLEASE DO NOT INCLUDE DOLLAR AMOUNTS FROM PREVIOUS REPORTS.

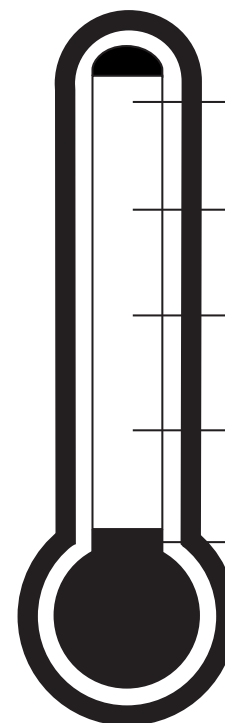
- Complete ALL information on the outside of this envelope.
- United Way copy of ALL Employee pledge cards, including cash and check payments
- Adding machine tape or spreadsheet for cash, check, direct bill and payroll deductions
- Donor Recognition Log
- Special Events Log
- Completed and signed Corporate Pledge form
- Call your United Way representative to pick up your envelope.

## CONTACT INFORMATION

Name	Phone	Email
CEO _____	_____	_____
Coordinator _____	_____	_____
Payroll _____	_____	_____

## CAMPAIGN SUMMARY

TYPE	COUNT	DOLLARS
A. Payroll Deduction		\$
B. Billed Direct		\$
C. Check(s)		\$
D. Cash		\$
<b>E. SUBTOTAL</b> (Add A+B+C+D)		\$
F. Corporate		\$
G. Special Events		\$
<b>H. TOTAL</b> (Add E+F+G)		\$



*Thank You!*

Our Goal \_\_\_\_\_