

REPORTING BACK TO UNITED WAY

If you need assistance, please contact your United Way representative, 321-631-2740

Campaign reporting is just as crucial as any other step. Proper completion shows good stewardship of your co-workers' generous gifts. Part of United Way's annual audit includes verification of reported amounts.

1. Account for all pledge forms.
2. Verify the annual gift total from each employee.
3. Complete the Campaign Report Form (see diagram)

Section A

Report corporate giving
Separate cash and checks

Section B

Report employee giving
Separate pledge cards:

1. Cash
2. Checks
3. Credit cards
4. To be billed
5. Payroll deductions

Section C


Report special event giving
Separate cash and checks

4. Enter your subtotals in each section. Then total onto the Total Giving Summary line.

5. Sign the bottom of the form. Due to audit requirements, unsigned forms cannot be accepted.

6. Make copies of the pledge forms. **Send the ORIGINAL pledge forms to YOUR payroll department and submit copies to United Way Space Coast.**

7. Contact your United Way representative to pick up your final packet. **PLEASE DO NOT MAIL.**

United Way Staff Please do not mail. Call 321-631-2740 for pick up.			
Organizational Information		Reporting Contact	
Organization		Name	
ECM Name		Email	
ECM Email		Phone	
How many employees do you have?			
Organizational Giving Summary		<i>Do not include previously reported pledges in this report envelope.</i>	
	# of Donors	Total Pledges	Total Payment Enclosed
A. Corporate Giving			
1. Cash			
2. Checks			
Total A (A1+A2)			
B. Employee Giving			
1. Cash			
2. Checks			
3. Credit Cards			
4. To Be Billed			
5. Payroll Deductions			
Total B (B1+B2+B3+B4+B5)			
C. Special Events			
1. Cash			
2. Checks			
Total C (C1+C2)			
Total Giving Summary (A+B+C)			
Submitted by		Date	Email
Title		Company Representative Signature	
1100 Rockledge Blvd, Suite 300 • Rockledge, FL 32955 • 321.631.2740			

AVOID COMMON ERRORS ON PLEDGE FORMS!

One way to ensure accurate processing of your employees' pledges is to encourage neat completion of the pledge forms. If your team is completing their pledges in a group setting, review these most common problems with them before they fill in the pledge forms.

Legibility: Ask your colleagues to PRINT neatly. Cursive writing can be difficult to read. The form is short, so ask your fellow employees to take time and care to make sure we can honor their charitable donations easily.

Restricted Gifts: Write-in agencies must be a 501 (c) (3) health or human service not-for-profit

organization. There is a minimum donation of \$130 per agency. Gifts below this amount will be directed to the Community Care Fund.

Annual Gift Total: Please remind your co-workers of the number of pay periods your company has in each calendar year to help determine their annual gift amount.

