



UNITED WAY
Ogle County

CAMPAIGN ENVELOPE

UNITED WAY OF OGLE COUNTY
PO Box 382 | Dixon, IL 61021 815.284.3339 |
uwogle.org

Please use this envelope for only ONE business or organization.
Don't forget to include cash, checks, a copy of each employee's pledge card, and the corporate pledge.

Company/Organization	Date Envelope Returned
Address, City, State, Zip	Phone
Contact Person	Number of Employees
Is this the final report for this business, organization? ☐ Yes ☐ No	

	Number of Donors	Total Pledged	Amount Enclosed	Balance
Corporate Pledge		\$	\$	\$
Payroll Deduction Pledges		\$		\$
Cash Donations		\$	\$	
Check Donations		\$	\$	\$
Credit Card Donations		\$	\$	\$
Bill Me Pledges		\$		\$
Special Events		\$	\$	\$
TOTALS		\$	\$	\$

Total Number of Contributors _____	÷	Total Number of People Employed By Company _____	=	Employee % Participation _____
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Did You Remember to...

- ☐ Verify that the cash and checks in this envelope match the total above?
- ☐ Make sure pledge cards are signed by individual donors and included in this envelope?
- ☐ Distribute white copies to the payroll department, yellow copies to United Way and Pink copies the donor.
- ☐ Put special event donations in the envelope?
- ☐ Deliver finished envelope to United Way, or make arrangements for United Way to pick up the envelope.